

ORDINARY COUNCIL MEETING

Minutes

Meeting Date Thursday 16 March 2023

Meeting Time 8:30 am

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

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



SHIRE OF

Chapman Valley

love the rural life!

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

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.

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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 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

Nil

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

Nil

5 Applications for Leave of Absence

Council Resolution

Moved: Cr Katie Low **Seconded:** Cr Peter Humphrey

That Cr Kirrilee Warr be approved for a leave of absence for the Ordinary Meeting of Council April 2023.

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

Against Nil

8 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/03-1

6 Disclosure of Interest

Nil

7 Presentations

7.1 Petitions

Nil

7.2 Presentations

Nil

7.3 Deputations

Nil

8 Confirmation of Minutes from Previous Meetings****

C ouncil Resolution

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

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

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

Against Nil

8 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/03-2

9 Items to be dealt with En Bloc

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Elizabeth-Anne Elliott-Lockhart

Council resolves to move the following items En Bloc:

10.1.1, 10.3.1, 10.3.3 & 10.3.4

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

Against Nil

8 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/03-3

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.

Council En Bloc Resolution - Minute Reference OCM 2023/03-3

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.

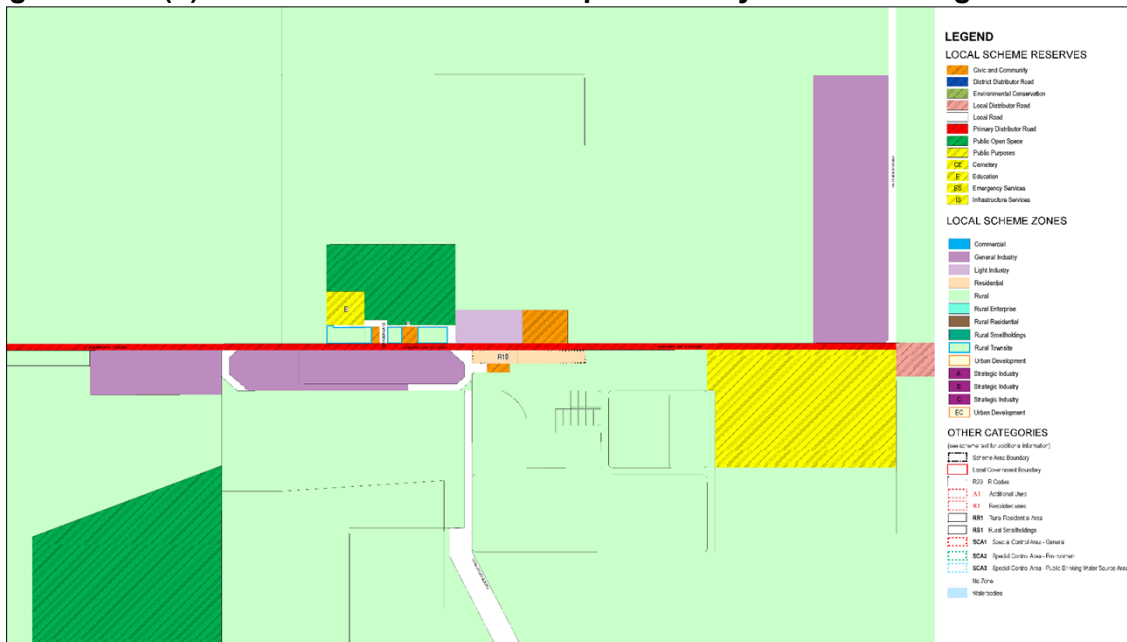
7073 (Lot 14) Chapman Valley Road, Yuna is zoned 'Civic and Community' under the Shire of Chapman Valley Local Planning Scheme No.3. Table 1 of the Scheme lists the objectives for this zone as being:

- *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

Council Resolution

Moved: Cr Darrell Forth **Seconded:** Cr Trevor Royce

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

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

Against Nil

8 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/03-4

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.

Council Resolution

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

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.

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

Against Nil

8 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/03-7

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.

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Peter Humphrey

8:46 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 Katie Low, Cr Beverley Davidson, Cr Elizabeth-Anne Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

8 / 0

CARRIED UNANIMOUSLY

Minute Reference OCM 2023/03-5

Discussion was undertaken on the item.

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Elizabeth-Anne Elliott-Lockhart

{time}, 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.X.X:

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

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

Against Nil

8 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/03-6

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.

Council En Bloc Resolution - Minute Reference OCM 2023/03-3

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

Council Resolution

Moved: Cr Elizabeth-Anne Elliott-Lockhart **Seconded:** Cr Peter Humphrey

That council postpone discussion on the item until the May 2023 Ordinary Council Meeting.

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

Against Nil

8 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/03-8

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.

Council En Bloc Resolution - Minute Reference OCM 2023/03-3

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 Councils 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.

Council En Bloc Resolution - Minute Reference OCM 2023/03-3

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

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

12.1 Budget Variation Grant Funds

{item-no}	{item-title-do-not-remove}
Department	Finance, Governance & Corporate Services Finance
Author	{author-name-do-not-remove}
Reference(s)	306.00
Attachment(s)	Nil

Voting Requirements

Absolute Majority

Staff Recommendation

C ouncil Resolution

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

That Council endorses the budget variation of:

1. Decrease revenue COA 3423 Grant Funding Revenue \$420,000
2. Decrease expenditure COA 4770 Office & Equipment Reserve \$150,467
3. Decrease expenditure COA 4781 Plant/Light Vehicle Reserve \$50,000
4. Decrease expenditure COA 3235 Building Reserve \$50,000
5. Increase revenue COA 7135 Loan Funds Rec' \$169,533
6. Delegate to the Chief Executive Officer to give one month's local public notice of the proposal to borrow funds

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

Against Nil

8 / 0
CARRIED UNANIMOUSLY
Minute Reference OCM 2023/03-11

Disclosure of Interest

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

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 original 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 revenue recognition review has identified \$420,000 of Local Roads & Community Infrastructure Round 3 grant funding in two programs being Program 11 Recreation and Culture and within the Transport area as part of the 2022/2023 Roadworks Program for the Coronation Beach Road project. This will leave a deficit of revenue at the end of year acquittal process of \$420,000.

To resolve this, it is proposed by staff to place a hold in 2022/2023 of the budgeted reserve transfers of

\$150,467 Office & Equipment Reserve

\$50,000 Plant/Light Vehicle Reserve

\$50,000 Building Reserve

This will reduce the expenditure in the 2022/2023 annual budget by \$250,467 and offset this amount against the reduction in revenue leaving a balance of \$169,533 deficit.

The Plant Replacement Program has a total expenditure of \$697,104 of which \$150,000 is being funded by the Plant/Light Vehicle Reserve. The balance of \$547,104 is to be funded

by own resource funds from the Municipal account. To resolve the deficit funds, it is proposed a Western Australian Treasury Corporation (WATC) loan is sought for the replacement of the Prime Mover in the Plant Replacement Program to balance the budget for 2022/2023. This could be for a varying amount from the deficit required \$169,533 up to the replacement cost for the plant of \$350,000. At the time of writing this report a request to WATC for rates over a five (5) year term have been requested. For information so assist in decision making the current Reserve Bank rate is 3.60%. Currently the Shire does not hold any loans with the WATC. It is also to be noted the tender for the Prime Mover has closed and been awarded, however the item of plant will not be available until the 2023/2023 budget year. The Local Government Act 1995 allows for borrowings which were not part of the original annual budget in Section 6.2 Power to Borrow:

Power to borrow

6.20. (1) Subject to this Act, a local government may —

(a) borrow or re-borrow money;

(b) obtain credit; or

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Local Government Act 1995 [No. 74

s. 6.20

(c) arrange for financial accommodation to be extended to the local government in ways additional to or other than borrowing money or obtaining credit, to enable the local government to perform the functions and exercise the powers conferred on it under this Act or any other written law.

(2) Where, in any financial year, a local government proposes to exercise a power under subsection (1) (“power to borrow”) and details of that proposal have not been included in the annual budget for that financial year —

(a) unless the proposal is of a prescribed kind, the local government must give one month’s local public notice of the proposal; and

(b) the resolution to exercise that power is to be by absolute majority.

(3) Where a local government has exercised a power to borrow and —

(a) it does not wish to proceed with the performance of the function or the exercise of the power for which the power to borrow was exercised; or

(b) after having completed the performance of the function or the exercise of the power for which the power to borrow was exercised, any part of the money borrowed, credit obtained or financial accommodation arranged has not been expended or utilized, the local government may resolve to expend the money or utilize the credit or financial accommodation for another purpose if one month’s local public notice is given of the proposed change of purpose.*

** Absolute majority required.*

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 2022/2023 Annual Budget.

Statutory Environment

The report complies with the requirements of the:
Local Government Act 1995 Section 6.2; Section 6.8

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

Budgetary Implications

The budget will be affected in the following ways:

A Nil overall effect on the 2022/2023 Annual Budget will result, however movement between program areas is required as follows:

Reduce expenditure in COA 4770 - \$150,467 Office & Equipment Reserve

Reduce expenditure in COA 4781 - \$50,000 Plant/Light Vehicle Reserve

Reduce expenditure in COA 3235 - \$50,000 Building Reserve

Increase Capital Revenue in COA 7175 - \$169,533 Additional Loan Funds for Plant Replacement Program

Reduce revenue in COA 3423 - \$420,000 Recreation & Culture Grants funds

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.

5.2.2 Long Term Financial 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.

A Minor Reputational Risk of Level 2 - Which will likely result in substantiated, low impact, low news item.

Council Resolution

Moved: Cr Peter Humphrey **Seconded:** Cr Darrell Forth

9:01 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 12.1:

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

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

Against Nil

8 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/03-9

Discussion was undertaken on the item.

Council Resolution

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

9:25 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 12.1:

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

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

Against Nil

8 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/03-10

13 Delegates Reports***

That council receive the following Delegates Reports:

Delegate Details

Cr Kirrilee Warr (President)	25 th Feb NCZ Mingenew
	28 th Feb MWCCI
	Introductions meeting
	28 th Feb MWDC Hydrogen
	Forum
	1 st March CABY Meeting
	15 th March FARM Sub
	Committee Meeting
	16 th March Roads Sub
	Committee Meeting
Cr Darrell Forth (Deputy President)	27 th Feb CVAS - General
	Meeting to discuss next
	show
	28 th Feb Midwest
	Hydrogen Forum -
	Information session for all
	stakeholders
	2 nd March Northampton
	Show Committee -
	Attended for information
sharing and intel	
Cr Nicole Batten	9 th March - Building and
	Disability Committee -
	Recommendations to
	Council
	15 th March FARM Finance
	Committee - Obligatory
	meeting with AG and
	Auditors
	15 th March Tourism and
	Events Committee
28 th Feb Midwest	
hydrogen Forum	
9 th March Shire Building	
Committee Meeting	
14 th March FRRR Community	
Impact Program, Federal	
Drought Funds (RDRP Project	
Advisory Group) - Facilitated	
session to build upon initial	
expression of interest. Funding	
will be allocated once project	
prioritisation is submitted (mid	

April). 2 years funding beginning July 2023. Areas of focus - Resource sharing and framework to assist people and communities to reduce volunteer burnout, green communities, healthier communities (mental and physical).

15th March FARM
Committee Meeting
15th March TEWG Meeting

Cr
Beverley
Davidson 15th March FARM
Committee Meeting

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

The Shire President thanked Elected Members and Staff for their attendance and closed the Ordinary Council Meeting 16 March 2023 at 9:59 am.