



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

ORDINARY COUNCIL MEETING

Agenda

**Meeting Date Thursday 16 March
2023**

Meeting Time 8:30 am

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

**Jamie Criddle
Chief Executive Officer**



SHIRE OF
Chapman Valley
love the rural life!

Strategic Community Plan 2022-2032



Snapshot

OUR VISION

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

OUR VALUES

Ethical, Honest, Integrity,
Leadership, Respectful, Trustful



COMMUNITY, HEALTH & LIFESTYLE

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



ECONOMY & POPULATION

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



ENVIRONMENT & SUSTAINABILITY

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



PHYSICAL & DIGITAL INFRASTRUCTURE

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



GOVERNANCE & ACCOUNTABILITY

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

ACKNOWLEDGEMENT OF COUNTRY

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

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

DISCLAIMER

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

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

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

Table of Contents

1 Declaration of Opening & Announcements of Visitors	6
2 Announcements from the Presiding Member.....	6
3 Record of Attendance****	6
3.1 Attendees***	6
3.2 Apologies	6
3.3 Previously Approved Leave of Absence (By Resolution of Council)*** .	7
4 Public Question Time***	7
4.1 Response to Previous Public Questions on Notice***	7
4.2 Public Question Time	7
5 Applications for Leave of Absence	8
6 Disclosure of Interest	8
7 Presentations	9
7.1 Petitions	10
7.2 Presentations	10
7.3 Deputations	10
8 Confirmation of Minutes from Previous Meetings****	10
8.1 Ordinary Council Meeting held on 16 February 2023	10
9 Items to be dealt with En Bloc	10
10 Officer Reports	11
10.1 Deputy Chief Executive Officer.....	11
10.1.1 Yuna Church Rezoning	11
10.2 Manager of Finance & Corporate Services.....	19
10.2.1 Financial Management Report	19
10.2.2 Budget Variation Infrastructure Revaluation	21
10.3 Chief Executive Officer.....	24
10.3.1 Public Health & Wellbeing Plan 2023-2027	24
10.3.2 Tourism & Events Advisory Group.....	28
10.3.3 Building & Disability Committee	31
10.3.4 Review of Delegations Register	34
11 Elected Members Motions	37

12 New Business of an Urgent Nature Introduced by Decision of the Meeting.....	37
13 Delegates Reports***	38
14 Announcements by Presiding Member Without Discussion	38
15 Matters for which Meeting to be Closed to Members of the Public***	38
16 Closure	39

1 Declaration of Opening & Announcements of Visitors

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

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

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

2 Announcements from the Presiding Member

3 Record of Attendance****

3.1 Attendees***

The following are anticipated to attend the council meeting:

Elected Members

Cr Kirrilee Warr (President)

Cr Darrell Forth (Deputy President)

Cr Nicole Batten

Cr Beverley Davidson

Cr Elizabeth Elliott-Lockhart

Cr Peter Humphrey

Cr Catherine Low

Cr Trevor Royce

Officers

Jamie Criddle, Chief Executive Officer

Simon Lancaster, Deputy Chief Executive Officer

Dianne Raymond, Manager Finance & Corporate Services

Beau Raymond, Minute Taker

Visitors

3.2 Apologies

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

Nil

4 Public Question Time***

4.1 Response to Previous Public Questions on Notice***

Nil

4.2 Public Question Time

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

6.6 Procedures for question time for the public

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

6.7 Other procedures for question time for the public

- (1) A member of the public who raises a question during question time, is to state his or her name and address.
- (2) A question may be taken on notice by the Council for later response.
- (3) When a question is taken on notice the CEO is to ensure that:
 - (a) a response is given to the member of the public in writing; and
 - (b) a summary of the response is included in the agenda of the next meeting of the Council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to:
 - (a) declare that he or she has an interest in the matter; and
 - (b) allow another person to respond to the question.
- (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
- (7) The Presiding Member may decide that a public question shall not be responded to where:
 - (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which

the response was provided;

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

(c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.

(8) A member of the public shall have two minutes to submit a question.

(9) The Council, by resolution, may agree to extend public question time.

(10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

5 Applications for Leave of Absence

6 Disclosure of Interest

Local Government Act 1995

Administration Part 5

Disclosure of financial interests and gifts Division 6

s. 5.59

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

Section 5.60A:

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

Section 5.60B:

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

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

Regulation 34C (Impartiality):

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

7 Presentations

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

6.9 Deputations

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

6.10 Petitions

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

- (a) the matter is the subject of a report included in the agenda; and
- (b) the Council has considered the issues raised in the petition.

6.11 Presentations

- (1) In this clause, a presentation means the acceptance of a gift or an award by the Council on behalf of the local government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

7.1 Petitions

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

7.2 Presentations

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

7.3 Deputations

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

8 Confirmation of Minutes from Previous Meetings****

Recommendation

That the Minutes of the Ordinary Council Meeting held on 16 February 2023 be confirmed as true and accurate.

9 Items to be dealt with En Bloc

10 Officer Reports

10.1 Deputy Chief Executive Officer

10.1.1	Yuna Church Rezoning
Department	Development Service Planning
Author	Simon Lancaster
Reference(s)	A1373 & 204.11.05 (previous Council Minute 12/22-03)
Attachment(s)	1. Yuna Church Rezoning Application [10.1.1.1 - 31 pages] 2. Yuna Church Rezoning Submissions [10.1.1.2 - 10 pages] 3. Yuna Church Rezoning Schedule of Submissions [10.1.1.3 - 4 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council:

- 1 Receive the submissions as contained in separate Attachment 10.1.1.2 and addressed in the Schedule of Submissions included as separate Attachment 10.1.1.3.
- 2 Adopt for final approval Scheme Amendment No.3 to Shire of Chapman Valley Local Planning Scheme No.3 as contained in separate Attachment 10.1.1.1 pursuant to Part 5 of the *Planning and Development Act 2005* as follows:
 - (a) Rezoning 7073 (Lot 14) Chapman Valley Road, Yuna from 'Civic and Community' to the 'Rural Townsite' zone; &
 - (b) Modifying the Scheme Map accordingly.

Disclosure of Interest

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

Background

Council resolved to initiate the rezoning of the Yuna Catholic Church property of 7073 (Lot 14) Chapman Valley Road, Yuna from 'Civic and Community' to 'Rural Townsite' at its 15 December 2022 meeting. The advertising of the rezoning application has concluded with no objections being received and 6 submissions offering either support or technical comment being received. This report recommends Council's adopt the Scheme Amendment and forward it to the Minister for Planning seeking final approval.

Comment

7073 (Lot 14) Chapman Valley Road, Yuna is a 1.214ha property at the eastern end of the Yuna townsite that contains the Our Lady Queen of Peace Roman Catholic Church.

The Yuna Catholic Church was built in 1967 and has seen declining use in recent years and the building was damaged during Cyclone Seroja in 2021. The Catholic Church are proposing to rezone Lot 14 from 'Civic and Community' to 'Rural Townsite' and dispose of the property.

A copy of the received Scheme Amendment documentation has been provided as **separate Attachment 10.1.1.1**.

Figure 10.1.1(a) – Location map for 7073 (Lot 14) Chapman Valley Road, Yuna



Figure 10.1.1(b) – Aerial Photograph of 7073 (Lot 14) Chapman Valley Road, Yuna



Shire staff raise no objection to the rezoning of the Yuna Church site to 'Rural Townsite' on the following basis:

- it is considered preferable for the building to be adapted for a new use rather than decline as an underutilised public building.

- the occupation of a building better ensures its upkeep, as minor maintenance items are more likely to be noticed and attended to before they become major issues, than were the building to be vacant and only visited intermittently.
- the property has power connection and capability of being connected to water service.
- whilst the building has not been designed for habitable purposes there is ability for it to be converted to meet the Class 1 (habitable) requirements of the Building Code of Australia prior to occupation.
- the development of the property for residential purposes would increase the Yuna townsite population.
- Lot 14 has frontage to a straight, flat 60km/hour section of the Chapman Valley Road in the Yuna townsite.
- the conversion of the building to a residence, and with it likely internal and external alterations, would not be contrary to the Shire's Heritage Inventory which notes that changes to the place should be in sympathy with its heritage values.
- the 1.214ha size provides for sufficient area to develop Lot 14 as a residential property i.e. accommodate alterations/extensions, shed(s), rainwater tank(s), driveway and off-street vehicle parking.
- were the property to be sold into private ownership and the zoning remained for 'civic and community' purposes this would require future applications to be assessed against the zoning purpose which is for community facilities.
- where a property has a zoning that is deemed to preclude uses other than for exclusively public purposes this may expose the local government to a claim or compensation.
- the rezoning of the land to 'Rural Townsite' would be in keeping with the zoning of the other privately owned lots on the north side of Chapman Valley Road in the Yuna townsite.
- there is a sufficient supply of public buildings in the Yuna townsite that can cater for public gatherings and there is no identified community need for the building with the townsite already containing a community centre, hall, library, school and CWA that have a multi-purpose capacity.
- the rezoning of the land would enable the site to enter into a new phase as circumstances change, this is a common phenomenon throughout Mid West townsites as formerly public buildings such as schools, police stations and churches transition to housing, and this trend has been hastened by the impact of Cyclone Seroja as organisations review their asset registers, liabilities, insurance exposure and underutilised buildings, and a similar rezoning application has already been approved by Council for the Nabawa Anglican Church property.
- the adapting of former religious gathering places to alternative uses has become more common as religious affiliation reduces in the community profile, with Chapman Valley Census data mirroring the wider Australian downward trend (ABS Chapman Valley Religious Affiliation Census data; 2001-80.8%, 2006-75.1%, 2011-77.8%, 2016-71.9%, 2021-61.9%).

Figure 10.1.1(c) – View of Yuna Church looking south-east



Statutory Environment

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

Part 5 of the *Planning & Development Act 2005* provides for the amendment of a Scheme.

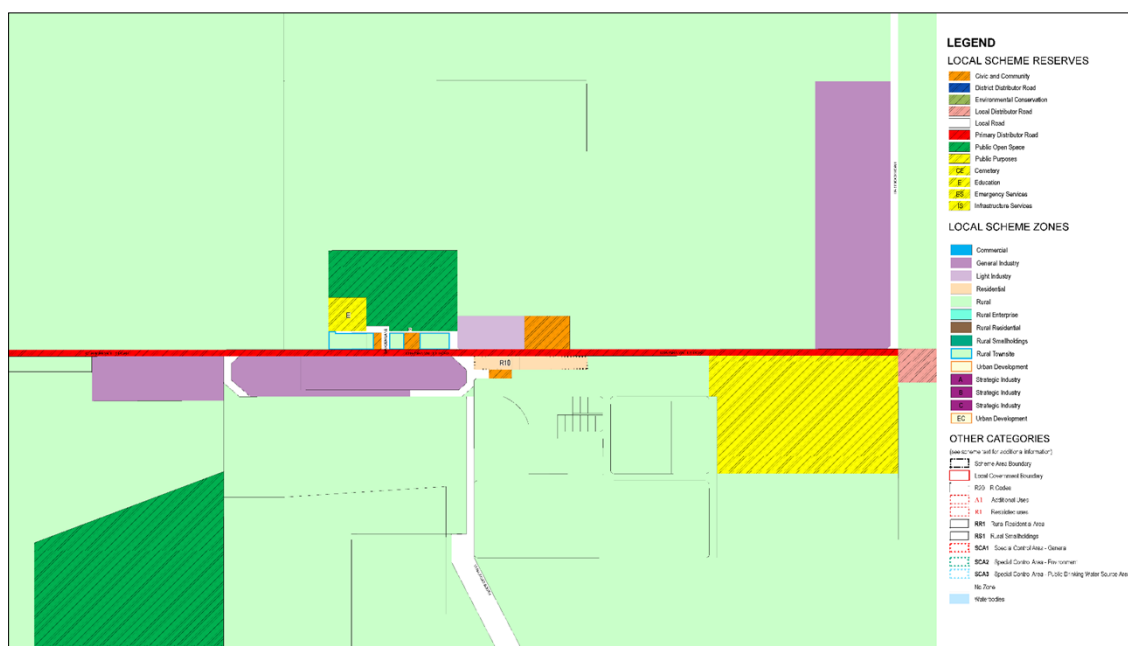
7073 (Lot 14) Chapman Valley Road, Yuna is zoned 'Civic and Community' under the Shire of Chapman Valley Local Planning Scheme No.3. Table 1 of the Scheme lists the objectives for this zone as being:

- “• To provide for a range of community facilities which are compatible with surrounding development.
- To provide for public facilities such as halls, theatres, art galleries, educational, health and social care facilities, accommodation for the aged, and other services by organisations involved in activities for community benefit.”

The application seeks to rezone Lot 14 to 'Rural Townsite' and Table 2 of the Scheme lists the objectives for this zone as:

- “• To provide for a range of land uses that would typically be found in a small country town.”

Figure 10.1.1(d) – extract from Shire of Chapman Valley Local Planning Scheme Map



The Scheme lists the following land uses as being 'permitted' in the 'Rural Townsite' zone:

aged or dependent person's dwelling	single house
home office	

The Scheme lists the following land uses as being 'discretionary' in the 'Rural Townsite' zone:

ancillary dwelling	home occupation
car park	cottage industry
grouped dwelling	market
home business	multiple dwelling

The Scheme lists the following as being able to be considered, subject to advertising, in the 'Rural Townsite' zone:

aged care facility	holiday house
art gallery	home store
bed and breakfast	lunch bar
brewery	produce stall
camping ground	repurposed dwelling
caravan park	residential building
child care premises	restaurant/café
civic use	road house
club premises	rural home business
community purpose	second hand dwelling
consulting rooms	serviced apartment
convenience store	service station
educational establishment	shop
exhibition centre	small bar
family day care	telecommunications infrastructure
garden centre	tourist development
holiday accommodation	

The Yuna Church is listed on the Shire of Chapman Valley Heritage Inventory as a Management Category 4 building (1 being the highest category and 5 the lowest) in that it has:

“Level of Significance:

Some Significance. Contributes to the heritage and/or historical development of the locality.

Management Recommendation:

Conservation of the place is desirable. Any proposed change to the place should be in sympathy with the heritage values of the place.”

Section 45 of the now repealed *Heritage of Western Australia Act 1990* required every local government to compile a Municipal/Heritage Inventory of Places within its district which in its opinion are, or may become, of cultural heritage significance. The Shire's Inventory was prepared in 1995 and reviewed in 2012.

The *Heritage Act 2018* replaced the 1990 legislation and required that local governments update their Heritage Inventories into Local Heritage Surveys. The Shire of Chapman Valley has been awarded a grant by the Department of Planning, Lands & Heritage (DPLH) to review its Inventory and it is anticipated it will take approximately 12 months to complete the statutory process.

The *Planning and Development (Local Planning Schemes) Regulations 2015* also introduced the requirement that local governments “*must establish and maintain a Heritage List to identify places within the Scheme area that are of cultural heritage significance and worthy of built heritage conservation*”. Upon conclusion of the Heritage Inventory review/Local Heritage Survey preparation process the Shire will be in position to formally consider its Heritage List.

Given the Heritage Inventory lists the Yuna Church as being Category 4, and generally it is Category 1 & 2 Places only that are considered for statutory listing, it is unlikely that this site would be included on the Local Heritage List.

The Yuna Church is not listed on the State Register of Heritage Places and re-development of the property is not therefore required to be referred to the Heritage Council of WA for comment. However, the Shire still sought its comment during the rezoning advertising period, and the Heritage Council of WA offered support for the proposal.

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

Strategic Implications

The Shire of Chapman Valley Local Planning Strategy has the following vision statement for Precinct No.8 - Yuna:

“The consolidation and enhancement of the Yuna townsite as a service centre for the broader agricultural area”

Precinct No.8 has the following community objectives of relevance:

- “8.1.1 Support the planned consolidation of the Yuna townsite as the principal ‘Service Centre’ for the broader farming community.*
- 8.1.2 Provide enhanced facilities and community infrastructure within the town to meet community needs.*
- 8.1.3 Encourage participation and input to achieve ownership and maintain strong relationships between key stakeholders, particularly the broader farming community and CBH.*
- 8.1.4 Encourage the protection and restoration of places and buildings of heritage/historical significance.”*

Strategic Community Plan/Corporate Business Plan Implications

ECONOMY & POPULATION

2.1 Build population and business activity with targeted strategies.

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

ECONOMY & POPULATION

2.2 Provide support for business development and local employment.

2.2.1 Research mixed land use opportunities.

ECONOMY & POPULATION

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

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

Consultation

The Environmental Protection Authority (‘EPA’) advised on 20 December 2022 that the proposed rezoning did not warrant assessment under Part IV Division 3 of the *Environmental Protection Act 1986*.

The Western Australian Planning Commission (WAPC) advised on 20 December 2022 that the rezoning application was considered a standard scheme amendment.

The Shire advertised the Scheme Amendment from 6 January 2023 until 24 February 2023 and undertook the following consultation actions inviting comment:

- sign placed on-site;
- notice placed in the Mid West Times;
- copy of the Scheme Amendment documentation placed on the Shire website;
- copy of the Scheme Amendment documentation made available for public viewing at the Shire office;
- letters being sent to all landowners within 350m of the site; &
- letters being sent to the Department of Fire & Emergency Services, Department of Health, Department of Planning, Lands & Heritage, Department of Water and Environment Regulation, Heritage Council of WA, Main Roads WA, Telstra, Water Corporation and Western Power inviting comment.

At the conclusion of the advertising period 6 submissions had been received, 5 from government agencies all offering no objection to the proposed rezoning, and 1 from CBH expressing support for the rezoning application.

Copies of the received submissions are provided as **separate Attachment 10.1.1.2**.

A copy of the Scheme Amendment Schedule of Submissions that is required to be forwarded to the WAPC is included as **separate Attachment 10.1.1.3**. The Schedule of Submissions identifies the respondents, the nature of their submissions, and provides individual comment upon any raised issues.

Risk Assessment

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

10.2 Manager of Finance & Corporate Services

10.2.1	Financial Management Report
Department	Finance, Governance & Corporate Services Finance
Author	Dianne Raymond
Reference(s)	307.00
Attachment(s)	1. Financial Management Report January 2023 [10.2.1.1 - 27 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council receives the financial management report supplied under separate cover for the month of January 2023 comprising the following:

Statement of Financial Activities by Nature or Type

Summary of Payments

Bank Reconciliation

Credit Card Statement

Disclosure of Interest

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

Background

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

Comment

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

Statutory Environment

The report complies with the requirements of the:

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

GOVERNANCE & ACCOUNTABILITY

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

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

Consultation

Not Applicable

Risk Assessment

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

10.2.2	Budget Variation Infrastructure Revaluation
Department	Finance, Governance & Corporate Services Finance
Author	Dianne Raymond
Reference(s)	306.00
Attachment(s)	Nil

Voting Requirements

Absolute Majority

Staff Recommendation

That Council endorses the budget movement between programs to repurpose funds not required in Recreation and Culture to be utilised for consultants' fees in Governance.

Disclosure of Interest

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

Background

Council's adopted budget at times will need variations made to reflect changes which occur after the budget has been adopted. The purpose of this report is to seek Council's endorsement for some immediate budget variations identified by staff.

Comment

In accordance with legislative requirements of the Local Government Act, 1995, Section 6.8(1)(b) Council is required to resolve by Absolute Majority to incur expenditure from its municipal fund for an additional purpose that is not identified in the Adopted Budget.

Local Government Act (1995) – Section 6.8. - Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
- (b) is authorised in advance by resolution*; or
- (c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

(1a) In subsection (1):

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

- (2) Where expenditure has been incurred by a local government —
 - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
 - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

The fair value of land, buildings and infrastructure is to be determined at least every five years in accordance with the regulatory framework. The infrastructure assets classification is required for 30 June 2023 to meet the Shire's legislative requirements. The initial budget based on previous consultants' fees has shown to be far too conservative at \$20,000. The WALGA e-quotes preferred supplier panel was utilised to procure quotes from relevant consultants with the response fees ranging upwards to well over the \$150,000 mark.

The items listed in the Financial Implications section of this report have been identified as required variations to the Budget with a nil overall effect on the Budget.

Statutory Environment

The report complies with the requirements of the:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

A Nil overall effect on the budget, however movement between program areas is required. An expense has been identified in the annual budget in two areas therefore over expensed. These funds will then allow for the repurpose of funds for the consultant's expense area in Governance to offset increased quoted amounts for a nil overall effect.

Remove budget from:

Programme 11 Recreation And Culture - Sub Programme 34 Other Recreation And Sport - G/L Account 126420 Parks & Gardens Expenses - \$70,000 (identified for Cyclone Seroja Shire Assets Damage - Shade dome structure) has been accounted for correctly in Job number YUNPG

Transfer budget to:

Programme 04 Governance - Sub Programme 05 Other Governance - \$70,000 (Consultants fee Infrastructure Assets Valuation Service)

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

GOVERNANCE & ACCOUNTABILITY

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

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

GOVERNANCE & ACCOUNTABILITY

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

5.2.1 Asset Management.

Consultation

Consultation with Senior Staff and Chief Executive Officer

Risk Assessment

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

10.3 Chief Executive Officer

10.3.1	Public Health & Wellbeing Plan 2023-2027
Department	Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reference(s)	502.00
Attachment(s)	1. Shire of Chapman Valley PHP Draft 2023-02-28 [10.3.1.1 - 14 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That with respect to the Draft Shire of Chapman Valley Public Health Plan 2023 - 2027, Council:

1. Advertise the documents on the Shire's Website, official Notice Boards and Facebook site, for the purpose of seeking public comment for a minimum of thirty (30) days, with any submissions received being referred to Council for further consideration prior to adoption.

Disclosure of Interest

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

Background

Council's consideration is requested to advertise the draft Shire of Chapman Valley Public Health Plan, for the purpose of seeking public comment.

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

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

In partnership with key health, community, education and government organisations and private industry, the Shire of Chapman Valley is committed to implementing a range of

initiatives across Council functions that contribute to the health and wellbeing of individuals and families, particularly those most vulnerable and in need of support.

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

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

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

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

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

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

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

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

Comment

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

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

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

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

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

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

Statutory Environment

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

The Public Health Act 2016, section 16 requires a local government to:

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

The Shire of Chapman Valley Public Health Plan meets the Shire's legislative obligations.

WA State Legislation can be found on the website below:

<https://www.legislation.wa.gov.au/legislation/statutes.nsf/default.html>

Policy/Procedure Implications

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

Financial Implications

No Financial Implications Identified.

The Policies and Plan largely reflects what we are doing now.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

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

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

COMMUNITY HEALTH & LIFESTYLE

1.2 Address identified ageing population issues.

1.2.1 Advocate for current and future services and housing needs.

COMMUNITY HEALTH & LIFESTYLE

1.3 Strengthen our role in regional partnerships and advocacy for continuity of local services/facilities.

1.3.1 Maintain close relationships with neighbouring shires and regional bodies.

GOVERNANCE & ACCOUNTABILITY

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

5.2.4 Effectively Engage and communicate with the community.

Consultation

It is intended that as well as advertising via the normal channels, such as the website and social media a copy of the Plan will be provided in electronic versions with hard copies made available at Administration Centre.

Risk Assessment

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

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

10.3.2

Tourism & Events Advisory Group

Department	Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reference(s)	Record 403.04
Attachment(s)	Nil

Voting Requirements

Simply Majority

Staff Recommendation

That the Tourism & Events Advisory Group recommends the following to Council:

- TBA

Disclosure of Interest

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

Background

The Tourism & Events Advisory Group met on 15 March 2023 to discuss potential budget items for Council consideration in the 2022/2023 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
- Various other budgeted and potential works and programs

There are also a number of potential 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 15th March 2023 is provided at the following attachment.

Statutory Environment

This report has no statutory environment requirements.

Policy/Procedure Implications

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

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:

- 1. 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.*
- 2. Assist with coordinating the annual Australia Day function(s).*
- 3. Discuss all other item(s) referred to them by Council in the areas of tourism and events.*

Financial Implications

No Financial Implications Identified.

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

Strategic Implications

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

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

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

1.1.3 Identify all volunteers and determine their support needs.

Consultation

Nil

Risk Assessment

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

10.3.3 Building & Disability Committee	
Department	Development Service Building Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reference(s)	801.00
Attachment(s)	1. Reviewed Proposed 5 Year Building Program Mtce Capital [10.3.3.1 - 5 pages] 2. Unconfirmed Minutes Building Disability Services Committee [10.3.3.2 - 16 pages]

Voting Requirements

Simply Majority

Staff Recommendation

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

1. Minute Reference: BDSC

The Committee recommends Council consider the draft “*Operating & Capital Building Programs*” as presented with the following amendments and this be used as a basis to develop the Draft 2023/2024 Budget:

2. Minute Reference: BDSC

Council initiate a full review of the Disability Access & Inclusion Plan in 2023 and budget accordingly in the 2023/24 financial year.

Disclosure of Interest

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

Background

The Shire of Chapman Valley Building & Disability Services Committee met on the 9th March 2023 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.

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

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

Policy/Procedure Implications

A Policy or Procedure is affected:
Building & Projects Policy & Procedures

Financial Implications

Long Term Financial Plan

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

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

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 Implications

PHYSICAL & DIGITAL INFRASTRUCTURE

4.1 Develop, manage, and maintain built infrastructure.

4.1.1 Asset Management Plan.

GOVERNANCE & ACCOUNTABILITY

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

5.2.2 Long Term Financial Management.

Consultation

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

Risk Assessment

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

10.3.4	Review of Delegations Register
Department	Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reference(s)	Record 411.03
Attachment(s)	1. Delegation Reg Review 2022 (1) [10.3.4.1 - 104 pages]

Voting Requirements

Absolute Majority

Staff Recommendation

That Council endorse the current Delegations Register as presented.

Disclosure of Interest

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

Background

The 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 2022 OCM with no significant changes from the last review. There may be changes in time with the recent amendments to the Local Government Act 1995, but these can occur when required.

Comment

The Chief Executive Officer and staff have reviewed the current Delegations Register 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.

As the existing delegations appear to be working satisfactorily the Staff Recommendation is to endorse the current Delegations Register as presented. It is also advised that Delegations, as well as Policies can be amended at any time deemed necessary and may be required once the effect of the New Local Government Act 1995 amendments are known.

Statutory Environment

The report complies with the requirements of the:
Local Government Act 1995
Section 5.42, 5.43, 5.44 5.45 and 5.46

Policy/Procedure Implications

A Policy or Procedure is affected:
Organisational Corporate Policy & Procedures
Elected Member Governance Policy & Procedures
Planning and Development Policy & Procedures
HR & Induction Policy & Procedures
Finance Policy & Procedures
Works and Services Policy & Procedures
Building & Projects Policy & Procedures

Financial Implications

No Financial Implications Identified.

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 reviews at least annually in accordance with legislation.

Strategic Community Plan/Corporate Business Plan Implications

GOVERNANCE & ACCOUNTABILITY

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

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

Consultation

The 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

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

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

An Insignificant Service Disruption Risk of Level 1 - Which will likely resulting in no material service disruption.

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

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

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

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

11 Elected Members Motions

Local Government Act 1995
SHIRE OF CHAPMAN VALLEY
Standing Orders Local Law 2016

Part 5 - Business of a meeting

5.3 Motions of which previous notice has been given

- (1) Unless the Act, Regulations or this local law otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 10 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the district.
- (4) The CEO -
- (a) may, with the concurrence of the President, may exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of this local law or any other written law;
- (b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
- (c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
- (d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless:
- (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
- (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- (6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.

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

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

Local Government Act 1995
SHIRE OF CHAPMAN VALLEY
Standing Orders Local Law 2016

Part 5 - Business of a meeting

5.4 New business of an urgent nature

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion

by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.

(2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the local government and must be considered and dealt with by the Council before the next meeting.

13 Delegates Reports***

Nil

14 Announcements by Presiding Member Without Discussion

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

Local Government Act 1995

Administration Part 5

Council meetings, committees and their meetings and electors'

meetings Division 2

s. 5.23

The council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than

the local government; and

(f) a matter that if disclosed, could be reasonably expected to —

(i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or

(ii) endanger the security of the local government's property; or

(iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and

(g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and

(h) such other matters as may be prescribed.

(3) A decision to close a meeting or part of a meeting and the reason for.

The Council has no confidential items for consideration.

16 Closure

Ordinary Council Meeting 16 March 2023 Attachments

8.1 Ordinary Council Meeting held on 16 February 2023.....	2
8.1.1 Unconfirmed Ordinary Council Meeting - February 2023.....	2
10.1.1 Yuna Church Rezoning.....	50
10.1.1.1 Yuna Church Rezoning Application.....	50
10.1.1.2 Yuna Church Rezoning Submissions.....	81
10.1.1.3 Yuna Church Rezoning Schedule of Submissions.....	91
10.2.1 Financial Management Report.....	95
10.2.1.1 Financial Management Report January 2023.....	95
10.3.1 Public Health & Wellbeing Plan 2023-2027.....	122
10.3.1.1 Shire of Chapman Valley PHP Draft 2023-02-28.....	122
10.3.3 Building & Disability Committee.....	136
10.3.3.1 Reviewed Proposed 5 Year Building Program Mtce Capital....	136
10.3.3.2 Unconfirmed Minutes Building Disability Services Committee.....	141
10.3.4 Review of Delegations Register.....	157
10.3.4.1 Delegation Reg Review 2022 (1).....	157

ORDINARY COUNCIL MEETING Minutes

Meeting Date Thursday 16 February 2023

Meeting Time 8:30 am

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



Jamie Criddle
Chief Executive Officer

Strategic Community Plan 2022-2032



Snapshot

OUR VISION

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

OUR VALUES

Ethical, Honest, Integrity,
Leadership, Respectful, Trustful



COMMUNITY, HEALTH & LIFESTYLE

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



ECONOMY & POPULATION

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



ENVIRONMENT & SUSTAINABILITY

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



PHYSICAL & DIGITAL INFRASTRUCTURE

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



GOVERNANCE & ACCOUNTABILITY

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

Ordinary Council Meeting 16 February 2023 - Minutes

ACKNOWLEDGEMENT OF COUNTRY

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

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

DISCLAIMER

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

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

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

Ordinary Council Meeting 16 February 2023 - Minutes

Table of Contents

1 Declaration of Opening & Announcements of Visitors	6
2 Announcements from the Presiding Member.....	6
3 Record of Attendance	6
3.1 Attendees.....	6
3.2 Apologies.....	6
3.3 Previously Approved Leave of Absence (By Resolution of Council)	6
4 Public Question Time	6
4.1 Response to Previous Public Questions on Notice.....	6
4.2 Public Question Time	7
5 Applications for Leave of Absence	7
6 Disclosure of Interest	7
7 Presentations	7
7.1 Petitions	7
7.2 Presentations	7
7.3 Deputations	7
8 Confirmation of Minutes from Previous Meetings	7
8.1 Ordinary Council Meeting held on 15 December 2022	7
9 Items to be dealt with En Bloc	7
10 Officer Reports	9
10.1 Deputy Chief Executive Officer.....	9
10.1.1 Proposed Shed, Redcliffe Concourse, White Peak	9
10.1.2 Proposed Rezoning - Lot 100 'Wells Road', Howatharra	19
10.2 Manager of Finance & Corporate Services.....	28
10.2.1 Financial Management Report	28
10.2.2 Annual Budget Review.....	31
10.3 Chief Executive Officer.....	35
10.3.1 Annual Electors Meeting.....	35
10.3.2 Corporate Business Plan 2022-2025.....	38
10.3.3 Nabawa Recreational Centre Upgrades - Disaster Ready Fund Application	44
11 Elected Members Motions	49

Ordinary Council Meeting 16 February 2023 - Minutes

12 New Business of an Urgent Nature Introduced by Decision of the Meeting.....	49
13 Delegates Reports.....	49
14 Announcements by Presiding Member Without Discussion	50
15 Matters for which Meeting to be Closed to Members of the Public.....	50
16 Closure	50

Ordinary Council Meeting 16 February 2023 - Minutes

1 Declaration of Opening & Announcements of Visitors

The President welcomed elected members, staff and visitors to the council meeting and declaring the meeting open at 8:35 am.

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

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

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

2 Announcements from the Presiding Member

Nil

3 Record of Attendance

3.1 Attendees

The following attended the council meeting:

Elected Members

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

Officers

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

Visitors

Nil

3.2 Apologies

Nil

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

Cr Peter Humphrey - Ordinary Council Meeting February 2023

Ordinary Council Meeting 16 February 2023 - Minutes

4 Public Question Time

4.1 Response to Previous Public Questions on Notice

Nil

4.2 Public Question Time

Nil

5 Applications for Leave of Absence

Nil

6 Disclosure of Interest

Nil

7 Presentations

7.1 Petitions

The Council did not receive any petitions.

7.2 Presentations

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

7.3 Deputations

The Council has not received any deputations.

8 Confirmation of Minutes from Previous Meetings

Council Resolution

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

That the Minutes of the Ordinary Council Meeting held on 15 December 2022 be confirmed as true and accurate.

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

Against Nil

7 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/02-1

Ordinary Council Meeting 16 February 2023 - Minutes

9 Items to be dealt with En Bloc

Council Resolution

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

Council resolves to move the following items En Bloc:

- 10.1.1 - Proposed Shed, Redcliffe Concourse, White Peak
- 10.1.2 - Proposed Rezoning - Lot 100 'Wells Road', Howatharra
- 10.3.1 - Annual Electors Meeting

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

Against Nil

7 / 0

CARRIED UNANIMOUSLY

Minute Reference OCM 2023/02-2

Ordinary Council Meeting 16 February 2023 - Minutes

10 Officer Reports

10.1 Deputy Chief Executive Officer

10.1.1	Proposed Shed, Redcliffe Concourse, White Peak
Department	Development Service Planning
Author	Simon Lancaster
Reference(s)	A1595 (previous Council Minute Reference 06/15-03)
Attachment(s)	1. Redcliffe Concourse Shed application [10.1.1.1 - 4 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council grant formal planning approval for an outbuilding with a reduced rear and side boundary setback of 3m upon 53 (Lot 215) Redcliffe Concourse, White Peak subject to compliance with the following:

Conditions:

- 1 Development shall be in accordance with the approved plan(s) as contained within Attachment 10.1.1 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the buildings or land (not the subject of this consent/approval) considered by the local government Chief Executive Officer to represent significant variation from the approved development plan requires further application and planning approval for that use/addition.
- 3 The outbuilding must not be used for habitable, commercial or industrial purposes.
- 4 The outbuilding shall be clad in colours that are complementary to the existing residence and natural landscape, and be to a finish, to the satisfaction of the local government.
- 5 All stormwater must be contained and disposed of on-site to the satisfaction of the local government.
- 6 Any soils disturbed or deposited on site shall be stabilised to the satisfaction of the local government.
- 7 The area between the shed and the property boundaries shall be kept free of items that reduce visual amenity or contribute to fire hazard, and maintained, to the satisfaction of the local government
- 8 If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.

Notes:

Ordinary Council Meeting 16 February 2023 - Minutes

- (a) Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.
- (b) The application has been determined by Council based upon its specific merit and this determination should not be deemed to create a precedent for future applications.
- (c) If an applicant is aggrieved by this determination there is a right pursuant to the *Planning and Development Act 2005* to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

Council En Bloc Resolution - Minute Reference OCM 2023/02-2

That Council grant formal planning approval for an outbuilding with a reduced rear and side boundary setback of 3m upon 53 (Lot 215) Redcliffe Concourse, White Peak subject to compliance with the following:

Conditions:

- 1 Development shall be in accordance with the approved plan(s) as contained within Attachment 10.1.1 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the buildings or land (not the subject of this consent/approval) considered by the local government Chief Executive Officer to represent significant variation from the approved development plan requires further application and planning approval for that use/addition.
- 3 The outbuilding must not be used for habitable, commercial or industrial purposes.
- 4 The outbuilding shall be clad in colours that are complementary to the existing residence and natural landscape, and be to a finish, to the satisfaction of the local government.
- 5 All stormwater must be contained and disposed of on-site to the satisfaction of the local government.
- 6 Any soils disturbed or deposited on site shall be stabilised to the satisfaction of the local government.
- 7 The area between the shed and the property boundaries shall be kept free of items that reduce visual amenity or contribute to fire hazard, and maintained, to the satisfaction of the local government.
- 8 If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.

Notes:

- (a) Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.
- (b) The application has been determined by Council based upon its specific merit and this determination should not be deemed to create a precedent for future applications.
- (c) If an applicant is aggrieved by this determination there is a right pursuant to the *Planning and Development Act 2005* to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

Ordinary Council Meeting 16 February 2023 - Minutes

Disclosure of Interest

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

Background

Council is in receipt of an application to construct an outbuilding with reduced rear and side boundary setbacks upon 53 (Lot 215) Redcliffe Concourse, White Peak. The application has been advertised for comment and 1 submission expressing support was received and no objections were received. This report recommends approval.

Comment

Lot 215 is a 4,642m² property that slopes downwards from the 80m contour at the rear (southern end of the property) to the 75m contour at the front (north) of the property. Lot 215 is bordered by Redcliffe Concourse to the north, a bridle path to the east and south and a similar sized property to the west.

Figure 10.1.1(a) – Location Map for 53 (Lot 215) Redcliffe Concourse, White Peak



The application is for a 5m x 5m (25m²) colorbond outbuilding with 2.4m wall height and 2.841m gable height that is proposed to be sited 3m from the side and rear property boundaries. A copy of the application that includes the site, elevation and floor plans and the applicant's supporting correspondence is provided as **separate Attachment 10.1.1**.

The Shire of Chapman Valley Local Planning Scheme No.3 establishes a minimum 5m rear and side boundary setback requirement in the 'Rural Residential' zone and the application is therefore required to be presented to Council for determination.

Ordinary Council Meeting 16 February 2023 - Minutes

Figure 10.1.1(b) – Aerial photo of 53 (Lot 215) Redcliffe Concourse, White Peak



Figure 10.1.1(c) – View looking south along bridle trail at proposed outbuilding site



Figure 10.1.1(d) – View north-west from bridle trail at proposed outbuilding site

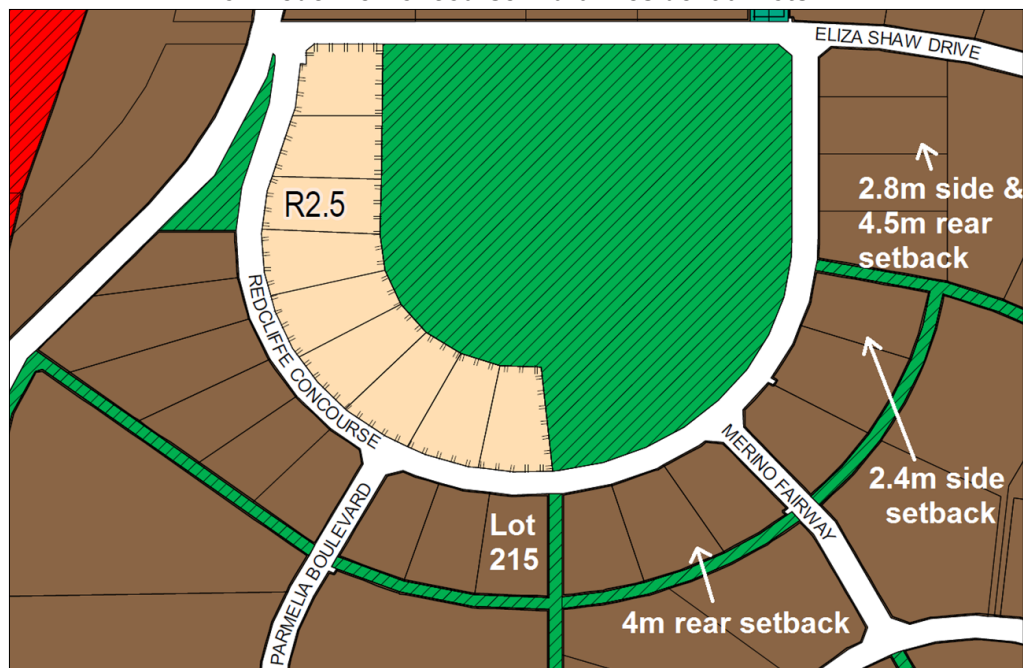


Figure 10.1.1(e) – View looking east along bridle trail at proposed outbuilding site

It is considered that the application should be supported based upon the following:

- the lots in the White Peak and Waggrakine 'Rural Residential' zone are generally all above 1ha in area and the requirement for a 5m rear and side boundary setback is appropriate for lots of that size, however, the 19 'Rural Residential' lots on the outside bend of Redcliffe Concourse are an exception to this, measuring 4,091m²-7,435m². Given that these lots are considerably smaller than is standard for this zone it is reasonable to consider some variation to the side and rear boundary setback requirements.
- the proposed shed being 25m² in area and 2.841m in total height is relatively minor in its scale and visual impact and meets with the requirements of the Outbuildings Policy pertaining to floor area and height;
- the prior siting of the residence at the rear of the property makes the siting of an outbuilding, even one at the modest a scale as proposed, difficult to locate behind the house without variation to the 5m rear boundary setback.
- the siting of the outbuilding behind the residence is considered preferable to it being constructed forward of the residence in a location that would then comply with the rear boundary setback requirement.
- given that the subject rear and side boundaries front a 10m wide bridle path rather than directly adjoining neighbouring lots, the shed would not seem unduly close to neighbouring landowners.
- the shed would be obscured from Redcliffe Concourse by the existing residence and landscaping leading to negligible impact upon the streetscape.
- the shed would enable items to be stored securely, which would benefit the landowner, and not out in the open, which would also improve the visual appearance of the property, benefiting the surrounding residents.
- Lot 215 has established landscaping to assist in screening the shed.
- the proposed shed will be clad in colours to match the existing residence (shale grey walls, deep ocean frames/roller door/gutters and a cream roof).
- Council has the ability to impose condition that the area between the shed and the rear and side boundaries be kept free of items that reduce visual amenity or contribute to fire hazard.
- Council has the ability to impose condition that all stormwater runoff from the shed be retained within Lot 215.
- the application was advertised to the surrounding landowners inviting comment and no objections to the proposed shed were received and the closest side neighbor expressed support for the development.
- Council has in the past approved outbuildings with a reduced rear and/or side boundary setback upon the 'under-sized' Redcliffe Concourse 'Rural Residential' lots as illustrated in **Figure 10.1.1(f)** and the approval of this development would therefore not be setting a precedent.

**Figure 10.1.1(f) – Reduced setbacks previously supported on-merit
on Redcliffe Concourse ‘Rural Residential’ lots**



Statutory Environment

The report complies with the requirements of the:

Shire of Chapman Valley Local Planning Policy

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development (Local Planning Schemes) Regulations 2015

53 (Lot 215) Redcliffe Concourse, White Peak is zoned 'Rural Residential 1' under Shire of Chapman Valley Local Planning Scheme No.3 ('the Scheme').

Table 2 of the Scheme lists the objectives of the 'Rural Residential' zone as being:

- *To provide for lot sizes in the range of 1 ha to 4 ha.*
- *To provide opportunities for a range of limited rural and related ancillary pursuits on rural-residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land.*
- *To set aside areas for the retention of vegetation and landform or other features which distinguish the land."*

Schedule 3 of the Scheme sets the minimum rear and side boundary setback in the 'Rural Residential' zone as being 5m.

Lot 215 being 4,642m² is not atypical of lots in the 'Rural Residential' zone and as a result the standard 5m rear and side boundary setback requirements may be considered appropriate for variation in this instance.

Ordinary Council Meeting 16 February 2023 - Minutes

Section 34 of the Scheme establishes the following in relation to 'Variations to site and development requirements':

- “(2) The local government may approve an application for a development approval that does not comply with an additional site and development requirements.*
- (3) An approval under subclause (2) may be unconditional or subject to any conditions the local government considers appropriate.*
- (4) If the local government is of the opinion that the non-compliance with an additional site and development requirement will mean that the development is likely to adversely affect any owners or occupiers in the general locality or in an area adjoining the site of the development the local government must –*
 - (a) consult the affected owners or occupiers by following one or more of the provisions for advertising applications for development approval under clause 64 of the deemed provisions; and*
 - (b) have regard to any expressed views prior to making its determination to grant development approval under this clause.*
- (5) The local government may only approve an application for development approval under this clause if the local government is satisfied that –*
 - (a) approval of the proposed development would be appropriate having regard to the matters that the local government is to have regard to in considering an application for development approval as set out in clause 67 of the deemed provisions; and*
 - (b) the non-compliance with the additional site and development requirement will not have a significant adverse effect on the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.”*

Section 37(1) of the Scheme notes the following in relation to the 'Appearance of land and buildings' generally for the Scheme area:

“Unless otherwise approved by the local government, no person shall erect any building or other structure which by reason of colour or type of materials, architectural style, height or bulk, ornament or general appearance, has an exterior appearance which is out of harmony with existing buildings or the landscape character of the area.”

Schedule 5(2) of the Scheme notes the following of relevance to this application that applies more specifically to buildings in the 'Rural Residential' zone:

- “(2) Buildings*
 - (a) All buildings shall be sited in accordance with the setback requirements specified in the Scheme except where building envelopes are shown on a structure plan or local development plan. Where building envelopes are shown, all buildings and effluent disposal systems shall be located within that envelope.*
 - (b) All buildings constructed on the land shall be sympathetic to existing landscape features, predominantly landform, vegetation and amenity in terms of their design, height, location, material and cladding colours.”*

Clause 67 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the following relevant matters to be considered by Council in considering a development application:

Ordinary Council Meeting 16 February 2023 - Minutes

- “(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...
- ...(g) any local planning policy for the Scheme area;
- (h) any structure plan or local development plan that relates to the development;...
- ...(m) the compatibility of the development with its setting including:
- (i) the compatibility of the development with the desired future character of its setting; and
 - (ii) relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
- (n) the amenity of the locality including the following —
- (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;...
- ...(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;
- (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;...
- ...(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;
- (y) any submissions received on the application;...
- ...(zb) any other planning consideration the local government considers appropriate.”

Policy/Procedure Implications

A Policy or Procedure is affected:

Planning and Development Policy & Procedures

Schedule 2 Part 2 Division 2 Clauses 3-6 of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides for Council to prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area.

Council has prepared Shire of Chapman Valley Local Planning Policy 1.4 – Outbuildings to guide assessment of applications and a copy of this policy can be viewed at the following link:

https://www.chapmanvalley.wa.gov.au/Profiles/chapmanvalley/Assets/ClientData/Document-Centre/planning/policies/SoCV_LPP_1_4_Outbuildings.pdf

A Local Planning Policy does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the policy and the objectives which the policy is designed to achieve before making its determination.

In most circumstances the Council will adhere to the standards prescribed in a Local Planning Policy, however, the Council is not bound by the policy provisions and has the right to vary the standards and approve development where it is satisfied that sufficient justification warrants a concession and the variation granted will not set an undesirable precedent for future development.

Ordinary Council Meeting 16 February 2023 - Minutes

The proposed outbuilding, being 25m² with a 2.4m wall height and 2.841m total height would meet with the maximum 360m² area (comprising 240m² enclosed & 120m² open-sided floor area) and maximum 4.5m wall height/5.5m total height requirements of the Outbuildings policy.

The application is unable to be determined by Shire staff under delegated authority and has been placed before Council for determination as it seeks variation to the following aspect of the Outbuildings policy:

“6.7.c For lots zoned ‘Rural-Residential’, ‘Rural Smallholding’ and ‘Rural’ the Outbuildings are to be setback in accordance with the Local Planning Scheme, or if applicable located within a defined building envelope.”

Financial Implications

No Financial Implications Identified.

Long Term Financial Plan (LTFP):

The Shire of Chapman Valley Long Term Financial Plan was endorsed by Council at its 16 February 2022 meeting. It is not considered that the determination of this application would have impact in relation to the Long-Term Financial Plan.

Strategic Implications

Whilst Lot 215 is zoned ‘Rural Residential’ and is therefore not addressed by the Residential Design Codes of Western Australia it is worth noting that Section 5.1.3.C3.1 of the R-Codes does make the following allowance for reducing the boundary setback where a property adjoins laneways, not dissimilar to bridle paths:

“the stated setback distances may be reduced by half the width of an adjoining right-of-way, pedestrian access way, communal street or battleaxe lot access leg, to a maximum reduction of 2m”

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

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

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

ENVIRONMENT & SUSTAINABILITY

3.2 Maintain the rural identity of the Shire.

3.2.1 Develop western peri-urban environment in context to rural lifestyle.

The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 18 August 2022 meeting and includes the following objectives of relevance:

Ordinary Council Meeting 16 February 2023 - Minutes

Consultation

Section 7.2 of the Shire's Outbuildings Local Planning Policy notes that applications seeking variation require consultation as follows:

"7.1 Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination."

The application was advertised from 1 December 2022 until 23 December 2022 with the Shire writing to the surrounding landowners inviting comment. An advisory sign was placed on-site and the application was also placed on the Shire website and made available for viewing at the Shire office.

At the conclusion of the advertising period, 1 submission had been received, this being from the side neighbour closest to the proposed shed expressing support as follows:

"We are happy for the shed to go ahead as it does not block our view or what we do on our property."

Risk Assessment

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

Ordinary Council Meeting 16 February 2023 - Minutes

10.1.2	Proposed Rezoning - Lot 100 'Wells Road', Howatharra
Department	Development Service Planning
Author	Simon Lancaster
Reference(s)	A13 & 204.11.04 (Previous Council Minute Reference: 08/22-03)
Attachment(s)	<ol style="list-style-type: none"> 1. Lot 100 Wells Road Rezoning Document [10.1.2.1 - 43 pages] 2. Lot 100 Wells Road Rezoning Submissions [10.1.2.2 - 13 pages] 3. Lot 100 Wells Road Rezoning Schedule of Submissions [10.1.2.3 - 2 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council:

- 1 Receive the submissions as contained in separate Attachment 10.1.2(b) and outlined in the Schedule of Submissions included as separate Attachment 10.1.2(c).
- 2 Adopt for final approval Scheme Amendment No.2 to Shire of Chapman Valley Local Planning Scheme No.3 as contained in separate Attachment 10.1.2(a) pursuant to Part 5 of the *Planning and Development Act 2005* as follows:
 - (a) Deleting the 'Special Control Area 1-Oakajee Industrial Zone and Buffer (SCA1)' zone from Lot 100 (Volume 1655/Folio 187 DP302726); and
 - (b) Modifying the Scheme Map accordingly.

Council En Bloc Resolution - Minute Reference OCM 2023/02-2

That Council:

- 1 Receive the submissions as contained in separate Attachment 10.1.2(b) and outlined in the Schedule of Submissions included as separate Attachment 10.1.2(c).
- 2 Adopt for final approval Scheme Amendment No.2 to Shire of Chapman Valley Local Planning Scheme No.3 as contained in separate Attachment 10.1.2(a) pursuant to Part 5 of the *Planning and Development Act 2005* as follows:
 - (a) Deleting the 'Special Control Area 1-Oakajee Industrial Zone and Buffer (SCA1)' zone from Lot 100 (Volume 1655/Folio 187 DP302726); and
 - (b) Modifying the Scheme Map accordingly.

Disclosure of Interest

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

Background

Ordinary Council Meeting 16 February 2023 - Minutes

Council initiated the rezoning of Lot 100 (DP302726) to remove it from the 'Special Control Area 1-Oakajee Industrial Zone and Buffer (SCA1)' to correct a cartographic error at its 18 August 2022 meeting. The advertising of the proposed rezoning has now been concluded with 6 submissions being received, with all of these advising that they had no objection. This report recommends that Council adopt the Scheme Amendment and forward it to the Minister for Planning seeking final approval.

Comment

Lot 100 (DP302726) is a 81.3425ha property located 1.5km east of the North West Coastal Highway and straddling the White Peak and Howatharra localities.

Lot 100 gains access to the highway via a gravel access track referred to as 'Wells Road'. This alignment is not a road reserve rather a series of right of carriageway easements (with encumbrances placed on the titles of the lots along the alignment) that were created in 1980 to provide access to gravel extraction operations located in the Moresby Range upon Lot 6769 to the east of Lot 100. Since its construction the track has commonly been referred to as 'Wells Road' as the operating company that constructed the track was Wells Brothers Sand and Gravel Supplies, and the track was used by local residents to access their properties.

Figure 10.1.2(a) – Location Map for 261 (Lot 100) 'Wells Road', White Peak

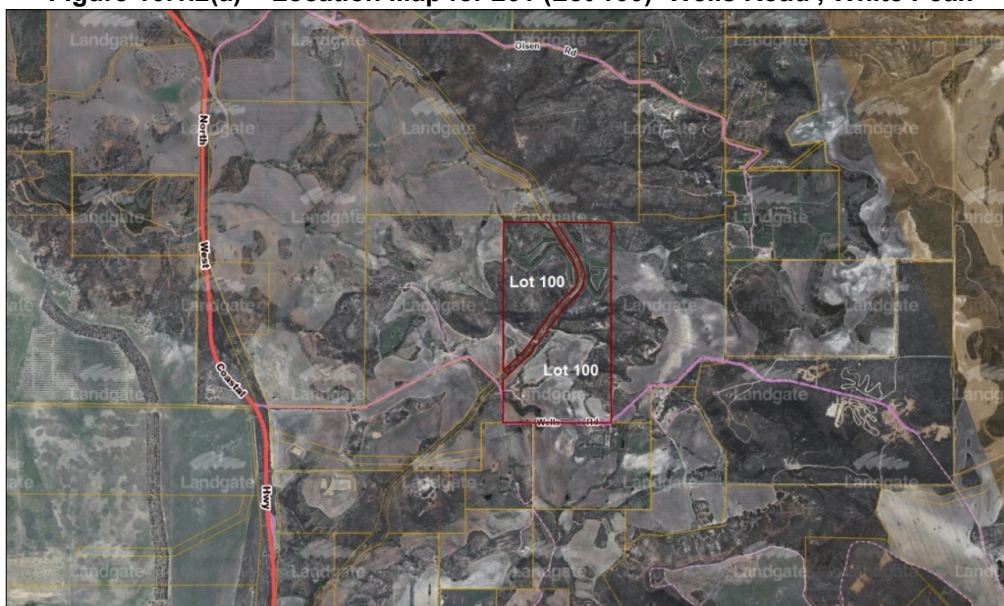


Figure 10.1.2(b) – Aerial Photograph of 261 (Lot 100) 'Wells Road', White Peak

Ordinary Council Meeting 16 February 2023 - Minutes



Lot 100 is an undulating property that contains two remnant vegetation covered hilltops rising to the 135 and 155m contour heights and lower cleared sections that are used for farming purposes between the 105m to 125m contour heights. Farm sheds are located towards the southern boundary, along which the 'Wells Road' right of carriageway easement runs. The property is also bisected by the former Geraldton-Northampton railway alignment.

It has emerged during discussions concerning 'Wells Road' that Lot 100 whilst zoned 'Rural' is also identified on the Local Planning Scheme Map as being within the 'Special Control Area 1-Oakajee Industrial Zone and Buffer (SCA1)' zoning.

Lot 100 should be zoned simply 'Rural' i.e. the 'Special Control Area 1' line should run along the property's western boundary and not its eastern boundary thereby putting Lot 100 outside the buffer.

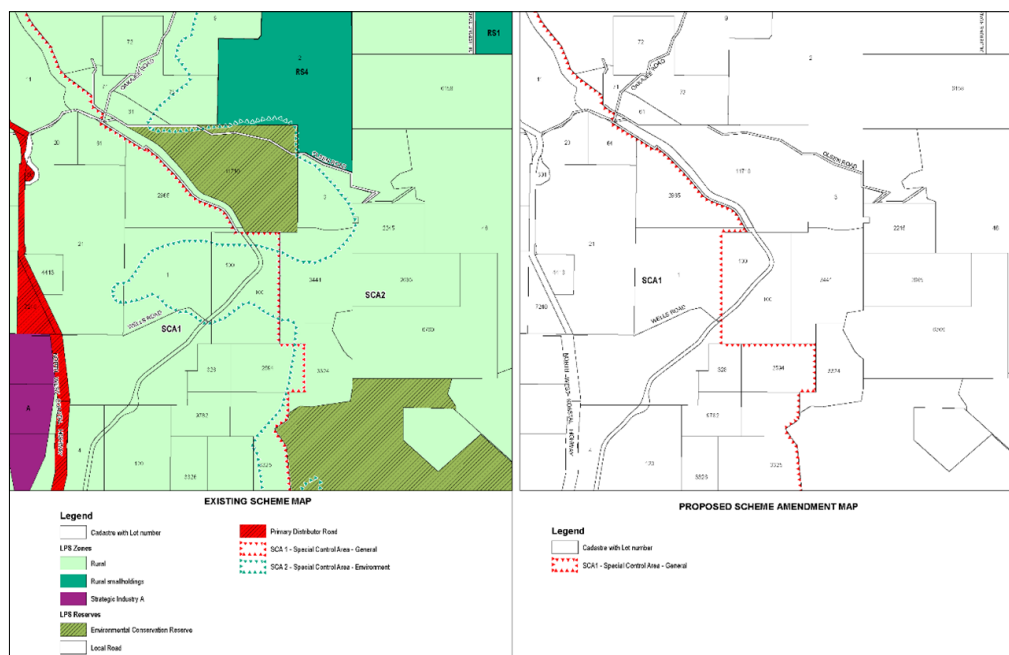
Scheme Amendment No.18 to Shire of Chapman Valley Planning Scheme No.1 was the Oakajee Industrial Estate and Buffer rezoning document and this was approved by the Western Australian Planning Commission (WAPC) and gazetted on 29 June 2004 and identified Lot 100 as being outside of the buffer/Special Control Area.

However, it appears that when the WAPC undertook the drafting on behalf of the Shire, for the Shire of Chapman Valley Scheme No.2 Map on 18 January 2006 that Lot 100 was mistakenly identified as being within the buffer/Special Control Area and this was not picked up by the Shire or WAPC during the subsequent Scheme review and gazettal process.

A Scheme Amendment was therefore required to be prepared to correct this drafting error, and the WAPC have prepared the correcting maps for the Shire as illustrated in Figure 10.1.2(c). Shire staff have prepared the Scheme Amendment documentation and a copy has been provided as separate Attachment 10.1.2(a).

Figure 10.1.2(c) – Lot 100 Scheme Amendment Map

Ordinary Council Meeting 16 February 2023 - Minutes



Council resolved at its 18 August 2022 meeting to initiate the Scheme Amendment and the minutes from this meeting can be accessed at the following link:

<https://www.chapmanvalley.wa.gov.au/documents/796/confirmed-ordinary-meeting-of-council-august-2022>

Statutory Environment

The report complies with the requirements of the:

Shire of Chapman Valley Local Planning Scheme No.3

Planning & Development (Local Planning Schemes) Regulations 2015

261 (Lot 100) 'Wells Road', White Peak is zoned 'Rural' under the Shire of Chapman Valley Local Planning Scheme No.3. Table 2 of the Scheme lists the objectives for the 'Rural' zone as being:

- “ To provide for the maintenance or enhancement of specific local rural character.
- To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.
- To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage.
- To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses to the Rural zone.
- To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.”

Ordinary Council Meeting 16 February 2023 - Minutes

In addition to its underlying 'Rural' zoning, Lot 100 is also located within the 'Special Control Area 1-Oakajee Industrial Zone and Buffer (SCA1)' zoning on the Scheme Map.

Table 6 of the Scheme sets out the following purpose, objectives and additional provisions for the Special Control Area 1 – Oakajee Industrial Zone and Buffer (SCA1) as follows:

Purpose and Objective	Additional provisions
<p>The purpose of Special Control Area 1 is to:</p> <p>a) Provide for appropriate environmental and planning controls pertaining to the development of an industrial estate housing industries of strategic economic value to the State and Region, and which require separation from sensitive land-uses; and</p> <p>b) Provide for a buffer surrounding the industrial estate within which land-uses incompatible with the purpose of the industrial estate are not permitted.</p> <p>c) Support continued broad-acre agriculture on larger land holdings and the strategic placement and stockpiling of raw or manufactured</p>	<p>a) All development proposed must be in accordance with an approved structure plan or plans prepared in accordance with Part 4 of the deemed provisions.</p> <p>b) Notwithstanding any other provision contained within this Scheme, no residential use, temporary or permanent, including a single house, shall be permitted on land within the Special Control Area. Specific exception may be made to accommodate temporary camp accommodation for workers prior to the establishment of the first industry within the Strategic Industry zone.</p> <p>c) All development applications considered by the local government to be of environmental significance within the strategic industrial core (Area C) shall be referred to the Environmental Protection Authority.</p> <p>d) Prior to any clearing of remnant vegetation, searches shall be undertaken to identify significant flora on the site. Flora management strategies will be prepared for areas of significant flora.</p> <p>e) The Estate Manager will be required to establish a noise monitoring program before the establishment of the first industrial activity to monitor the cumulative impact of noise generated by industries in the estate, in consultation with the Department of Water and Environmental Regulation, to determine whether Environmental Protection Authority Regulations are being met within the special control area boundary.</p> <p>f) The Estate Manager will be required to review proponent air emissions modelling to confirm compatibility with air quality modelling used to define the buffer boundary and report results to the Department of Water and Environmental Regulation and Conservation and the Office of the Environmental Protection Authority.</p> <p>g) The Estate Manager will be required to establish a program before the establishment of the first industrial activity for collection of baseline data and undertake air quality monitoring for dust and particle emissions to the satisfaction of the Department of Water and Environmental Regulation.</p> <p>h) The Estate Manager will be required to review proponent quantitative risk assessment to confirm compatibility with quantitative risk assessment used to define the buffer boundary and report results to the Department of Water and Environmental Regulation and the Office of the Environmental Protection Authority.</p> <p>i) The Estate Manager will be required to establish a monitoring program, before the establishment of the first industrial activity, for groundwater to collect baseline data and to the satisfaction of the Department of Water and Environmental Regulation and the Office of the Environmental Protection Authority.</p>

Ordinary Council Meeting 16 February 2023 - Minutes

materials (other than hazardous materials) subject to environmental and visual considerations.	<ul style="list-style-type: none"> j) The Estate Manager will be required to establish a rainfall monitoring program before the establishment of the first industrial activity and is to report results to the Department of Water and Environmental Regulation and the Office of the Environmental Protection Authority. k) Notwithstanding the provisions contained within Part 3, should the cumulative environmental impacts of incremental industrial development exceed the Environmental Protection Authority criteria, the Estate Manager is required to make suitable arrangements for occupants of residences within the Oakajee Industrial Zone buffer to vacate that residence. l) Individual industries will be required to provide drainage plans to the satisfaction of the local government prior to undertaking any construction. m) The Estate Manager will be required to prepare an overall Oakajee Landscape Master Plan with performance timetables to ensure nominated actions are completed within time. This Master Plan is to be prepared prior to commencement of construction of the first industry n) Individual industries will comply with Landscape Master Plan requirements and submit individual landscape plans and implementation timetables with their development applications. Landscape plans shall be designed and implemented to the satisfaction of the local government. o) Provisions shall be made for the protection and management of two European heritage sites illustrated on the structure plan. All development applications shall also be required to address aboriginal heritage issues in accordance with Aboriginal Heritage Management Plan/s approved by the state government agency responsible for the protection of aboriginal heritage. p) The following provisions apply to that part of Special Control Area 1 shown on the Scheme Maps as Industrial Zone (Area C): <ul style="list-style-type: none"> i. All major development shall be subject to approved environmental management criteria governing layout, manner of development and ongoing management of proposed operations, including safety and satisfactory storage or disposal of noxious or hazardous materials or wastes. ii. All major development shall be subject to an environmental impact statement if requested by the Local Government. q) The following provisions apply to that part of Special Control Area 1 shown on the Scheme Maps as Industrial Zone (Area B) – <ul style="list-style-type: none"> a. Prior to construction of the port: <ul style="list-style-type: none"> i. a Coastal Management and Structure Plan will be prepared for Area B of the Industrial Zone by the State Government to the satisfaction of the Local Government and in consultation with the Environmental Protection Authority and the Western Australian Planning Commission; and ii. a Structure Plan is to be prepared in accordance with Schedule 2, Part 4 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, to be adopted by the Local Government, and endorsed by the Western Australian Planning Commission. The Plans are to provide for the coordination and integration of intended
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Ordinary Council Meeting 16 February 2023 - Minutes

	<p>land uses, transport and service corridors and sites of heritage and landscape significance, and shall depict public access to and along the ocean foreshore. The Plans are to address port and associated activities, transport and services corridors and rehabilitation of remnant vegetation and management of recreation.</p> <p>b. The Coastal Management and Structure Plan shall be consistent with relevant Western Australian Planning Commission policy, shall conform with conditions set by the Minister for the Environment for the Oakajee Deep Water Port Proposal</p>
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Scheme Amendment No.18 to Shire of Chapman Valley Planning Scheme No.1 was the Oakajee Industrial Estate and Buffer rezoning and identified Lot 100 as being outside of the Special Control Area.

Following the gazettal of Scheme Amendment No.18 on 29 June 2004 the Shire of Chapman Valley Planning Scheme No.1 Map identified Lot 100 as being outside of the Special Control Area.

Section 88 of the *Planning & Development Act 2005* requires periodic review of Local Planning Schemes and during the drafting of the Shire of Chapman Valley Scheme No.2 Maps in 2006 a cartographic error was made and the alignment for the Special Control Area was drawn along the western, and not the eastern, boundary of Lot 100 thereby mistakenly placing the property within the buffer area.

Part 5 of the *Planning & Development Act 2005* provides for the amendment of a Scheme and it is recommended that the rezoning be supported by Council and forwarded to the Minister for Planning seeking final approval, to correct this drafting error.

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

The preparation of the rezoning document was undertaken in-house by the Shire and the WAPC have assisted with the preparation of the rezoning mapping, and the Scheme Amendment process has been undertaken at no expense to the landowner.

Long Term Financial Plan (LTFP):

The Shire of Chapman Valley Long Term Financial Plan was endorsed by Council at its 16 February 2022 meeting. It is not considered that determination of this application would have impact in relation to the Long Term Financial Plan.

Strategic Implications

The Shire of Chapman Valley Local Planning Strategy was endorsed by the WAPC on 20 November 2007 and identified upon the Precinct No.6-Oakajee Strategy Map that Lot 100 was outside of the Oakajee Special Control Area. The proposed Scheme Amendment is therefore in accordance with this strategic planning document.

Ordinary Council Meeting 16 February 2023 - Minutes

The Oakajee Industrial Estate Structure Plan prepared by Development WA and endorsed by Council and subsequently approved by the WAPC on 24 January 2012 identified Lot 100 as being outside of the Oakajee Buffer and Structure Plan boundary. The proposed Scheme Amendment is therefore in accordance with this strategic planning document.

Due to Lot 100 being outside of the buffer area that was identified by technical assessment and cumulative emissions modelling for the proposed Oakajee Industrial Estate, the property was not acquired by Development WA during its 2004 land assembly phase that included the lots west of Lot 100 along Wells Road.

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

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

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

The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 18 August 2022 meeting and includes the following objective of relevance:

Consultation

The Scheme Amendment documentation was forwarded to the Environmental Protection Authority ('EPA') on 27 September 2022 for its assessment as per Section 81 of the *Planning & Development Act 2005*. The EPA advised on 4 October 2022 that the proposed rezoning did not warrant assessment under Part IV Division 3 of the *Environmental Protection Act 1986*.

The WAPC advised on 7 October 2022 that the rezoning application was considered a basic scheme amendment, however to provide the opportunity for public comment the rezoning was advertised by the Shire as a standard scheme amendment to provide all parties (and particularly Development WA) the opportunity to make comment upon this matter.

The Shire advertised the Scheme Amendment from 15 November 2022 until 30 December 2022 and undertook the following consultation actions inviting comment:

- copy of the Scheme Amendment documentation placed on the Shire website;
- copy of the Scheme Amendment documentation made available for public viewing at the Shire office;
- letters being sent to the adjoining landowners, Australian Gas Infrastructure Group, Department of Biodiversity, Conservation & Attractions, Department of Fire & Emergency Services, Department of Planning, Lands & Heritage, Department of Primary Industries & Regional Development, Department of Water and Environment Regulation, Development WA, Heritage Council of WA, Main Roads WA, Telstra, Water Corporation and Western Power inviting comment.

At the conclusion of the advertising period 6 submissions had been received, all from government agencies, and all offering no objection to the proposed rezoning.

Copies of the received submissions are provided as separate Attachment 10.1.2(b).

A copy of the Scheme Amendment Schedule of Submissions that is required to be forwarded to the WAPC is included as separate Attachment 10.1.2(c). The Schedule of

Ordinary Council Meeting 16 February 2023 - Minutes

Submissions identifies the respondents, the nature of their submission, and provides individual comment upon any raised issues.

Risk Assessment

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

Ordinary Council Meeting 16 February 2023 - Minutes

10.2 Manager of Finance & Corporate Services

10.2.1	Financial Management Report
Department	Finance, Governance & Corporate Services Finance
Author	Dianne Raymond
Reference(s)	307.00
Attachment(s)	1. December 22 Financial Management Report [10.2.1.1 - 62 pages]

Voting Requirements

Simply Majority

Staff Recommendation

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

Statement of Financial Activities by Nature or Type

Budget by Program

Summary of Payments

Credit Card Statement

Bank Reconciliation

Council Resolution

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

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

Statement of Financial Activities by Nature or Type

Budget by Program

Summary of Payments

Credit Card Statement

Bank Reconciliation

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

Against Nil

7 / 0

CARRIED UNANIMOUSLY**Minute Reference OCM 2023/02-3**

Disclosure of Interest

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

Ordinary Council Meeting 16 February 2023 - Minutes

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 December 2022 is detailed in the monthly management report provided as a separate attachment for Council's review.

Statutory Environment

The report complies with the requirements of the:

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

As presented in the Financial Management Report for December 2022

Strategic Implications

No significant effect on the LTFP

Strategic Community Plan/Corporate Business Plan Implications

GOVERNANCE & ACCOUNTABILITY

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

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

Consultation

Not applicable

Risk Assessment

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

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

Ordinary Council Meeting 16 February 2023 - Minutes

10.2.2 Annual Budget Review	
Department	Finance, Governance & Corporate Services Finance
Author	Dianne Raymond
Reference(s)	306.13
Attachment(s)	1. 2022-23 Annual Budget Review Report [10.2.2.1 - 9 pages] 2. CONFIDENTIAL REDACTED - 2022-23 Annual Budget Review Additional Information for councillors [10.2.2.2 - 1 page]

Voting Requirements

Absolute Majority

Staff Recommendation

That Council adopts the 2022/2023 Statutory Budget Review, which includes all amendments listed in the Annual Budget Review Report supplied.

Council Resolution

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

8:40 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council suspend the operation of the following clauses to allow sufficient discussion of item 10.2.2:

8.5 Priority when speaking,
8.7 Relevance,
8.8 Speaking twice,
8.9 Duration of speeches

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

Against Nil

7 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/02-4

Discussion was undertaken on the item.

Council Resolution

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

9:06 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council reinstate the operation of the following clauses to allow sufficient discussion of item 10.2.2:

Ordinary Council Meeting 16 February 2023 - Minutes

8.5 Priority when speaking,
8.7 Relevance,
8.8 Speaking twice,
8.9 Duration of speeches

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

Against Nil

7 / 0

CARRIED UNANIMOUSLY

Minute Reference OCM 2023/02-5

Council Resolution

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

That Council adopts the 2022/2023 Statutory Budget Review, which includes all amendments listed in the Annual Budget Review Report supplied.

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

Against Nil

7 / 0

CARRIED UNANIMOUSLY

Minute Reference OCM 2023/02-6

Disclosure of Interest

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

Background

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

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.

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.

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

Within 30 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department

Ordinary Council Meeting 16 February 2023 - Minutes

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 which accommodate unforeseen situations and reallocation revenue and expenditure since the Original Budget was adopted. The items listed in the Annual Budget Review Report have been identified as variations required to the Annual Budget yet having a nil overall effect on the 2022/2023 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 2022 to 31 December 2022. The additional information 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. Council was successful in obtaining small community grants which provided opportunity to present an event that would be enjoyed by our local families and thank our many volunteers. The most significant adjustment is due to bridge works anticipated to commence in February 2023 which will be undertaken by Main Roads and funded with an adjustment in the Financial Assistance Grants.

The original 2022/2023 budget as adopted by Council forecast a closing position of \$1,816,325; after the annual financial audit, the actual audited closing position is \$2,188,065 increasing the carried forward surplus by an amount of \$371,740. The change in position is due generally to the estimating of 30 June 2022 creditors paid in July 2022 and recognition of operating grant funding.

Statutory Environment

The report complies with the requirements of the:

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

Long Term Financial Plan

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

Strategic Implications

Nil

Ordinary Council Meeting 16 February 2023 - Minutes

Strategic Community Plan/Corporate Business Plan Implications

GOVERNANCE & ACCOUNTABILITY

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

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

Consultation

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

Risk Assessment

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

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 2022/2023 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

Ordinary Council Meeting 16 February 2023 - Minutes

10.3 Chief Executive Officer

10.3.1	Annual Electors Meeting
Department	Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reference(s)	413.01
Attachment(s)	1. Unconfirmed Minutes Annual Electors Meeting held 6.2.23 [10.3.1.1 - 7 pages]

Voting Requirements

Simply Majority

Staff Recommendation

The Minutes of the Annual Electors meeting dated 6th February 2023 be received with the following action required from the meeting be laid on the table until the Audit Report is ready for adoption (generally in December):

- Motion from the floor for the next Annual Electors Meeting to be held at Bill Hemsley Park Community Centre

Council En Bloc Resolution - Minute Reference OCM 2023/02-2

The Minutes of the Annual Electors meeting dated 6th February 2023 be received with the following action required from the meeting be laid on the table until the Audit Report is ready for adoption (generally in December):

- Motion from the floor for the next Annual Electors Meeting to be held at Bill Hemsley Park Community Centre.

Disclosure of Interest

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

Background

At the December 2022 Ordinary Council Meeting (OCM) Council resolved the following:

MOVED: Cr Forth

SECONDED: Cr Batten

COUNCIL RESOLUTION/ STAFF RECOMMENDATION 2 (Simple Majority Vote Required)

Ordinary Council Meeting 16 February 2023 - Minutes

Council:

- 1 *Receives and accepts the Auditors Financial Report for 2021/2022;*
- 2 *Receives and accept the Auditors Management Report 2021/2022;*
- 3 *Set the date for the Annual General Meeting of Electors for the 6 February 2022, commencing 6.00pm at the Nabawa Council Chamber and advertise this meeting accordingly.*
- 4 *Request the CEO give local public notice of the availability of the Annual Report as required by s5.55 the Act:*
- 5 *Publish the Report on the Shire Website within 14 days of Council acceptance in accordance with s5.55A of the Act;*
- 6 *Provides a copy of the Shire of Chapman Valley 2021/2022 Annual Report to the Director General of the Department of Local Government.*
- 7 *Correspond to the Minister for Local Government, the Department of Local Government and the Office of the Auditor General disputing the severity of the risk (Significant) attached to the Fair Value of Infrastructure Assets – Frequency of valuations due to the materiality of the issue and apparent additional costs to band 4 Local Governments.*

Voting F8/A0

CARRIED

Minute Reference: 12/22-18

Council held its Annual Electors Meeting on the 6th February 2023 and a copy of the unconfirmed minutes from the meeting have been provided under separate cover as **Attachment Unconfirmed Minutes Annual Electors Meeting 6.2.23.**

Comment

As required by legislation, this item is being presented to the first Ordinary Council Meeting following an Annual Electors meeting to enable consideration of the issues raised (if any).

Statutory Environment

The report complies with the requirements of the:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996 Section 33A

Section 5.33 of the *Local Government Act 1995* requires that:

“(1) All decisions made at an electors meeting are to be considered at the next ordinary council meeting or, if that is not practicable –

- (a) At the first ordinary council meeting after that meeting; or*
- (b) At a special meeting called for that purpose.*

Ordinary Council Meeting 16 February 2023 - Minutes

which ever happens first.

(2) If at a meeting of the Council a local government makes a decision in response to a decision made at an electors meeting, the reasons for the decision are to be recorded in the minutes of the council meeting."

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

GOVERNANCE & ACCOUNTABILITY

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

5.2.4 Effectively Engage and communicate with the community.

Consultation

Meeting was advertised and attended by elector(s), elected members and staff.

Risk Assessment

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

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

Ordinary Council Meeting 16 February 2023 - Minutes

10.3.2 Corporate Business Plan 2022-2025	
Department	Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reference(s)	314.04
Attachment(s)	1. 10.3.2 Att - Corporate Business Plan 2022- 25 [10.3.2.1 - 4 pages]

Voting Requirements

Simply Majority

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

That Council adjourn the meeting at 9:07am.

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

7 / 0

CARRIED UNANIMOUSLY**Minute Reference OCM 2023/02-7****Council Resolution****Moved:** Cr Nicole Batten **Seconded:** Cr Katie Low

That Council reopen the meeting at 9:37am.

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

7 / 0

CARRIED UNANIMOUSLY**Minute Reference OCM 2023/02-8****Council Resolution****Moved:** Cr Nicole Batten **Seconded:** Cr Darrell Forth

9:38 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council suspend the operation of the following clauses to allow sufficient discussion of item 10.3.2:

Ordinary Council Meeting 16 February 2023 - Minutes

8.5 Priority when speaking,
8.7 Relevance,
8.8 Speaking twice,
8.9 Duration of speeches

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

Against Nil

7 / 0

CARRIED UNANIMOUSLY

Minute Reference OCM 2023/02-9

Discussion was undertaken on the item.

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Katie Low

10:02 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council reinstate the operation of the following clauses to allow sufficient discussion of item 10.3.2:

8.5 Priority when speaking,
8.7 Relevance,
8.8 Speaking twice,
8.9 Duration of speeches

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

Against Nil

7 / 0

CARRIED UNANIMOUSLY

Minute Reference OCM 2023/02-10

Council Resolution

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

That Council endorse the Corporate Business Plan as presented.

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

Against Nil

7 / 0

CARRIED UNANIMOUSLY

Minute Reference OCM 2023/02-11

Disclosure of Interest

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

Ordinary Council Meeting 16 February 2023 - Minutes

Background

Council adopted the revised Strategic Community Plan (SCP) at the August 2022 OCM after a full review process during 2022

MOVED: Cr Royce

SECONDED: Cr Forth

COUNCIL RESOLUTION /STAFF RECOMMENDATION

That Council by Absolute Majority pursuant to Section 5.56 of the Local Government Act 1995 RESOLVES to:

- 1. Adopt the Shire of Chapman Valley Strategic Community Plan 2022-2032; and*
- 2. Give public notice of the adoption of the Shire of Chapman Valley Strategic Community Plan 2022-2032.*

Voting F8/A0

CARRIED

Minute Reference: 08/22-08

The next stage of Integrated Planning & Reporting review process is to establish a Corporate Business Plan (CBP) based on the SCP to provide the Chief Executive Officer with direction on how and when to implement specific aspect of the plans over what specific timeframes (e.g., short, medium, long or ongoing)

Comment

The Draft CBP has been reduced to a Table, which lifts the Reference Numbers, Objectives, Strategies and Actions for the Council endorsed SCP. The Draft CBP then lists specific items under short, medium, long-term periods and those items as ongoing matters (See ***Attachment Corporate Business Plan 2022-2025***).

The Draft CBP (as presented) is extracted from the Strategic Community Plan and is a live document and can be modified from time to time. The Chief Executive Officer will add comments to the plan on a monthly basis when objectives are achieved. This will be listed in the CEO Officers Report.

Statutory Environment

The report complies with the requirements of the:

Local Government Act 1995

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

"5.56 Planning for the Future

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

Ordinary Council Meeting 16 February 2023 - Minutes

It is intended under the Western Australian Integrated Planning and Reporting Framework that the Strategic Community Plan will replace the Plan for the Future under the process as set out by the *Local Government (Administration) Regulations 1996*.

Section 19C of the *Local Government (Administration) Regulations 1996* states:

"19C Strategic community plans, requirements for (Act Section 5.56)

(1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

(2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.

(3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.

(4) A local government is to review the current strategic community plan for its district at least once every 4 years.

(5) In making or reviewing a strategic community plan, a local government is to have regard to —

(a) the capacity of its current resources and the anticipated capacity of its future resources; and

(b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and

(c) demographic trends.

(6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.

(7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine whether or not to adopt the plan or the modifications.*

**Absolute majority required.*

(8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

(9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.

(10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan."

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

Budgetary Implications

Ordinary Council Meeting 16 February 2023 - Minutes

The budget will be affected in the following ways:

All relevant projects endorsed in the CBP for short, medium, and long term will be included in the Long Term Financial and Asset Management Plans (if applicable).

Strategic Implications

It was clear the Shire's original Integrated Strategic Plans needed improvement as they were lacking in content, integrity, and ownership by the Shire.

It would be fair to say the initial Plans were adopted predominantly to appease the legislative deadlines for the completion of the Plans. Unfortunately, it appears, the process to establish the Plans lost its way and the feeling was they did not have any ownership by Council, Staff and/or the community. Hence the reason staff have been working on a review of the plans over the past few years with Councillors and the community to bring some validity, understanding and ownership to these Plans.

Strategic Community Plan/Corporate Business Plan Implications

GOVERNANCE & ACCOUNTABILITY

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

5.2.2 Long Term Financial Management.

Consultation

In response to legislative requirements, formal community engagement processes to inform the development of the Draft SCP were carried out from February to April 2022. Consultation processes included a survey on the Shire website, distribution of postcards in public venues and businesses, a mail out of survey forms and one-on-one meetings with residents and regional businesses and entities.

The CEO also met with relevant Senior Staff to ensure they have had the opportunity to discuss the Draft SCP prior to the Concept Forum, final advertising for community submission and subsequent Council endorsement at the 2022 OCM.

The SCP review process was facilitated by Marg Hemsley (LG People & Culture).

As the CBP is a document from Council directing the CEO on priorities and timeframes to implement items identified in the CBP this Plan now needs to be finalised and endorsed by Council.

Risk Assessment

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

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

Ordinary Council Meeting 16 February 2023 - Minutes

10.3.3	Nabawa Recreational Centre Upgrades - Disaster Ready Fund Application
Department	Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reference(s)	801.00
Attachment(s)	Nil

Voting Requirements

Simply Majority

Staff Recommendation

That Council:

1. Authorise the submission of the Disaster Ready Fund application for the proposed upgrades to the Nabawa Recreation Centre & Stadium facilities to assist in future natural disasters and provide better capacity to evacuate and care for displaced people and will reduce the impact of hazards on the community.
2. Agree to the 50% funding request and place in draft budget consideration by combination of cash or loan funds.
3. Seek addition funding avenues to progress the project (if successful)

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

That Council:

1. Authorise the submission of the Disaster Ready Fund application for the proposed upgrades to the Nabawa Recreation Centre & Stadium facilities to assist in future natural disasters and provide better capacity to evacuate and care for displaced people and will reduce the impact of hazards on the community.
2. Agree to the 50% funding request and place in draft budget consideration by combination of cash or loan funds.
3. Seek addition funding avenues to progress the project (if successful)

For Cr Nicole Batten, Cr Beverley Davidson, Cr Elizabeth-Anne Elliott-Lockhart, Cr Darrell Forth, Cr Katie Low, Cr Trevor Royce and Cr Kirrilee Warr**Against** Nil**7 / 0****CARRIED UNANIMOUSLY
Minute Reference OCM 2023/02-12****Disclosure of Interest**

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

Background

The Australian Government has established the Disaster Ready Fund (DRF). The DRF will provide up to one billion dollars over the next five years, from 1 July 2023, to improve Australia's resilience to natural hazards.

Funding for DRF Round One: 2023-24 is now open. Up to \$200 million in funding is available, with projects to commence from 2023-24.

Projects under DRF Round One 2023-24 can target a broad range of natural hazards, and can include:

- **(Stream 1) Infrastructure projects, such as**
 - investment in grey infrastructure;
 - investment in green-blue infrastructure (including nature based solutions);
 - investment in hazard monitoring infrastructure; and
 - business case development for future infrastructure (including investigation, modelling, concept and detailed design activities).
- **(Stream 2) Systemic risk reduction projects, such as**
 - supporting a better understanding of risk, through a better evidence base to understand and raise awareness of risk – to improve understanding of natural hazards and their potential impacts over time;
 - strengthening decision making by enhancing governance networks and communities of practice, including the development and/or alignment of resilience and risk reduction strategies;
 - adaptation projects that improve land use planning and development practice projects, including but not limited to the preparation of regional or local plans and updating land use planning instruments and building codes;
 - projects that build the capacity and capability of businesses, community sector organisations and/or at-risk communities to improve their preparedness and resilience to the impacts of future disasters; and
 - projects that enable and incentivise private investment in disaster risk reduction.

Severe Tropical Cyclone (STC) Seroja crossed the Western Australian coast south of Kalbarri on 11 April 2021, as a Category 3 system, bringing wind gusts of up to 170 kilometres per hour. STC Seroja is the strongest system recorded to have impacted the Midwest Gascoyne Region. The cyclone impacted a population of almost 50,000 people and an area of more than 170,000 km² in 16 local government areas. The Shire of Northampton bore the brunt of the cyclone, with Kalbarri being the most severely impacted townsite. Chapman Valley was also severely impacted with up to 80% of properties sustaining damage and displacing many families. To date over 10,000 insurance claims have been submitted totalling over \$404 million.

The Shire of Chapman Valley and the Shire of Northampton have a joint Local Recovery Coordination Group (LRCG) established in November 2021. The LRCG includes representatives from local government, local community groups and relevant recovery agencies.

Ordinary Council Meeting 16 February 2023 - Minutes

From this, the groups main task was to formulate a Local Operational Recovery Plan (LORP) which is to be used as a “Roadmap” for the recover process, incorporating the following environments as outlined in the terms of reference:

- Built
- Natural
- Social
- Economic

A copy of the Local Operational Recovery Plan is attached for reference.

One of the “Game Changer” priorities listed on the LORP was to:

“Secure funding for the development of a multi-purpose centre in Kalbarri and upgrade existing facilities in Nabawa that meets the requirements for an all-hazards evacuation centre and secure place for continuance of service delivery in an emergency.”

Comment

The Nabawa Recreation Centre & Stadium has been a topic of discussion over a number of years and has been the subject of numerous ‘ad hoc’ renovations and upgrades since the 1980’s. While these renovations have allowed the facility to remain functional at the time, the changing demands placed on the facility have deemed it not fit for purpose and in need of renovation.

The Kitchen facility is barely usable and in desperate need of renovation and remodeling, the changeroom facilities due to previous additions have made several rooms irrelevant, a waste of space and under sized. There is also no consideration to the ever-increasing female participation rates within football circles and a distinct lack of disability access and facilities.

The condition of the building itself is at best, “just holding together” with brickwork fretting, non-compliant fittings (windows etc), constant plumbing issues and internal fittings and facilities well out of date.

While this new funding stream has been sprung upon us in January 2023, it comes at a great time where Council can capitalise on the unfortunate events of Seroja and upgrade the Nabawa Stadium facilities to assist in future natural disasters and provide better capacity to evacuate and care for displaced people and will reduce the impact of hazards on the community.

This was evident in the days, weeks after the cyclone event that Nabawa did not have the capacity or facilities to adequately cater for our displaced residents, as well as offer an alternative to our neighbours in Northampton and beyond.

Ordinary Council Meeting 16 February 2023 - Minutes

After contacting the Disaster Risk team handling this funding, they have advised that this proposal fits within the DRF objective of:

- (Stream 1) increase the resilience, adaptive capacity and/or preparedness of governments, community service organisations and affected communities to minimise the potential impact of natural hazards and avert disasters.

In order to progress with the funding request, Council need to decide if it wishes to apply for the funding and if so, agree to a 50% contribution (if successful). The remaining 50% can also be sourced via alternative means, such as CSRFF (sport & Recreation Funding), Lotterywest, LRCIP or other such funding opportunities. To assist in the project, Council have engaged Teakle & Lalor to produce a concept design and financial implications for the project. There is an extremely short turn around for this project, but we are hopeful to have designs & costs prior to submitting but will estimate for funding purposes, for now at between \$1.4 million and \$1.8 million.

Council are not obligated at any stage to accept the grant (if successful), but need to have a (non-binding) commitment to the project.

Council would have three (3) years to complete the project.

Statutory Environment

The report complies with the requirements of the:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

Budgetary Implications

The budget will be affected in the following ways:

50% of the project will need to be sourced by the Local Government. The remaining 50% can also be sourced via alternative means, such as CSRFF (Sport & Recreation Funding), Lotterywest, LRCIP or other such funding opportunities.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

1.4 Maintain and enhance community safety and security.

1.4.1 Maintain safe roads and infrastructure.

Ordinary Council Meeting 16 February 2023 - Minutes

PHYSICAL & DIGITAL INFRASTRUCTURE

4.1 Develop, manage, and maintain built infrastructure.

4.1.2 Development Projects.

Consultation

Senior Staff

DFES (Grant Fund Assessor)

Risk Assessment

A Minor Financial Impact Risk of Level 2 - Which will likely be between \$1,001 to \$10,000.

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

Ordinary Council Meeting 16 February 2023 - Minutes

11 Elected Members Motions

The Council has not received any notice of motion from an elected member.

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

Nil

13 Delegates Reports

Council received the following Delegates Reports:

Delegate	Details
Cr Kirrilee Warr (President)	Development WA (Dean Mudford, Andrew Williams, Paul Ferrante)
	State Government Community Cabinet
	Regional Road Group - Coastal Subgroup Meeting
	Australia Day - Nabawa
	Annual General Meeting of Electors
Cr Darrell Forth (Deputy President)	Australia Day - Nabawa
	Annual General Meeting of Electors
Cr Nicole Batten	Australia Day - Nabawa
	Annual General Meeting of Electors
Cr Beverley Davidson	Australia Day - Nabawa
	Annual General Meeting of Electors
Cr Elizabeth Elliott-Lockhart	Australia Day - Nabawa
	Annual General Meeting of Electors
Cr Peter Humphrey	Australia Day - Nabawa
	Annual General Meeting of Electors
Cr Catherine Low	Australia Day - Nabawa
	Annual General Meeting of Electors
Cr Trevor Royce	Australia Day - Nabawa

Ordinary Council Meeting 16 February 2023 - Minutes

14 Announcements by Presiding Member Without Discussion

Nil

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

The Council had no confidential items for consideration.

16 Closure

The Shire President thanked Elected Members and Staff for their attendance and closed the Ordinary Council Meeting 16 February 2023 at 10:20 am.

**Shire of Chapman Valley
Local Planning Scheme No 3
Amendment No 3**



SHIRE OF
Chapman Valley
love the rural life!

DOCUMENT CONTROL

Project 22160

DATE	DOCUMENT NAME	DOCUMENT MANAGER	DETAIL
November 2022	22160 Ver1	LW	

Prepared by:



8 Anzac Terrace Geraldton WA 6530
Telephone: (08) 9965 0550 Email: info@landwest.net.au
ABN: 18 492 913 035

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Summary of Proposal to Amend a Town Planning Scheme

Local Authority:	Shire of Chapman Valley
Description of Scheme:	Local Planning Scheme No 3
Type of Scheme:	District Scheme
Amendment Number:	3
Amendment Proposal:	<p>Amend Local Planning Scheme as per PDA s75:</p> <ol style="list-style-type: none"> 1. Rezone Lot 14 Diagram 18476 Chapman Valley Road, Yuna from Local Scheme Reserve 'Civic and Community' to 'Rural Townsite'. 2. Modify the Scheme Maps accordingly.
Amendment Type:	<p>The Amendment is defined as <u>standard</u> under the provisions of Section 34 of <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> for the following reasons:</p> <ol style="list-style-type: none"> 1. The amendment relates to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve. 2. The amendment is consistent with the local planning strategy for the scheme that has been endorsed by the Commission. 3. The amendment will have minimal impact on land in the scheme area that is not the subject of the amendment. 4. The amendment will not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

Form 2A

Planning and Development Act 2005
Resolution to Adopt Amendment to Local
Planning Scheme Shire of Chapman Valley

Local Planning Scheme No. 3

Amendment No. 3

RESOLVED that the Local Government pursuant of Section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by –

- (a) Rezoning 14 on Diagram 18476 Chapman Valley Road, Yuna from Local Scheme Reserve 'Civic and Community' to the 'Rural Townsite' zone.
- (b) Modifying the Scheme Map accordingly.

The Amendment is defined as standard under the provisions of Section 34 of *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- 1. The amendment relates to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve.
- 2. The amendment is consistent with the local planning strategy for the scheme that has been endorsed by the Commission.
- 3. The amendment will have minimal impact on land in the scheme area that is not the subject of the amendment.
- 4. The amendment will not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

DATED THIS _____ DAY OF _____ 2022

CHIEF EXECUTIVE OFFICER

TABLE OF CONTENTS

1.0 Introduction

2.0 Subject Land

- 2.1 Location
- 2.2 Legal Description
- 2.3 Existing Land Use
- 2.4 Adjoining Land Use

3.0 Planning Framework

- 3.1 State Planning Strategy 2050
- 3.2 State Planning Policies
 - 3.2.1 SPP 3 Urban Growth and Settlement
 - 3.2.2 SPP 3.7 Planning in bushfire prone areas
 - 3.2.3 SPP 5.4 Road and Rail Noise
- 3.3 State Government Sewerage Policy
- 3.4 Local Planning
 - 3.4.1 Shire of Chapman Valley Local Planning Strategy
 - 3.4.2 Shire of Chapman Valley Local Planning Scheme No 3.
 - 3.4.3 Shire of Chapman Valley Heritage Inventory
 - 3.4.4 Shire of Chapman Valley Strategic Community Plan 2022-2032

4.0 Proposed Scheme Amendment

- 4.1 The Proposal
- 4.2 Justification
 - 4.2.1 Orderly and Proper Planning
 - 4.2.2 Location and suitability for residential development
 - 4.2.3 Consistency with Local Planning Strategy
 - 4.2.4 Consistency with Strategic Community Plan

5.0 Conclusion

FIGURES

- Figure 1 Locality Plan Regional Context
- Figure 2 Locality Plan Local Context
- Figure 3 Aerial Photograph Extract
- Figure 4 Adjoining Land Use Context (Zoning Map Extract)
- Figure 5 Adjoining Land Use Context (Aerial photograph)
- Figure 6 DFES Mapping bushfire extract
- Figure 7 Plan WA mapping extract SPP5.4 trigger distance
- Figure 8 Local Planning Strategy Precinct 8 extract
- Figure 9 Existing Zoning
- Figure 10 Proposed Zoning

PLATES

- Plate 1 Our Lady Queen of Peace Roman Catholic Church western elevation
- Plate 2 Our Lady Queen of Peace Roman Catholic Church southern elevation
- Plate 3 Our Lady Queen of Peace Roman Catholic Church eastern elevation
- Plate 4 Our Lady Queen of Peace Roman Catholic Church entrance and driveway
- Plate 5 Residential development opposite Church site on south side Chapman Valley Road
- Plate 6 View to east over paddock from rear of Church

APPENDICES

- Appendix 1 Certificate of Title 1183/981
- Appendix 2 Heritage Inventory Extract Place No 39

1.0 INTRODUCTION

The scheme amendment report supports an amendment to the Shire of Chapman Valley Local Planning Scheme No 3. The report provides the relevant background and justification for the amendment.

The subject land is reserved in the Scheme for Civic and Community Purposes. The lot contains the Our Lady Queen of Peace Roman Catholic Church. *The Church* has minimal use and significant ongoing maintenance requirements. The lot is proposed to be rezoned to increase the options which can be contemplated for the site, enabling the existing built infrastructure to be conserved and potentially adapted for re-use.

2.0 SUBJECT LAND

2.1 Location

Lot 14 is located on Chapman Valley Road in the Yuna townsite. Yuna is approximately 75 kilometres from Geraldton and 42 kilometres from Nabawa. The townsite is a small service centre for the agricultural community in the district. **Figures 1 & 2** provide the context for subject land's location.

An aerial photograph extract is provided at **Figure 3**.



Figure 1 Locality Plan (Source Google Maps, 2022)



Figure 2 Locality Plan Yuna townsite context (Source GoogleMaps, 2022)



Figure 3 Aerial photograph Lot 14 (Source GoogleMaps, 2022)

2.2 Legal Description

Lot No	Parcel Identifier	Certificate of Title	
		Volume	Folio
14	Diagram 18476	1183	981

Certificate of Title 1183/981 is included at **Appendix 1**.

Registered Proprietor: The Roman Catholic Bishop of Geraldton.

2.3 Existing Land Use

The lot contains Our Lady Queen of Peace Roman Catholic Church. The Church was constructed in the mid-1960's for the residents of Yuna and the greater farming areas and was originally used as a school during weekdays, and a Church on Sunday. The Church is a part of the Northampton Parish.

The Church is described in the local governments Heritage Inventory:

"Our Lady Queen of Peace Roman Catholic Church is of cream brick construction with a green concrete tile gable roof. The building has a combination of timber and aluminium windows and doors. The flat roofed enclosed entry porch is accessed via a side sliding door. The western wall of the entry porch features coloured glass. Overall, the church is a very simple building of little architectural significance."

Lot 14 is 1.214ha in area. The Church building is in the south-western quarter of the landholding with a cleared area around the building and amenities building. The balance of the lot contains vegetation. The lot is serviced with reticulated aerial power services. Potable water is via roof capture and tank storage, however reticulated water is available at the frontage of the lot. Chapman Valley Road is a Primary Distributor Road which traverses the Shire of Chapman Valley. The lot has a single gravel crossover to Chapman Valley Road.

Use of the Church by the Parish has reduced significantly in recent years. The lack of regular use coupled with few or no local Parish members, has resulted in the site lacking in maintenance. The Roman Catholic Bishop of Geraldton have resolved that the Church infrastructure can be considered for disposal. The lot size ensures that any impacts from future development can be sufficiently mitigated.



Plate 1 Our Lady Queen of Peace Roman Catholic Church front (western) elevation



Plate 2 Our Lady Queen of Peace Roman Catholic Church southern elevation



Plate 3 Our Lady Queen of Peace Roman Catholic Church rear (Eastern) elevation



Plate 4 *Our Lady Queen of Peace Roman Catholic Church entrance and driveway*

2.4 Adjoining Land Use and Development

Lot 14 sits at the eastern extent of the Yuna townsite. Land to the west is zoned Light Industry but is undeveloped. Landholdings to the east and north of Lot 14 are zoned Rural. Residential-zoned land on the south side of Chapman Valley Road has some development. Other residential development in Yuna is on lot sizes ranging from 800m² to 2000m². The townsite also provides a hotel (currently not operating) and Yuna primary school. A recreation centre and sporting facilities are in a POS reserve. The CBH grain receival depot is located on the south side of Chapman Valley Road, at the western extent of the townsite.



Plate 5 *Residential development opposite Church site on south side Chapman Valley Road*



Plate 6 View to east over paddock from rear of Church building

Chapman Valley Road is classified as a Primary Distributor Road.

The amendment proposes the Rural Townsite zone over Lot 14, the same as the western portion of the townsite, to allow for a range of other uses that may be considered appropriate for the building in that location.



Figure 4 Adjoining land use context (zoning map extract)



Figure 5 Adjoining land use context (aerial photograph extract source Landgate, 2014)

3.0 PLANNING FRAMEWORK

3.1 State Planning Strategy 2050

The State Planning Strategy is the overarching strategic planning document that identifies the principals that will guide planning decisions. It provides the strategic context and guidance for future strategies, plans, policies, and decision making by authorities. Implementation of the objectives and visions is through the planning framework.

The amendment is cognizant of the principles which inform the strategy: the amendment will facilitate regional development, contribute to a diverse community and population; facilitate investment; and provide for the sustainable use of existing infrastructure and resources.

3.2 State Planning Policies

3.2.1 SPP 3 Urban Growth and Settlement

State Planning Policy No. 3 sets out policy measures and requirements to create sustainable communities. The policy prescribes those settlements with potential for growth should be identified in regional and local strategies and development facilitated by structure plans. The policy also identifies the need to locate and design new development in a sustainable way which is integrated with the overall pattern of settlement.

This amendment is consistent with the policy in so much as it will provide the potential for a range of compatible development opportunities in an established townsite as detailed in the local planning strategy. The proposed zoning is consistent with the adjoining residential precinct.

3.2.2 SPP 3.7 Planning in bushfire prone areas

The intent of this Policy is to implement effective risk-based land use planning to preserve life and reduce the impact of bushfires on property and infrastructure.

Where the proposed development is identified as being bush-fire prone, the policy details the need for a Bushfire Hazard Level (BHL) assessment to identify hazard issues and that compliance with protection criteria can be achieved at subdivision stage.

Lot 14 is identified as being bushfire prone as indicated in **Figure 6**.



A formal assessment has not been included in the amendment application for the following reasons:

- (i) Although the amendment may lead to the alteration of future land use, the amendment proposal will not increase the number of lots.
- (ii) A change of use to a dwelling or other permitted use will be progressed via the following statutory requirements:
 - Development approval for change of use and works.
 - Building classification change from 9b (Assembly building) to a classification commensurate with proposed land use, for example, 1a (Residential), or 6 (Market/Art Gallery/Café).

A BAL assessment is considered more appropriate at the development stage to determine the hazard level for the building based on the proposed use at that time, and applicable requirements to mitigate risk for that specific building classification. A dwelling or other residential use may have different management requirements compared to a non-habitable use.

- (iii) The Precautionary principle: there is not considered to be a significant risk from the proposed rezoning. Potential for increased risk can be required dealt with at the development stage, based on the proposed final land use. It is expected that a low fuel zone can be implemented with minimal vegetation removal to achieve a suitable low-level BAL Rating.

3.2.3 SPP 5.4 Road and Rail Noise

The intent of this policy is to ensure development adjoining significant road and/or rail corridors is cognizant of the importance of the infrastructure corridors whilst ensuring adequate protection from unreasonable levels of transport noise.

Lot 14 is within the minimum distance where the policy is applicable (200m) and assessment may be required.

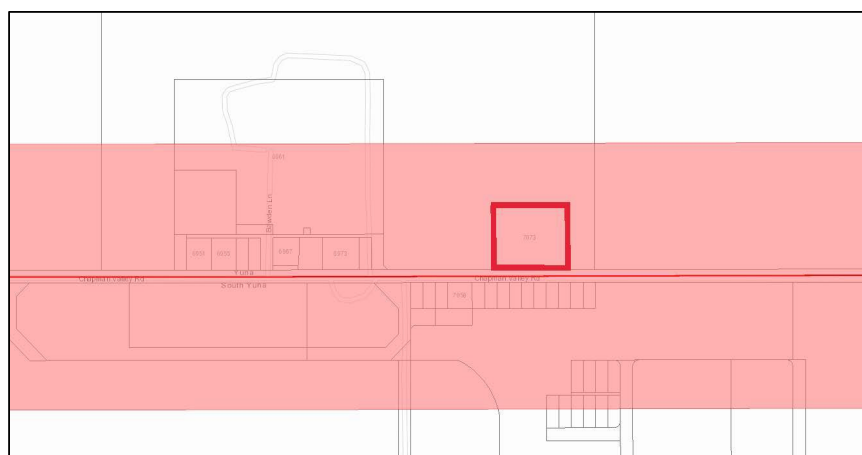


Figure 7 PlanWA mapping extract SPP5.4 trigger distance

As the final land use is not known at this time, it is contended to be appropriate for an assessment to be undertaken at development stage, where a noise-sensitive land use and/or development is proposed that has a residential or occupancy component. The rezoning may not necessarily intensify the land use to a more sensitive land use, nor be impacted due to low traffic count (MRWA data not available but expected to be under 10/day on average)

3.3 State Government Sewerage Policy (to be incorporated into SPP2.9)

The policy sets out the state government policy for the provision of sewerage services and circumstances where on-site effluent disposal can be contemplated.

Where reticulated sewerage services are not available, on-site effluent can be utilised for infill residential development where lots are greater than 1000m² and are located outside a PDWSA. Lots with a heavy soil profile may require secondary treatment systems to support on-site disposal measures. The lot is greater than 1000m² and is not located in a PDWSA. The amendment will lead to the conversion of the Church building to another building classification, and the determination of on-site effluent requirements will be determined at the development stage.

3.4 Local Planning

3.4.1 Shire of Chapman Valley Local Planning Strategy

The Strategy was endorsed by the WAPC in 2008. The subject land is included in Precinct 8 Yuna. Yuna is identified as a service centre for the locality and predominantly as a CBH Receival Depot.

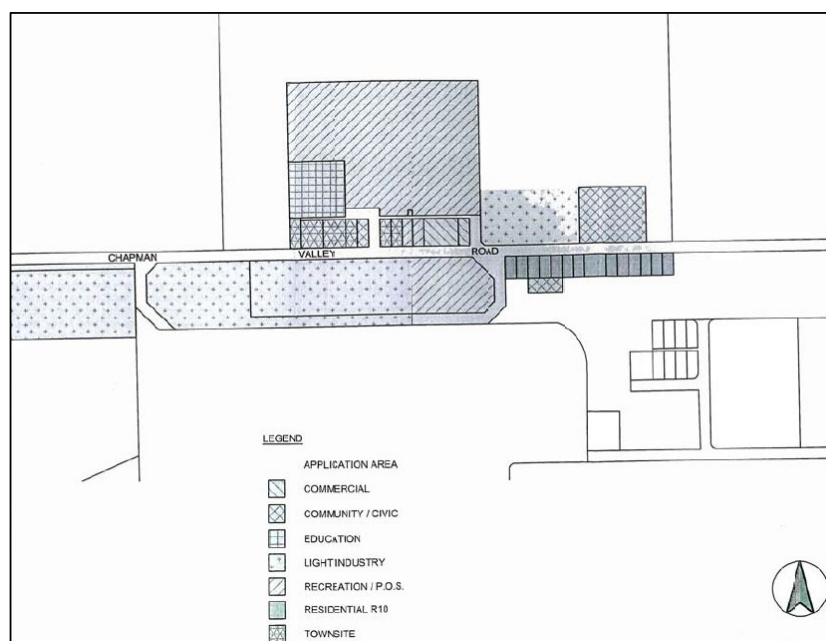


Figure 8 Local Planning Strategy Extract Precinct 8 Yuna

The Strategy notes that there is limited demand for residential lots in the Yuna townsite, but opportunities may exist for other land uses within the townsite. This is supported by the Rural townsite zoning for lots on the northern side of Chapman Valley Road.

The land use strategies for the Yuna townsite include:

- Light Industry
- General Industry
- Residential (not subdivision)
- Tourism (low-key)
- Heritage Protection/Retortion
- Commercial

The proposed amendment will facilitate uses commensurate with the above with the obvious exception of industrial uses. The proposed zoning will provide the greatest suite of potential land uses that can be considered that will meet the objectives of the strategies for the Yuna townsite which include, part:

- Support the planned consolidation of the Yuna townsite as the principal 'Service Centre' for the broader farming community.
- Provide enhanced facilities and community infrastructure within the town to meet community needs.
- Encourage the protection and restoration of places and buildings of heritage/historical significance.
- Encourage tourist related uses/development within the townsite to generate an increase in tourist interest/traffic for the area.
- Ensure fire prevention measures are implemented and maintained in and around the townsite in accordance with statutory requirements.

3.4.2 Shire of Chapman Valley Local Planning Scheme No 3.

Lot1 4 is reserved as Civic & Community in the Scheme. The objectives of the scheme for the reserve:

- *"To provide for a range of community facilities which are compatible with surrounding development.*
- *To provide for public facilities such as halls, theatres, art galleries, educational, health and social care facilities, accommodation for the aged, and other services by organizations involved in activities for community benefit."*

The reserve listing does not allow for the development of other land uses. As the Church may be considered for other purposes, an appropriate land use zoning will allow for other potential uses.

Irrespective of the final land use, the proposed Rural Townsite delineation will allow for development compatible with the greater townsite area. It will also ensure consideration of the conservation of the built fabric of the Church building and its incorporation into future use.

This outcome ensures the scheme objectives for the Rural Townsite zone are fully met:

- *To provide for a range of land uses that would typically be found in a small country town.*

A range of uses can be considered as delineated in the zoning and development table:

'P' Use	Aged dependent person's dwelling	or	'D' Use	Ancillary dwelling	'A' Use	Aged care facility
	Home office			Carpark		Art gallery
	Single House			Grouped dwelling		Bed and breakfast
				Home business		Brewery
				Home Occupation		Camping ground
				Industry cottage		Caravan park
				Market		Child care premises
				Multiple dwelling		Civic use
				Ancillary dwelling		Club premises
				Carpark		Community purpose
				Grouped dwelling		Consulting rooms
				Home business		Convenience store
				Home Occupation		Education establishment
						Exhibition centre
						Family day care
						Garden Centre
						Holiday accommodation
						Holiday house
						Home store
						Lunch bar
						Produce Stall
						Residential building
						Restaurant/Café
						Road house
						Rural home business
						Second hand dwelling
						Serviced apartment
						Service station
						Shop
						Small bar
						Telecommunications Infrastructure
						Tourist Development

As prescribed in Schedule 3 of the Scheme, residential development will be in accordance with the Residential Design Codes and development standards for other land uses will be determined by the local government based on the specific land use.

3.4.3 Shire of Chapman Valley Heritage Inventory

Our Lady Queen of Peace Roman Catholic Church is included in the local government Heritage Inventory (Place No 65 and corresponding Place 06411 HCWA listing).

The Church is identified as having some significance by contributing *'to the heritage and/or historical development of the locality.'*

Management category 4 applies, where conservation of the place is desirable.

The property may be disposed of in the future. The proposed zoning modification will enable a change of use to be contemplated by the Church, or a future successor in title. A change of use proposal will require a planning application to the local government and, as a part of that process, will require a consideration of conservation of the built fabric, with development cognizant of the heritage value of the Place.

The Heritage Inventory extract for Place No 65 is included at **Appendix B**.

3.4.4 Shire of Chapman Valley Strategic Community Plan 2022 – 2032

The local government's strategic plan addresses the social economic, health and lifestyle and environmental objectives of the community, and is intended to guide the Council's decision making. Several strategy objectives apply to the proposed amendment:

Community Health and Lifestyle

1.1.2 Seize opportunities to promote a sense of community: retention and potential for adaptive re-use of an historical building maintains and potentially contribute to an improvement of the amenity of the townsite. It maintains the community's connection to the Place and assists with securing history for future generations. Future owners of the property become new members of the community.

1.2.2 Advocate for current and future services and housing needs with emphasis on aged persons accommodation: the amendment will provide an option for conversion of the building to a residential use, thereby providing additional accommodation options in the townsite. Residential uses can be contemplated include aged persons accommodation, single dwelling, ancillary dwelling, grouped dwelling.

Economy & Population

2.1.1 Ensure planning is in place to encourage business development and promote investment opportunities: legislation allows the local planning scheme to be amended and the subject land to be rezoned to an appropriate zone which will increase the options available for re-adaptive use of the building, including community, commercial, and tourist uses. Initiation of the amendment by the local government will potentially facilitate investment in the townsite.

2.3.1 Embrace local and regional tourism opportunities: the amendment will allow for several uses which may capitalise on increased tourist activity in the locality, particularly during wildflower season.

2.4.1 Town planning review to ensure accommodation opportunities: the amendment will provide potential for the re-use of the site and building for residential use. A range of accommodation options could be contemplated.

Physical and Digital Infrastructure

4.1.1 Develop, manage, and maintain built infrastructure; develop projects and advocate for public and private investment: The amendment will increase the market potential for the site, as it may be attractive for a variety of uses, or combination of more than one.

The amendment will not generate additional resource pressure for the local government extant of the current provision. Land rating potential may increase by change of use, in addition to generating economic activity in the Shire.

4.0 PROPOSED SCHEME AMENDMENT

4.1 The Proposal

The Scheme Amendment application proposes the following:

1. Rezone Lot 14 in full, from Reserve Civic and Cultural to Rural Townsite.

The amendment from Reservation to a land use Zone is consistent with the requirements of the statutory planning environment to ensure:

- (i) Implementation of an appropriate land use zone and commensurate permissibility for a range of development opportunities.
- (ii) To ensure that appropriate development provisions to guide new development are applicable.

The development provisions applicable to the zone will ensure future development pays regard to the heritage value of the place and the built form of additional development. It will provide the implementation of appropriate bushfire risk management commensurate with the final land use/s.

Figure 10 (Plan 22160PZ) indicates the zoning of the landholding following the amendment.

4.2 Justification

4.2.1 Orderly and Proper Planning

Appropriate land use permissibility should be in place to allow for potential change of use within the guidance provided in the local government municipal inventory for the built Place.

The range of potential use/s provides the opportunity for redevelopment, which will be compatible with the location, and will ensure undesirable or unanticipated development does not occur. It will similarly ensure that future development addresses critical matters impacting the locality.

4.2.2 Location and suitability for development

The land is in the existing Yuna Townsite. The lot is serviced with reticulated services, including water and power, suitable for residential or other permitted development, and with good road access. On-site effluent disposal can be contemplated for the lot as prescribed in the State government sewerage policy. The use change is not expected to generate an additional burden on the local government for services or resources.

The built fabric will be retained and potentially converted to a dwelling or other permitted use. Retention will maintain the important local heritage and streetscape value of the built fabric of the community.

4.2.3 Consistency with Local Planning Strategy

The scheme amendment is consistent with the Shire of Chapman Valley Local Planning Strategy, which prescribes a Rural Townsite zoning for much of the Yuna townsite to ensure the broadest range of potential uses. This will assist with maintaining the viability of the townsite by utilising existing built infrastructure for a dwelling conversion or introducing another use that supports residents.

In addition, the LPS identifies encouragement for tourist-related uses/development within the Yuna town site to increase tourist interest in the locality.

The amendment will also provide the greatest opportunity for retaining and restoring a heritage Place through adaptive reuse.

4.2.4 Consistency with Strategic Community Plan

The rezoning will potentially facilitate a change of use and/or works the landholding. This will contribute towards achieving various strategies from the Shire's Community Plan, particularly around the local government supporting economic development, options for accommodation choice, and encouraging low-key tourism opportunities

5.0 CONCLUSION

Our Lady Queen of Peace Roman Catholic Church may be considered for disposal by the Roman Catholic Bishop of Geraldton in the future. The current land use reservation prevents the landholding from being used for other non-public purposes. The scheme amendment aims to provide suitable zoning and development provisions for the subject site, as currently exist elsewhere in the Yuna townsite. The proposed zone, Rural Townsite, affords the greatest flexibility to consolidate the townsite.

The amendment will enable the physical infrastructure of the Church to convert to another use, which will ensure the built infrastructure is conserved for future use and assists in preserving the townsite history for future generations.

The proposal is consistent with the planning framework, particularly the local planning strategy, which provides for the consolidation of the Yuna townsite and suggests land use, including low-key residential, low-key tourism, heritage protection and restoration, and scope of commercial development.

The scheme amendment is of minor local significance and will not generate economic, environmental, or social impacts on the greater Yuna townsite or the local government.

APPENDIX 1
CERTIFICATE OF TITLE 1183/981

WESTERN



AUSTRALIA

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

REGISTER NUMBER 14/D18476	
DUPLICATE EDITION N/A	DATE DUPLICATE ISSUED N/A

VOLUME
1183FOLIO
981

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

B. Roberts
REGISTRAR OF TITLES

**LAND DESCRIPTION:**

LOT 14 ON DIAGRAM 18476

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

THE ROMAN CATHOLIC BISHOP OF GERALDTON OF CATHEDRAL AVENUE, GERALDTON
(T T12452/1955) REGISTERED 16/8/1955

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1183-981 (14/D18476)
PREVIOUS TITLE: 1135-596
PROPERTY STREET ADDRESS: 7073 CHAPMAN VALLEY RD, YUNA.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF CHAPMAN VALLEY

APPENDIX 2
MUNICIPAL INVENTORY PLACE NO 65

PLACE NUMBER 65

OUR LADY QUEEN OF PEACE ROMAN CATHOLIC CHURCH

PLACE DETAILS

Place Number: 65
Management Category: 4
Name: Our Lady Queen of Peace Roman Catholic Church
Other Name: -
Type of Place: Church
Street Address: Lot 14 Chapman Valley Road, Yuna

PHOTOGRAPH

Description: Front (western) facade of the church

Date of Photo: 15/12/2011

SITE DETAILS

Lot/Location:	14	Street Number:	N/A
Street Name:	Chapman Valley Road	Locality Name:	Yuna
Diagram/Plan:	D18476	Volume/Folio:	1183/981
Reserve No/Vesting:	N/A	Purpose:	N/A
Assess No:	A1373	HCWA No:	6411
GPS Coordinates:	28 32 79(s), 115 00 69(e)	Area of Site:	1.12ha
Occupied:	Yes	Public Access:	Restricted

USES OF THE PLACE

Original Use:	Church	Current Use:	Church
---------------	--------	--------------	--------

DESCRIPTION

Walls:	Brick	Roof:	Concrete Tiles
Condition:	Fair	Integrity:	High
Original Fabric:	Intact	Modifications:	None

Our Lady Queen of Peace Roman Catholic Church is of cream brick construction with a green concrete tile gable roof. The building has a combination of timber and aluminium windows and doors. The flat roofed enclosed entry porch is accessed via a side sliding door. The western wall of the entry porch features coloured glass. Overall the church is a very simple building of little architectural significance.

HISTORY

Construction Date:	1967	Source:	Foundation Stone
Architect:	Unknown	Builder:	Unknown

Between 1923 and 1930, an annual Catholic Mass was celebrated in Yuna by Father John Cyril Hawes. Hawes, the Parish Priest at Mullewa would ride his horse to the McGauran home in East Yuna where the Mass was celebrated. Between 1923 and 1963, Monsignor Irwin from the Northampton Parish celebrated Mass in the Rockwell Hall and also at the Nabawa church. Following the opening of the South Yuna School in 1929, Monsignor Irwin celebrated Mass there for people in the Yuna district. In 1963 Monsignor Owen C'Connor was appointed Parish Priest of Northampton and it was at this time that the idea of building a church in Yuna developed. A planned giving programme was organised and together with a generous donation of grain, enabled the church to be constructed. Charles Taylor donated the land and local parishioners donated their time. On 22 October 1967 the church, Our Lady Queen of Peace, was blessed and opened by the Most Reverend F.X. Thomas DD, Bishop of Geraldton. A large crowd was in attendance followed by a social evening at the Yuna Memorial Hall. Both Anglican and Catholic Church services are conducted in this building.

HISTORIC THEME(S)

HCWA	AHC
406 Religion	8.6 Worshipping
	8.6.4 Making places for worship

STATEMENT OF SIGNIFICANCE

Our Lady Queen of Peace Roman Catholic Church has some local social significance for its role in the religious activities of the Yuna community. The building is evidence of how the local community can work together to achieve an end result.

MANAGEMENT CATEGORY

Category:	4
Level of Significance:	SOME SIGNIFICANCE. Contributes to the heritage and/or historical development of the locality.
Management Recommendation:	Conservation of the place is desirable. Any proposed change to the place should be in sympathy with the heritage values of the place.



OTHER LISTINGS

Nil.

SUPPORTING INFORMATION / REFERENCES

Vlahov, J., 2002, *In Search of Land: Stories of Yuna*, Guardian Print, Geraldton. (pp36-37)

Assessment Date: 17/2/1993

Last Revision Date: 17/10/2012

ADDITIONAL PHOTOGRAPHS

Description: West and south elevations of the church

Date of Photo: 17/02/1993



Planning and Development Act 2005

Resolution to Adopt Amendment to Local Planning Scheme

Shire of Chapman Valley

Local Planning Scheme No. 3

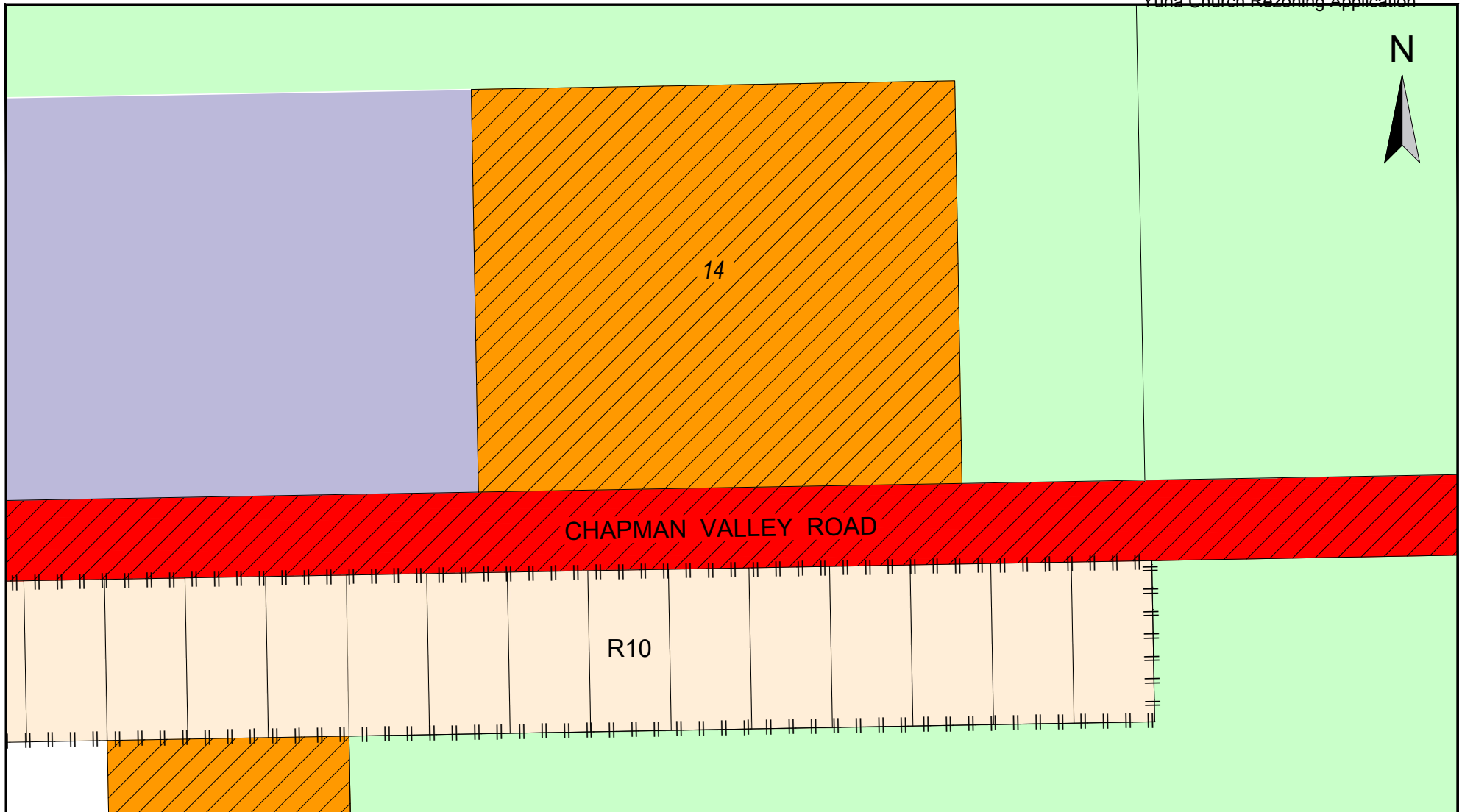
Amendment No. 3


RESOLVED that the Local Government pursuant of Section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by –

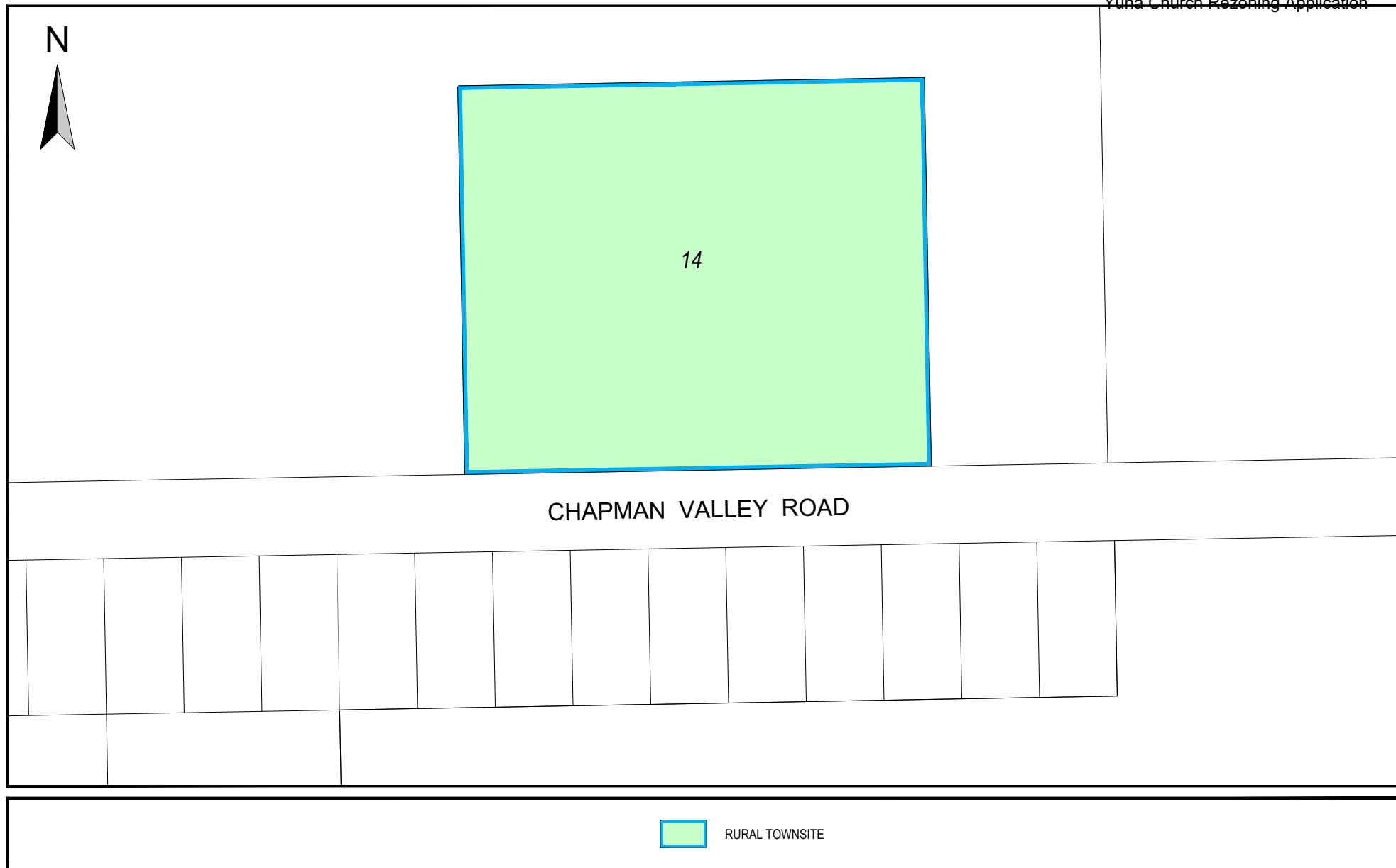
- (a) Rezoning 14 on Diagram 18476 Chapman Valley Road, Yuna from Local Scheme Reserve 'Civic and Community' to the 'Rural Townsite' zone.
- (b) Modifying the Scheme Map accordingly.


The Amendment is defined as standard under the provisions of Section 34 of *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- 1. The amendment relates to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve.
- 2. The amendment is consistent with the local planning strategy for the scheme that has been endorsed by the Commission.
- 3. The amendment will have minimal impact on land in the scheme area that is not the subject of the amendment.
- 4. The amendment will not result in any significant environmental, social, economic or governance impacts on land in the scheme area.



TITLE: EXISTING ZONING: SHIRE OF CHAPMAN VALLEY LOCAL PLANNING SCHEME No 3 RESERVE CIVIC & COMMUNITY LOT 14 ON DIAGRAM 18476 CHAPMAN VALLEY ROAD, YUNA		CLIENT: THE ROMAN CATHOLIC BISHOP OF GERALDTON		 LANDWEST URBAN AND RURAL PLANNING CONSULTANTS	8 Anzac Terrace Geraldton WA 6530 PO BOX 1597 Geraldton WA 6531 Email : info@landwest.net.au Phone : (08) 9965 0550 Fax : (08) 9965 0559										
CERTIFICATE OF TITLE(S) : 1183/981		DATE LAST MODIFIED: 12/10/2022			REV: DATE: DETAILS: BY: APPROVED:										
SCALE: 1:1250 @A4					APPROVED: DESIGNED: GMB DRAWN: DW PLAN: FIGURE 9 (22160EZ)										
* This plan remains the property of Landwest and must not be used for any purpose other than which it was prepared for, in relation to the land duly described, Landwest accepts no responsibility for any losses or damages caused to any persons who may use the information for a purpose for which it was not intended.															



TITLE: PROPOSED ZONING: SHIRE OF CHAPMAN VALLEY LOCAL PLANNING SCHEME No 3 RURAL TOWNSITE LOT 14 ON DIAGRAM 18476 CHAPMAN VALLEY ROAD, YUNA		CLIENT: THE ROMAN CATHOLIC BISHOP OF GERALDTON		 LANDWEST URBAN AND RURAL PLANNING CONSULTANTS	8 Anzac Terrace Geraldton WA 6530 PO BOX 1597 Geraldton WA 6531 Email : info@landwest.net.au Phone : (08) 9965 0550 Fax : (08) 9965 0559		REV: DATE: DETAILS: APPROVED: DESIGNED: GMB	DRAWN: DW	BY: APPROVED: FIGURE 10 (22160PZ)
<small>* This plan remains the property of Landwest and must not be used for any purpose other than which it was prepared for, in relation to the land duly described, Landwest accepts no responsibility for any losses or damages caused to any person's who may use the information for a purpose for which it was not intended.</small>		CERTIFICATE OF TITLE(S) : 1183/981	DATE LAST MODIFIED: 12/10/2022		SCALE: 1:1250 @A4				

Form 6B

COUNCIL ADOPTION

This Basic Amendment was adopted and is recommended for approval by resolution of the Council of the Shire of Chapman Valley at the Ordinary Meeting of the Council held on the _____ day of _____, 2022 and the Common Seal of the Shire of Northampton was hereunto affixed by the authority of a resolution of the Council in the presence of:

SHIRE PRESIDENT

CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

DELEGATED UNDER S.16 OF
THE P&D ACT 2005

DATE _____

APPROVAL GRANTED

MINISTER FOR PLANNING

DATE _____

From: Matt Calabro <Matt.Calabro@watercorporation.com.au>
Sent: Friday, 13 January 2023 10:43 AM
To: Customer Service <cso@chapmanvalley.wa.gov.au>
Subject: CR2321818 - A1373 & 204.11.05 - SHIRE OF CHAPMAN VALLEY LOCAL PLANNING SCHEME No.3 - SCHEME AMENDMENT No.3 - YUNA CHURCH - 7073 (LOT 14) CHAPMAN VALLEY ROAD, YUNA

Hi,

Thank you for your letter on the 6th January 2023 requesting comment on the proposed changes to Local Planning Scheme NO.3, regarding Yuna Church, 7073 (LOT 14) CHAPMAN VALLEY ROAD, YUNA.

The proposed changes do not affect Water Corporation assets and water servicing is available to the site for future development.

Water Corporation has no objection to the proposed changes.

Regards,

Matt Calabro
Senior Planner – Land Planning
Development Services

E Matt.Calabro@watercorporation.com.au



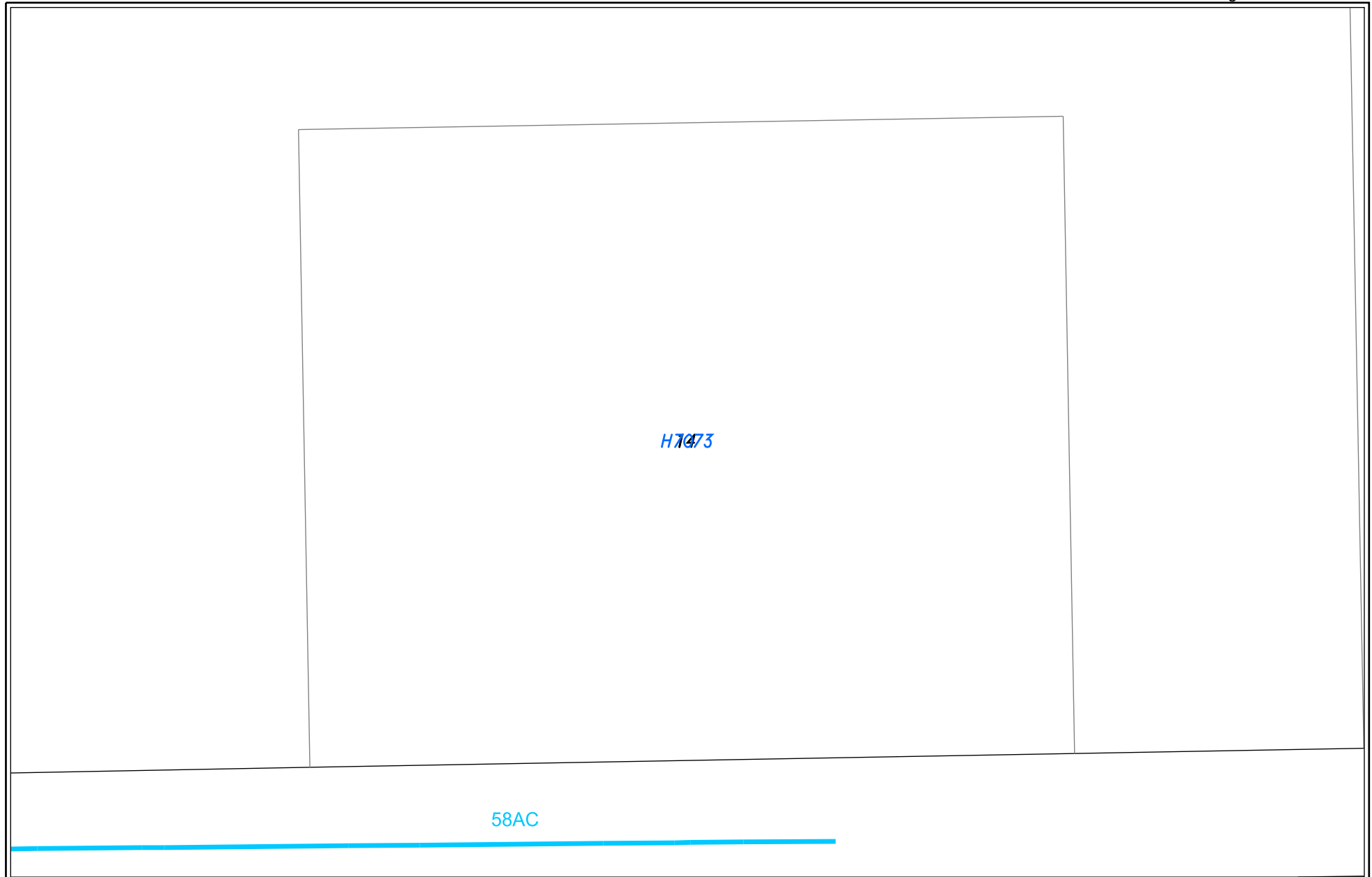
watercorporation.com.au

.....



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Scale: 1:750 Centre Point: 115.007°, -28.328°
Sequence No: 219709687
Print Date: 04/01/2023 Page: 1 of 1



WARNING - CRITICAL PIPELINE
Refer to Information Brochure Damage Prevention and Legend for details

The Water Corporation has taken due care in the preparation of this map but accepts no responsibility for any inaccuracies or inappropriate use. This plan may be reproduced in its entirety for the purpose of site work planning but shall not otherwise be altered or published in any form without the permission of the Water Corporation. The Water Corporation may need to be advised of any planned ground disturbing activities near facilities on this map. Refer to Brochure - "Protecting Buried Pipelines". Please report any inaccuracies to Asset Registration Team by email to asset.registration@watercorporation.com.au.

From: Planning and Land Development Referrals
<planning.land.development.referrals@westernpower.com.au>
Sent: Monday, 23 January 2023 2:44 PM
To: Customer Service <cso@chapmanvalley.wa.gov.au>
Subject: Enquiry Local Planning Scheme No3 Scheme Amendment 3 Yuna Church 7073 Lot 14 Chapman Valley Rd Yuna

Dear sir/madam

Thank you for your submission to Western Power for Ref: Local Planning Scheme No3 Scheme Amendment 3 Yuna Church 7073 Lot 14 Chapman Valley Rd Yuna

Unfortunately requests for general comments, feedback and approval for proposals can't be provided for without application and the investigation and dialogue that allows.

We suggest:

- Reviewing your query against the processes referred to in our [Strategic Planning](#) web page
- Where a change of land use, or permanent road closure will affect our ability to access our infrastructure for maintenance or in an emergency, the original accessway or an alternative must be maintained. Changed access conditions should be communicated via our [Land entry preferences form](#),
- Use our provided mapping tools and ["Before You Dig"](#) to locate any assets that would be affected by any proposed change or development,
- If there are transmission assets (66,000VOLTS-330,000 VOLTS) in proximity to your work, apply via our [move or remove transmission and communication assets](#) form,
- Ensuring any developers involved are aware that they will need to make an application to deal with any assets that are in the development area as well as for the power requirements for the development.

Thank you and we look forward to receiving your information/applications through the correct channels.

Kind Regards

Kate

Customer Service Coordinator - Planning and Land Development
Customer Experience

A 363 Wellington St. Perth 6000 | **T** 13 10 87

E planning.land.development.referrals@westernpower.com.au

Ngala kaaditj Noongar moort keyen kaadak nidja boodja.

Western Power acknowledges the Traditional Owners of the lands on which we operate, and recognises their continuing connection to lands, waters and communities.

Electricity Networks Corporation, trading as Western Power

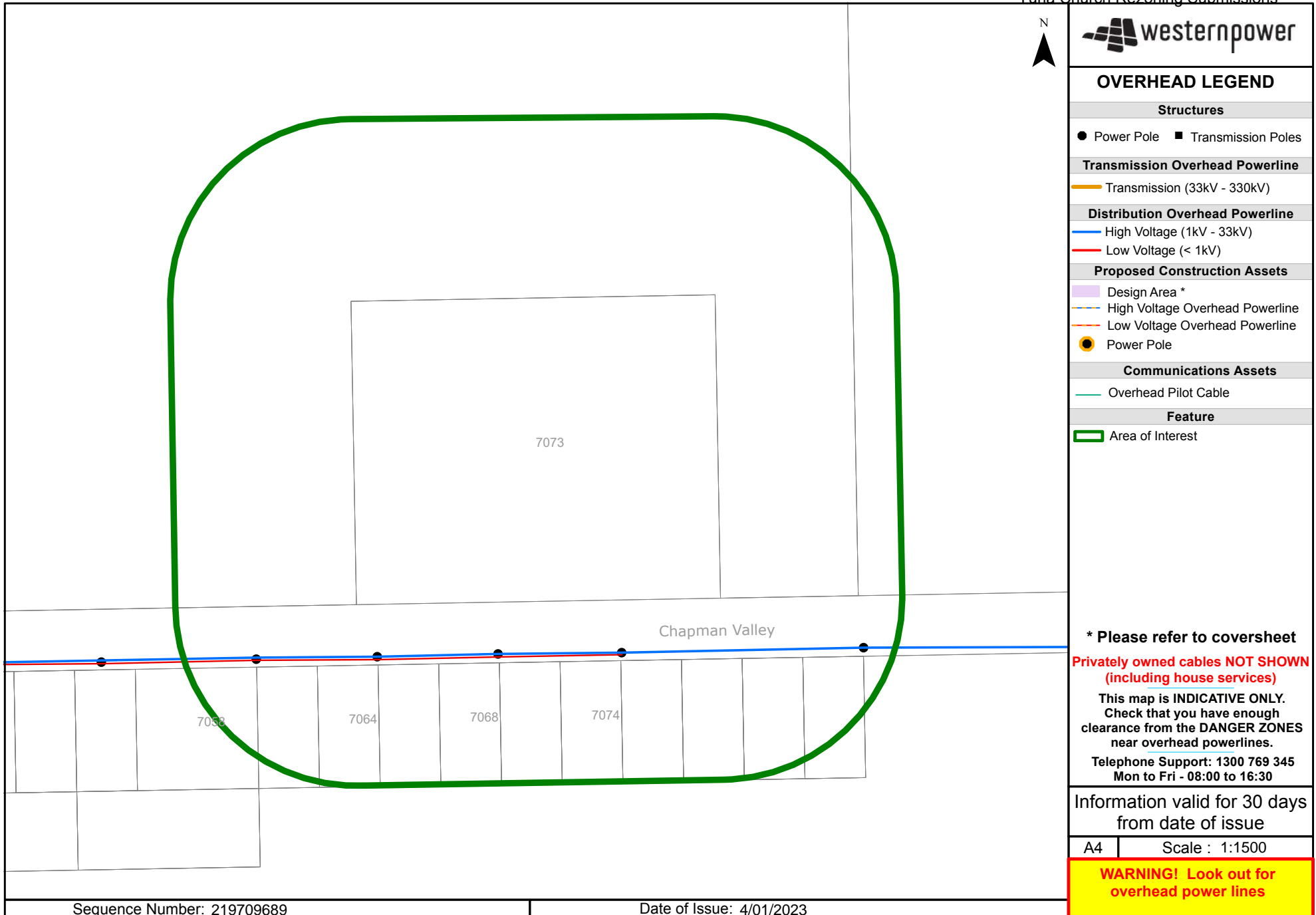
ABN: 18 540 492 861

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OVERHEAD LEGEND

Structures

- Power Pole
- Transmission Poles

Transmission Overhead Powerline

- Transmission (33kV - 330kV)

Distribution Overhead Powerline

- High Voltage (1kV - 33kV)
- Low Voltage (< 1kV)

Proposed Construction Assets

- Design Area *
- High Voltage Overhead Powerline
- Low Voltage Overhead Powerline
- Power Pole

Communications Assets

- Overhead Pilot Cable

Feature

- Area of Interest

*** Please refer to coversheet**

**Privately owned cables NOT SHOWN
(including house services)**

**This map is INDICATIVE ONLY.
Check that you have enough
clearance from the DANGER ZONES
near overhead powerlines.**

**Telephone Support: 1300 769 345
Mon to Fri - 08:00 to 16:30**

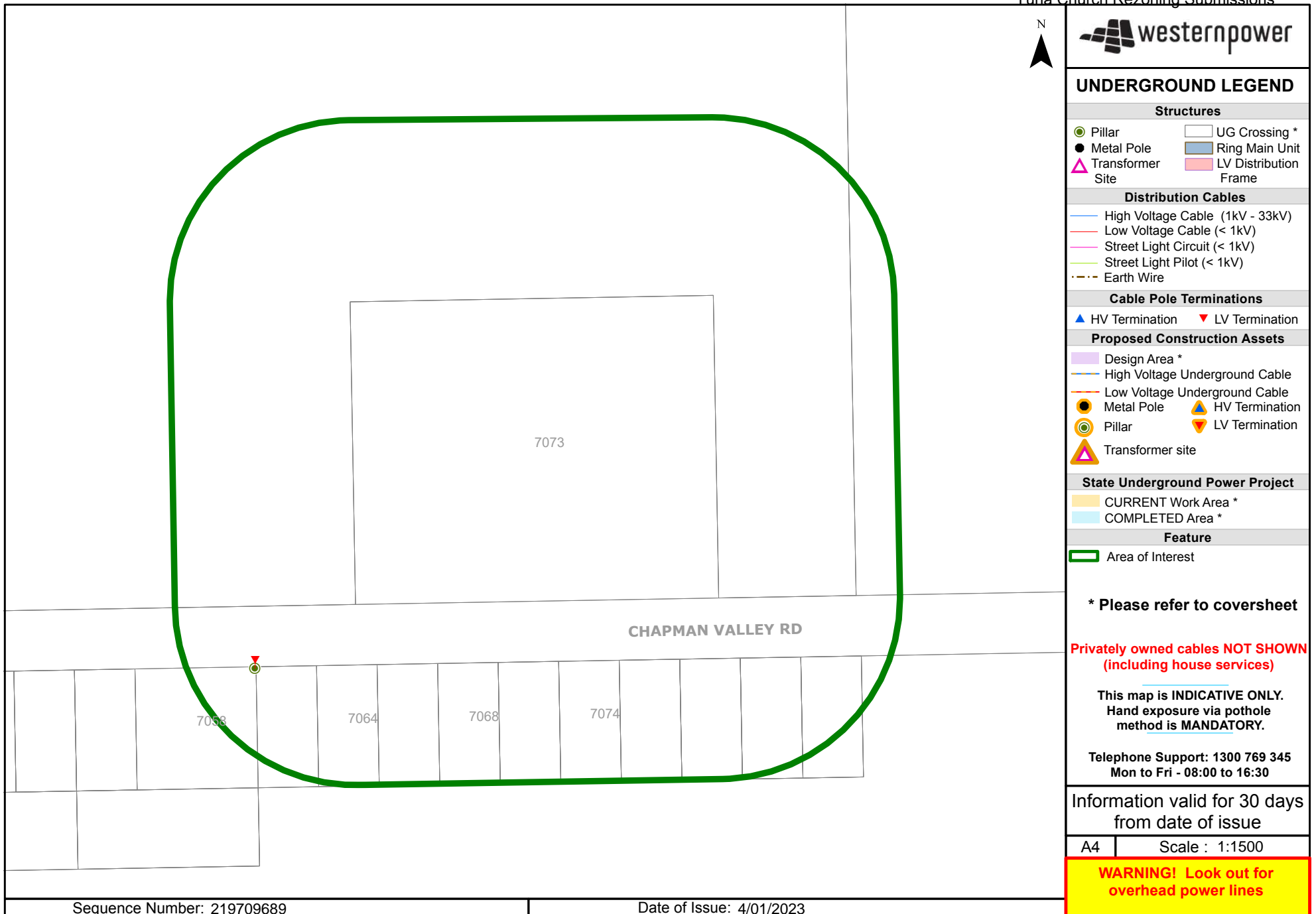
**Information valid for 30 days
from date of issue**

A4 | Scale : 1:1500

**WARNING! Look out for
overhead power lines**

Sequence Number: 219709689

Date of Issue: 4/01/2023



**LOCAL PLANNING SCHEME AMENDMENT - SUBMISSION FORM**

Shire File Ref: A1373 & 204.11.05

Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Chapman Valley Local Planning Scheme No.3 - Scheme Amendment No.3 Yuna Church - 7073 (Lot 14) Chapman Valley Road, Yuna

Name: Co-operative Bulk Handling Ltd.Postal Address: GPO Box L886 Perth WAPhone Number: 08 9216 6061**SUBJECT OF SUBMISSION** (State how your interests are affected, whether as a private citizen, on behalf of a company or other organisation, or as an owner or occupier of property).

On behalf of organisation with a grain handling and
storage facility located 650m to the east

ADDRESS OF PROPERTY AFFECTED (if applicable include lot no. & nearest street intersection)

Lot 100 on Deposited Plan 95932

SUBMISSION:

Support



Object



Indifferent

Give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets) –

CBH supports the scheme amendment as it meets the
requirements of orderly and proper planning as it will
increase the availability of land and provide for a wider
variety of land uses to support the Yuna townsite
whilst not compromising the operation and application of
the shire's operative Local Planning Scheme.

Signature: [Signature]Date: 24/01/2023

Please return to:

Chief Executive Officer
 Shire of Chapman Valley
 PO Box 1
 NABAWA WA 6532

or

cs@chapmanvalley.wa.gov.au

or

(fax) 9920 5155

NOTE: The local government in determining the application will take into account the submissions received but is not obliged to support those views.

Submissions Close: 4:00pm Friday 24 February 2023

From: BALL Michael <Michael.Ball@dfes.wa.gov.au>
Sent: Thursday, 2 February 2023 4:01 PM
To: Customer Service <cso@chapmanvalley.wa.gov.au>
Subject: CR2321964 - A1373 & 204.11.05 - Lot 14 (7073) Chapman Valley Road Yuna - Local Planning Scheme 3 - Local Planning Scheme Amendment Report - DFES Response

DFES Ref: D27239

Dear Sir/Madam,

I refer to your letter dated 6 January 2023 in relation to the referral of Scheme Amendment No. 3 for Lot 14 (House number 7073) Chapman Valley Road, Yuna.

It is unclear if the land use has the potential to be intensified greater than the current zoning, therefore it is unclear if SPP 3.7 should be applied.

Given the scheme amendment seeks to change from a 'Civic and Community' reserve to a 'Rural Townsite' zoning, the scheme amendment provides an opportune mechanism for the coordination of bushfire risk to ensure that it does not result in the introduction or intensification of development or land use in an area that has or will, on completion, have an extreme BHL and/or BAL-40 or BAL-FZ.

Comments regarding the potential to assess SPP 3.7 at later planning stages are noted, however SPP 3.7 seeks to reduce vulnerability to bushfire through the identification and consideration of bushfire risks in decision-making at all stages of the planning and development process. Therefore if applicable, SPP 3.7 should be applied at this stage.

A Bushfire Management Plan (BMP) is required to accompany strategic planning proposals, subdivision and development applications in areas above BAL-LOW or areas with a bushfire hazard level above low (refer to clause 6.2b). A BMP includes the bushfire assessment, identification of the bushfire hazard issues arising from the relevant assessment and a clear demonstration that compliance with the bushfire protection criteria contained within Appendix 4 of these Guidelines, is or can be achieved.

The BMP should be prepared as early as possible in the planning process and progressively refined or reviewed as the level of detail increases. The level of detail provided within a BMP should be commensurate with the applicable planning stage and scale of the proposal or application.

Should you apply SPP 3.7 then, we request the relevant information pursuant to this policy be forwarded to DFES to allow us to review and provide comment prior to the Shire endorsement of the scheme amendment.

Land Use Planning staff are available to discuss planning proposals and provide general bushfire advice at any stage of the planning process. Please do not hesitate to contact me on the number below, should you require clarification of any of the matters raised.

Kind regards

Michael Ball

Senior Land Use Planning Officer

20 Stockton Bend, Cockburn Central, Perth WA 6164

T: 08 9395 9819 | **E:** advice@dfes.wa.gov.au | **W:** dfes.wa.gov.au



FOR A SAFER STATE

Acknowledgement of Country: DFES acknowledges the Traditional Owners of Country throughout Australia, and their connections to land, sea and community. We pay our respects to Elders past and present.



Government of **Western Australia**
Department of **Health**

Your Ref: A1373 & 204.11.05
Our Ref: F-AA-09433 D-AA-23/17479
Contact: Chris Hill / Phill Oorjitham 9222 2000

Simon Lancaster
Deputy Chief Executive Officer
Shire of Chapman Valley
PO Box 1
NABAWA WA 6532

Via email: cs@chapmanvalley.wa.gov.au

Dear Mr Lancaster

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING SCHEME No.3 SCHEME AMENDMENT No.3 — YUNA CHURCH — 7073 (LOT 14) CHAPMAN VALLEY ROAD, YUNA

Thank you for your letter of 6 January 2023, requesting comments from the Department of Health (DoH) on the above proposal.

The DoH provides the following comment:

1. Water Supply and Wastewater Disposal

On-Site Wastewater Disposal

The DoH has no objection to the rezoning of this lot from 'Civic and Community' to 'Rural Townsite', subject to ensuring the onsite wastewater system is integral and working satisfactory and to ensure that any significant change of development or volumes in the future may require the system to be assessed or upgraded for such purpose.

Suitable provision for an adequate onsite effluent disposal area is to be accommodated in any planning approval. For on-site wastewater disposal systems to be approved, the site capability needs to be demonstrated to comply with the *Government Sewerage Policy 2019*, via a winter 'site-and-soil evaluation' (SSE) in accordance with Australian Standard 1547 (AS/NZS 1547).

The SSE for onsite wastewater management webpage has been updated based on Department of Water and Environmental Regulation, planning and internal comments. Please use the updated version of each document:

https://ww2.health.wa.gov.au/Articles/S_T/Site-and-soil-evaluation-for-onsite-wastewater-management

2. Asbestos

The proponent should satisfy themselves that they have complied fully with all legislative and regulatory requirements (e.g. Health – Asbestos - regulations, WorkSafe occupational health & safety requirements). In particular, advice should be sought from WorkSafe Division, Department of Mines, Industry Regulation and Safety (DMIRS) regarding compliance with asbestos related work provisions under the *Work Health and Safety (General) Regulations 2022* (WHS Regulations) and whether such asbestos related work is permitted.

Should you have any queries or require further information please contact Phill Oorjitham on 9222 2000 or email eh.eSubmissions@health.wa.gov.au

Yours sincerely



Dr Michael Lindsay
EXECUTIVE DIRECTOR
ENVIRONMENTAL HEALTH DIRECTORATE

22 February 2023



Department of Planning,
Lands and Heritage

Your ref: A1373 & 204.11.05
Our ref: PLH00050-50279
Enquiries: Katie Davies (08) 6552 4638

Chief Executive Officer
Shire of Chapman Valley
cso@chapmanvalley.wa.gov.au

Attention: Simon Lancaster

Dear Sir

**SHIRE OF CHAPMAN VALLEY LOCAL PLANNING SCHEME NO.3 SCHEME
AMENDMENT NO.3 YUNA CHURCH - 7073 (LOT 14) CHAPMAN VALLEY
ROAD, YUNA**

Thank you for your letter of 6 January 2023 regarding the draft amendment No.3 to Local Planning Scheme No.3, which was referred to the Heritage Council under the provisions of Section 79 of the *Planning and Development Act 2005*.

The proposed Scheme Amendment has been considered for its potential impact on heritage places within the Scheme area. The proposed amendment will assist in retaining and conserving a place of local significance, which is a positive heritage outcome.

Should you have any queries regarding this advice please contact Katie Davies at katie.davies@dplh.wa.gov.au or on 6552 4638.

Yours faithfully

A handwritten signature in blue ink, appearing to read "adelynsiew".

Adelyn Siew
Director
Historic Heritage Conservation

22 February 2023

Schedule of Submissions - Shire of Chapman Valley Local Planning Scheme No.3 - Scheme Amendment No.3 Yuna Catholic Church - 7073 (Lot 14) Chapman Valley Road, Yuna				
Submission No. & Date Received	Respondent	Nature of Submission	Comment	Recommendation
1 (13/1/23)	Water Corporation	<i>No objection</i> Proposed changes do not affect Water Corporation assets and water servicing is available for future development.	No additional comment	Note submission.
2 (23/1/23)	Western Power	<i>No objection</i> Unfortunately requests for general comments, feedback and approval for proposals can't be provided for without application and the investigation and dialogue that allows. We suggest: <ul style="list-style-type: none"> Reviewing your query against the processes referred to in our strategic planning web page Where a change of land use, or permanent road closure will affect our ability to access our infrastructure for maintenance or in an emergency, the original accessway or an alternative must be maintained. Changed access conditions should be communicated via our land entry preferences form. Use our provided mapping tools and before you dig to locate any assets that would be affected by any proposed change or development, If there are transmission assets (66,000 volts-330,000 volts) in proximity to your work, apply via our move or remove transmissions and communication assets form, Ensuring any developers involved are aware that they will need to make an application to deal with any assets that are in the development area as well as for the power requirements for the development. Thank you and we look forward to receiving your information/applications through the correct channels.	<p>The Shire wrote directly to Western Power providing sufficient information for it to be able it to make comment upon this Scheme Amendment.</p> <p>Western Power have chosen to abrogate its responsibility to provide comment to local government in this matter and in other planning matters including scheme reviews, rezonings, development applications, road and ROW closures and general planning enquiries.</p> <p>Dial Before You Dig enquiries can be undertaken by the applicant but relays information concerning existing infrastructure and not proposed infrastructure and strategic matters, this can only be provided by Western Power taking ownership of its obligations under the planning system.</p> <p>Western Power's approach to responding to planning enquiries compares unfavourably with the level of technical information and customer service provided by the Water Corporation.</p> <p>The Shire has separately undertaken a Dial Before You Dig search that illustrates that there are no underground or overhead power lines that directly impact Lot 14. Copy of this Dial Before You Dig search is provided with the Western Power submission to provide background.</p> <p>The rezoning is not considered to impact this power service, and in the event that the landowner seeks to upgrade or amend their power connection at some future time this will be required to be done through their direct approach to Western Power and at their expense, as is standard Western Power practice.</p>	Note submission
3 (24/1/23)	Cooperative Bulk Handling Ltd	<i>No objection</i> CBH supports the rezoning as it meets the requirements of orderly and proper planning as it will increase the availability of land and provide for a wider variety of land uses to support the Yuna townsite whilst not compromising	The Yuna Church site is 470m north-east of CBH's enclosed grain storage facility and 680 west of CBH's open bulkhead grain storage facility. These are the greatest setback distances between a building and CBH infrastructure in the entire Yuna townsite, with all existing residences closer than this. This is not an uncommon legacy issue in many Midwest	Note submission.

Schedule of Submissions - Shire of Chapman Valley Local Planning Scheme No.3 - Scheme Amendment No.3 Yuna Catholic Church - 7073 (Lot 14) Chapman Valley Road, Yuna				
Submission No. & Date Received	Respondent	Nature of Submission	Comment	Recommendation
		the operation and application of the Shire's operative Local Planning Scheme.	and Wheatbelt townsites where grain receival locations and supporting townsites were co-located at significant regional transport junctions between road and rail. It is considered preferable for the building to be adapted for a new use rather than decline as an underutilised and intermittently visited site, this is a common phenomenon throughout Mid West and Wheatbelt townsites as formerly public buildings such as schools, police stations and churches transition to housing, and this trend has been hastened by the impact of Cyclone Seroja as organisations review their assets. The rezoning is in accordance with the Shire of Chapman Valley Local Planning Strategy vision statement for Precinct No.8 – Yuna "The consolidation and enhancement of the Yuna townsite as a service centre for the broader agricultural area."	
4 (2/2/23)	Department of Fire & Emergency Services	<i>Technical Comment provided</i> It is unclear if the land use has the potential to be intensified greater than the current zoning, therefore it is unclear if SPP3.7 should be applied. Given the rezoning is from 'Civic and Community' to 'Rural Townsite' the scheme amendment provides an opportune mechanism for the coordination of bushfire risk to ensure that it does not result in the introduction or intensification of development or land use in an area that has or will, on completion, have an extreme BHL and/or BAL-40 or BAL-FZ. Comments regarding the potential to assess SPP3.7 at later planning stages are noted, however SPP3.7 seeks to reduce vulnerability to bushfire through the identification and consideration of bushfire risks in decision-making at all stages of the planning and development process. Therefore if applicable, SPP3.7 should be applied at this stage. A Bushfire Management Plan is required to accompany strategic planning proposals, subdivision and development applications in areas above BAL-LOW or areas with a bushfire hazard level above low. A BMP includes the bushfire assessment, identification of the bushfire hazard issues arising from the relevant assessment and a clear	The applicant was provided with the opportunity to review the received submissions and has provided the following comment in relation to the DFES submission: <i>"The decision-making authority is to have due regard to the proposed zoning. The proposed zoning will facilitate the potential for a range of uses as prescribed in the Zoning Table, that may not intensify the land use, nor introduce a vulnerable land use to the bush fire zone.</i> <i>DFES own submission acknowledges that the extent to which intensification of land-use will occur, is not known at this stage. Hazard level more appropriately determined at development stage once a specific building classification is known.</i> <i>Classified vegetation has the potential to be removed to accommodate future development therefore reducing or eliminating the potential hazard level.</i> <i>Hazard posed by vegetation on adjoining lots can be mitigated by internal APZ, once the final land use is determined.</i> <i>Until such time as an application for change of use is progressed by current or future owners, the level of risk associated with the current use will not change (Place of Worship, which will enjoy non-conforming rights following amendment)."</i> The Shire is in agreeance with the applicant, in that production of a	

Schedule of Submissions - Shire of Chapman Valley Local Planning Scheme No.3 - Scheme Amendment No.3 Yuna Catholic Church - 7073 (Lot 14) Chapman Valley Road, Yuna				
Submission No. & Date Received	Respondent	Nature of Submission	Comment	Recommendation
		<p>demonstration that compliance with the bushfire protection criteria contained within Appendix 4 of these Guidelines, is or can be achieved.</p> <p>The BMP should be prepared as early as possible in the planning process and progressively refined or reviewed as the level of detail increases. The level of detail provided within a BMP should be commensurate with the applicable planning stage and scale of the proposal or application.</p> <p>Should you apply SPP3.7 then we request the relevant information pursuant to this policy be forwarded to DFES to allow us to review and provide comment prior to the Shire endorsement of the scheme amendment.</p>	<p>Bushfire Management Plan or other bushfire documentation is premature at this time.</p> <p>The re-use of the land will require a development application to be lodged, and it is at this juncture, when the exact nature of the re-use becomes known, that an appropriate and specifically tailored BMP and/or BAL can be prepared.</p> <p>The production of this information at this time can not account for the nature of the land use, nor can it account for the alteration in surrounding vegetation that will accompany the alternate land use.</p> <p>The production of this information at this time will only serve to produce documentation that is generic at best and potentially misleading at worst.</p> <p>It is noted that in addition to the requirement for the lodgement of a development application, the existing layout/floor area and servicing of the building will necessitate lodgement of a building permit application as the building will change Class under the Building Code of Australia. Both of these application processes carry requirement for lodgement of a BAL with the local government as a minimum requirement, that would be prepared on current and works/land use specific criteria.</p> <p>The local government can liaise with DFES at this more appropriate future stage when more relevant data is available.</p>	
5 (22/2/23)	Department of Health	<p><i>No objection</i></p> <p>DoH has no objection to the rezoning subject to ensuring the onsite wastewater system is integral and working satisfactory and to ensure that any significant change of development or volumes in the future may require the system to be assessed or upgraded for such purpose.</p> <p>Suitable provision for an adequate onsite effluent disposal area is to be accommodated in any planning approval. For on-site wastewater disposal systems to be approved, the site capability needs to be demonstrated to comply with the <i>Government Sewerage Policy 2019</i>, via a winter 'site-and-soil evaluation' (SSE) in accordance with Australian Standard 1547 (AS/NZS 1547).</p> <p>The SSE for onsite wastewater management webpage has been updated based on DWER, planning and internal</p>	<p>Copy of the DoH submission has been provided to the applicant to ensure they are aware of their compliance requirements.</p> <p>As per standard state-wide <i>Health Act 1911</i> and <i>Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulation 1974</i> requirements, at a future planning/building permit application stage (seeking to reuse/redevelop the building) the landowner's appointed licensed plumber will be required to submit a 'Application to construct or install an apparatus for the treatment of sewage' to the Shire for assessment by its Environmental Health Officer in consultation with the DoH.</p> <p>The building is constructed of brick and concrete tile with timber and aluminium window and door frames. In the event that asbestos is identified at a building permit application (and/or subsequent works) stage then the</p>	Note submission

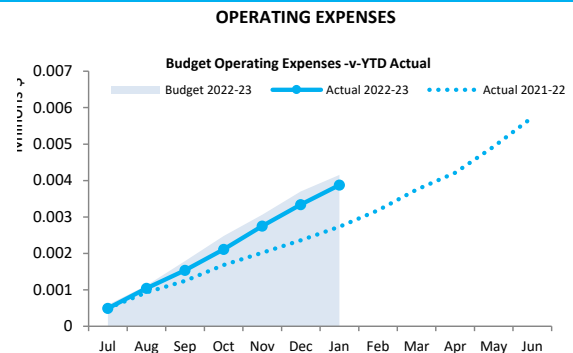
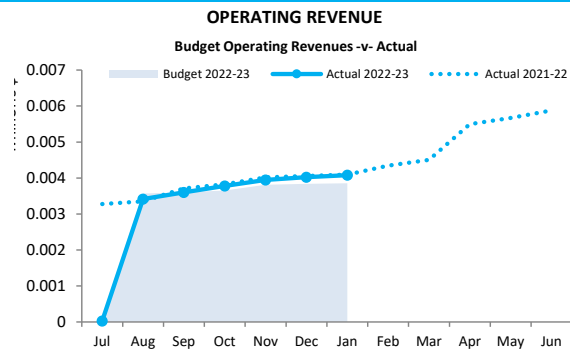
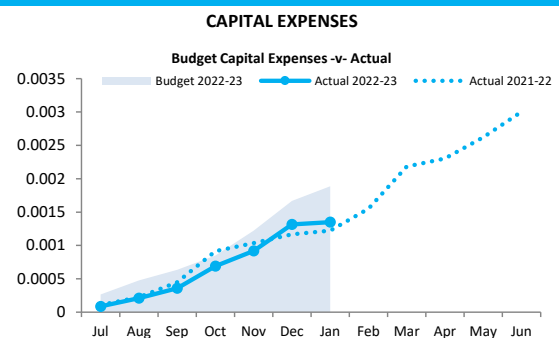
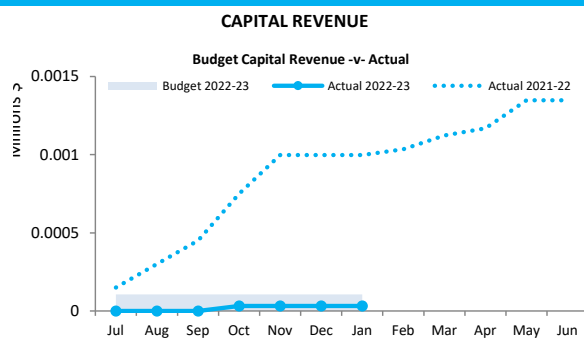
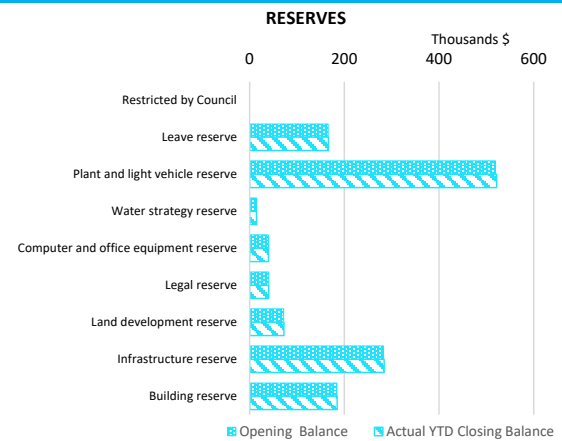
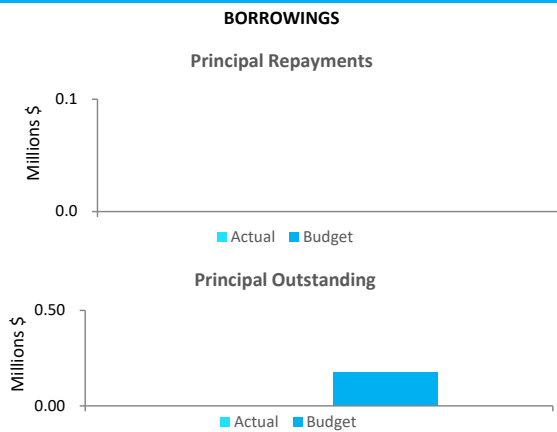
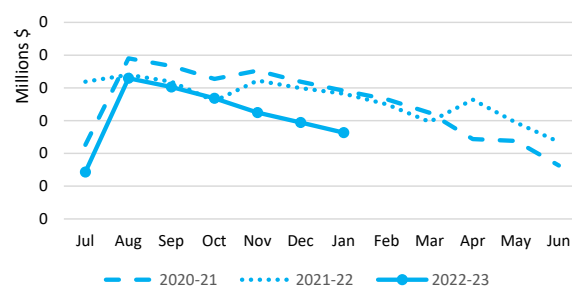
Schedule of Submissions - Shire of Chapman Valley Local Planning Scheme No.3 - Scheme Amendment No.3 Yuna Catholic Church - 7073 (Lot 14) Chapman Valley Road, Yuna				
Submission No. & Date Received	Respondent	Nature of Submission	Comment	Recommendation
		<p>comments: https://ww2.health.wa.gov.au/Articles/S_T/Site-and-soil-evaluation-for-onsite-wastewater-management</p> <p>The proponent should satisfy themselves that they have complied fully with all legislative and regulatory requirements (e.g. Health – Asbestos - regulations, Work-Safe occupational health & safety requirements). In particular, advice should be sought from WorkSafe Division, Department of Mines, Industry Regulation and Safety (DMIRS) regarding compliance with asbestos related work provisions under the <i>Work Health and Safety (General) Regulations 2022</i> (WHS Regulations) and whether such asbestos related work is permitted.</p>	<p>landowner's appointed builder will be required to meet with all state-wide legislative requirements.</p> <p>It is standard practice for the local government to include advice note for development in the Yuna townsite at the planning application stage (in event of an approval) stating that: <i>"The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the obtaining of any required approvals from the Department of Health, the Department of Mines, Industry Regulation & Safety, the Department of Water & Environment Regulation and Main Roads WA. It is the applicant's responsibility to obtain any additional approvals required before the development/use lawfully commences."</i></p>	
6 (22/2/23)	Heritage Council of WA	<p><i>No objection</i></p> <p>The rezoning has been considered for its potential impact on heritage places within the Scheme area. The proposed amendment will assist in retaining and conserving a place of local significance, which is a positive heritage outcome.</p>	<p>it is considered preferable for the building to be adapted for a new use rather than decline as an underutilised public building. The occupation of a building better ensures its upkeep, as minor maintenance items are more likely to be noticed and attended to before they become major issues, than were the building to be vacant and only visited intermittently.</p>	Note submission

SHIRE OF CHAPMAN VALLEY
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 January 2023

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

TABLE OF CONTENTS

Statement of Financial Activity by Nature or Type	5
Basis of Preparation	6
Note 1 Statement of Financial Activity Information	7
Note 2 Cash and Financial Assets	8
Note 3 Receivables	9
Note 4 Other Current Assets	10
Note 5 Payables	11
Note 6 Disposal of Assets	12
Note 7 Capital Acquisitions	13
Note 8 Borrowings	15
Note 9 Lease Liabilities	16
Note 10 Reserve Accounts	17
Note 11 Other Current Liabilities	18
Note 12 Operating grants and contributions	19
Note 13 Non operating grants and contributions	20
Note 14 Trust Fund	21
Note 15 Budget Amendments	22
Note 16 Explanation of Material Variances	23

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2023****SUMMARY INFORMATION - GRAPHS****OPERATING ACTIVITIES****INVESTING ACTIVITIES****FINANCING ACTIVITIES****Closing funding surplus / (deficit)**

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2023****EXECUTIVE SUMMARY****Funding surplus / (deficit) Components**

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.82 M	\$1.82 M	\$2.19 M	\$0.37 M
Closing	\$0.00 M	\$1.56 M	\$2.64 M	\$1.07 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$4.71 M	% of total
Unrestricted Cash	\$3.38 M	71.9%
Restricted Cash	\$1.32 M	28.1%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.64 M	% Outstanding
Trade Payables	\$0.45 M	
0 to 30 Days		25.1%
Over 30 Days		74.9%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$0.02 M	% Collected
Rates Receivable	\$0.39 M	88.7%
Trade Receivable	\$0.02 M	% Outstanding
Over 30 Days		262.7%
Over 90 Days		262.7%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.46 M	\$0.95 M	\$1.53 M	\$0.59 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$3.05 M	% Variance
YTD Budget	\$3.05 M	(0.0%)

Refer to Statement of Financial Activity

Operating Grants and Contributions		
YTD Actual	\$0.62 M	% Variance
YTD Budget	\$0.49 M	27.8%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.35 M	% Variance
YTD Budget	\$0.30 M	17.2%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.47 M)	(\$1.40 M)	(\$1.08 M)	\$0.32 M

Refer to Statement of Financial Activity

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

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$1.35 M	% Spent
Adopted Budget	\$3.50 M	(61.5%)

Refer to Note 7 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.24 M	% Received
Adopted Budget	\$0.93 M	(74.2%)

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.19 M	\$0.20 M	(\$0.01 M)	(\$0.21 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Refer to Note 8 - Borrowings

Reserves	
Reserves balance	\$1.32 M
Interest earned	\$0.01 M

Refer to Note 10 - Cash Reserves

Lease Liability	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.05 M

Refer to Note 9 - Lease Liabilities

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 JANUARY 2023

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

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

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023

BY NATURE OR TYPE

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,816,325	1,816,325	2,188,065	371,740	20.47%	▲
Revenue from operating activities							
Rates		3,049,621	3,049,621	3,048,458	(1,163)	(0.04%)	
Operating grants, subsidies and contributions	12	3,021,405	488,928	624,862	135,934	27.80%	▲
Fees and charges		357,252	295,166	345,803	50,637	17.16%	▲
Interest earnings		14,615	11,475	36,072	24,597	214.35%	▲
Other revenue		17,374	9,722	6,652	(3,070)	(31.58%)	
Profit on disposal of assets	6	55,876	0	17,200	17,200	0.00%	▲
		6,516,143	3,854,912	4,079,047	224,135	5.81%	
Expenditure from operating activities							
Employee costs		(2,428,051)	(1,278,894)	(1,030,029)	248,865	19.46%	▲
Materials and contracts		(3,154,631)	(1,350,918)	(1,238,300)	112,618	8.34%	
Utility charges		(65,969)	(39,277)	(26,653)	12,624	32.14%	▲
Depreciation on non-current assets		(2,132,983)	(1,244,243)	(1,330,220)	(85,977)	(6.91%)	
Interest expenses		(2,456)	(1,428)	(889)	539	37.75%	
Insurance expenses		(184,624)	(183,626)	(180,840)	2,786	1.52%	
Other expenditure		(128,136)	(55,725)	(50,425)	5,300	9.51%	
Loss on disposal of assets	6	(19,302)	0	(19,279)	(19,279)	0.00%	▼
		(8,116,152)	(4,154,111)	(3,876,635)	277,476	(6.68%)	
Non-cash amounts excluded from operating activities	1(a)	2,058,909	1,244,243	1,332,297	88,054	7.08%	
Amount attributable to operating activities		458,900	945,044	1,534,709	589,665	62.40%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	928,620	384,260	240,000	(144,260)	(37.54%)	▼
Proceeds from disposal of assets	6	106,304	106,304	32,721	(73,583)	(69.22%)	▼
Payments for property, plant and equipment and infrastructure	7	(3,502,148)	(1,887,529)	(1,349,110)	538,419	28.53%	▲
Amount attributable to investing activities		(2,467,224)	(1,396,965)	(1,076,389)	320,576	(22.95%)	
Financing Activities							
Proceeds from new debentures	8	175,000	175,000	0	(175,000)	(100.00%)	▼
Transfer from reserves	10	250,000	250,000	0	(250,000)	(100.00%)	▼
Payments for principal portion of lease liabilities	9	(7,886)	0	(4,568)	(4,568)	0.00%	
Transfer to reserves	10	(225,115)	(225,115)	(6,074)	219,041	97.30%	▲
Amount attributable to financing activities		191,999	199,885	(10,642)	(210,527)	(105.32%)	
Closing funding surplus / (deficit)	1(c)	0	1,564,289	2,635,743	1,071,454	(68.49%)	▲

KEY INFORMATION

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

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

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2023****BASIS OF PREPARATION****BASIS OF PREPARATION**

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

SIGNIFICANT ACCOUNTING POLICIES**CRITICAL ACCOUNTING ESTIMATES**

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

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

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 January 2023

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023****NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION****(a) Non-cash items excluded from operating activities**

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(55,876)	0	(17,200)
Less: Movement in liabilities associated with restricted cash		0	0	0
Less: Fair value adjustments to financial assets at amortised cost		0	0	0
Movement in pensioner deferred rates (non-current)		0	0	0
Movement in employee benefit provisions		(37,500)	0	0
Movement in lease liabilities (non-current)		0	0	0
Movement in other provisions (non-current)		0	0	(2)
Add: Loss on asset disposals	6	19,302	0	19,279
Add: Depreciation on assets		2,132,983	1,244,243	1,330,220
Total non-cash items excluded from operating activities		2,058,909	1,244,243	1,332,297

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 31 January 2023
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(1,293,181)	(1,318,066)	(1,324,140)
Add: Borrowings	8	175,000	0	0
Add: Provisions employee related provisions	11	165,383	418,331	418,331
Add: Lease liabilities	9	7,886	7,886	7,886
Total adjustments to net current assets		(944,912)	(891,849)	(897,923)

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

Current assets				
Cash and cash equivalents	2	4,941,705	4,941,705	4,706,780
Rates receivables	3	218,737	218,737	388,647
Receivables	3	2,848	2,848	21,359
Other current assets	4	6,767	15,835	41,621
Less: Current liabilities				
Payables	5	(1,434,010)	(1,071,338)	(640,563)
Contract liabilities	11	(601,656)	(601,656)	(557,961)
Lease liabilities	9	(7,886)	(7,886)	(7,886)
Provisions	11	(365,268)	(418,331)	(418,331)
Less: Total adjustments to net current assets	1(b)	(944,912)	(891,849)	(897,923)
Closing funding surplus / (deficit)		1,816,325	2,188,065	2,635,743

CURRENT AND NON-CURRENT CLASSIFICATION

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023****OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution
		\$	\$	\$	\$	
Cash on hand						
Municipal Account	Cash and cash equivalents	156,477	0	156,477		Westpac Banking Corporation
Petty Cash	Cash and cash equivalents	700	0	700		Westpac Banking Corporation
Municipal Investment Account	Cash and cash equivalents	3,225,463	0	3,225,463		Westpac Banking Corporation
Leave Reserve	Cash and cash equivalents	0	166,504	166,504		Westpac Banking Corporation
Water Strategy Reserve	Cash and cash equivalents	0	14,313	14,313		Westpac Banking Corporation
Plant/Light Vehicle Reserve	Cash and cash equivalents	0	521,718	521,718		Westpac Banking Corporation
Computer & Office Equipment Reserve	Cash and cash equivalents	0	39,956	39,956		Westpac Banking Corporation
Legal Reserve	Cash and cash equivalents	0	40,229	40,229		Westpac Banking Corporation
Land Development Reserve	Cash and cash equivalents	0	72,445	72,445		Westpac Banking Corporation
Infrastructure Reserve	Cash and cash equivalents	0	283,898	283,898		Westpac Banking Corporation
Building Reserve	Cash and cash equivalents	0	185,077	185,077		Westpac Banking Corporation
Trust Account	Cash and cash equivalents	0	0	0	163,828	Westpac Banking Corporation
Total		3,382,640	1,324,140	4,706,780	163,828	
Comprising						
Cash and cash equivalents		3,382,640	1,324,140	4,706,780	163,828	
		3,382,640	1,324,140	4,706,780	163,828	

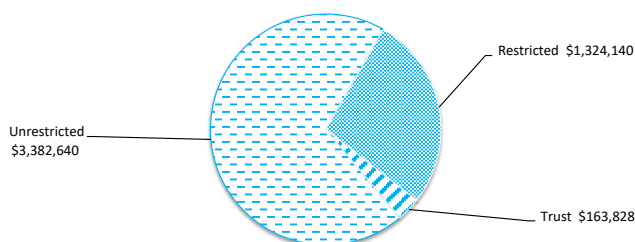
KEY INFORMATION

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

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

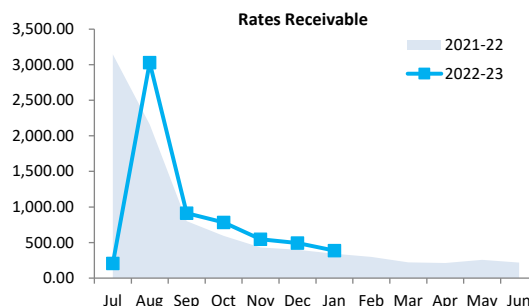
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023****OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 June 2022	31 Jan 2023
	\$	\$
Opening arrears previous years	97,209	388,647
Levied this year	2,946,952	3,048,458
Less - collections to date	(2,655,514)	(3,048,458)
Gross rates collectable	388,647	388,647
Net rates collectable	388,647	388,647
% Collected	87.2%	88.7%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,918)	330	0	0	2,564	976
Percentage	(196.5%)	33.8%	0%	0%	262.7%	
Balance per trial balance						
Sundry receivable						976
GST receivable						20,383
Total receivables general outstanding						21,359

Amounts shown above include GST (where applicable)

KEY INFORMATION

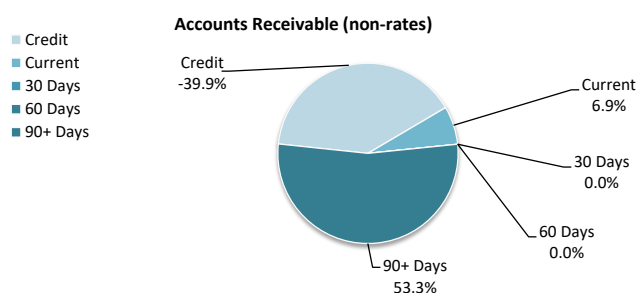
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 31 January 2023
Other current assets	\$	\$	\$	\$
Inventory				
Fuel	6,767	2,129	0	8,896
Other Assets				
Prepayments	9,068	23,657	0	32,725
Total other current assets	15,835	25,786	0	41,621
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023

OPERATING ACTIVITIES
NOTE 5
PAYABLES

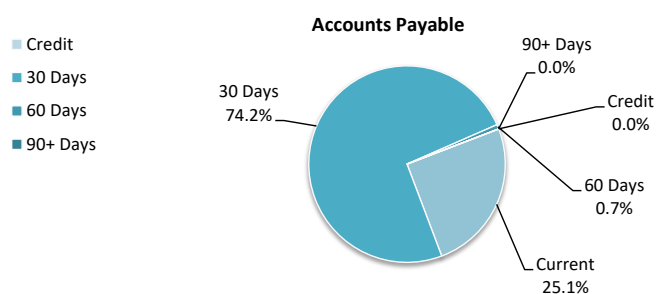
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	113,148	334,585	3,325	5	451,063
Percentage	0%	25.1%	74.2%	0.7%	0%	
Balance per trial balance						
Sundry creditors						451,063
ATO liabilities						40,569
Receipts in advance						62,383
Bonds and deposits						52,677
ESL Payable						33,871
Total payables general outstanding						640,563
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services.

The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

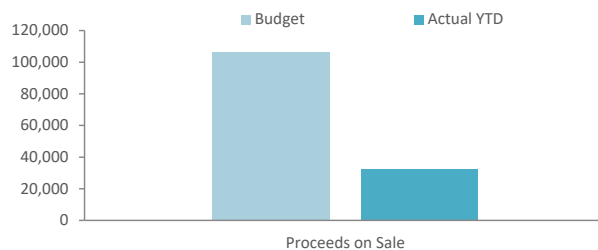
The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
	P35 Caterpillar Primemover	16,428	50,000	33,572	0	0	0	0	0
	P43 Ford Ranger PX	4,500	8,304	3,804	0	1,500	9,091	7,591	0
	P45 Water Tanker Trailer	29,302	10,000	0	(19,302)	0	0	0	0
	P48 Mazda BT-50	4,500	10,000	5,500	0	1,300	10,909	9,609	0
	P55 Mitsubishi Triton	4,500	13,000	8,500	0	0	0	0	0
	P65 Ford Ranger XLT	10,500	15,000	4,500	0	0	0	0	0
	Other property and services								
	3269 & 3271 Chapman Valley Road	0	0	0	0	32,000	12,721	0	(19,279)
		69,730	106,304	55,876	(19,302)	34,800	32,721	17,200	(19,279)



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land and buildings	773,480	53,500	180,099	126,599
Plant and equipment	727,104	217,104	91,004	(126,100)
Infrastructure - roads	2,001,564	1,616,925	1,078,007	(538,918)
Payments for Capital Acquisitions	3,502,148	1,887,529	1,349,110	(538,419)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	928,620	384,260	240,000	(144,260)
Borrowings	175,000	175,000	0	(175,000)
Other (disposals & C/Fwd)	106,304	106,304	32,721	(73,583)
Cash backed reserves				
Leave reserve	0	0	0	0
Plant and light vehicle reserve	(150,000)	0	0	0
Water strategy reserve	0	0	0	0
Computer and office equipment reserve	0	0	0	0
Legal reserve	0	0	0	0
Land development reserve	0	0	0	0
Infrastructure reserve	0	0	0	0
Building reserve	(100,000)	0	0	0
Contribution - operations	2,542,224	1,221,965	1,076,389	(145,576)
Capital funding total	3,502,148	1,887,529	1,349,110	(538,419)

SIGNIFICANT ACCOUNTING POLICIES

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

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

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

Initial recognition and measurement for assets held at cost

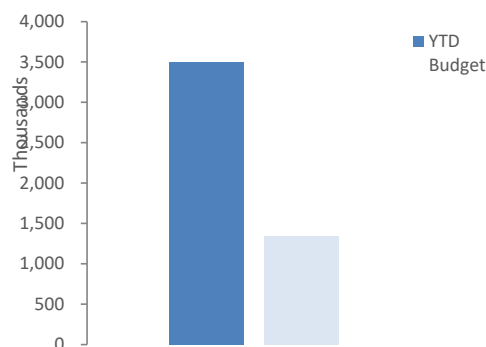
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between

mandatory revaluation dates for assets held at fair value

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

Payments for Capital Acquisitions

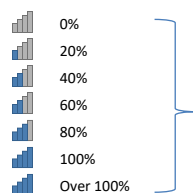


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)**

Capital expenditure total

Level of completion indicators



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

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

Ledger Account	Account Description	Adopted		YTD Actual	Variance (Under)/Over
		Budget	YTD Budget		
		\$	\$	\$	\$
0564	Building Improvements (Governance)	57,700	17,500	11,327	(6,173)
2644	Land & Buildings Purchases (Public Halls)	139,343	20,000	166,702	146,702
2834	Land & Building Purchases (Other Recreation & Culture)	385,437	0	2,070	2,070
3104	Plant & Equipment Purchases (Community Amenities)	15,000	0	0	0
3264	Depot Construction (Transport)	191,000	16,000	0	(16,000)
3554	Plant & Equipment Purchases (Transport)	697,104	202,104	91,004	(111,100)
7074	Plant & Equipment Purchases (Swimming Areas & Beaches)	15,000	15,000	0	(15,000)
3114	Capital Roadworks Program Purchases (Transport)	2,001,564	1,616,925	1,078,007	(538,918)
		3,502,148	1,887,529	1,349,110	(538,419)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023****FINANCING ACTIVITIES****NOTE 8****BORROWINGS****Repayments - borrowings**

Information on borrowings		Loan No.	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	1 July 2022		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$		\$	\$	\$	\$	\$	\$	\$	\$
Transport										
Depot Building	99	0	0	175,000	0	0	0	175,000	0	0
Total		0	0	175,000	0	0	0	175,000	0	0
Current borrowings		0					0			
Non-current borrowings		0					0			
		0					0			

All debenture repayments were financed by general purpose revenue.

New borrowings 2022-23

Particulars	Amount Borrowed Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	\$	\$						Actual	Budget	
Depot Building - Loan 99	0	175,000	WBC	Fixed Rate	5	18,397	3.7	0	175,000	0
	0	175,000				18,397		0	175,000	0

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

KEY INFORMATION

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023**

FINANCING ACTIVITIES

NOTE 9

LEASE LIABILITIES

Movement in carrying amounts

Information on leases		1 July 2022	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities										
Nabawa Fuel Station	LE01	50,495	0	0	(4,568)	(7,886)	45,927	42,609	(735)	(1,206)
Total		50,495	0	0	(4,568)	(7,886)	45,927	42,609	(735)	(1,206)
Current lease liabilities		7,886					3,318			
Non-current lease liabilities		42,608					42,609			
		50,494					45,927			

KEY INFORMATION

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023****OPERATING ACTIVITIES
NOTE 10
RESERVE ACCOUNTS****Reserve accounts**

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Leave reserve	165,740	10	764	0	0	0	0	165,750	166,504
Plant and light vehicle reserve	519,325	50	2,393	50,000	0	(150,000)	0	419,375	521,718
Water strategy reserve	14,248	5	65	0	0	0	0	14,253	14,313
Computer and office equipment reserve	39,772	5	184	125,000	0	0	0	164,777	39,956
Legal reserve	40,045	5	184	0	0	0	0	40,050	40,229
Land development reserve	72,113	5	332	0	0	0	0	72,118	72,445
Infrastructure reserve	282,595	15	1,303	0	0	0	0	282,610	283,898
Building reserve	184,228	20	849	50,000	0	(100,000)	0	134,248	185,077
	1,318,066	115	6,074	225,000	0	(250,000)	0	1,293,181	1,324,140

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 January 2023
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		601,656	0	821,167	(864,862)	557,961
Total other liabilities		601,656	0	821,167	(864,862)	557,961
Employee Related Provisions						
Annual leave		236,284	0	0	0	236,284
Long service leave		182,047	0	0	0	182,047
Total Employee Related Provisions		418,331	0	0	0	418,331
Total other current assets		1,019,987	0	821,167	(864,862)	976,292
Amounts shown above include GST (where applicable)						

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

KEY INFORMATION

Provisions

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

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023**

**NOTE 12
OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2022	Liability	Liability	31 Jan 2023	Liability	Budget	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
Financial Assistance Grants (Local Roads Funding)	0	146,763	(146,763)	0	0	272,000	136,000	146,763
Financial Assistance Grants (General Purpose)	0	59,305	(59,305)	0	0	308,410	154,205	59,305
Law, order, public safety								
DFES Grant Income	0	13,430	(13,430)	0	0	19,500	13,000	13,430
Community amenities								
Australian Sports Commission & Queens Jubilee	53,500	0	(48,000)	5,500	5,500	53,500	5,500	48,000
Meerilinga Young Childrens Week Grant	0	1,100	(1,100)	0	0	0	0	1,100
Dept of Community - Volunteer Day	0	1,650	(1,650)	0	0	0	0	1,650
Recreation and culture								
LRCIP 3 (A)	365,437	0	0	365,437	365,437	365,437	0	0
LRCIP 3 (B)	0	0	0	0	0	730,874	0	0
Transport								
Main Roads WA Direct Grant	0	150,902	(150,902)	0	0	147,724	147,724	150,902
Regional Road Group & LRCIP 3 (Coro Beach Rd)	182,719	0	(159,319)	23,400	23,400	829,060	0	159,319
	601,656	373,150	(580,469)	394,337	394,337	2,726,505	456,429	580,469
Operating contributions								
General purpose funding								
Ex Gratia Rates	0	10,664	(10,664)	0	0	10,000	10,000	10,664
Community amenities								
Dolby Creek Management Plan	0	9,239	(9,239)	0	0	0	0	9,239
Recreation and culture								
Insurance Reimbursements (Cyclone Seroja)	0	0	0	0	0	252,400	0	0
Transport								
Hudson Resources Contribution (Dartmoor Rd)	0	0	0	0	0	12,500	12,500	0
Other property and services								
Diesel Fuel Rebate	0	24,490	(24,490)	0	0	20,000	9,999	24,490
	0	44,393	(44,393)	0	0	294,900	32,499	44,393
TOTALS	601,656	417,543	(624,862)	394,337	394,337	3,021,405	488,928	624,862

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023NOTE 13
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jan 2023	Current Liability 31 Jan 2023	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Transport								
Main Roads WA Regional Road Group Funding	0	403,624	(240,000)	163,624	163,624	600,000	180,000	240,000
Roads to Recovery Funding	0	0	0	0	0	328,620	204,260	0
TOTALS	0	403,624	(240,000)	163,624	163,624	928,620	384,260	240,000

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023****NOTE 14
TRUST FUND**

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

Description	Opening Balance 1 July 2022	Amount Received	Amount Paid	Closing Balance 31 Jan 2023
	\$	\$	\$	\$
Contributions from Sub Divider	150,357	0	0	150,357
CTF Levy	1,515	6,888	(1,972)	6,431
Building Commission	1,439	6,240	(3,527)	4,152
Unclaimed Monies	0	2,888	0	2,888
	153,311	16,016	(5,499)	163,828

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JANUARY 2023

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

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

Nature or type	Var. \$	Var. %	Explanation of variances	
			Timing	Permanent
	\$	%		
Opening funding surplus / (deficit)	371,740	20.47%	▲	
Revenue from operating activities				
Operating grants, subsidies and contributions	135,934	27.80%	▲ Timing	
Fees and charges	50,637	17.16%	▲ Timing	
Interest earnings	24,597	214.35%	▲	Permanent
Profit on disposal of assets	17,200	0.00%	▲	
Expenditure from operating activities				
Employee costs	248,865	19.46%	▲ Timing	
Utility charges	12,624	32.14%	▲ Timing	
Depreciation on non-current assets	(85,977)	(6.91%)	Timing	
Loss on disposal of assets	(19,279)	0.00%	▼ Timing	
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(144,260)	(37.54%)	▼	
Proceeds from disposal of assets	(73,583)	(69.22%)	▼ Timing	
Payments for property, plant and equipment and infrastructure	538,419	28.53%	▲ Timing	
Financing activities				
Proceeds from new debentures	(175,000)	(100.00%)	▼ Timing	
Transfer from reserves	(250,000)	(100.00%)	▼ Timing	
Transfer to reserves	219,041	97.30%	▲ Timing	
Closing funding surplus / (deficit)	1,071,454	(68.49%)	▲	Permanent

List of Accounts Paid - January 2023				
Chq/EFT	Date	Supplier Name	Description	Amount
EFT27269	06/01/2023	Beverley Dawn Davidson	Elected Member Payment- 01/07/2022 to 31/12/2022	-\$ 5,146.00
EFT27270	06/01/2023	Catherine Mary Low	Elected Member Payment- 01/07/2022 to 31/12/2022	-\$ 5,146.00
EFT27271	06/01/2023	Darrell Graeme Forth	Elected Member Payment- 01/07/2022 to 31/12/2022	-\$ 6,396.00
EFT27272	06/01/2023	Elizabeth Anne Elliott-Lockhart	Elected Member Payment- 01/07/2022 to 31/12/2022	-\$ 5,146.00
EFT27273	06/01/2023	Kirralee Jane Warr	Elected Member Payment- 01/07/2022 to 31/12/2022	-\$ 10,146.00
EFT27274	06/01/2023	Nicole Julie Batten	Elected Member Payment- 01/07/2022 to 31/12/2022	-\$ 5,146.00
EFT27275	06/01/2023	Peter John Humphrey	Elected Member Payment- 01/07/2022 to 31/12/2022	-\$ 5,146.00
EFT27276	06/01/2023	Trevor Leonard Royce	Elected Member Payment- 01/07/2022 to 31/12/2022	-\$ 5,146.00
EFT27277	17/01/2023	Australia Post	Postage Expenses and Rate Notices Postage Expenses for December 2022	-\$ 310.38
EFT27278	17/01/2023	BDP Distribution Pty Ltd T/AS Cleanpak Total Solutions	Coronation Beach Campgrounds: Janitorial products	-\$ 149.38
EFT27279	17/01/2023	Battery Mart	P60 Crew Cab Truck - New Battery	-\$ 536.80
EFT27280	17/01/2023	Catwest	Seal patch works Coronation Beach Rd	-\$ 4,752.00
EFT27281	17/01/2023	Chapman Valley Menshed Inc	MOU Open and close Nabawa tip gates 23/12/2022 to 18/12/2022	-\$ 400.00
EFT27282	17/01/2023	Complete Office Supplies	Office supplies	-\$ 129.15
EFT27283	17/01/2023	Five Star Business Solutions & Innovation	Print charges	-\$ 946.27
EFT27284	17/01/2023	Fleet Network	Employee Novated Lease Arrangements	-\$ 1,995.22
EFT27285	17/01/2023	Freemans Liquid Waste	Coronation Beach Campgrounds: Long drop system	-\$ 1,760.20
EFT27286	17/01/2023	Glenfield Fresh IGA	Meetings and refreshments - January 2023	-\$ 107.73
EFT27287	17/01/2023	Hersey's Safety Pty Ltd	PPE and Safety equipment & consumables	-\$ 1,714.90
EFT27288	17/01/2023	IPEC Pty Ltd (Toll Global Express)	Freight	-\$ 640.04
EFT27289	17/01/2023	Landgate	Interim Valuations	-\$ 86.94
EFT27290	17/01/2023	Lenane Holdings Pty Ltd	Nabawa Northampton Road equipment hire	-\$ 2,853.40
EFT27291	17/01/2023	Logic IT Solutions Pty Ltd	Network Management for CCTV Cameras	-\$ 984.50
EFT27292	17/01/2023	MOD Designs	Gardening Services	-\$ 1,920.00
EFT27293	17/01/2023	Mattben Pty Ltd t/as Freight Lines Group	P62 Backhoe Loader parts for repair	-\$ 71.85
EFT27294	17/01/2023	Max Marine	Nanson Showground Project materials	-\$ 343.20
EFT27295	17/01/2023	Miralec	Project - Cyclone rebuild electrical repairs	-\$ 1,705.00
EFT27296	17/01/2023	Novus	P35 Primemover; P85 Primemover; P52 Tipper truck replace windscreens	-\$ 2,487.50
EFT27297	17/01/2023	Procure Logistics Pty Ltd	Nanson Showgrounds Project equipment hire	-\$ 1,163.25
EFT27298	17/01/2023	Refuel Australia	Purchase of fuels & oils for shire operations	-\$ 38,103.34
EFT27299	17/01/2023	Reg Pomery Building Service	Project - Cyclone rebuild reroofing Naraling Hall	-\$ 24,000.00
EFT27300	17/01/2023	Services Australia	Payroll deduction	-\$ 285.48
EFT27301	17/01/2023	Shire of Northampton	50% Contribution to cost of Warden Education workshop	-\$ 3,960.00
EFT27302	17/01/2023	TeletacNavman Australia	Teletac navman subscription for various vehicles	-\$ 769.45
EFT27303	17/01/2023	The Trustee for V Patience Family Trust t/as Amplify Marketing	Social media service provider	-\$ 3,074.50
EFT27304	17/01/2023	Think Water Geraldton	Water Filter & Fitting for Shire Depot	-\$ 124.95
EFT27305	17/01/2023	Ugle Fabrications	P35 Primemover tank repair	-\$ 1,540.00
EFT27306	17/01/2023	Westrac Pty Ltd	Various cutting edges & tips	-\$ 2,535.72
EFT27307	31/01/2023	Department of Mines, Industry Regulation & Safety	Building Services Levies	-\$ 1,647.29
EFT27308	31/01/2023	Shire of Chapman Valley	Building Services Levies	-\$ 45.00
EFT27362	04/01/2023	Westpac Geraldton	Credit Card Transactions various equipment hire, vehicle parts, office supplies	-\$ 5,868.50
DD17875.1	03/01/2023	Aware Super Pty Ltd	Payroll deduction	-\$ 8,484.38
DD17875.2	03/01/2023	Rest Superannuation	Superannuation contributions	-\$ 1,319.60
DD17875.3	03/01/2023	Wealth Personal Superannuation and Pension Fund	Superannuation contributions	-\$ 553.36
DD17875.4	03/01/2023	Cameron Fishing Superannuation Fund	Superannuation contributions	-\$ 8.35
DD17875.5	03/01/2023	OnePath Custodians Pty Limited	Superannuation contributions	-\$ 261.13
DD17875.6	03/01/2023	Prime Super	Superannuation contributions	-\$ 283.06
DD17875.7	03/01/2023	ANZ Smart Choice Super	Superannuation contributions	-\$ 294.30
DD17886.1	17/01/2023	Aware Super Pty Ltd	Payroll deductions	-\$ 8,219.06
DD17886.2	17/01/2023	Rest Superannuation	Superannuation contributions	-\$ 1,319.60
DD17886.3	17/01/2023	Wealth Personal Superannuation and Pension Fund	Superannuation contributions	-\$ 553.36
DD17886.4	17/01/2023	Cameron Fishing Superannuation Fund	Superannuation contributions	-\$ 127.33
DD17886.5	17/01/2023	OnePath Custodians Pty Limited	Superannuation contributions	-\$ 229.21
DD17886.6	17/01/2023	Prime Super	Superannuation contributions	-\$ 292.32
DD17886.7	17/01/2023	ANZ Smart Choice Super	Superannuation contributions	-\$ 294.30
DD17898.1	31/01/2023	Aware Super Pty Ltd	Payroll deductions	-\$ 8,095.59
DD17898.2	31/01/2023	Rest Superannuation	Superannuation contributions	-\$ 1,319.60
DD17898.3	31/01/2023	Wealth Personal Superannuation and Pension Fund	Superannuation contributions	-\$ 553.36
DD17898.4	31/01/2023	Cameron Fishing Superannuation Fund	Superannuation contributions	-\$ 83.46
DD17898.5	31/01/2023	OnePath Custodians Pty Limited	Superannuation contributions	-\$ 222.49
DD17898.6	31/01/2023	Prime Super	Superannuation contributions	-\$ 309.30
DD17898.7	31/01/2023	ANZ Smart Choice Super	Superannuation contributions	-\$ 294.30
		Total		-\$ 187,547.40

BANK RECONCILIATION - Muni Accounts As at 31st of January 2023

SYNERGY

Balance as per Cash at Bank Account GL 160000	156,477.33
Balance as per Cash at Bank Account GL 170000	3,225,462.66
Balance as per Interfund Transfer A/c GL 161100	-
Plus Income on Bank Stmt not in ledgers	-
Less Expenditure on Bank Stmt not in ledgers	-
	\$3,381,939.99

BANK

Muni Bank Account (Account No 000040)	156,477.33
Investment Account (Account No 305784)	3,225,462.66
	<u>3,381,939.99</u>
Less Outstanding Payments	-
Plus Outstanding Deposits	-
Plus Tfer from Trust to Muni <u>or</u> [Tfer to Trust from Muni]	-
	\$3,381,939.99

Difference Check 0.00

Completed by:



Beau Raymond - Senior Finance Officer

08/02/2023

Date

Reviewed by:



Dianne Raymond - Manager of Finance & Corporate Services

08.02.2023

Date



Corporate Card Statement

2 FEB 2023



SHIRE OF CHAPMAN VALLEY
THE SHIRE CLERK
ADMINISTRATION
C/- POST OFFICE
NABAWA W A WA 6532

Facility Number

00018023 20000001

Payment Due Date

01 February 2023

Closing Balance

\$1,227.88

**This amount will be swept
from a nominated account.**

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency include the following: (1) the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme and (2) the Westpac Foreign Transaction Fee (FX Fee), being the applicable Westpac Processing Fee and the applicable Westpac On-Charged Scheme Fee.

Company Name		Number of Cards		Cash Advance Annual % Rate	
Shire Of Chapman Valley		2		15.65%	
Contact Name		Facility Number		Facility Credit Limit	
The Shire Clerk		00018023 20000001		10,000	
Statement From	Statement To	Payment Due Date	Opening Balance	Closing Balance	Available Credit
21 Dec 2022	22 Jan 2023	01 Feb 2023	5,868.50	1,227.88	8,772.12

Payment will be automatically debited on the agreed payment date as recorded in your facility application.

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
5,868.50	5,868.50 -	1,227.88	0.00	0.00	0.00	1,227.88	0.00

Remember, if you have a card, always keep your passcode (PIN) secret - don't tell anyone or let them see it. Never write your passcode on your card or on anything that could be lost or stolen. If you do need to record a reminder, you must make every effort to disguise it. You may be liable for losses if you don't protect your passcode. To learn more about how you can protect your card against unauthorised transactions, or for information about disputed transactions, call us at 1300 650 107 during business hours.

Complaints

If you have a complaint, contact our dedicated Customer Solutions team on 132 032 or write to us at Westpac Customer Solutions, Reply Paid 5265, Sydney NSW 2001. If an issue has not been resolved to your satisfaction, you can lodge a complaint with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers.

Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

Mail: Australian Financial Complaints Authority GPO Box 3 Melbourne VIC 3001



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DRAFT 28-02-2023



SHIRE OF
Chapman Valley
love the rural life!

Public Health & Wellbeing Plan

2023-2027



Contents

Acknowledgement of Country	3
Introduction	3
Plan Implementation	4
Our Current Health Role	5
Snapshot of the health of people living in the Mid West Region	6
Key results from the Shire of Chapman Valley Public Health & Wellbeing Survey 2022	7
Adding the Public Health Vision to the Strategic Community Plan 2017-2027	8
The Strategic Community Plan	9
Community & Public Health Outcomes	10
Conclusion	12
The Way Forward	13



Acknowledgement of Country

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

Introduction

The Shire of Chapman Valley is proud to present the Public Health & Wellbeing Plan 2023-2027. The plan has been developed to protect, promote, and improve public health and wellbeing in our community and we are committed to ensuring that the residents of the Shire have an acceptable level of health today and into the future. Health is important to each of us as individuals, to our families and to our communities and we hope to ensure that we all have the opportunity to enjoy our health to the fullest extent.

The development of the Public Health & Wellbeing Plan has been a process of research and community consultation which has resulted in a roadmap for the people of Chapman Valley and their families to enjoy the benefits of a healthy community, lifestyle and environment. Traditional health protection initiatives will continue to occur while adopting a new focus on assisting the Local Health service providers and the State in preventing long term disease caused by poor lifestyle choices. Residents of the Shire will be encouraged to live healthy and fulfilling lives. The Shire is working towards having more opportunities for residents to engage in a healthy lifestyle and to make the choices that will lead them to greater physical, social, and mental health wellbeing while being a part of a growing and thriving community.

This Public Health & Wellbeing Plan will assist Chapman Valley in being and continuing to be a place where social, cultural, and economic benefits promote the quality of life necessary to maintain a healthy lifestyle and environment. The Shire is committed to working with its stakeholders, including the State Government, to make the goals of this plan a reality and to fully realise the benefits of a healthy lifestyle, through the right choices in exercise, diet and community interaction to our community today and into the future. This Public Health & Wellbeing Plan will guide our community along a path of health and wellbeing, which will be enjoyed by all residents now and into the future.

Kirrilee Warr
Shire President

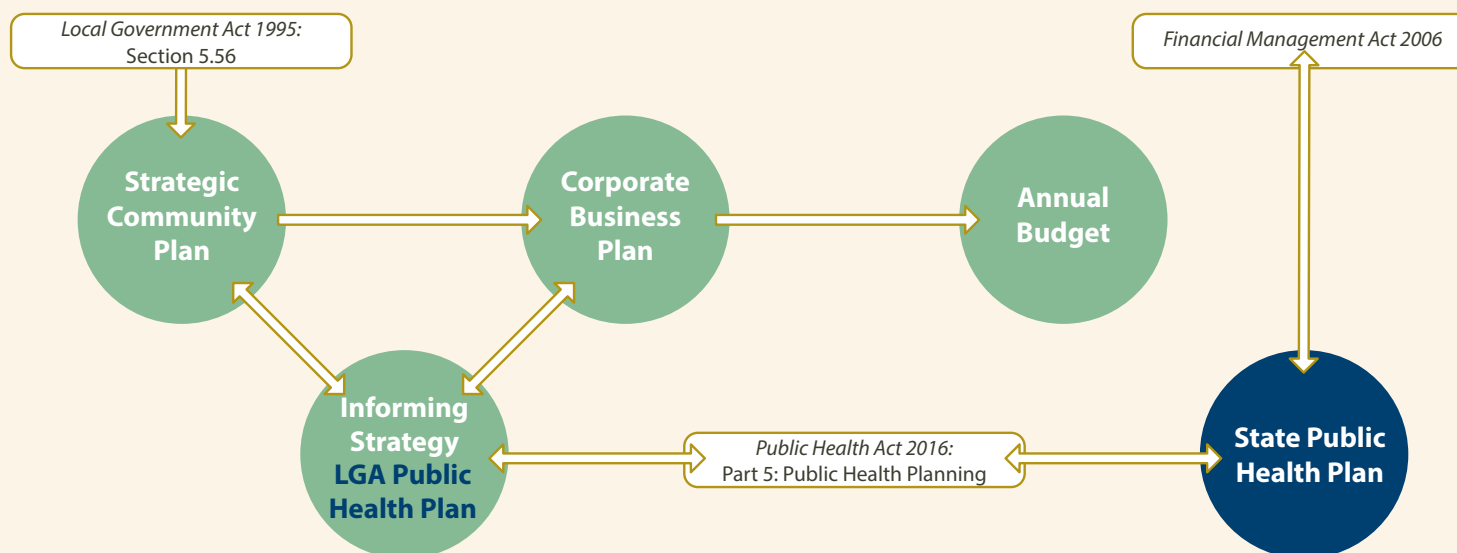
Jamie Criddle
Chief Executive Officer



Plan Implementation

The State Public Health Plan is a stand-alone plan. Each Local Government Authority is required to create its own Public Health Plan, which in turn is to be incorporated into the Council's Strategic Community Plan. The Strategic Community Plan connects with Council's Business Plan which is funded by each Local Government Authority through its revenue stream. Each Local Government is then required to prepare and adopt a Local Government Public Health Plan.

The diagram below provides a pictorial representation of how this is to be achieved.



Linkages between Part 5: Public Health Planning of the *Public Health Act 2016* and Local Government Planning for the future requirements under section 5.56 of the *Local Government Act 1995*

Our Current Health Role

The Shire of Chapman Valley provides a range of funding to support the health of our community

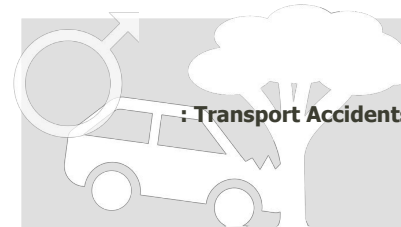
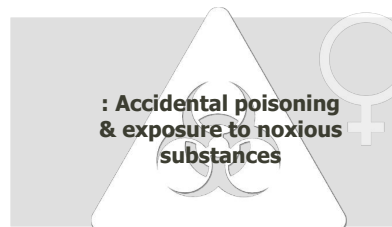
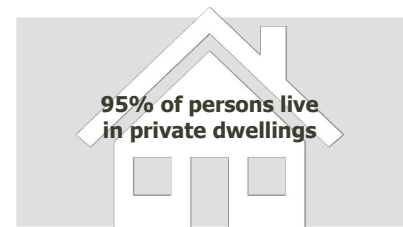
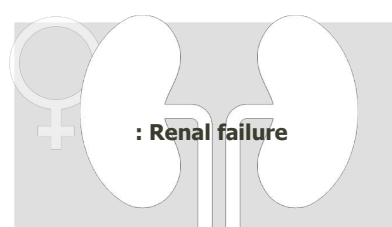
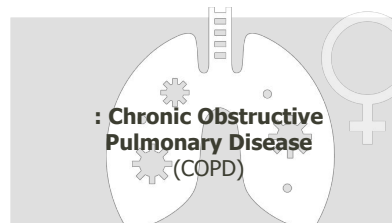
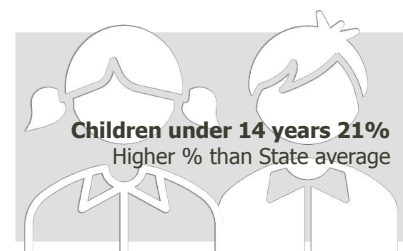
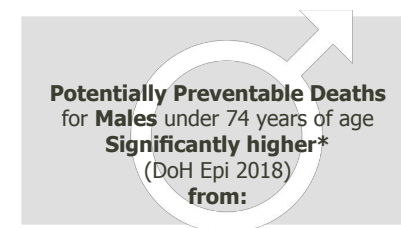
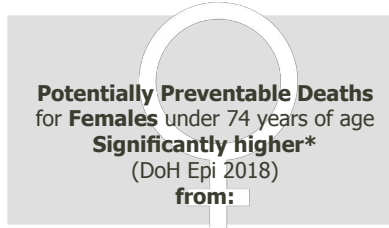
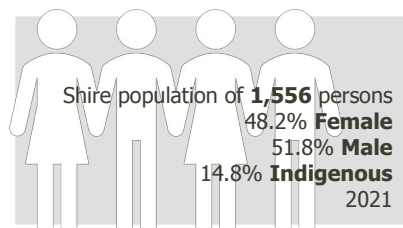


These are explained in more detail in the core business described here:

- Infrastructure and property services, including provision of local roads, footpaths, drainage, waste collection and management.
- Environmental Health Services to prevent and control environmental health hazards, emissions and communicable diseases (i.e., tobacco control, water and food safety, noise and air pollution and animal & mosquito control).
- Community development, tourism, and events promotion.
- Cultural facilities and services, such as libraries, art galleries and places of historic importance and museums.
- Provision of recreation facilities, such as parks, sports fields, golf courses, recreation and community centres.
- Building services, planning and development control, including inspections, licensing, certification and enforcement.
- Administration of facilities, such as cemeteries, street parking, & refuse sites.
- Local Government Health Law Enforcement, Ranger and Emergency Services.



Snapshot of the health of people living in the Mid West Region



*Compared with the WA State average



Key results from our 2022 Public Health & Wellbeing Survey

THE RESIDENTS OF CHAPMAN VALLEY SPEAK

AS THINGS ARE NOW

We think the three most serious health risks in our community are:

- Using illegal drugs 63.2%
- Sniffing volatile substances 57.9%
- No regular medical checkups 47.4%

We think the three most serious mental & social health issues in our community are:

- Depression 73.7%
- Anxiety 68.4%
- Alcoholism 63.2%

We say our top four volunteering activities are:

- Community groups/services
- Public events
- Charities
- Sporting

The two sport & recreation facilities we use the most are:

- Coronation Beach
- Playgrounds

quieter lifestyle sense of place
distance great communities, all different,
rural feel but great all the same
people life landscape

What is the thing you like the best about living in the Shire of Chapman Valley?

CHANGE FOR THE FUTURE

Our top three programs to improve the health of our community:

- Programs for teens 84.2%
- Community events for residents 84.2%
- Routine screening for health issues eg cervical & prostate cancers 79.0%

Our top two programs to help us be more physically active are:

- More hikes, walks, cycle paths & maps 66.7%
- Free fitness classes 66.7%

Our top three facilities or resources for good community health are:

- Safe roads 94.7%
- Parks & public open spaces 89.5%
- Recreation facilities eg: Nabawa Basketball Court, Yuna & Nanson Golf Courses etc 84.2%

Our top two priorities to encourage the eating of healthy food:

- More healthy food options in takeaway/fast food outlets 52.9%
- Healthy food options at sporting & community clubs & events 47.1%

SURVEY RESPONDENTS AGREED WITH THESE STATEMENTS:

There is strong community spirit in our Shire (94%)

I feel the Shire cares about our welfare (65%)

I know where to get help when I need it (76%)

I am proud of the community where I live (59%)

I feel like I belong in my local community (41%)

I enjoy interacting with my neighbours (82%)

I feel like my life has a sense of purpose (65%)

Adding the Public Health Vision to the Strategic Community Plan

Themes for the Strategic Community Plan 2017 – 2027 are:

- **Community and Lifestyle**
- **Environmental Protection and Sustainability**
- **Economic Development and Business Attraction**
- **Physical and Digital Infrastructure**
- **Governance and Accountability**

And incorporating:

- **Healthy Lifestyles**



The Integrated Strategic Community Plan

Community and Lifestyle	Environmental Protection and Sustainability	Economic Development and Business Attraction	Physical and Digital Infrastructure	Governance and Accountability	Environmental Health and Risk Management
Nurture the sense of community	Preserve the Natural Environment and address environmental risks as they arise	Build population and business activity through targeted strategies	Develop, manage, and maintain built infrastructure	Ensure governance and administration systems, policies and processes are current and relevant	Minimise harm and promote healthy lifestyles in sustainable communities
Strengthen our advocacy role and regional partnerships to support provision of local services and facilities	Maintain the rural identity of the Shire	Provide support for business development and local employment	Manage and maintain roads, drainage and other essential infrastructure assets	Be accountable and transparent while managing resources effectively	Encourage community participation in recreational activities to improve health and wellbeing
Maintain and enhance safety and security for the community		Welcome local tourism and participation in regional strategy	Aspire to robust communication and digital infrastructure in the Shire	Make informed decisions within resources and areas of responsibility	Promote preventative public health e.g. cancer screening and minimise disease transmission
		Ensure town planning complements economic development activities		Ensure robust processes and guidelines for development	Improve health outcomes through environmental health risk management



Community & Public Health Outcomes

Harm Minimisation	Encourage use of recreation activities	Promote preventative public health services & minimise disease	Environmental Health Risk Management
Promote health education opportunities to minimise the harmful effects of alcohol, drugs and tobacco	Provide safe and accessible public open spaces, walking trails and cycle paths	Promote health and wellbeing initiatives to improve mental and physical health	Maintain an environmental health service to minimise health risks in the community
Promote strategies that encourage the community to reduce smoking	Continue to provide recreation facilities to promote healthy lifestyle choices, including programs for seniors and aged persons.	Promote personal health services such as prostate and cervical cancer screening, mammograms, and blood pressure	Maintain food standards by regular surveillance of food premises
		Support relevant agencies in maintaining awareness for mitigating the presence of COVID-19 in the community	Monitor drinking and recreational waters to maintain standards and reduce public health risk





Conclusion

This Plan was developed over 18 months duration in consultation with elected members and the local community. This is the first public health plan of many to follow that will require the Shire Council to consider the needs of the community when planning for better public health outcomes.

While public health is the responsibility of all persons in the community, this plan focusses on the need to address present shortcomings to improve the health of every person. Improving the health of individuals through exercise and nutrition were identified as key messages, and attention to mental health, the prevention of transport accidents, and increased screening for cancer-related illnesses will be beneficial in the longer term.

The Council will need to provide leadership to improve public health outcomes by:

- Leading the community by advocacy to provide better public health planning,
- Having a whole of Council approach,
- Encouraging partnerships with Government and NGOs for health planning, and
- Elected members encouraging and mentoring to promote healthy lifestyles.

The Plan was developed by including:

- Extensive analysis of health data (a well-developed Health Profile Report)
- Participation in an electronic Health and Well Being Survey, and
- Consultation with elected members and senior officers.



The Way Forward

The strategies contained in the Shire of Chapman Valley's Public Health Plan are intended to mirror work already underway. The Shire is well known for the promotion of tourism and recreational pursuits, and living in harmony with the natural environment and practising sustainability. This connection with community was recognised through encouraging comments drawn from the 2022 Public Health & Wellbeing Survey.

The Shire of Chapman Valley may give consideration to liaising with the Mid West Population Health Unit Health Promotion Officer in conjunction with neighbouring shires to review the supporting information in the Health Profile Report and the Public Health & Wellbeing Survey, and to work with government and funding agencies to raise awareness of the need for healthy lifestyles.

The Plan requires Council to ensure that its citizens are afforded protection from disease, minimise harm, promote active healthy lifestyles sustainably and the provide a safe environment by reducing risks to public health. This Plan is the first of many public health plans that will provide a direct focus on supporting better health outcomes of constituents living in the Shire.

Information used in the research phase of this plan was principally drawn from ABS Census material, SEIFA Index, AEDC (Education) data, Health Department hospital admissions data (2018 – 2020), and the Shire of Chapman Valley 2022 Public Health & Wellbeing Survey.





SHIRE OF CHAPMAN VALLEY													
PROPOSED - FIVE YEAR MAINTENANCE BUILDING WORKS PROGRAM				Mtce 5 Year Building Program									
Endorsed 5 Year Building													
	2022/2023		2023/2024			2024/2025		2025/2026		2026/2027		2027/2028	
	Cost	Description	Cost	Description	Comments	Cost	Description	Cost	Description	Cost	Description	Cost	Description
Endorsed 5 Year Building Program													
NABAWA													
Administration Building Repairs & Maintenance	\$5,500	General Mtce	\$5,500	General Mtce		\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce
Administration Building Repairs & Maintenance			\$15,000	Contract cleaner cost,	As per 22-23								
Council Chambers Repairs & Maintenance	\$4,500	General Mtce	\$4,500	General Mtce		\$4,500	General Mtce	\$4,500	General Mtce	\$4,500	General Mtce	\$4,500	General Mtce
Council Chambers Repairs & Maintenance				See Cap X for Ali doors									
Depot Includes: Transportable Workshop Garage Large Shed Small Generator Shed	\$3,500	General Mtce	\$3,500	General Mtce		\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce
Gardener's Shed	\$1,000	General Mtce	\$1,000	General Mtce		\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce
Bush Fire Two Bay Shed	\$500	General Mtce	\$500	General Mtce		\$500	General Mtce	\$500	General Mtce	\$500	General Mtce	\$500	General Mtce
Community Centre	\$5,500	General Mtce	\$5,500	General Mtce		\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce
Community Centre	\$8,000	2x Split system airconditioning to Lessor Hall (additional works to LRCIP upgrades project)		To be completed 22-23									
Community Centre - Library	\$2,000	General Mtce	\$2,000	General Mtce		\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce
Sports Pavilion & Basketball Stadium (Nabawa Recreation Centre)	\$5,700	General Mtce	\$5,700	General Mtce		\$5,700	General Mtce	\$5,700	General Mtce	\$5,700	General Mtce	\$5,700	General Mtce
Nabawa Oval includes: Reticulation, water tank, fencing, lighting, seating, scoreboard etc	\$15,000	General Mtce	\$15,000	General Mtce		\$15,000	General Mtce	\$15,000	General Mtce	\$15,000	General Mtce	\$15,000	General Mtce
Nabawa Oval Turf renovations (verticut, sweep, top dress & fertilise)	\$27,050		\$15,000	General Mtce		\$15,000	General Mtce	\$15,000	General Mtce	\$15,000	General Mtce	\$15,000	General Mtce
Toilet Block - Nabawa Oval/Tennis Club	\$1,000	General Mtce	\$1,000	General Mtce		\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce
Roller Shed	\$250	General Mtce	\$250	General Mtce		\$250	General Mtce	\$250	General Mtce	\$250	General Mtce	\$250	General Mtce
Playground Equipment	\$350	General Mtce	\$350	General Mtce		\$350	General Mtce	\$350	General Mtce	\$350	General Mtce	\$350	General Mtce
Additional > shade sail annual maintenance	\$1,500	General Mtce	\$1,500	General Mtce		\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce
Nabawa Tennis Pavilion Includes: Courts Lighting Shade Sail Water Tank and Stand Fencing	\$1,000	General Mtce	\$3,000	General Mtce	Repair lights x 2 on towers, approx \$2,000	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce
Centenary Park Includes: BBQ Picnic Table Reticulation	\$1,000	Paint gazebo, materials only Prison Community Service labour	\$4,000	General Mtce	Repaint gazebo	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce
Centenary Park Includes: BBQ Picnic Table Reticulation	\$800	General Mtce	\$800	General Mtce		\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce

SHIRE OF CHAPMAN VALLEY													
PROPOSED - FIVE YEAR MAINTENANCE BUILDING WORKS PROGRAM					Mtce 5 Year Building Program								
Endorsed 5 Year Building													
	2022/2023		2023/2024			2024/2025		2025/2026		2026/2027		2027/2028	
	Cost	Description	Cost	Description	Comments	Cost	Description	Cost	Description	Cost	Description	Cost	Description
Endorsed 5 Year Building Program													
Nabawa Cemetery Includes: Gazebo, Interment Wall, Fencing	\$2,000	General Mtce	\$2,000	General Mtce		\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce
Nabawa Cemetery new toilets	\$0	General Mtce	\$0	General Mtce		\$0	General Mtce	\$0	General Mtce	\$0	General Mtce	\$0	General Mtce
Mens Shed	\$3,000	General Mtce	\$2,000	General Mtce		\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce
Mens Shed	\$11,200	Mensshed extension works - kit on site to be constructed external contractor quote	\$1,000	General Mtce		\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce
Nabawa Transfer Station	\$5,000	General Mtce	\$5,000	General Mtce		\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce
Nabawa Transfer Station CCTV	\$800	General Mtce	\$800	General Mtce		\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce
YUNA													
Public Hall and Toilets	\$2,000	General Mtce	\$2,000	General Mtce		\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce
Library	\$500	General Mtce	\$2,000	General Mtce		\$500	General Mtce	\$500	General Mtce	\$500	General Mtce	\$500	General Mtce
Tennis Courts Hit up Wall Lighting	\$1,000	General Mtce	\$2,000	General Mtce		\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce
Depot Shed	\$1,000	General Mtce	\$1,000	General Mtce		\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce
Yuna Park includes: Gazebo, Shade Sails, Seating, Retaining Wall, Paving	\$4,500	General Mtce	\$4,500	General Mtce		\$4,500	General Mtce	\$4,500	General Mtce	\$4,500	General Mtce	\$4,500	General Mtce
Yuna Park - Playground Equipment	\$500	General Mtce	\$500	General Mtce		\$500	General Mntce	\$500	General Mntce	\$500	General Mntce	\$500	General Mntce
Yuna Refuse Site & Fencing	\$500	General Mtce	\$500	General Mtce		\$500	General Mntce	\$500	General Mntce	\$500	General Mntce	\$500	General Mntce
Yuna Refuse Site CCTV & Golf Club CCTV	\$800	General Mtce	\$800	General Mtce		\$800	General Mntce	\$800	General Mntce	\$800	General Mntce	\$800	General Mntce
Yuna Multipurpose Community Centre	\$2,500	General Mtce	\$2,500	General Mtce		\$2,500	General Mtce	\$2,500	General Mtce	\$2,500	General Mtce	\$2,500	General Mtce
Yuna Multipurpose Community Centre	\$5,000	Fascia Painting of building											
NANSON													
Showgrounds CCTV	\$300	General Mtce	\$300	General Mtce		\$300	General Mtce	\$300	General Mtce	\$300	General Mtce	\$300	General Mtce
Showgrounds includes: Exhibition Buildings, Livestock Shelters, Storage Shed, Ag Society Hall, Sheds, Water Tanks, Ticket Box, Fencing,	\$3,500	General Mtce	\$4,500	General Mtce		\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce
CV Museum Road Board Old Road Board Office	\$500	General Mtce	\$500	General Mtce		\$500	General Mtce	\$500	General Mtce	\$500	General Mtce	\$500	General Mtce
CV Museum Precinct & Road Board Including Old Road Board Office Toilet Block Display Cottage Machinery Shelter New Plant Display Shed All Surrounds	\$3,500	General Mtce	\$3,500	General Mtce		\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce
CV Museum Precinct & Road Board Including Old Road Board Office Toilet Block Display Cottage Machinery Shelter	\$2,500	Paint, door strip, annual pest	\$3,500	General Mtce		\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce

SHIRE OF CHAPMAN VALLEY													
PROPOSED - FIVE YEAR MAINTENANCE BUILDING WORKS PROGRAM					Mtce 5 Year Building Program								
Endorsed 5 Year Building													
	2022/2023		2023/2024			2024/2025		2025/2026		2026/2027		2027/2028	
	Cost	Description	Cost	Description	Comments	Cost	Description	Cost	Description	Cost	Description	Cost	Description
Endorsed 5 Year Building Program													
Nanson Playground includes Playground Equipment, Basketball Courts & Backboard, Picnic Table, Fencing, Shade Sails	\$1,500	General Mtce	\$1,500	General Mtce		\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce
CORONATION BEACH													
Public WiFi Communications CCTV & Solar Panels	\$600	General Mtce	\$600	General Mtce			General Mtce	\$600	General Mtce		General Mtce		General Mtce
Campsite Area	\$5,000	General Mtce	\$5,000	General Mtce		\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce
Campsite Area													
Toilet Blocks x 3 Dump Station	\$20,000	Pump Out & Services	\$20,000	Pump Out & Services		\$15,000	Pump Out & Services	\$15,000	Pump Out & Services	\$15,000	Pump Out & Services	\$15,000	Pump Out & Services
Board Walk & Lookout	\$800	General Mtce	\$3,500	General Mtce	Re-oil board walk	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce
Camping and Recreation Reserve - Gazebo x 4 Shelters x 5 Picnic Table Fencing Platform	\$1,500	General Mtce	\$1,500	General Mtce		\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce
HOWATHARRA													
Bush Fire Two Bay Shed	\$800	General Mtce	\$800	General Mtce		\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce
NARALING													
Naraling Hall	\$1,200	General Mtce	\$7,500	General Mtce	Repoint foundations	\$1,200	General Mtce	\$1,200	General Mtce	\$1,200	General Mtce	\$1,200	General Mtce
WESTERN REGIONS													
Bill Hemsley Park Community Centre & Precinct	\$2,500	General Mtce	\$2,500	General Mtce		\$2,500	General Mtce	\$2,500	General Mtce	\$2,500	General Mtce	\$2,500	General Mtce
Bill Hemsley Park Community Centre & Precinct	\$5,000	External Contractor for various maintenance	\$8,000	Ext contractor (not including cleaners)									
YETNA													
Fig Tree Crossing Campground	\$2,000	General Mtce	\$2,000	General Mtce		\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce
Fig Tree Crossing Campground CCTV	\$300	General Mtce	\$300	General Mtce		\$300	General Mtce	\$300	General Mtce	\$300	General Mtce	\$300	General Mtce
Mills Lookout CCTV	\$800	General Mtce	\$800	General Mtce		\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce
MISCELLANEOUS													
TOTALS	\$176,750		\$177,000			\$130,700		\$131,300		\$130,700		\$130,700	

SHIRE OF CHAPMAN VALLEY														
PROPOSED - FIVE YEAR CAPITAL BUILDING WORKS PROGRAM														
	2021/2022		2022/2023		2023/2024		2024/2025		2025/2026		2026/2027		2027/2028	
	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description
Minute Reference SCM 08/22-03														
NABAWA														
Shire Office	\$ 17,500.00	Convert old library to office space	\$17,500	Carry over project to be completed 22-23 full project costs approx \$25k contractor costs increased	\$10,000	Replace Chambers timber doors with Ali swing doors & security screens								
Shire Office	\$ 17,500.00	Convert old library to office space	\$30,000	\$30,000 Shelving for building permits in recessed wall outside CEO office										
Shire Office			\$4,000	\$4,000 Replace existing windows in male and female toilets with modern windows so they are better sealed thereby avoiding the aftermath we had from both the dust storm and the										
Shire Office			\$1,200	\$1,200 Refit old server room with modular shelving										
Shire Office			\$5,000	\$5,000 Rollover Fireproofing to Strong Room for Record Keeping Plan										
Nabawa Depot Buildings	\$21,000	Install Truck Concrete Hardstand Area	\$8,000	\$8,000- Remove water tank gantry and extend concrete hardstand towards main shed	\$30,000	Repurpose old depot building to dog pound								
Nabawa Depot Buildings			\$175,000	Works Depot Office/Cnb/Toilets (Loan Funded) - may require additional funds - refer to Ant	\$30,000	Add. Works for install of transportable building, ret. Wall. septic								
Nabawa Depot Buildings			\$8,000	WHS - Compliant Pit in workshop										
Bush Fire Two Bay Shed														
Community Centre - Land					\$9,000	Dump Point – Adjacent to Nabawa Tavern								
Community Centre - Building			\$25,287	LRCIP (3) Nabawa CC Lessor Hall upgrades										
Sports Pavilion & Basketball Stadium (Recreation Centre)			\$20,000	Stadium Downstairs Kitchen/Canteen improvements										
Nabawa Oval					\$30,000	1/ 120KL water tank & new fence								
YUNA														
Yuna Refuse Site														
Yuna Golf Club Site	\$10,000	Install CCTV Security Cameras (LRCIP (3))			\$15,000	Rebid 2/ switch brds & connect shed with power & lights								
Public Hall and Toilets			\$9,000	Dump point adjacent to Yuna Hall	\$10,000	Dump point at Yuna Hall								
Yuna - Rockwell Bore	\$109,444	Carry Over project Expenditure 20/21 \$2,616 Rollover Budget \$109444												
NANSON														
Nanson Showgrounds Precinct	\$10,000	Install CCTV Security Cameras (Own Resource Funds)	\$20,000	Additional power upgrades own resource funds	\$55,000	Replace roof sheeting subject to external and/or grant funding								
Nanson Showgrounds Precinct	\$30,000	Contingency amount to continue internal power reticulation upgrade to the	\$85,056	LRCIP (3) Arena Lighting Project	\$20,000	Add. Power upgrades								
Western Riding Club Facilities														

SHIRE OF CHAPMAN VALLEY														
PROPOSED - FIVE YEAR CAPITAL BUILDING WORKS PROGRAM														
	2021/2022		2022/2023		2023/2024		2024/2025		2025/2026		2026/2027		2027/2028	
	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description
Minute Reference SCM 08/22-03														
Chapman Valley Museum & Old Road Board Precinct	\$3,000	Allocation for Electrical Design & Cost estimates to determine power upgrade			\$10,000	Seed funding for additional heritage grants for works on Old Road Board building								
Nanson Playground & Playground Equipment														
CORONATION BEACH														
Nature Based Campground Area					\$20,000	Ablution block at north end of campgrounds								
HOWATHARRA														
Bush Fire Two Bay Shed														
School Bus Stop					\$10,000	Weather proof Bus shelter @Fire Shed								
WESTERN REGIONS														
Bill Hemsley Park Precinct Parkfalls Estate - Bill Hemsley Park Developments									\$15,000	Gazebo & Pad				
YETNA														
Fig Tree Camp Ground Area	\$11,900	Install CCTV Security Cameras (1 RCIP /3)												
MISCELLANEOUS														
Bushfire Radio Mast, Repeater & Shed Base Set, 2 Way														
	\$195,344		\$408,043		\$239,000		\$0		\$20,000		\$0		\$0	



BUILDING AND DISABILITY SERVICES COMMITTEE

Minutes



Meeting Date Thursday 9 March 2023

Meeting Time 9:00 am

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

Building and Disability Services Committee 9 March 2023 - Minutes

ACKNOWLEDGEMENT OF COUNTRY

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

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

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Chapman Valley for any act, omission or statement or intimation occurring during Council Meeting. The Shire of Chapman Valley disclaims any 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 of 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.

Building and Disability Services Committee 9 March 2023 - Minutes

COMMITTEE PURPOSE & DELEGATIONS

Will meet at least annually to inspect all Shire Buildings/Properties and then subsequently to:

- Review preliminary costings for proposed works for consideration in draft Council Budget;
- Review the Capital & Building Works Program;
- Disability Access & Inclusion Plan; and
- Any other building/property items referred to the Committee by Council
- Delegations – Nil

The Building and Disability Services Committee is comprised of:

Cr Nicole Batten

Cr Elliott-Lockhart

Cr Darrell Forth

Cr Peter Humphrey

CEO

Building Surveyor/Projects

Building and Disability Services Committee 9 March 2023 - Minutes

1 Declaration of Opening & Announcements of Visitors	6
2 Announcements from the Presiding Member.....	6
3 Record of Attendance	6
3.1 Attendees	6
3.2 Apologies	6
4 Disclosure of Interest	6
5 Petitions/Deputations/Presentations.....	6
5.1 Petitions	6
5.2 Presentations	7
5.3 Deputations	7
6 Confirmation of Minutes from previous meetings	7
7 Items to be dealt with En Bloc	7
8 Officers Reports	8
8.1 Review of Operating & Capital Building Programs.....	8
8.2 Review of Disability Access & Inclusion Plan	12
9 Urgent Business Approved by the Presiding Member or by a Decision of the Committee	17
10 Closure	17

Building and Disability Services Committee 9 March 2023 - Minutes

1 Declaration of Opening & Announcements of Visitors

The Presiding member Cr Forth welcomed elected members, staff and visitors to the council meeting and declaring the meeting open at 9:07 am.

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

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

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

2 Announcements from the Presiding Member

Nil

3 Record of Attendance

3.1 Attendees

The following attended the council meeting:

Elected Members

Cr Darrell Forth (Deputy President)

Cr Nicole Batten

Cr Peter Humphrey

Officers

Jamie Criddle, Chief Executive Officer

Dianne Raymond, Manager Finance & Corporate Services

Anthony Abbott, Building Survey/Projects

Beau Raymond, Minute Taker

Visitors

Nil

3.2 Apologies

Cr Elizabeth Elliott-Lockhart

4 Disclosure of Interest

Nil

5 Petitions/Deputations/Presentations

5.1 Petitions

Nil

Page 6 of 17

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

Page 145 of 260

Building and Disability Services Committee 9 March 2023 - Minutes

5.2 Presentations

Nil

5.3 Deputations

Nil

6 Confirmation of Minutes from previous meetings

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Peter Humphrey

That the Minutes of the Building and Disability Services Committee Meeting held on 22 February 2022 be confirmed as true and accurate.

For Cr Darrell Forth, Cr Nicole Batten and Cr Peter Humphrey

Against Nil

3 / 0

CARRIED UNANIMOUSLY
Minute Reference BDSC03/23-01

7 Items to be dealt with En Bloc

Building and Disability Services Committee 9 March 2023 - Minutes

8 Officers Reports

8.1	Review of Operating & Capital Building Programs
Department	Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reference(s)	Record 403.02, Minute Reference: 03/21-11 & SCM 07/21-03
Attachment(s)	1. Draft Operating and Capital Building Programs [8.1.1 - 8 pages] 2. List of Additional Requests for Consideration [8.1.2 - 4 pages] 3. CV Historical Society Correspondence [8.1.3 - 2 pages]

Voting Requirements

Simply Majority

Staff Recommendation

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Peter Humphrey

9:10am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council suspend the operation of the following clauses to allow sufficient discussion of item 8.1:

8.5 Priority when speaking,
8.7 Relevance,
8.8 Speaking twice,
8.9 Duration of speeches

For Cr Darrell Forth, Cr Nicole Batten and Cr Peter Humphrey
Against Nil

3 / 0
CARRIED UNANIMOUSLY
Minute Reference BDSC03/23-02

Discussion was undertaken on the item.

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Peter Humphrey

11:20 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council reinstate the operation of the following clauses to allow sufficient discussion of item 8.1:

8.5 Priority when speaking,

Building and Disability Services Committee 9 March 2023 - Minutes

8.7 Relevance,
8.8 Speaking twice,
8.9 Duration of speeches

For Cr Darrell Forth, Cr Nicole Batten and Cr Peter Humphrey
Against Nil

3 / 0
CARRIED UNANIMOUSLY
Minute Reference BDSC03/23-03

Disclosure of Interest

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

Background

The purpose of this Agenda Item is for the Committee to discuss the items to be specifically added to the Operating & Capital Building Programs for future budgets.

Council resolved the following at the March 2022 OCM:

BDS COMMITTEE/STAFF RECOMMENDATION

The Committee recommends Council consider the draft “Operating & Capital Building Programs” as presented and this be used as a basis to develop the Draft 2022/2023 Budget.

CARRIED

Voting F4/A0

Minute Reference: BDSC 02/22-04

The above resolution was the basis of forming the Draft 2021/2022 Budget for Council consideration at Budget Workshops. However; it must be understood there may have been variations to the above resolution by the time Council finally adopted the current year Budget.

Council adopted the 2022/2023 Budget at a Special Meeting in July 2022 where the Building Operating & Capital items were finalised and included in the Adopted Budget (**Minute Reference: SCM 08/22-03**)

Comment

Discussion on items identified by Councillors, staff, tenants and users of Council owned/controlled building is designed to determine future budget items for staff to cost.

The Draft Operating & Capital Building Program is provided under separate cover at ***Draft Operating & Capital Building Programs*** for Committee information.

Councillors should also refer to the “*List of Additional Requests for Consideration*” at ***List of Additional Requests for Consideration*** for items requested for consideration.

Building and Disability Services Committee 9 March 2023 - Minutes

Correspondence from the CV Historical Society is provided at ***CV Historical Society Correspondence***

Statutory Environment

Long Term Financial Plan

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

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

Long Term Financial Plan

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

Strategic Implications

The annual inspection of buildings and review of building works programs(s) is important to ensure these programs are current and Shire resources are allocated where the highest priorities are.

Strategic Community Plan/Corporate Business Plan Implications

PHYSICAL & DIGITAL INFRASTRUCTURE

4.1 Develop, manage, and maintain built infrastructure.

4.1.1 Asset Management Plan.

Consultation

Council staff continually monitors buildings and facilities owned/controlled by the Shire. Staff also continually liaises with tenants/users of these facilities. Correspondence was sent out to tenants/user groups of Council owned/controlled buildings in December 2021, requesting feedback by 4 February 2022. Responses are listed at ***List of Additional Requests for Consideration***.

Risk Assessment

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

A Minor Financial Impact Risk of Level 2 - Which will likely be between \$1,001 to \$10,000.

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

Building and Disability Services Committee 9 March 2023 - Minutes

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

A Minor Reputational Risk of Level 2 - Which will likely result in substantiated, low impact, low news item.

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

A Minor Environmental Risk of Level 2 - Which will likely result in contained, reversible impact managed by internal response.

Building and Disability Services Committee 9 March 2023 - Minutes

8.2 Review of Disability Access & Inclusion Plan	
Department	Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reference(s)	Record 403.02, Minute Reference: 03/21-11
Attachment(s)	1. Disability Access Inclusion Plan [8.2.1 - 27 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council initiate a full review of the Disability Access & Inclusion Plan in 2023 and budget accordingly in the 2023/24 financial year.

**C
ouncil Resolution****Moved:** Cr Peter Humphrey **Seconded:** Cr Nicole Batten

That Council initiate a full review of the Disability Access & Inclusion Plan in 2023 and budget accordingly in the 2023/24 financial year.

For Cr Darrell Forth, Cr Nicole Batten and Cr Peter Humphrey
Against Nil

3 / 0
CARRIED UNANIMOUSLY
Minute Reference BDSC03/23-05

Disclosure of Interest

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

Background

A review of the Shire's Disability Access Inclusion Plan (DAIP) forms part of the annual Building & Disability Services Committee (Committee) agenda for consideration and recommendation to Council. This review is a legislative requirement in accordance with Disability Services Act (1993).

Building and Disability Services Committee 9 March 2023 - Minutes

Council reviewed the DAIP as part of the 2021 Building Committee process with the following being resolved at the March 2020 OCM:

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.

Comment

In accordance with Section 28(7) of the *Disability Services Act (1993)* a full review of the DAIP must occur at least every 5 years i.e.

28. *Disability access and inclusion plans*

(5) A public authority may review its disability access and inclusion plan at any time.

(6) After reviewing its disability access and inclusion plan, a public authority must lodge a report of the review with the Commission in accordance with subsection (7).

(7) Not more than 5 years is to elapse —

(a) between the day on which a public authority first lodges its disability access and inclusion plan with the Commission and the day it lodges a report of a review of the plan with the Commission; or

(b) between the lodgement of the report of one review of a plan and the lodgement of the report of another review of the plan.

The purpose of this Agenda Item is for the Committee to recommend staff undertake a review (in-house/desk-top or full review) of the Plan and recommend any amendments to Council for consideration.

As the five (5) year period will elapse during 2023, it is suggested that Council recommend to conduct a FULL REVIEW during the 2023/24 financial year.

A copy of the current DAIP is provided under separate cover at ***Disability Access Inclusion Plan*** for Committee information and review.

Statutory Environment

No Financial Implications Identified.

Long Term Financial Plan

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

Disability Services Act (1993).

Building and Disability Services Committee 9 March 2023 - Minutes

28. *Disability access and inclusion plans*

(1) *Each public authority must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule 2.*

(2) *A disability access and inclusion plan must meet any prescribed standards.*

(3) *A public authority must lodge its disability access and inclusion plan with the Commission*

—

(a) *if the authority was established before the commencement of the Disability Services Amendment Act 2004, without delay;*

(b) *if the authority is established after the commencement of the Disability Services Amendment Act 2004, within 12 months after the day on which it is established.*

(4) *A public authority may amend its disability access and inclusion plan at any time.*

(5) *A public authority may review its disability access and inclusion plan at any time.*

(6) *After reviewing its disability access and inclusion plan, a public authority must lodge a report of the review with the Commission in accordance with subsection (7).*

(7) *Not more than 5 years is to elapse —*

(a) *between the day on which a public authority first lodges its disability access and inclusion plan with the Commission and the day it lodges a report of a review of the plan with the Commission; or*

(b) *between the lodgement of the report of one review of a plan and the lodgement of the report of another review of the plan.*

(8) *After reviewing its disability access and inclusion plan, a public authority may amend the plan or prepare a new plan.*

(9) *If at any time a public authority amends its disability access and inclusion plan or prepares a new plan, whether after a review or not, it must lodge the amended or new plan with the Commission as soon as practicable after doing so.*

(10) *A public authority must undertake public consultation in accordance with the procedure specified in the regulations when preparing, reviewing or amending a disability access and inclusion plan.*

*Disability Services Regulation 2004*10. *Procedure for public consultation by authorities (s. 28)*

(1) *For the purposes of section 28(10) of the Act, a public authority is to undertake consultation in relation to its disability access and inclusion plan by calling for submissions either generally or specifically —*

(a) *by notice in a newspaper circulating throughout the State or, in the case of a local government, the district of that local government under the Local Government Act 1995; and*

Building and Disability Services Committee 9 March 2023 - Minutes

(b) on any website maintained by or on behalf of the public authority.

(2) Nothing in subregulation (1) prevents a public authority from also undertaking any other consultation.

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

Long Term Financial Plan

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

Strategic Implications

It is sound to ensure people with disabilities are given every opportunity to gain access to Council facilities and be included in Council and community activities.

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

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

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

Consultation

There is a consultation process Council need to adhere to in accordance with the Disability Services Act (1993) which will be implemented as part of the DAIP review.

Risk Assessment

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

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

An Insignificant Service Disruption Risk of Level 1 - Which will likely resulting in no material service disruption.

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

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

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

Building and Disability Services Committee 9 March 2023 - Minutes

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

Building and Disability Services Committee 9 March 2023 - Minutes

9 Urgent Business Approved by the Presiding Member or by a Decision of the Committee

Nil

10 Closure

The Deputy President thanked Elected Members and Staff for their attendance and closed the Building and Disability Services Committee Meeting at 11:29 am.



Shire of Chapman Valley

Delegations Register

Last Full Review – March 2022
(Minute Reference 03/22-3)

Introduction

Purpose of Delegated Authority

The aim of delegated authority is to assist with the efficiency of the local government by way of quicker decisions. This is consistent with the Shire of Chapman Valley's ***Strategic Community Plan***. This delegated authority register will be reviewed on an annual basis in accordance with the Local Government Act 1995 requirements.

The Local Government Act 1995 provides the power to delegate certain functions to the Chief Executive Officer. Furthermore, the Act allows for the Chief Executive Officer to sub delegate to another employee (Section 5.44 (1). This must be done in writing (Section 5.44 (2). The Act allows for the Chief Executive Officer to place conditions on any sub-delegations, if desired (Section 5.44 (4)).

Other Acts administered by local government also provide the power to delegate or appoint and references within each delegation subject provide information on the respective head of power.

Review Requirements

In accordance with the requirements of Section 5.46(2) of the ***Local Government Act 1995***, the Delegations Register must be reviewed at least once every financial year.

FULL REVIEW

Date	Council Resolution
19 May 2010	OCM 05/10-27
18 May 2011	OCM 05/11-11
28 June 2012	OCM 06/12-9
19 June 2013	OCM 06/13-18
21 May 2014	OCM 05/14-13
20 May 2015	OCM 05/15-7
18 May 2016	OCM 05/16-27
17 May 2017	OCM 05/18-13
16 May 2018	OCM 05/18-13
17 April 2019	OCM 04/19-9
18 March 2020	OCM 03/20-7
17 March 2021	OCM 03/21-03
16 March 2021	OCM 03/22-03

(Note: Amendments to specific Delegations/Appointments/Sub-Delegations are noted at individual Delegation page)

INDEX

DELEGATIONS **COUNCIL TO CHIEF EXECUTIVE OFFICER**

1000 ADMINISTRATION

DETAILS	REFERENCE
Disputes, Arbitration and Industrial	1001
Conferences, Seminars & Training Courses	1002
Legal Advice	1003
Liquor, Sale of from Council Property	1004
Street Appeals	1005
Enforcement and Legal Proceedings	1006
Lease of Council Buildings	1007
Annual Leave Clearance	1008
Policy on Legal Representation – Cost Indemnification	1009
Common Seal	1010
Impounding of Goods Including Abandoned Vehicles	1011
Acting Chief Executive Officer	1012
Authorisation of Officers	1013
Transfer of Land Documentation	1014
Execution of Contracts	1015
Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given	1018
Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses	1019

2000 WORKS

DETAILS	REFERENCE
Vehicles, Use of	2001
Regulatory Signs, i.e. Stop, Give-Way, Speed etc.	2002
Road Closures, Temporary	2003
Disposal of Surplus equipment / Materials / Tools etc	2004
License to Deposit Materials on or Excavate Adjacent to a Street	2005
Events on Roads	2006
Exercising Powers of the Local Government	2007
Private Works	2008
Damage to Roads, Kerbing, Footpaths etc	2009
Street Signs	2010
Gates & Pipes Across Thoroughfares	2011
Heavy Haulage (RAV) Vehicles	2012

3000 FINANCE

DETAILS	REFERENCE
Payment of Accounts	3001

Rate Book	3002
Investment of Surplus Funds	3003
Council Purchasing Authority	3004
Donations & Grants	3005
Master Lending Agreement	3006
Interest & Legal Fees to be Written Off	3007
Financial Assistance	3008
Tenders for Providing Goods & Services	3009
Acceptance of Tenders	3010
Budget Expenditure	3011

4000 FIRE CONTROL

DETAILS	REFERENCE
Firebreak Order, Variation to	4001
Burning of Roadsides	4002
Burning, Prohibited Times (Variations)	4003
Removal of Hazards	4004
Offences – Bush Fire Act & Regulations	4005

5000 PLANNING

DETAILS	REFERENCE
Development Applications	5001
Subdivision Applications	5002
Local Planning Scheme Amendments	5003
Responding to Appeals and Requests for Reconsideration	5004
Road Names	5005

6000 HEALTH/BUILDING

DETAILS	REFERENCE
Building Act 2011	6001 a-g
Caravan Park and Camping Grounds	6002
Treatment of Sewage and Disposal of Effluent and Liquid Waste	6003
Public Health Act 2016	6004

7000 ANIMAL CONTROL

DETAILS	REFERENCE
Dog Control – Enforcement of Dog Act & Local Laws	7001
Dog Registrations	7002
Dog Act Infringement	7003
Cat Control – Administration and Enforcement of Cat Act 2011 & Associated Subsidiary Legislation	7004

8000 LANDCARE

DETAILS	REFERENCE
Landcare	8001

DELEGATIONS

APPOINTMENTS

&

SUB-DELEGATIONS

COUNCIL DELEGATIONS/APPOINTMENTS TO CHIEF EXECUTIVE OFFICER		
APPOINTMENTS		
	- Bush Fire Administration Officer	
	- Equal Employment Opportunities Grievance Officer	
	- Authorised Person & Registration Officer (Dog Act 1976)	
	- Pension Rates Review Officer	
	- Litter Control Officer	
	- Administrator of all Council Local Laws	
	- Returning Officer (Council Elections)	
	- Principal Accounting Officer	
DELEGATIONS		
DEL NO.	AUTHORITY (Section 5.42)	CEO's SUB-DELEGATION TO STAFF
1001	Disputes, Arbitration & Industrial	
1002	Conferences, Seminars & Training Courses	
1003	Legal Advice	Deputy Chief Executive Officer (for planning issues)
1004	Liquor, Sale of from Council Property	Deputy Chief Executive Officer & Manager Finance & Corporate Services (in the absence of the CEO only)
1005	Street Appeals	Deputy Chief Executive Officer & Manager Finance & Corporate Services (in the absence of the CEO only)
1006	Enforcement and Legal Proceedings	
1007	Lease of Council Buildings	Deputy Chief Executive Officer & Manager Finance & Corporate Services (in the absence of the CEO only)
1008	Annual Leave Clearance	
1009	Policy on Legal Representation – Cost Indemnification	
1010	Common Seal	
1011	Impounding of Goods Including Abandoned Vehicles	
1012	Acting Chief Executive Officer	
1013	Authorisation of Officers	Various. Refer to detailed Sub-Delegations to specific Staff
1014	Transfer of Land Documentation	
1015	Execution of Contracts	
DEL NO.	AUTHORITY (Section 5.42)	CEO's SUB-DELEGATION TO STAFF

1018	Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given	
1019	Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses	
2001	Vehicles, Use of	
2002	Regulatory Signs	
2003	Road Closures, Temporary	Manager of Works & Services (in consultation with CEO, or the DCEO in the absence of the CEO)
2004	Disposal of Surplus Equipment, Materials, Tools, etc.	
2005	Licence to Deposit Materials on or Excavate Adjacent to a Street	
2006	Events on Roads	
2007	Exercising Powers of the Local Government	
2008	Private Works	Manager of Works & Services
2009	Damage to Roads, Kerbing, Footpaths etc	Manager of Works & Services
2010	Street Signs	Manager of Works & Services
2011	Gates & Pipes Across Thoroughfares	
2012	Heavy Haulage (RAV) Vehicles	Manager of Works & Services (in consultation with CEO)
3001	Payment of Accounts	Manager Finance & Corporate Services
3002	Rate Book	Manager Finance & Corporate Services
3003	Investment of Surplus Funds	Manager Finance & Corporate Services
3004	Council Purchasing Authority	Various Staff – Refer to Council's Purchasing Policy CP-024
3005	Donations & Grants	
3006	Master Lending Agreement	
3007	Interest & Legal Fees to be Written Off	
3008	Financial Assistance	
3009	Tenders for Providing Goods & Services	
3010	Acceptance of Tenders	
3011	Budget Expenditure	
4001	Firebreak Order, Variation to	Chief Bush Fire Control Officer & Senior Ranger (in consultation with CEO)
DEL NO.	AUTHORITY (Section 5.42)	CEO's SUB-DELEGATION TO STAFF
4002	Burning of Roadsides	Chief Bush Fire Control Officer (in consultation with CEO)
4003	Burning, Prohibited Times (Variations)	Chief Bush Fire Control Officer (in consultation with CEO)

4004	Removal of Hazards	Manager Works & Services (in CEOs absence) & Chief Bush Fire Control Officer (in consultation with CEO)
4005	Offences – Bush Fire Act & Regulations	Deputy Chief Executive Officer (in CEOs absence)
5001	Development Applications	Deputy Chief Executive Officer
5002	Subdivision Applications	Deputy Chief Executive Officer
5003	Town Planning Scheme Amendments	Deputy Chief Executive Officer
5004	Responding to Appeals and Requests for Reconsideration	Deputy Chief Executive Officer
5005	Road Names – Policy	Deputy Chief Executive Officer
6001	Building Act 2001	Building Surveyor
6001a	Building and Demolition Permits – Building Act 2011	Building Surveyor
6001b	Occupancy Permits and Building Approval Certificates – Building Act 2011	Building Surveyor
6001c	Building Orders – Building Act 2011	Building Surveyor
6001d	Building Information – Building Act 2011	Building Surveyor
6001e	Swimming Pool – Building Act 2011	Building Surveyor
6001f	Smoke Alarms – Building Act 2011	Building Surveyor
6001g	Transitional Provisions relating to Local Government – Building Act 2011	Building Surveyor
6002	Caravan Park & Camping Grounds	E.H.O, Building Surveyor/Projects Officer, Senior Ranger
6003	Treatment of Sewage and Disposal of Liquid Waste	E.H.O/Building Surveyor/Projects Officer
6004	Public Health Act 2016	E.H.O
7001	Enforcement of Dog Act and Local Laws	Senior Ranger
7002	Dog Registration	Senior Ranger
7003	Dog Act Infringement	Senior Ranger
7004	Cat Act 2011	Senior Ranger
8001	Landcare	

CEO'S DELEGATIONS/APPOINTMENTS - DEPUTY CHIEF EXECUTIVE OFFICER

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Shire of Chapman Valley Town Planning Schemes	
1013	Dog Act 1976 & Regulations	
1013	Authorised Person & Registration Officer (Dog Act 1976 for Licensing Purposes)	
1013	Litter Act 1979 & Regulations	
1013	Caravan Parks & Camping Grounds Act 1995 & Regulations	
1013	Cat Act 2011 & Regulations	
1003	Legal Advice	
1004	Liquor, Sale of from Council Property	In the absence of the CEO only
1005	Street Appeals	In the absence of the CEO only
1007	Leasing of Council Buildings	In the absence of the CEO only
1011	Impounding of Goods Including Abandoned Vehicles	
3001	Payment of Accounts	
4005	Offences – Bush Fire Act & Regulation	In the absence of the CEO only
3004	Council Purchasing Authority	
5001	Development Applications	
5002	Subdivision Applications	
5003	Town Planning Scheme Amendments	
5004	Responding to Appeals and Requests for Reconsideration	
5005	Road Names	

CEO'S DELEGATIONS/APPOINTMENTS - MANAGER FINANCE & CORPORATE SERVICES

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Authorised Person and Registration Officer (Dog Act 1976 and Cat Act 2011 for Licensing Purposes)	
1013	Cemeteries Act 1986 & Regulations	
-	Freedom of Information Co-ordinator	
1004	Liquor, Sales of from Council	In the absence of the CEO only
1005	Street Appeals	In the absence of the CEO only
1007	Leasing of Council Buildings	In the absence of the CEO only
3001	Payment of Accounts	
3002	Rate Book	
3003	Investment of Surplus Funds	
3004	Council Purchasing Authority	

CEO'S DELEGATIONS/APPOINTMENTS - MANAGER OF WORKS & SERVICES

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Litter Control Officer (Litter Act 1979)	
1013	Dog Control Officer (1976)	
1013	Cat Act 2011 & Regulations	
1013	Litter Act 1979 & Regulations	
2003	Road Closures, Temporary	In consultation with CEO, or the DCEO in the absence of the CEO.
2008	Private Works	
2009	Damage to Roads, Kerbing, Footpaths etc	
2010	Street Signs	
2012	Heavy Haulage (RAV) Vehicles	In consultation with CEO.
3004	Council Purchasing Authority	
4004	Removal of Hazards	

CEO'S DELEGATIONS/APPOINTMENTS - BUILDING SURVEYOR / PROJECTS OFFICER

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Building Act 2011 & Regulations	
1013	Caravan Parks & Camping Grounds Act 1995 & Regulations	
3004	Council Purchasing Authority	
6001	Building Act 2001	
6001a	Building and Demolition Permits – Building Act 2011	
6001b	Occupancy Permits and Building Approval Certificates – Building Act 2011	
6001c	Building Orders – Building Act 2011	
6001d	Building Information – Building Act 2011	
6001e	Swimming Pool – Building Act 2011	
6001f	Smoke Alarms – Building Act 2011	
6001g	Transitional Provisions relating to Local Government – Building Act 2011	
6002	Caravan Parks & Camping Grounds	
6003	Treatment of Sewerage and Disposal of Effluent and Liquid Waste	

CEO'S DELEGATIONS/APPOINTMENTS - ENVIRONMENTAL & HEALTH OFFICER

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Health (Miscellaneous Provisions) Act 1911	
1013	Food Act 2008	
6002	Caravan Park & Camping Grounds	
6003	Treatment of Sewage and Disposal of Liquid Waste	
6004	Demolition Licenses	

CEO'S DELEGATIONS/APPOINTMENTS - SENIOR RANGER

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Litter Control Officer (Litter Act 1979)	
1013	Dog Control Officer (1976)	
1013	Cat Act 2011 & Regulations	
1013	Control of Vehicles (Off Road Areas) Act 1978 & Regulations	
1013	Caravan Parks & Camping Grounds Act 1995 & Regulations	
1013	Fire Prevention Officer	
1013	Fire Training Officer	
-	RSPCA Welfare Officer	
3004	Council Purchasing Authority	
4001	Firebreak Order, Variation to	In consultation with the CEO & CBFCO
6001e	Swimming Pool Inspections	
6002	Caravan Parks & Camping Grounds	
7001	Enforcement of Dog Act & Local Laws	
7002	Dog Registration	
7003	Dog Act Infringements	
7004	Administration & Enforcement of Cat Act 2011 & associated subsidiary legislation	

CEO'S DELEGATIONS/APPOINTMENTS - EXECUTIVE SERVICES ADMINISTRATOR

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Authorised Person & Registration Officer (Dog Act 1976 and Cat Act 2011 for Licensing Purposes)	
3004	Council Purchasing Authority	

CEO'S DELEGATIONS/APPOINTMENTS - PLANT OPERATOR – CONSTRUCTION & MAINTENANCE

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
3004	Council Purchasing Authority	

CEO'S DELEGATIONS/APPOINTMENTS - SENIOR FINANCE OFFICER

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Authorised Person & Registration Officer (Dog Act 1976 and Cat Act 2011 for Licensing Purposes)	
3004	Council Purchasing Authority	

CEO'S DELEGATIONS/APPOINTMENTS - ADMINISTRATION STAFF

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Authorised Person & Registration Officer (Dog Act 1976 and Cat Act 2011 for Licensing Purposes)	

COUNCIL DELEGATIONS/APPOINTMENTS - BUSHFIRE CONTROL

DEL NO.	AUTHORITY (Section 5.42)		COMMENTS
	Chief Fire Control Officer (CBFCO)	A Vlahov	
	Deputy Chief Bush Fire Control Officer	N Kupsch	
	B.F.C.O. - Yuna	S Earl	
	B.F.C.O. - Naraling	C Mincherton	
	B.F.C.O. - Nabawa	N Kupsch	
	B.F.C.O. - Howatharra	C Royce	
	B.F.C.O. - Durawah/Valentine	D Burton	
	B.F.C.O. - Yetna	J Stokes	
	Training Officer - Town	E O'Donnell	
	Fire Prevention	E O'Donnell	
	Group Administration Officer	CEO	
	Fire Weather Officer	A Vlahov	
	Deputy Fire Weather Officer	N Kupsch	
	Noxious Weed & Clover Permit Officer	A Vlahov	
4001	Fire Breaks Order, Variation to		CBFCO in consultation with CEO
4002	Burning of Roadsides		CBFCO in consultation with CEO
4003	Burning, Prohibited & Restricted Times (Variations)		CBFCO in consultation with CEO
4004	Removal of Hazards		CBFCO in consultation with CEO

DELEGATIONS COUNCIL to CHIEF EXECUTIVE OFFICER

1000

ADMINISTRATION

DELEGATION NUMBER - 1001

LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Disputes, Arbitration and Industrial
DELEGATE	-	Chief Executive Officer
RELEVANT POLICY/PROCEDURE		Nil

The Chief Executive Officer is delegated authority to provide the Western Australian Local Government Association (WALGA) with consent to act on the Council's behalf in any matter regarding disputes with employees of Council.

DELEGATION NUMBER - 1002

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Conferences, Seminars & Training Courses

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to approve the attendance by Council staff at conferences, seminars and training courses where attendance will enhance the professional development of the officer, provide benefits to the Council, is relevant to the duties and responsibilities of the officer and is within Budgetary constraints.

DELEGATION NUMBER - 1003

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Legal Advice

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CP-004

Subject to provision being made in the budget for legal expenses, the Chief Executive Officer is delegated authority to obtain from an appropriate solicitor, such legal advice, assistance and opinions as the Chief Executive Officer deems necessary in the exercise of the management of the Local Government.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 1004

LEGISLATIVE POWER - Liquor Control Act, 1988

DELEGATION SUBJECT - Liquor, Sale of from Council Property

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to approve applications for the sale of liquor from property under the care, control and management of the Council and to approve applications to consume liquor on property under the care, control and management of Council.

The CEO is delegated authority to issue certificates of compliance under Sections 39 (certificate of local government as to whether premises comply with laws) and Section 40 (certificate of planning authority as to whether use of premises complies with planning laws) of the Liquor Control Act 1988.

DELEGATION NUMBER - 1005

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Street Appeals

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to determine all applications for street appeals.

The Chief Executive Officer shall have regard to any Council Policy relating to street appeals.

DELEGATION NUMBER - 1006

LEGISLATIVE POWER - Planning & Development Act 2005; Building Regulations; Health Act; 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

DELEGATION SUBJECT - Enforcement and Legal Proceedings

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 (Section 9.10) and Council's Local Laws.

Further, the Chief Executive Officer is delegated authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions as specified by the Chief Executive Officer. The appointments being those referred to in Section 9.10 of the Local Government Act 1995.

All such appointments must be within budgetary constraints unless funding is otherwise authorised by Council.

Reviewed - Minute Reference 03/21-03

DELEGATION NUMBER - 1007

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Lease of Council Buildings

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is authorised to lease out Council Buildings (i.e., houses, halls, community centre, etc.) in accordance with Council determined rates and charges.

(Reviewed - Minute Reference 02/14-36)

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DELEGATION NUMBER - 1008

LEGISLATIVE POWER - Local Government Act (1995)

DELEGATION SUBJECT - Annual Leave Clearance

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CMP-042

The Chief Executive Officer is to be delegated authority to approve requests for deferment of Annual Leave.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 1009

LEGISLATIVE POWER - Local Government Act (1995)

DELEGATION SUBJECT - Policy on Legal Representation – Cost Indemnification

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CP-004

Council has adopted a policy Legal Representation and Cost Indemnification.

The Chief Executive Officer is delegated authority in accordance with Clause 2(e) of the policy as follows: -

“Where there is a need for the provision of urgent legal services before an application can be considered by Council, the Chief Executive Officer may give an authorisation to the value of \$5,000”

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed - Minute Reference 06/02-6

DELEGATION NUMBER - 1010

LEGISLATIVE POWER - Local Government Act (1995)

DELEGATION SUBJECT - Common Seal

DELEGATE - CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE Nil

The CEO is delegated authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for execution of contract documents including affixing of the Seal without further reference to Council, where:

- (a) Council has authorised entering into a formal contract; or
 - (b) A formal contract is authorised under a delegated authority from Council; or
 - (c) A formal contract is considered necessary by the Chief Executive Officer as part of the day-to-day operations of the Council.
-

DELEGATION NUMBER - 1011

LEGISLATIVE POWER - Local Government Act 1995 –
Division 3/Subdivision 4

DELEGATION SUBJECT - Impounding of Goods Including Abandoned
Vehicles

DELEGATE - CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE CMP-027

The CEO is delegated authority to impound any goods, vehicles or other items in accordance with Sections 3.37 to 3.48 of the Local Government Act 1995.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 1012

LEGISLATIVE POWER - Local Government Act 1995 –

DELEGATION SUBJECT - Acting Chief Executive Officer

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The CEO is delegated authority to appoint an Executive Manager as Acting CEO when the CEO is on periods of annual leave or long service leave of duration no greater than 35 consecutive working days in length. Appointment of an Acting CEO for a period greater than 35 consecutive working days will require a Council decision.

Where the CEO is on sick leave for a period which in the opinion of the CEO requires appointment of an Acting CEO, the CEO is delegated authority to appoint an Executive Manager as Acting CEO for a period of up to 35 consecutive working days.

DELEGATION NUMBER - 1013

LEGISLATIVE POWER - Various

DELEGATION SUBJECT - Authorisation of Officers

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The CEO is delegated authority to appoint authorised persons to carry out functions of authorised persons under the following Acts/Legislation:

- Local Government Act 1995 & Associated Regulations
 - Local Government (Miscellaneous Provisions) Act 1960
 - Dog Act 1976 & Regulations
 - Control of Vehicles (Off Road Areas) Act 1978 & Regulations
 - Litter Act 1979 & Regulations
 - Bush Fires Act 1954 & Regulations
 - Caravan Parks & Camping Grounds Act 1995 & Regulations
 - Cemeteries Act 1986 & Regulations
 - Local Government Local Laws
 - Shire of Chapman Valley Town Planning Schemes
 - Environmental Protection Act 1986 – Noise
 - Cat Act 2011 & Regulations
 - Building Act 2011 & Regulations
 - Food Act 2008
 - Public Health Act 2016
 - Health (Miscellaneous Provisions) Act 1911
-

DELEGATION NUMBER - 1014

LEGISLATIVE POWER - Land Administration Act

DELEGATION SUBJECT - Transfer of Land Documentation

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

Where a Council resolution has occurred for the purchase or sale of land, the CEO is authorised to endorse transfer of land documentation.

DELEGATION NUMBER - 1015

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Execution of Contracts

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The CEO is delegated authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for execution of contract documents including affixing of the Seal without further reference to Council, where:

- (a) Council has authorised entering into a formal contract; or
 - (b) A formal contract is authorised under a delegated authority from Council; or
 - (c) A formal contract is considered necessary by the Chief Executive Officer as part of the day-to-day operations of the Shire.
-

DELEGATION NUMBER - 1018

LEGISLATIVE POWER Local Government Act 1995 (Sections 3.25, 3.26 and 3.27)

DELEGATION SUBJECT Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The CEO is delegated authority to exercise and discharge the duties of the local government under Sections 3.25, 3.26 and 3.27 of the Local Government Act 1995, specifically to give notice to a person who is the owner or occupier of land requiring them to take any action specified in Schedule 3.1 and/or Schedule 3.2 of the Local Government Act 1995

In the event that such notice isn't complied with the CEO is also delegated authority to:

- Take such legislative action as to achieve, as far as practicable, the purpose for which the notice is given; and
 - Recover the costs of any action taken in this regard as a debt from the party that failed to comply with the notice.
-

DELEGATION NUMBER - 1019

LEGISLATIVE POWER Local Government Act 1995 (Sections 5.42 and 5.44)
Local Government (Administration) Regulations 1996 (Regulation 32)

DELEGATION SUBJECT Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CMP-030; CMP-035; CP-006

The CEO is delegated authority to reimburse all reasonable expenses to councillors incurred whilst attending authorised conferences, seminars, meetings and training courses.

Reimbursements to occur in accordance with Local Government Act 1995 (Sections 5.42 and 5.44), Local Government (Administration) Regulations 1996 (Regulation 32).

Refer to relevant Policy/Procedure when exercising this delegation.

2000 WORKS

DELEGATION NUMBER - 2001

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT - Vehicles, Use of

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CMP-044

The Chief Executive Officer is delegated the authority to make all appropriate private use arrangements with all staff having use of a Council vehicle, bearing in mind Legislative requirement of Fringe Benefit etc.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 2002

LEGISLATIVE POWER - Road Traffic Act, 1974

DELEGATION SUBJECT - Regulatory Signs, i.e. Stop, Give-Way, Speed, etc.

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to make applications to the Main Roads WA for the installation of regulatory signs and markings at such places as the Chief Executive Officer considers warranted.

DELEGATION NUMBER - 2003

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Road Closures, Temporary

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to temporarily close a thoroughfare or a portion of a street for a period not exceeding 28 days (without providing local public notice) of the opinion that by reason of heavy rain a street is likely to be damaged by the passage of traffic generally or traffic of any particular class.

The Chief Executive Officer is delegated authority to close a thoroughfare for a period in excess of 28 days by providing local public notice in accordance with Section 3.50 of the Local Government Act 1995.

DELEGATION NUMBER - 2004

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT - Disposal of Surplus Equipment, Materials, Tools,
etc

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CMP-070

The Chief Executive Officer is delegated authority to sell, by calling for expressions of interest, holding of a surplus goods sale at Council's Depot, or any other fair means, items of surplus equipment, materials, tools, etc which are no longer required, or are outmoded, or are no longer serviceable.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 2005

LEGISLATIVE POWER - Local Government Act 1995 & Activities in Thoroughfares and Public Places and Trading Local Law 2016

DELEGATION SUBJECT - Licence to Deposit Materials on or Excavate Adjacent to a Street

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated the authority to issue licences to deposit materials on a street, way or other public place and to excavate on land abutting or adjoining a street, way or other public place pursuant to Local Government Act 1995 & Activities in Thoroughfares and Public Places and Trading Local Law 2016.

The Chief Executive Officer should first obtain confirmation from the Environmental Health Officer/Building Surveyor and the Works Supervisor that the proposed activity will not create undue interference with the operation of the street, way or public place.

Licences are to be issued subject to the conditions detailed in Local Government Act 1995 & Activities in Thoroughfares and Public Places and Trading Local Law 2016 and such other conditions as considered relevant by the Chief Executive Officer.

DELEGATION NUMBER - 2006

LEGISLATIVE POWER - Road Traffic (Events on Roads) Regulations 1991
(Regulation 4)

DELEGATION SUBJECT - Events on Roads

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991.

The Chief Executive Officer shall have regard to Section 3.50 of the Local Government Act 1995.

DELEGATION NUMBER	-	2007
LEGISLATIVE POWER	-	Local Government Act, 1995
DELEGATION SUBJECT	-	Exercising Powers of the Local Government
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

The CEO is expressly authorised to exercise powers of the Local Government under the provisions of the Local Government Act 1995 (and its associated Regulations), the Local Government (Miscellaneous Provisions) Act, all other Acts under which a local government may exercise its power, and all Shire of Chapman Valley Local Laws under which the local government is to or may exercise a power.

DELEGATION NUMBER - 2008

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Private Works

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE IMP-019

The Chief Executive Officer is authorised to approve all Private Works application in accordance with rates and charges set by Council and always bearing in mind Council Policy.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 2009

LEGISLATIVE POWER - Local Government (Miscellaneous Provisions) Act 1960 Act 1995 & Activities in Thoroughfares and Public Places and Trading Local Law 2016

DELEGATION SUBJECT - Damage to Roads, Kerbing, Footpaths etc.

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is authorised to issue accounts for repairs to damage caused to roads, kerbing and footpaths.

Where payment of the accounts is not received, the Chief Executive Officer is authorised to take legal action to recover the cost. Council is to be advised of the proposed legal action prior

DELEGATION NUMBER - 2010

LEGISLATIVE POWER - Local Government Act (1995)

DELEGATION SUBJECT - Street Signs

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is authorised to proceed with the provision and erection of new street nameplates and the replacement of damaged nameplates as he considers necessary within the limits of the budget.

DELEGATION NUMBER - 2011

LEGISLATIVE POWER - Local Government Act (1995) &
Local Government (Uniform Local Provisions)
Regulations 1996

DELEGATION SUBJECT - Gates and Pipes across Thoroughfares

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE IMP-011; IMP-012

The Chief Executive Officer is delegated authority to approve the installation of gates across, or pipes under, Council controlled thoroughfares with Council Policy, with a register of gates and pipes being kept in accordance with the requirements of the Local Government 1995

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 2012

LEGISLATIVE POWER - Local Government Act (1995) Section 5.42)

DELEGATION SUBJECT - Heavy Haulage Routes

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE IMP-022

The Chief Executive Officer is delegated the authority to endorse the Heavy Haulage Vehicle Permits Applications in accordance with Management Procedure (IMP-022) for the determination of variations to the RAV Network within the Shire of Chapman Valley subject to this delegation being restricted to RAV7 level. Any applications beyond this RAV level are to be put to Council for consideration.

Refer to relevant Policy/Procedure when exercising this delegation

Reviewed - Minute Reference 03/19-11

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FINANCE

DELEGATION NUMBER - 3001

LEGISLATIVE POWER - Local Government Act 1995 &
Local Government (Financial Management)
Regulation 1996 (Clause 12)

DELEGATION SUBJECT - Payment of Accounts

DELEGATE CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer be delegated authority to make payments on behalf of Council from the Municipal Fund, Reserve or Trust Fund either with Cheques or Electronic Banking Facilities jointly with the Manager Finance & Corporate Services or the Deputy Chief Executive Officer for the payment of budgeted items of expenditure.

DELEGATION NUMBER - 3002

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Rates & Service/Rate Book

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is hereby delegated the performance of the following functions of the Council.

1. Section 6.39(1) -The discharge of the obligations specified in the Local Government Act 1995.
2. Section 6.41(1) - The service of Notices of Valuation and Rates referred to in the Local Government Act 1995 (as amended).
3. Section 6.50(2) -The time allowed for the payment of the rate before it becomes in arrears.
4. Section 6.40 -The powers conferred in the Local Government Act 1995.
5. Section 6.56 (1) - Implementation of Council's "Rate Recovery Policy" and/or the recovery of rates by complaint or action pursuant to the provisions of the Local Government Act 1995.
6. Section 6.60(2) - Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with the Local Government Act 1995.
7. Sections 6.39(2) – Amending the rate record to ensure the information is current and correct including amending the rate record for the 5 years preceding the current financial year.
8. Section 6.40 – Amending the rate record as a result in a change in rateable value, rateability of or the rate imposed on land.
9. Section 6.49 – Entering into an agreement with a person for payment of rates and service charges.
10. Section 6.50(1) – Determining the time allowed for the payment of a rate before it is deemed to be in arrears.
11. Section 6.56 – Recovering unpaid rates in a court of competent jurisdiction.
12. Section 6.60(2) – Requiring a lessee to pay rent in satisfaction of rates or service charges that are due.
13. Section 6.76(4) – Granting an extension of time for a person seeking to make an objection to the rate record.

14. Section 6.76(5) – Considering any objection to the rate record and either disallow it or allow it, wholly or in part.
 15. Section 6.76(6) – Serving written notice of any decision made under Section 6.76(5).
-

DELEGATION NUMBER - 3003

LEGISLATIVE POWER Local Government Act 1995 (Section 6.14) and
Local Government (Financial Management)
Regulations 1996 (Regulation 19)

DELEGATION SUBJECT - Investment of Surplus Funds

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CP-021

The Chief Executive Officer is delegated authority and power to invest money held in the Municipal (including funds held in Reserve Accounts) or Trust Funds, that is not required for the time being for any purpose, in accordance with Part III of the Trustees Act 1962, or in an investment approved by the Minister, subject to the following conditions-

1. The establishment of documented internal control procedures to be followed to ensure control over the investments;
2. Compliance with Regulation 19(2) of the Financial Management Regulations.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER	-	3004
LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Council Purchasing Authority
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		CP-024; CMP-021

The Chief Executive Officer is authorised to carry out “authorised purchasing” on behalf of Council and within budgetary constraints.

CEO's SUB DELEGATIONS to STAFF

The following thresholds for delegated & sub-delegated authorised purchasing are:

	POSITION	LIMIT
EXECUTIVE		
1	CHIEF EXECUTIVE OFFICER	NO LIMIT (within legislated tender threshold limits)
SENIOR STAFF		
2	DEPUTY CHIEF EXECUTIVE OFFICER	\$50,000
3	MANAGER WORKS & SERVICES	\$50,000
4	MANAGER FINANCE & CORPORATE SERVICES	\$50,000
5	BUILDING SURVEYOR / PROJECT OFFICER	\$15,000
AUTHORISED OFFICERS – NON-SENIOR		
6	SENIOR RANGER	\$2,500
7	SENIOR FINANCE OFFICER	\$2,500
8	PLANT OPERATOR (CONSTRUCTION & MAINTENANCE)	\$2,500

Note: All figures mentioned are to be considered as GST Exclusive

Note: Sole Source Suppliers – Local Government (Functions & General) Regulation – 11(2)(f):

In the situation of any purchases above the legislated tender threshold amount from sole source providers the Chief Executive Officer is to present these to Council for endorsement, with evidence of due diligence as proof of there being a sole source provider situation, prior to progressing with the purchase.

Refer to relevant Policy/Procedure when exercising this delegation.

*Reviewed 18 November 2015 - Minute Reference 11/15-15
Reviewed 15 August 2018 - Minute Reference: 08/18-5
Reviewed 18 March 2020 - Minute Reference: 03/20-7
Reviewed 20 May 2020 - Minute Reference: 05/20-16*

DELEGATION NUMBER - 3005

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT - Donations & Grants

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CMP-065

The Chief Executive Officer be delegated authority to authorise donations within budget limitations, up to a maximum of \$1,000 cash or in-kind per application in accordance with Corporate Management Policy CMP-065.

This delegation is to be in accordance with Council's policy in regard to "Local Nature".

All other donation requests in excess of this amount and the miscellaneous budget allocation are to be brought back to Council for consideration in accordance with policy.

Refer to relevant Policy/Procedure when exercising this delegation.

Amended: Minute Reference: 07/21-03

DELEGATION NUMBER - 3006

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Master Lending Agreement

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

That the Chief Executive Officer, Agent or any one of the Senior Employees of the Shire of Chapman Valley authorised by the Chief Executive Officer from time to time is authorised to sign schedule documents under the Master Lending Agreement and or to give instructions there under on behalf of the Shire of Chapman Valley.

Reviewed Minute Reference 05/14-6

DELEGATION NUMBER - 3007

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Rates Interest & Legal Fees to be Written Off

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer be authorised to write off interest or legal fees owing on unpaid rates for values up to and including one hundred dollars (\$100.00)

Reviewed Minute Reference 06/15-18

DELEGATION NUMBER - 3008

LEGISLATIVE POWER - Local Government Act 1995 & Local Government (Functions & General) Regulation, 1996

DELEGATION SUBJECT - Financial Assistance (Write Off Debts)

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CMP-064

The exercise of powers and the discharge of duties under section 6.12 of the Local Government Act 1995 to waive or grant concessions (excluding rate concessions) and to write off debts not exceeding \$1000. In cases where the request for Fee Waivers exceed \$1,000 a report needs to be submitted to an Ordinary Council Meeting for Council's consideration and approval.

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed Minute Reference 06/15-18

DELEGATION NUMBER - 3009

LEGISLATIVE POWER	-	Local Government Act 1995 & Local Government (Functions & General) Regulation, 1996
DELEGATION SUBJECT	-	Tenders for Providing Goods & Services
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

In respect to Part 4 of the Local Government (Functions and General) Regulations 1996, the CEO is delegated authority to perform the following:

1. Publicly invite tenders for the supply of goods and services expected to be worth more than the amount legislated. (*Reference: Regulations 11(1), 12 and 13*).
2. Determine, in writing, the criteria for deciding which tenders should be accepted and give Statewide public notice in accordance with Regulation 14.
3. Give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted. (*Reference: Regulation 19*).
4. Council delegate authority to the Chief Executive Officer, in accordance with Section 5.43(b) of the Local Government Act, 1995, to accept a preferential list of compliant suppliers for road building materials (e.g. gravel pushing, bitumen and aggregate) from tenders received, under the condition the actual expenditures to be incurred by Council does not exceed the contract & materials amounts authorised in the adopted Budget for the road works program.
All other decision to select a successful tender is still one for Council to determine unless otherwise resolved by Council.
5. Sole Source Suppliers (Local Government (Functions & General) Regulation – 11(2)(f)). In the situation of any purchases above the legislated tender threshold amount from sole source providers the Chief Executive Officer is to present these to Council for endorsement, with evidence of due diligence as proof of there being a sole source provider situation, prior to progressing with the purchase.

NB: The decision to select a successful tender is still one for Council to determine unless otherwise resolved by Council.

Amended – Minute Reference 07/20-15

DELEGATION NUMBER - 3010

LEGISLATIVE POWER - Local Government Act 1995 & Local Government
(Functions & General) Regulation, 1996

DELEGATION SUBJECT - Acceptance of Tenders

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

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.

Reviewed - Minute Reference 03/21-03

DELEGATION NUMBER - 3011

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Budget Expenditure

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The CEO is delegated authority to approve expenditure on goods and/or services and programs/projects for which funds have been provided in the Annual Budget without further reference to Council. In exercising this delegated authority, the CEO shall:

1. Provide for appropriate internal control over all expenditure.
 2. Ensure all statutory requirements are met.
 3. Ensure all Council policies are observed.
 4. Ensure adequate budgetary provisions relate.
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FIRE CONTROL

DELEGATION NUMBER - 4001

LEGISLATIVE POWER - Bush Fires Act, 1954

DELEGATION SUBJECT - Firebreak Order, Variation to

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

NOTE: The Chief Executive Officer in exercising this delegation is to liaise with the Chief Bush Fire Control Officer on each specific variation request.

That pursuant to the provisions of Council's Firebreak Order, the Chief Executive Officer be delegated authority to:

1. approve or refuse applications to provide firebreaks in alternative positions
 2. to approve or refuse applications to take alternative action to abate fire hazards.
-

DELEGATION NUMBER - 4002

LEGISLATIVE POWER - Bush Fires Act

DELEGATION SUBJECT - Burning of Roadsides

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

That the Chief Executive Officer be delegated authority to approve applications submitted by the relevant Fire Control Officer to burn a road verge vested in the care, control and management of the Shire of Chapman Valley.

DELEGATION NUMBER - 4003

LEGISLATIVE POWER - Bush Fires Act

DELEGATION SUBJECT Burning, Prohibited & Restricted Times
(Variations)

DELEGATES - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

That pursuant to Section 17 (10) of the Bush Fires Act, the Chief Executive Officer be delegated (in consultation with the Chief Bush Fire Control Officer) the powers and duties under Section 17 (7) and 17 (8) of the Bush Fires Act in respect to varying the prohibited and restricted burning times.

DELEGATION NUMBER - 4004

LEGISLATIVE POWER - Bush Fires Act 1954

DELEGATION SUBJECT - Removal of Hazards

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to issue individual orders under the Bush Fires Act Section 33 for the removal of hazards wherever a recommendation is made to him/her by the Fire Control Officer and in his/her discretion he/she considers it necessary, instruct Bush Fire Brigades to do the work necessary, or employ Council staff to do the work if necessary, or employ contractors to do the work if necessary, at the cost of the owners/occupiers.

DELEGATION NUMBER - 4005

LEGISLATIVE POWER - Bush Fires Act 1954

DELEGATION SUBJECT - Offences – Bush Fire Act & Regulations

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated general authority to consider allegations of offences alleged to have been committed against the Bush Fires Act within the district, and if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences. This delegation extends to the issue and withdrawal of infringement notices in accordance with the provisions of Section 59A of the Act.

5000

PLANNING

DELEGATION NUMBER - 5001

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42) and Planning and Development Act 2005

DELEGATION SUBJECT - Development Applications

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

1.1 Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority to approve or refuse applications for planning consent, with or without conditions, is extended to the Chief Executive Officer, subject to compliance with the Shire of Chapman Valley Local Planning Scheme No. 2, the Residential Design Codes of Western Australia, Local Planning Policies and the additional conditions set out below.

1.1.1 Applications for the following types of land-use or development (as defined by Schedule 1 of the Scheme) cannot be determined under delegated authority and all such applications shall be referred to Council for consideration;

- a) Abattoir
- b) Animal Establishment
- c) Animal Husbandry - Intensive.
- d) Caravan Park.
- e) Fast Food Outlet
- f) Hospital.
- g) Hotel.
- h) Industry - Extractive
- i) Industry – Hazardous.
- j) Industry – Noxious.
- k) Lodging House/Guest House
- l) Night Club
- m) Park Home Park.
- n) Reception Centre.
- o) Restaurant.
- p) Service Station
- q) Short Stay Accommodation
- r) Tavern.
- s) Temporary Workforce Accommodation
- t) Wind, Solar or Tidal Energy Facility

1.1.2 Applications for planning approval that must be assessed under the provisions of Clause 4.4.2 of the Scheme shall be referred to Council for consideration.

1.1.3 The provisions of 1.1.1, and 1.1.2 above shall not apply to renewals of planning approval, minor works, extensions and/or expansions associated with existing lawful land-uses, wherein the application may be approved, with or without conditions, under delegated authority.

1.1.4 All uses listed as 'P' or D in the Zoning Table may be approved under delegated authority, with or without conditions, unless, in the opinion of the delegated officer,

approval of the application would detrimentally impact upon the amenity and proper planning of the locality, wherein the application shall be referred to Council for consideration.

1.1.5 Where an application has been advertised pursuant to section 9.4 of the Scheme and:

- a) No written, author-identified submissions were received, then the delegated officer may assess the application on its merits and approve the application, with or without conditions, under delegated authority.
- b) Written, author-identified submissions objecting to and/or raising concerns about the proposal were received, but, in the opinion of the delegated officer, the points raised in the submission are of a non-substantive nature and/or can be satisfactorily addressed via condition/s, then the delegated officer shall liaise with the applicant and the person/s who lodged the submission prior to determining the application. If either party requires, the application shall be referred to Council for consideration.
- c) Written, author-identified submissions objecting to and/or raising concerns about the proposal were received, and, in the opinion of the delegated officer, the points raised in the submission are of a substantive nature and/or cannot be satisfactorily addressed via condition/s, then the application shall be referred to Council for consideration.

1.1.6 Where an application has been refused or a conditional approval issued under delegated authority, and the applicant feels aggrieved by the decision, the applicant may require that the application be referred to Council for reconsideration. In such cases the applicant shall provide a written statement outlining the basis of their request for consideration. Unless otherwise agreed to by the delegated officer, such written statement shall be provided a minimum of 10 working days prior to the meeting at which the applicant wishes the application to be reconsidered.

1.1.7 MANAGER OF WORKS & SERVICES

Notwithstanding the above, any application may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate.

1.2 A summary of planning approvals for the preceding calendar month shall be provided in the Information Report presented to Council each month.. For each application determined during the preceding calendar month/s, the summary shall identify; the application number, the name/s of the applicant/s and owners, the particulars of the affected property, the dates of application and determination, whether the application was approved or refused and whether the decision was made under a sub-delegation.

1.3 These delegations shall be reviewed on an annual basis.

DELEGATION NUMBER - 5002

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42) and Planning and Development Act 2005

DELEGATION SUBJECT - Subdivision Applications

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

1.1 Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority to advise the Western Australian Planning Commission with regards to applications referred to the Shire, is extended to the Chief Executive Officer subject to consistency with the Shire of Chapman Valley Local Planning Scheme No. 2, the Residential Design Codes of Western Australia, the Shire of Chapman Valley Local Planning Strategy, Local Planning Policies and any other strategies or policies adopted by Council in respect of the affected land and only in the circumstances set out below. All other applications referred by the Western Australian Planning Commission shall be referred to Council for consideration.

1.1.1 Applications proposing the amalgamation of existing lots without any other changes to the boundaries of any of the lots affected by the application.

1.1.2 Applications affecting 'Residential' zoned land.

1.1.3 Applications for boundary adjustments on other than 'Residential' zoned land where the total number of lots within the area affected by the application will not increase, the size of the smallest lot within the application area will not decrease by greater than 10%, there will be no increase in the number of lots below 100 hectares in size and the proposal represents a rationalisation of boundaries to ensure greater consistency with physical and/or cadastral boundaries.

1.1.4 Applications consistent with an endorsed Subdivision Guide Plan or Structure Plan.

1.1.5 Applications involving the creation of lots for the purposes of public or servicing authorities, where the application does not involve the creation of any new roads.

1.1.6 Amended plans for applications that have been considered by Council within the last two years and the amendments are of a minor nature.

1.1.7 Applications previously determined by Council where the Western Australian Planning Commission period of approval has expired (or will imminently expire) and a new application has been required to be lodged.

1.2 Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority to advise the Western Australian Planning Commission with regards to the clearance of conditions determined by the Commission and for which the Local Government is nominated as a clearance agency, is extended to the Chief Executive Officer subject to consistency with the Shire of Chapman Valley Local Planning

Scheme No. 2, the Residential Design Codes of Western Australia, the Shire of Chapman Valley Local Planning Strategy, Local Planning Policies and any other strategies or policies adopted by Council in respect of the affected land and the additional conditions set out below.

- 1.2.1** Where the Western Australian Planning Commission has not been advised in respect of any particular application pursuant to the delegations outlined in Clause 1.1 above, Council may, when giving consideration to the application identify any of the recommended conditions as being conditions that need to be referred to Council for consideration prior to clearing.
 - 1.2.2** Where clearance of conditions is to be determined pursuant to this clause and the applicant feels aggrieved by any decision of the delegated officer, the applicant may require that the matter be referred to Council for reconsideration. In such cases the applicant shall provide a written statement outlining the basis of their request for reconsideration. Unless otherwise agreed to by the delegated officer, such written statement shall be provided a minimum of 10 working days prior to the meeting at which the applicant wishes the matter to be reconsidered.
 - 1.3** Notwithstanding the above, any matter may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate.
 - 1.4** A summary of decisions made pursuant to Clauses 1.1 & 1.2 shall be provided in the Information Report presented to Council. For each decision made during the preceding calendar month/s, the summary shall identify; the WAPC reference number, the name/s of the proponents and owners, the particulars of the affected property, a short description of the proposal, the date of determination, whether the decision was made pursuant to Clause 1.1 or 1.2 and if the decision was made under a sub-delegation.
 - 1.5** These delegations shall be reviewed on an annual basis..
-

DELEGATION NUMBER - 5003

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42) and Planning & Development Act 2005

DELEGATION SUBJECT - Local Planning Scheme Amendments

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

- 1.1** Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority is extended to the Chief Executive Officer to determine that Council proceed with Local Planning Scheme amendment proposals without modification after advertising where no written, author-identified objections have been received during the advertising period; and in such cases to organise for the due execution of the amending documents (signatures of Shire President and Chief Executive Officer, affixing of common seal) and their forwarding to the Department of Planning seeking the endorsement of the Western Australian Planning Commission and Hon. Minister for Planning's endorsement for final approval and gazettal of the amendment.
- 1.2** Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority is extended to the Chief Executive Officer to determine Council's advice to both applicants and the Western Australian Planning Commission where the Commission gives formal advice that it does not fully support Council's recommendation on a Local Planning Scheme amendment proposal after advertising and the Commission's advice differs from Council's recommendation in a technical, non-substantive manner only.
- 1.3** Notwithstanding the above, any matter may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate.
- 1.4** A summary of decisions made pursuant to Clauses 1.1 & 1.2 shall be provided in the Information Report presented to Council. For each decision made during the preceding calendar month/s, the summary shall identify; the amendment number, the name/s of the proponents and owners, the particulars of the affected property, a short description of the amendment proposal, a schedule of submissions, the date of determination, whether the decision was made pursuant to Clause 1.1 or 1.2 and if the decision was made under a sub-delegation.
- 1.5** These delegations shall be reviewed on an annual basis.

DELEGATION NUMBER - 5004

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42) and Town Planning & Development Act 1928

DELEGATION SUBJECT - Responding to Appeals and Requests for reconsideration.

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to respond to:

- Any appeal to the State Administrative Tribunal against a discretionary decision of Council; and
- Any appeal or Request for Reconsideration against a decision of the Western Australian Planning Commission.

On Council's behalf and in accordance with Council's decision on the matter to which the appeal or request for reconsideration relates.

Such delegated authority shall not extend to making deputations to a Court of Law or the State Administrative Tribunal (or similar), unless specifically approved by the Chief Executive Officer.

DELEGATION NUMBER - 5005

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT - Road Names

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to implement road names pursuant to Policy 15.210 'Road Names'.

6000

HEALTH/BUILDING

DELEGATION NUMBER - 6001

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT - Building Act 2011

REFERENCE: Sections 96, 99 Building Act 2011

POWER OF DELEGATION Section 127 Building Act 2011

DELEGATE - Chief Executive Officer

RELEVANT POLICY/PROCEDURE Nil

Power/Duty

The Chief Executive Officer is delegated the authority to designate persons employed by the local government under the Local Government Act 1995 section 5.36, as an authorised person for the purposes of the Building Act 2011 and Building Regulations 2012.

Conditions

- (a) Appointments are to be in writing and an appropriate identity card in accordance with Section 92 of the Building Act 2011 is to be issued.
- (b) Consideration will be given to the qualifications or experience of a person prior to appointment.

Authorised Persons

The persons in the positions identified are authorised persons for the purposes of the Building Act 2011 and associated subsidiary legislation generally, and in relation to buildings and incidental structures located or proposed to be located in the district of Shire of Chapman Valley.

Building Surveyor / Project Officer

Notwithstanding that a person or position is not named above does not limit delegates ability to appoint other persons as Authorised Persons, subject to the conditions specified.

Power, Duty, Conditions and Limitations

The duties, powers, limitations or conditions placed on Authorised Person are specified in Delegations 6001a to 6001g inclusive.

Record Keeping

Records of appointments are to be recorded as required by the Act or Regulations or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Review

Appointments are to be reviewed annually by the Chief Executive Officer.

DELEGATION NUMBER	-	6001a
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT		Building and Demolition Permits - Building Act 2011
REFERENCE:		Sections 18, 20, 21, 27 Building Act 2011 Regulations 23, 24, 26 Building Regulations 2012
POWER OF DELEGATION	-	Section 127 Building Act 2011
DELEGATE	-	Authorised Persons – Reference Delegation 6001
RELEVANT POLICY/PROCEDURE		CMP-004

Power/Duty

The authorised persons (as detailed) functions and duties under the Building Act 2011 and Building Regulations 2012, are – Building Surveyor / Projects Officer

1. Refer an uncertified application to a building surveyor [in circumstances set out in .17(1)].
2. Require the applicant to provide any document or information that it requires to determine the application and to verify the information by statutory declaration [s.18(1)].
3. Refuse to consider an application [s.18(2)].
4. Grant a building permit [ss.20 and 23].
5. Refuse to grant a building permit [ss.20 and 23, including in the circumstances in ss.22(1) and (2)].
6. Grant a demolition permit [ss.21 and 23].
7. Refuse to grant a demolition permit [ss.20 and 23, including in the circumstances in ss.22(1) and (2)].
8. Refund the fee that accompanied an application to the applicant if no decision is made within the time mentioned in ss.23(1) and (2) [ss.23 (4)].
9. Record the grounds on which a decision to refuse to grant a building permit or demolition permit is based on and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review [s.24].
10. Impose conditions on the grant of a permit in addition to any provided for in the Regulations, including specifying the way in which an outward facing side of a particular close wall must be finished [ss.27(1) and 88(3)].

11. Add, vary or revoke conditions imposed on a permit before the building work or demolition work is completed [ss.27(3)].
12. Refuse to accept an application to extend the time during which a permit has effect made after the expiry day for the permit [r.23(3)].
13. Extend the time during which a permit has effect and impose conditions on the extended permits [s.32, rr.24(1) and (2)].
14. Refuse to extend the time during which a permit has effect [r.24(1)].

Building Surveyor / Projects Officer

1. Refund the fee that accompanied an application to the applicant if no decision is made within the time mentioned in ss.23(1) and (2) [ss.23 (4)].
2. Record the grounds on which a decision to refuse to grant a building permit or demolition permit is based on and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review [s.24].
3. Approve a new person to be named as the builder on the building permit and amend the details set out in the permit accordingly [r.26(3) and (4)].
4. Approve a new person to be named as the demolition contractor on the demolition permit and amend the details set out in the permit accordingly [r.26 (3) and (4)].
5. Grant a building permit [ss.20 and 23].
6. Grant a demolition permit [ss.21 and 23].

Conditions

Nil

Record Keeping

Records of the delegations enacted are to be recorded as required by the Act or Regulation or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 19.06.2013

DELEGATION NUMBER - 6001b

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT *Occupancy Permits and Building Approval Certificates – Building Act 2011*REFERENCE: *Sections 55, 58, 62, 65 Building Act 2011
Regulation 40 Building Regulations 2012*

POWER OF DELEGATION Section 127 Building Act 2011

DELEGATE - Authorised Persons – Reference Delegation 6001

RELEVANT POLICY/PROCEDURE CMP-003

Power/Duty

The authorised persons (as detailed) functions and duties under the Building Act 2011 and Building Regulations 2012, are –Building Surveyor / Project Surveyor

1. Require the applicant of an occupancy permit or building approval certificate to provide any document or information that it requires to determine the application and to verify the information by statutory declaration [s.55(1)].
2. Refuse to consider an application [s.55(2)].
3. Grant or modify the occupancy permit or grant the building approval certificate [22.58(1) and 59].
4. Refuse to grant or modify the occupancy permit or grant the building approval certificate [including in the circumstances set out in ss.58 (2) and (3)].
5. Record the grounds on which a decision to refuse to grant or modify an occupancy permit or grant a building approval certificate is based, and the reasons for the decision and give the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right to review [s.60].
6. Impose conditions on the occupancy permit or modification or building approval certificate in addition to any provided for in the Regulations [s.62.(1)]
7. Add, vary or revoke conditions while the occupancy permit or building approval certificate has effect [s.62(3)].
8. Give written notice of the addition, variation or revocation of a condition and ensure that the notice informs the person of the person's right of review [s.62 (4) and (5)].
9. Extend the period in which the occupancy permit or modification or the building approval certificate has effect [s.65 (4)].

10. Refuse to extend the time during which an occupancy permit or a building approval certificate has effect or extend the permit or certificate for shorter period than requested by the applicant and, if so, record the grounds on which a decision is based and the reasons for the decision, and give written notice of the decision together with those grounds and reasons, and the person's right of review [s.65, r.40 (5)].
11. Refuse to accept an application to extend the time during which an occupancy permit or a building approval certificate has effect [r.40 (2)].

Conditions

Nil

Record Keeping

Records of the delegations enacted are to be recorded as required by the Actor Regulation or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 19.06.2013

DELEGATION NUMBER - 6001c

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT Building Orders – *Building Act 2011*REFERENCE: *Sections 110, 117, 118 Building Act 2011*

POWER OF DELEGATION Section 127 Building Act 2011

DELEGATE - Authorised Persons – Reference Delegation 6001

RELEVANT POLICY/PROCEDURE CMP-003; CMP-004

Power/Duty

The authorised persons (as detailed) functions and duties under the Building Act 2011 and Building Regulations 2012, are – Building Surveyor/Projects Officer

1. Make an order in respect of one or more of the following –
 - (a) particular building work;
 - (b) particular demolition work;
 - (c) a particular building or incidental structure, whether completed before or after commencement day [s.110(1)].
2. Specify the way in which an outward facing side of a particular close wall must be finished [s.88(3)].
3. Before making a building order, give each person to whom the order is proposed to be directed written notice of the terms of the proposed order and reasons for it and advise each person of time in which they may make submissions and consider each submission received [s.111(1)].
4. Serve a copy of the order on each person to whom the order is directed in accordance with s.76 of the Interpretation Act 1994 [s.114(1)].
5. Revoke a building order at any time [s.1147(1)].
6. Decide on whether the building order has been fully complied with and either revoke the building order or inform each person to whom the order is directed that the building order remains in effect, within 28 days of receiving a notification under s.112(3)(c) [s.117(2)].
7. Cause an authorised person to –
 - (a) take any action specified in the order; or
 - (b) to commence or complete any work specified in the order; or
 - (c) if any specified action was required by the order to cease, to take such steps as are reasonable in the circumstances to cause the action to cease [s.118(2)].

8. Recover as a debt from a person who has been served with a copy of a building order the reasonable costs and expenses incurred in doing anything under s.118(2) [s.118(3)].

Conditions

Nil

Record Keeping

Records of the delegations enacted are to be recorded as required by the Act or Regulation or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 19.06.2013

DELEGATION NUMBER - 6001d

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT Building Information – Building Act 2011

REFERENCE: Section 131 Building Act 2011 Regulation 14
Building Regulations 2012

POWER OF DELEGATION Section 127 Building Act 2011

DELEGATE - Authorised Persons – Reference Delegation 6001

RELEVANT POLICY/PROCEDURE CMP-003; CMP-004

Power/Duty

The authorised persons (as detailed) functions and duties under the Building Act 2011 and Building Regulations 2012, are – Building Surveyor/Projects Officer

1. Keep a register of all building permits, demolition permits, occupancy permits and building approval certificates granted by it, and all building orders made by it, in an approved manner and form [s.128(1), (2)].
2. Amend the register to reflect the variation or revocation of a condition of, or any other change reflecting to that effect of, a building permit, a demolition permit, an occupancy permit, a building approval certificate of a building order resulting from a decision of the permit authority or information given to the permit authority [s.128(3)].
3. Make the register available for inspection by members of the public during normal office hours [s.128(3)].
4. On application by any person and on payment of the prescribed fee, if any, provide to the person a copy of a building permit, a demolition permit, an occupancy permit, a building approval certificate or a building order that is kept in the register [s.129(2)].
5. Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure that is the subject of –
 - a. an application for a building permit or demolition permit; or
 - b. an application of a kind mentioned in Part 4 Division 2; or
 - c. an inspection of a prescribed kind [d.130].
6. Allow an interested person to inspect the building record and provide to the interested person a copy of the building record [s.131(2)].

Building Surveyor/Projects Officer

7. Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the Financial Management Act 2006 Part 5 by the accountable authority [s.132(1)] and provide a record or information requested by the Building Commissioner [s.132(3), r.14]

Conditions

Nil

Record Keeping

Records of the delegations enacted are to be recorded as required by the Act or Regulation or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 19.06.2013

DELEGATION NUMBER - 6001e

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT Swimming Pools – Building Act 2011

REFERENCE: Section 131 Building Act 2011 Regulation 14
Building Regulations 2012

POWER OF DELEGATION Section 127 Building Act 2011

DELEGATE - Authorised Persons – Reference Delegation 6001

RELEVANT POLICY/PROCEDURE CMP-003; CMP-004

Power/Duty

The authorised persons (as detailed) functions and duties under the Building Act 2011 and Building Regulations 2012, are –

Building Surveyor/Projects Officer and Senior Ranger

1. Approve alternative requirements to r.50(4)(b) if satisfied that the alternative requirements will restrict access by yond children to the swimming pool as effectively as if there were compliance with Australian Standards AS 1926.1 [r.51(2)].
2. Approve a door for the purposes of r.50(4)(c)(ii) if the door is in accordance with the requirements of Australian Standard AS 1926.1 and the conditions in r.51(3) are satisfied [r.51(3)].
3. Arrange for an authorised person to inspect the enclosures of private swimming pools in the district at intervals of no more than 4 years for the purpose of monitoring whether the provisions in rr.50 and 52 the Regulations are complied with [rr.50, 52 and 53(1)].

Building Surveyor/Projects Officer and Senior Ranger or other Authorised Person appointed under Section 5.36 of the Local Government Act 1995.

1. Conduct inspection of the enclosures of private swimming pools in the district at intervals of no more than 4 years for the purpose of monitoring whether the provisions in rr.50 and 52 the Regulations are complied with [rr.50, 52 and 53(1)].

Conditions

Nil

Record Keeping

Records of the delegations enacted are to be recorded as required by the Act or Regulation or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 19.06.2013

DELEGATION NUMBER - 6001f

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT Smoke Alarms – *Building Act 2011*REFERENCE: *Regulation 60 Building Regulations 2012*

POWER OF DELEGATION Section 127 Building Act 2011

DELEGATE - Authorised Persons – Reference Delegation 6001

RELEVANT POLICY/PROCEDURE CMP-003; CMP-004

Power/Duty

The authorised persons (as detailed) functions and duties under the Building Act 2011 and Building Regulations 2012, are – Building Surveyor/Projects Officer

1. Approve of the use, in a dwelling or in part of the dwelling, of a battery powered smoke alarm and to give approval in relation to an alarm that was installed before the approval is to be given [r.60(1) and (2)].

Conditions

Nil

Record Keeping

Records of the delegations enacted are to be recorded as required by the Act or Regulation or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 19.06.2013

DELEGATION NUMBER	-	6001g
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT		Transitional Provisions Relating to Local Government – <i>Building Act 2011</i>
REFERENCE:		<i>Regulation 64, 65, 66 and 67 Building Regulations 2012</i>
POWER OF DELEGATION		Section 127 Building Act 2011
DELEGATE	-	Authorised Persons – Reference Delegation 6001
RELEVANT POLICY/PROCEDURE		CMP-003; CMP-004

Power/Duty

The authorised persons (as detailed) functions and duties under the Building Act 2011 and Building Regulations 2012, are – Building Surveyor/Projects Officer

1. Grant a licence for the deposition of materials on streets, subject to such conditions as reasonably required [r.64(3)].
2. Charge a licence fee [r.64(4)].
3. Require the applicant of a licence to deposit a sum sufficient to cover the cost of repairing damage caused by the licensee to the street, footpath or kerb [r.64(5)].
4. Undertake repair work and deduct the cost from the deposit if the repair work or, if the deposit is insufficient to meet the cost, apply the deposit in part payment of the cost, and recover the balance in a court of competent jurisdiction [r.64(6)].
5. Fill in an excavation on land abutting or adjoining a street, way or other public place unless the excavation is securely fenced off [r.65(e)].
6. Pull down hoarding, fence, scaffold or enclosure erected otherwise than as permitted by licence [r.65(f)].
7. Remove materials comprising a hoarding, fence, scaffold or enclosure or any stone, bricks, mortar, lime, or other building materials contained within the enclosure or deposited in or on the street, way or other public place other than as permitted by a licence and deposit the materials in such place as the local government thinks fit [r.65(g)].
8. Serve a written notice on a person to pay the expenses incurred under r.65(e)-(g) and recover the expenses in a court of competent jurisdiction [r.65(h)].
9. Cause repairs, and reinstatements to be done to a footpath, roadway, kerb, water-table or drain damaged under r.66(1) [r.66(2)(a)].

10. Serve a written notice on a person to pay the local government the expenses incurred under r.66(2)(a) and recover the expenses costs and charges in a court of competent jurisdiction [r.66(2)(b)].

11. Serve a written notice requiring a person to cover a footpath to prevent inconvenience to the public or danger from falling materials during periods set out in r.67[r.67(1)].

Conditions

Nil

Record Keeping

Records of the delegations enacted are to be recorded as required by the Act or Regulation or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 19.06.2013

DELEGATION NUMBER - 6002

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT - Caravan Park and Camping Grounds

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CMP-019

The Chief Executive Officer is authorised to carry out the provisions of the Caravan Park and Camping Grounds Act and associated Regulations.

SUB DELEGATION (Section 5.44):

- ENVIRONMENTAL HEALTH OFFICER

- BUILDING SURVEYOR

-

- SENIOR RANGER

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 6003

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT - Treatment of Sewage and Disposal of Effluent and Liquid Waste.

DELEGATE - Chief Executive Officer

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is authorised to carry out the provisions of the Treatment of Sewage and Disposal of Effluent and Liquid Waste Regulations 1974.

SUB DELEGATION (Section 5.44):*- ENVIRONMENTAL HEALTH OFFICER**- BUILDING SURVEYOR / PROJECT OFFICER*

DELEGATION NUMBER - 6004

LEGISLATIVE POWER - Public Health Act 2016

DELEGATION SUBJECT - Public Health Act 2016

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

Council pursuant to Section 21(1)(b)(i) Part 2 of the Public Health Act 2016 resolves to delegate all the powers and duties conferred or imposed on the Shire of Chapman Valley by the Public Health Act 2016 to the Chief Executive Officer.

SUB DELEGATION (Section 5.44)*ENVIRONMENTAL HEALTH OFFICER*

Reviewed Minute Reference: 12/16-17

7000

ANIMAL CONTROL

DELEGATION NUMBER - 7001

LEGISLATIVE POWER - Local Government Act (1995) and Dog Act (1976)

DELEGATION SUBJECT - Enforcement of Dog Act and Local Laws

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

Enforcement of the provisions of the Dog Act and Local-Laws is to be under the control of the Chief Executive Officer.

Court proceedings will be instituted administratively, with the provision that legal advice be obtained if necessary.

The Chief Executive Officer to make such arrangements as is considered necessary for staff, temporary, part-time or otherwise, to effectively administer the Dog Act, within the limitations of the Budget.

DELEGATION NUMBER - 7002

LEGISLATIVE POWER - Local Government Act (1995) and Dog Act (1976)

DELEGATION SUBJECT - Dog Registration

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

A person who keeps any dog which is not registered pursuant to the provision of the Dog Act or does not renew the registration on or before October 30 in each year, shall be considered to have committed an offence against the Act and the Chief Executive Officer is hereby authorised to initiate prosecution action against the owner of such dog for breach of provisions of the Dog Act without further reference to the Council.

DELEGATION NUMBER - 7003

LEGISLATIVE POWER - Local Government Act (1995) and Dog Act (1976)

DELEGATION SUBJECT - Dog Act Infringement

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is authorised to instruct Council's solicitors to commence proceedings against a person who is reported to have –

- (a) Unlawfully rescued or released, or attempted to rescue or release, cattle or dogs lawfully impounded or seized for the purpose of being impounded;
- (b) Damaged a Municipal Pound, or
- (c) Committed Pound breach by reason of which cattle or dogs may escape from a Municipal Pound.

NOTE: In all cases that the Chief Executive Officer instructs Council's solicitors to commence proceedings, he shall report particulars to the next succeeding Council meeting.

DELEGATION NUMBER - 7004

LEGISLATIVE POWER - Local Government Act (1995) and Cat Act (2011)

DELEGATION SUBJECT Administration and enforcement of Cat Act 2011 and associated subsidiary legislation

ACT REFERENCE Section 44 -Cat Act 2011

DELEGATE - Chief Executive Officer

RELEVANT POLICY/PROCEDURE Nil

Power/Duty

To appoint employees to be authorised persons and to generally administer, enforce and determine applications, permits, registrations, serve cat control or other notices, infringements, issue certificates, warrants or commence a prosecution in a Court under the Cat Act 2011 and associated subsidiary legislation in the district.

Conditions

1. The appointment of authorised persons shall be in writing and a certificate of appointment is to be issued. Appointments may be general or for the purposes of performing particular functions under the Act.

Statutory Framework

Council is exercising its power of delegation under Section 44 of the Cat Act 2011.

Exceptions

This delegation does not include the provisions contained in section 79 of the Cat Act 2011.

References

Cat Act 2011 – Section 44

Reviewed 19.06.2013

8000

LANDCARE

DELEGATION NUMBER	-	8001
LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Landcare
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

To apply for grant funding from third party sources to finance appropriate projects within the Shire of Chapman Valley:

- a) Delegate authority to the Chief Executive Officer to endorse grant applications/projects if funding resources are available within the Council's adopted budget;
- b) If funding resources are not available within the adopted Council Budget for specific grant applications/projects, present the application to Council for endorsement, if possible, prior to the closure dates for the grant funding programs. Otherwise retrospective Council endorsement to commit funding resources will be required.

All applications submitted, which require Council endorsement for additional funding resources, will be subject Council endorsement (i.e. the Committee does not have delegated authority to commit Council funding resources)."

- c) Provide advice and assistance to the Chief Executive Officer and Shire staff in the managing of the Landcare Grant funds.
 - d) Provide recommendations to Council on any Landcare Contracts and Consultancy agreements.
 - e) Provide a Draft Annual Budget for Landcare to Council for consideration as part of the Annual Budget process.
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Reviewed Minute Reference 02/14-18