

ORDINARY COUNCIL MEETING

Minutes

Meeting Date Thursday 20 April 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 8.40am.

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 Peter Humphrey
Cr Trevor Royce

Officers

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

Visitors

Wayne Boys
Emma Boys

3.2 Apologies

Cr Catherine Low

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

Cr Kirrilee Warr (President) and Cr Elizabeth Elliott-Lockhart have been approved by resolution to take a leave of absence for the meeting held on April 2023.

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

Meeting Details:	Person	Type of Interest	Agenda Item
Ordinary Council Meeting 20 April 2023	Cr Trevor Royce	Proximity	10.1.1 Own land adjoining

7 Presentations

7.1 Petitions

The council has not received any petitions.

7.2 Presentations

The council did not accept any presentations in the course of the meeting.

7.3 Deputations

The council did not receive any deputations in the course of the meeting

8 Confirmation of Minutes from Previous Meetings

Council Resolution

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

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

For Cr Beverley Davidson, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0

CARRIED UNANIMOUSLY

Minute Reference OCM 2023/04-1

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:
10.2.1 & 10.3.3.

For Cr Beverley Davidson, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0

CARRIED UNANIMOUSLY

Minute Reference OCM 2023/04-2

10 Officer Reports

10.1 Deputy Chief Executive Officer

10.1.1	Coronation Beach Nature Based Campground
Department	Development Service Planning
Author	Simon Lancaster
Reference(s)	A356
Attachment(s)	1. Coronation Beach Nature Based Campground Application [10.1.1.1 - 47 pages] 2. Extract from 17.9.08 Council Minutes [10.1.1.2 - 15 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council grant planning approval for an amendment to the previously approved short stay/tourism development upon Lot 171 Coronation Beach Road, Howatharra (Planning Permit 2008/058) to enable its staged development subject to the following:

Conditions

- 1 Development shall be in accordance with the information provided as Attachment 10.1.1.1 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 applicant is to prepare, submit and adhere to a Management Plan to the approval of the local government.
- 4 The applicant is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the Management Plan.
- 5 The development shall comply with the requirements of the *Caravan Parks and Camping Grounds Regulations 1997* and the 'Nature-based Parks: Licensing Guidelines for Developers and Local Governments' to the approval of the local government.
- 6 The office/reception/shop/manager's residence building and toilet/ablution building shall be sited (or elevated) so that the finished floor level is above the 5.0 metre contour line (AHD).
- 7 All permanent buildings including sheds and storage tanks shall be located, and sympathetic in design and colour (muted tones) to the coastal environs, to complement the natural features of the area and minimise visual impact to the approval of the local government (the use of zincalume is not permitted).
- 8 All fencing, barriers and bollards shall be sympathetic to the natural environs and consistent with the overall colour scheme for the development.

- 9 The placement of renewable energy/power sources on-site shall not detract from the natural environment and visual amenity of the area. In this regard further consultation shall be undertaken with the local government prior to the placement of these facilities.
- 10 The placement of any generator on-site shall not detract from the natural environment and amenity of the area. In this regard further consultation shall be undertaken with the local government prior to the placement of these facilities with preference that generator(s) are positioned to the north of the development and sufficiently sound proofed so as to minimise any noise impact upon the patrons of the development and users of the Shire's camping and day use facility.
- 11 All lighting devices shall be installed and shaded in such a way as to not cause undue light spill to the approval of the local government.
- 12 The installation of any directional signage shall be to the requirements of the local government (or Main Roads WA where required).
- 13 The installation and subsequent maintenance of any signage associated with the development shall be to the approval of the local government.
- 14 Signage is required to be installed to all taps to the approval of the local government advising visitors where the water is non-potable. Promotional material for the nature based campground shall clearly state to the approval of the local government that water is non-potable and that visitors must provide their own potable water (where the water is non-potable).
- 15 The installation and subsequent maintenance of landscaping shall be to the approval of the local government.
- 16 The development shall be connected to on-site wastewater and effluent disposal systems that are located, designed, installed and operated to the requirements of the Department of Health and the approval of the local government.
- 17 All external water pipes associated with the development shall be laid underground to a minimum depth of 300mm to withstand the effects of a bush fire.
- 18 The internal road network, bays, vehicle manoeuvring and parking areas shall be constructed and maintained to an all-weather compacted gravel standard to the approval of the local government.
- 19 The applicant is to ensure that the location, design, construction and maintenance of the access point from the development site onto the road network shall be to the approval of the local government.
- 20 The applicant is responsible to ensure that no parking of vehicles associated with the development occurs within a public carriageway, including the road verge.
- 21 The applicant is to make contribution to the cost of the operation of the existing dump point to the approval of the local government.

Advice Notes

- (a) In relation to condition 3 the Management Plan is to include sections addressing Bushfire Management and Emergency Evacuation to the approval of the local government, and the development is required to be operated in accordance with the recommendations contained therein.
- (b) In relation to condition 3 the Bushfire Management and Emergency Evacuation sections shall be periodically reviewed to ensure they remain current with on-ground site characteristics, user patterns/demands and the bushfire planning framework. In the event of a concern being raised by the Department of Fire & Emergency Services or the local government the Management Plan may require modification to ensure they address the raised concern(s) to the approval of the local government.
- (c) In relation to condition 3 the Management Plan is to include a section relating to Water Supply prepared to the requirements of the Department of Health and the approval of the local government (noting that Stage 1 will not be serviced with water).
- (d) In relation to condition 3 the Management Plan is to include a section relating to Waste and Wastewater Management prepared to the requirements of the Department of

- Health and the approval of the local government (noting that Stage 1 will not be serviced with toilet facilities).
- (e) In relation to condition 3 the Management Plan is to include a section relating to Food Management prepared to the requirements of the Department of Health and the approval of the local government (noting that Stage 1 will not be serviced with camper kitchen or bbq facilities).
 - (f) In relation to condition 5 the development shall only permit short stay accommodation for a period of not more than 28 nights in total in a 3 month period starting on the first day that the person occupies a site at the facility.
 - (g) In relation to condition 14 in the event that the local government and/or applicant require the development to be serviced with provision of potable water, the potable water supply shall meet the minimum prescribed Australian Drinking Water Standards and be tested by the applicant at their cost on a periodic basis as directed by the local government, with the results to be submitted to the local government. If deemed required by the local government, a suitable water treatment system such as chlorination or ultra violet light shall be provided (noting that Stage 1 will not be serviced with water).
 - (h) In relation to condition 19 the crossover onto Coronation Beach Road shall be constructed to a bitumen seal standard to a minimum width of 7.5 metres and minimum length of 20 metres at the applicant's expense and to the specification and approval of the local government (noting that the local government may deem that this crossover upgrade not be required as part of Stage 1).
 - (i) In relation to condition 21 the local government Chief Executive Officer shall establish the contribution amount to be paid by the applicant, and in the event that the contribution amount is disputed by the applicant the matter shall be presented to Council for consideration.
 - (j) 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, *Building Code of Australia, Building Act 2011, Building Regulations 2012, Caravan Parks and Camping Grounds Act 1995, Caravan Parks and Camping Grounds Regulations 1997, Health Act 1911, Liquor Control Act 1988, and the Local Government (Miscellaneous Provisions) Act 1960*. It is the applicant's responsibility to obtain any additional approvals required before the development/use lawfully commences.
 - (k) The local government advises that the existing Coronation Beach Nature Based Camping Area provides benefit to the broader community and the local government is not obliged to withdraw from the operation of this facility.
 - (l) The local government advises that the proposed Lot 171 development site is located in proximity to the coast and may be subject to future impacts associated with this proximity for which the local government bears no responsibility.
 - (m) 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.

8:44 pm - Cr Trevor Royce left the meeting.

Council Resolution

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

That Council grant planning approval for an amendment to the previously approved short stay/tourism development upon Lot 171 Coronation Beach Road, Howatharra (Planning Permit 2008/058) to enable its staged development subject to the following:
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Advice Notes

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- (b) In relation to condition 3 the Bushfire Management and Emergency Evacuation sections shall be periodically reviewed to ensure they remain current with on-ground site characteristics, user patterns/demands and the bushfire planning framework. In the event of a concern being raised by the Department of Fire & Emergency Services or the local government the Management Plan may require modification to ensure they address the raised concern(s) to the approval of the local government.
- (c) In relation to condition 3 the Management Plan is to include a section relating to Water Supply prepared to the requirements of the Department of Health and the approval of the local government (noting that Stage 1 will not be serviced with water).
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- (h) In relation to condition 19 the crossover onto Coronation Beach Road shall be constructed to a bitumen seal standard to a minimum width of 7.5 metres and minimum length of 20 metres at the applicant's expense and to the specification and approval of the local government (noting that the local government may deem that this crossover upgrade not be required as part of Stage 1).
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- (j) 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, Building Code of Australia, *Building Act 2011*, *Building Regulations 2012*, *Caravan Parks and Camping Grounds Act 1995*, *Caravan Parks and Camping Grounds Regulations 1997*, *Health Act 1911*, *Liquor Control Act 1988*, and the *Local Government (Miscellaneous Provisions) Act 1960*. It is the applicant's responsibility to obtain any additional approvals required before the development/use lawfully commences.

- (k) The local government advises that the existing Coronation Beach Nature Based Camping Area provides benefit to the broader community and the local government is not obliged to withdraw from the operation of this facility.
- (l) The local government advises that the proposed Lot 171 development site is located in proximity to the coast and may be subject to future impacts associated with this proximity for which the local government bears no responsibility.
- (m) 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.

For Cr Beverley Davidson, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey and Cr Kirrilee Warr

Against Nil

5 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/04-3

8:47 am - Cr Trevor Royce returned to the meeting.

8:47 am - Visitors left the meeting

Disclosure of Interest

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

The Shire operates a nature based campground upon adjoining Reserve 19893.

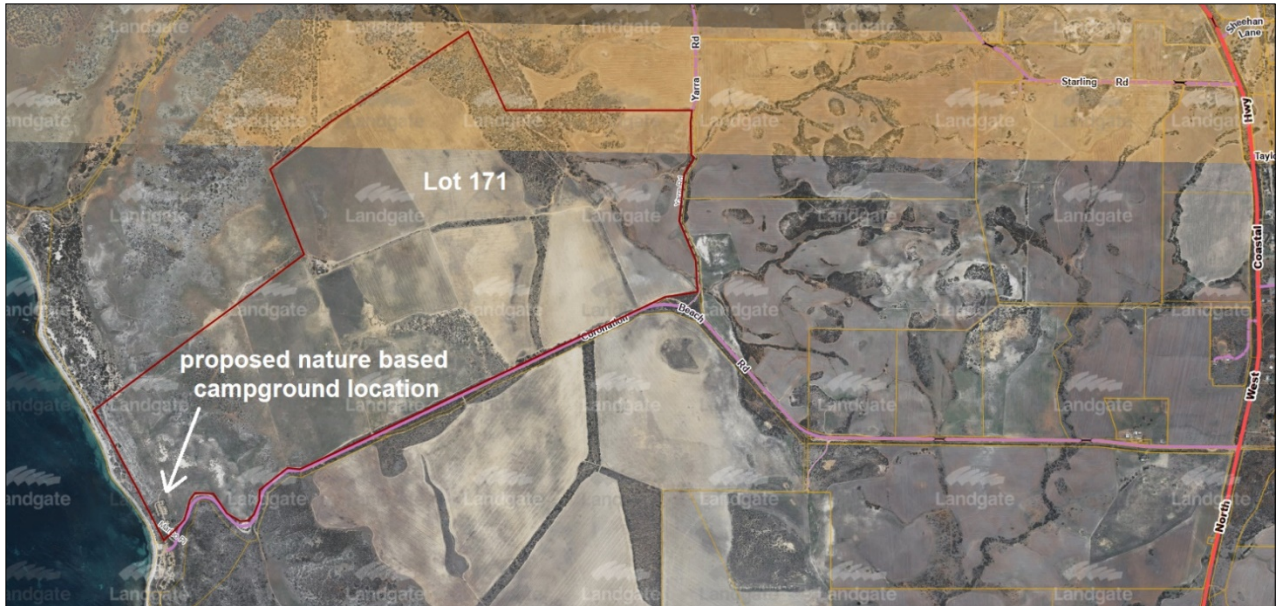
Background

Council is in receipt of an application to operate a nature based campground upon Lot 171 Coronation Beach Road, Howatharra as an initial stage of a wider caravan park development (that was previously approved by Council). This report recommends conditional approval of the nature based campground.

Comment

Lot 171 is a 570.7882ha property located on the northern side of Coronation Beach Road.

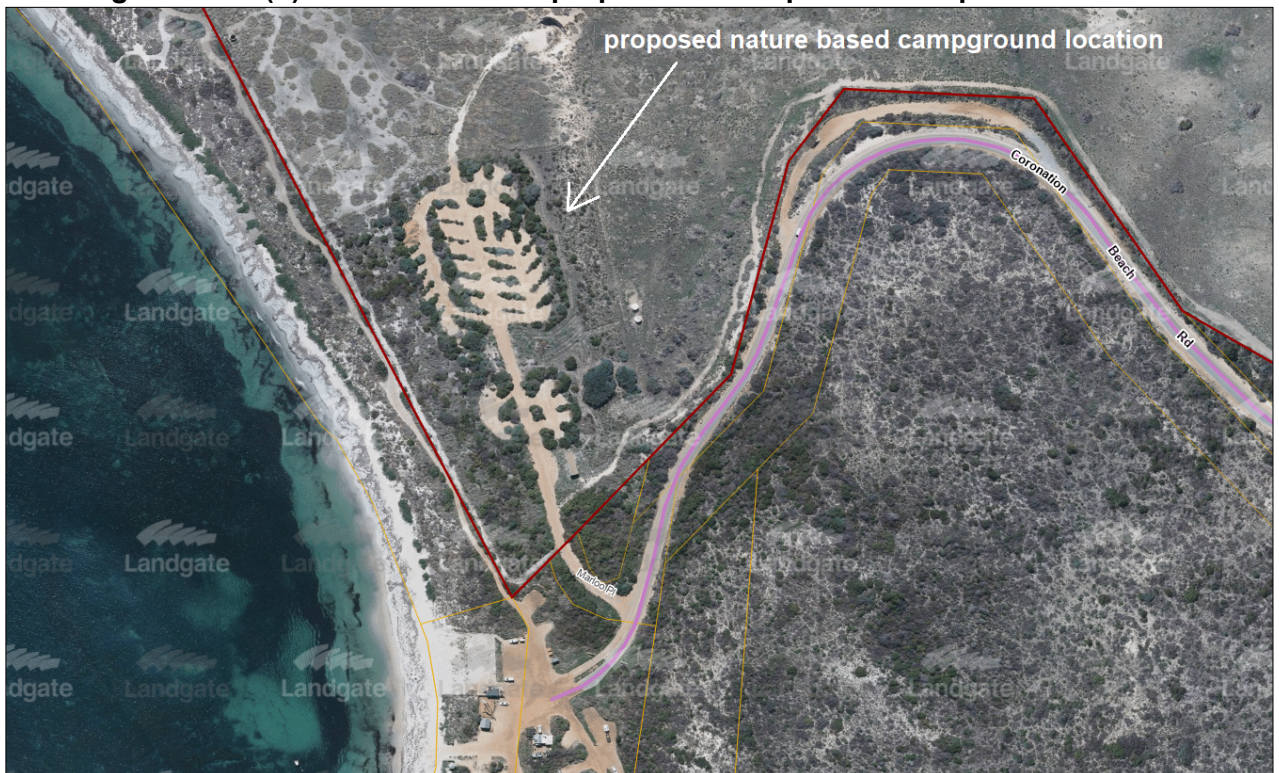
Figure 10.1.1(a) – Location Map of Lot 171 Coronation Beach Road, Howatharra



The majority of Lot 171 is used for farming purposes and largely cleared, excepting some remnant vegetation along tributary lines and outcrops. A residence and associated outbuildings are located towards the centre of Lot 171.

The western end of Lot 171 slopes steeply downwards from the 50m contour line to an approximately 100m wide strip of land at the 5m contour that abuts the coastal reserve. It is on this strip of land that the applicant seeks to operate a nature based campground (immediately to the north of the existing Shire operated nature based campground).

Figure 10.1.1(b) – Aerial Photo of proposed development site upon Lot 171



The landowner has previously received Council approval to develop a 50 bay caravan park upon Lot 171. The development experienced delays due to the need to create a formal road

access to the lower ground section of the property with this Department of Planning, Lands & Heritage (DPLH) administered process taking 5 years to conclude.

The landowner has also faced difficulties in delivering water/power servicing to the site, along with COVID and Cyclone Seroja impacts including rising constructions costs and labour/materials availability. As a result they are now seeking Council approval to commence operation as a reduced 20 bay nature based park within the footprint of the previous approval area. This would serve as a first stage to enable the development to commence operation and in the event that the project proves economically viable the subsequent stages could be proceeded with.

The nature based park application also seeks to make modifications to the previously approved internal vehicle network layout. These amendments are designed to improve maneuverability based upon the landowner's experiences as they have progressed on-ground works. The modifications are contained within the original approved footprint and are considered minor and would assist visitor movement.

A copy of the nature based park application that provides further information has been provided as **Attachment Coronation Beach Nature Based Campground Application**.

The development history for the proposed caravan park upon Lot 171 is as follows:

- 17/9/08 Council approved an application for the development of a 50 bay caravan park with accompanying shop/office/manager's residence, ablution/laundry building and campers kitchen, to be serviced by water (bore groundwater) and power (renewable solar and wind and diesel generation). The planning approval was given approval for a period of 2 years expiring on 17/9/10 unless the development had been substantially commenced. A copy of the relevant extract from the 17/9/08 Council Minutes, along with the originally submitted plans has been provided as **Attachment Extract from 17.9.08 Council Minutes** The complete original application inclusive of the preliminary servicing report can be provided to Councillors upon request.
- 25/8/10 Council resolved to renew the caravan park development approval given that the delay in commencing on-ground works had arisen from matters beyond both the applicant's and the Shire's control, namely the DPLH requirements to undertake a heritage survey and complete a part reserve closure and road realignment to provide legal means of access to the site. The renewal was for a further 2 years which then gave the application an expiry date of 17/9/12.
- 16/11/11 Council resolved to close an unconstructed section of Coronation Beach Road and create a new road reserve (that would become Marloo Place) to provide level road access to the caravan park site upon Lot 171.
- 18/7/12 Council resolved to renew the caravan park development approval for a further 2 year period, with a new expiry date for works to substantially commence of 17/9/14.
- 19/2/14 Council resolved to name the new road reserve Marloo Place.
- 4/11/14 Landowner had completed the internal vehicle access network and caravan bays siteworks and commenced landscaping works that satisfied the requirement for 'substantial commencement' so that the development approval remained active.
- 26/4/16 DPLH advised that action to close the unconstructed section of Coronation Beach Road and formally create Marloo Place had been concluded.
- 19/3/18 Landowner had sited transportable building upon Lot 171 to be repurposed as the shop/office.
- 20/2/19 Shire issued building permit for office/shop upgrade works to transportable building.
- 14/4/22 Applicant had sited 2 water tanks upon Lot 171 to service development.

Shire staff do not raise objection to the proposed staging of the development, and the requested nature based level of servicing (i.e. no power or water connection) as this is comparable to the adjoining Coronation Beach Nature Based Campground.

The existing Coronation Beach Nature Based Campground was developed by the Shire in response to unmanaged camping activities at this location that were leading to environmental degradation. During the 1990's and 2000's the Shire campground primarily catered for windsurfing tourists attracted to the location.

However, with the increasing popularity of self-contained RV vans, along with the growth in kitesurfing and wingfoiling, the Shire campground is no longer full just during windsurfing season, but all year round, and the Shire is frequently required to put the no-vacancy sandwich board out on the highway turn-off to Coronation Beach.

The Shire reserve that the Coronation Beach Nature Based Campground exists upon is almost entirely developed with limited scope for the creation of additional bays. Therefore the development of further short stay opportunities upon Lot 171 to the north by the private landowner was welcomed by the Shire, as it would relieve disappointment for travellers to this region, and prevent instances of campers then seeking to setup in areas not capable of sustaining this activity both in terms of environmental damage but management of fire, litter and access risks.

Figure 10.1.1(c) – View of under construction office/shop/manager's residence



Figure 10.1.1(d) – View of bays and landscaping upon Lot 171



Figure 10.1.1(e) – View of central vehicle network alignment upon Lot 171



Figure 10.1.1(f) – View west over Lot 171 from Coronation Beach Road lookout



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

Lots 171 is zoned 'Rural' under the Shire of Chapman Valley Local Planning Scheme No.3 ('the Scheme') the objectives for which are listed in Table 1 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.”*

'Camping Ground' is listed as an 'A' use in the 'Rural' zone, that is a use that must be advertised for comment prior to determination.

However, it is considered that the application for a nature based campground should be assessed under the provisions of Schedule 2, Part 10A Clause 77 of the *Planning and Development (Local Planning Schemes) Regulations 2015* which allows for the owner of land, of which development approval has been granted, to make application to the local government to amend an aspect of the development approval which, if amended would not substantially change the development approved.

It is considered that the staging of the previously approved 50 bay caravan park, with a 20 bay nature based campground as the initial stage would be acceptable in this instance. The development footprint had not been altered and the minor modifications to the internal vehicle network would assist in visitors manoeuvring about the site. The reduced level of servicing proposed in Stage 1 of this new staged development is comparable to the existing nature based campground immediately to the south of Lot 171 and the subsequent stages of development would be in accordance with the previous Council approval and would be triggered by demand and economic viability.

The staff recommendation is for approval and has been structured to incorporate the original conditions of approval (excepting those relating to the road realignment which has now been met) and insert new conditions relating more specifically to matters associated with the management of a nature based campground.

Schedule 2 Part 9 Clause 67(2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the following relevant matters in considering this development application:

- “(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...*
- ...(c) any approved State planning policy;...*
- ...(fa)any local planning strategy policy for this Scheme endorsed by the Commission;*
- (g) any local planning policy for the Scheme area;...*
- ...(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;*
- (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;*
- (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;*

- (r) *the suitability of the land for the development taking into account the possible risk to human health or safety;*
- (s) *the adequacy of —*
 - (i) *the proposed means of access to and egress from the site; and*
 - (ii) *arrangements for the loading, unloading, manoeuvring and parking of vehicles;*
- (t) *the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;...*
- ...(w) *the history of the site where the development is to be located;*
- (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;*
- (za) *the comments or submissions received from any authority consulted under clause 66;*
- (zb) *any other planning consideration the local government considers appropriate.”*

The *Caravan Parks and Camping Grounds Act 1995* and *Caravan Parks and Camping Regulations 1997* provide statutory direction in relation to this application.

Section 5 of the *Caravan Parks and Camping Grounds Act 1995* defines camping grounds and caravan parks as follows:

“camping ground means an area of land on which camps, but not caravans, are situated for habitation but does not include any land prescribed for the purposes of this definition;

caravan park means an area of land on which caravans, or caravans and camps, are situated for habitation.”

Part 1 Section 3 of the *Caravan Parks and Camping Grounds Regulations 1997* defines a nature based park as follows:

“nature based park means a facility in an area that —

- (a) *is not in close proximity to an area that is built up with structures used for business, industry or dwelling-houses at intervals of less than 100m for a distance of 500m or more; and*
- (b) *has been predominantly formed by nature; and*
- (c) *has limited or controlled artificial light and noise intrusion.”*

Regulation 19(1)(m) notes that it is duty of the licence holder to:

“(m) for a nature based park, all advertising material and other information sources about the facility, the content of which is controlled by the licence holder, specify each of the following amenities that is not provided for occupiers at the facility —

- (i) *toilets;*
- (ii) *showers;*
- (iii) *hand basins;*
- (iv) *washing-up facilities;*
- (v) *laundry facilities;*
- (vi) *hot water for showering or for washing-up or laundry facilities;*
- (vii) *power points;*
- (viii) *lighting.”*

Schedule 7 Clause 5A(1) of the Regulations notes that:

“A person cannot be an occupier at a nature based park for more than 28 nights in total in a 3 month period starting on the first day that the person occupies a site at the facility.”

The Department of Local Government and Communities have prepared the ‘Nature-based Parks: Licensing Guidelines for Developers and Local Governments’ and this application has been assessed with regard for these guidelines.

The application to establish a nature based park at Coronation Beach is considered to be in accordance with the requirements of the *Caravan Parks and Camping Regulations 1997* and ‘Nature-based Parks: Licensing Guidelines for Developers and Local Governments’ with the exception of Schedule 7 Clause 42 of the Regulations which states that:

“Potable water for sites

- (1) A supply of potable water of at least 300L per day, or such lesser amount as is approved under subclause (2), is to be available for use by each site at a facility.*
- (2) The local government may, with the written approval of the Executive Director, Public Health (within the meaning of the Health Act 1911), approve of a lesser quantity of water than that specified in subclause (1) being available at a facility.”*

The applicant is proposing that Stage 1 would have no water servicing, this is a similar arrangement to the adjacent Coronation Beach Nature Based Campground. The applicant is proposing that Stage 2 would be serviced by a 25,000L tank to be located in proximity to the bbq/washing up area. Stage 1 would not meet with the standard requirements of Schedule 7 Clause 42(1) of the regulations and would therefore require consideration under the performance criteria of Schedule 7 Clause 42(1).

Were the water supply to be advertised as potable in Stage 2, then tests would be required to be carried out to ensure the supply was potable, this may require ongoing treatment with chlorine or ultra violet light.

The ‘Nature-based Parks: Licensing Guidelines for Developers and Local Governments’ notes in relation to this requirement that:

“Potable water for sites

Current: Schedule 7, Clause 42, if potable water can be readily made available then it should be provided. There is a health requirement that an adequate supply of drinking water be provided; if not, the operator needs to seek an exemption.

Application for exemption is to be made to the local government and will be dealt with on a case by case basis.

Every effort must be made to notify potential visitors if no potable water is available – this includes on all advertising materials, websites and on signs at the entrance to the facility.”

It is suggested that overall development approval for the facility should be made subject to the following condition:

“Signage is required to be installed to all taps to the approval of the local government advising visitors where the water is non-potable. Promotional material for the nature based campground shall clearly state to the approval of the local

government that water is non-potable and that visitors must provide their own potable water.”

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 2.3 – Rural Tourism to guide assessment of applications and a copy of the policy can be viewed at the following link:

https://www.chapmanvalley.wa.gov.au/Profiles/chapmanvalley/Assets/ClientData/Document-Centre/planning/policies/SoCV_LPP_2_3_Rural_Tourism.pdf

Policy 2.3 contains the following objectives:

- *To provide for a range of low impact accommodation and other low impact tourist related uses in the rural and rural lifestyle areas of the Shire in a manner that is complementary and sensitive to the agricultural and environmental fabric of the municipality.*
- *To set out the circumstances under which the Local Government may approve low impact tourist development in the rural and rural lifestyle areas of the municipality as provided in the Scheme.”*

Policy 2.3 also contains the following within the policy statement:

- “6.1 Applications for Rural Tourism will only be supported where the Local Government is satisfied that the proposal will not result in unacceptable environmental or amenity impacts as a result of noise, dust, light spill, odour, vibration, traffic movement, visual intrusion or contamination on the nearby residents or environment and that the quality of the development will present a positive image of the locality.*
- 6.2 Depending on the nature of the proposed Rural Tourism, local wind, topography and vegetation conditions, setback distances from site boundaries and existing watercourse or bodies may need to be increased. When determining such setbacks the Local Government shall consider existing and potential land-uses on adjoining and nearby properties.”*

<i>Use</i>	<i>Criteria</i>	<i>Standard</i>
<i>Caravan Park & Camping Ground</i>	<i>1. Location</i>	<i>1. Within close proximity to public recreation areas/natural attractions–beaches, walk trails, scenic lookouts etc & distances from other caravan parks/campsites as prescribed by Caravan Parks & Camping Grounds Act 1995</i>
	<i>2. Public Road Access</i>	<i>2. Type 5 – 7m bitumen seal + bitumen seal crossover to Local Government specifications or Type 3 – 12m form/8m gravel paved at Local Government discretion</i>
	<i>3. Potable Water Supply</i>	<i>3. As per Caravan & Camping Regs 1997</i>
	<i>4. Ablutions</i>	<i>4. As per Caravan & Camping Regs 1997 & Building Code</i>

<p>5. Car Parking 6. Lot size 7. Setback</p>	<p><i>of Australia</i> 5. 1 car bay per caravan/camp site + 1 bay for manager – gravel std/Local Government specs 6. 15ha 7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government.</p>
<p>8. Siting 9. Clearing 10. Screening 11. Design & Materials 12. Management</p>	<p>8. Away from sand dunes, ridge lines and side slope/breakaway areas 9. No removal of remnant vegetation 10. Well screened from view of neighbouring properties 11. Buildings to be complementary with landscape – earth tones – no reflection 12. On site manager’s residence</p>

It is considered that the application meets with the Policy Statement requirements, as it is located at a popular public recreation destination, fronts a sealed road, has been subject to extensive landscaping works by the applicant, and the shop/office building would also serve as an on-site manager’s residence.

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 Council would 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 is demonstrated and the variation granted will not set an undesirable precedent for future development.

Financial Implications
Long Term Financial Plan

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

The applicant is seeking to establish Stage 1 without toilet facilities or a dump point and is seeking Council support to be able to direct guests staying at the development upon Lot 171 to make use of the existing Shire operated dump point within the Coronation Beach Nature Based Campground, in exchange for the applicant making financial contribution to the operating cost of the dump point.

The servicing of the dump point at Coronation Beach Road generally costs the Shire approximately \$10,000 annually at a current rate of approximately \$633 on average for 16 visits (the costs during 19/20 and 20/21 were lower due to COVID and Cyclone Seroja impacts but is now again at this level).

It is considered reasonable that the increased costs for the Shire to operate the dump point arising from the extra demand arising following the opening of the facility upon Lot 171 should be charged to that landowner.

The applicant has made separate arrangement with the Shire’s waste contractor to empty the bins on-site upon Lot 171 weekly and this should therefore not impact the Shire’s budget.

However, in the event that the Shire's operational costs for the skip bin at Coronation Beach are found to increase dramatically following the opening of the facility upon Lot 171 then this will be a matter the Shire will discuss with the applicant.

Strategic Implications

Lot 171 is located within Planning Precinct No.5 – Howatharra West in the Shire of Chapman Valley Local Planning Strategy. The Vision for this Precinct is as follows:

“Low to medium-key tourist development and activities coexist with agricultural practices undertaken in the Precinct in accordance with rural, landscape and conservation functions.”

It is considered that the proposed development can meet with the following strategic objectives for this Precinct:

- “5.1.1 Support the coordinated development of a recreation and tourist node at Coronation Beach.”*
- “5.2.2 Promote tourist related uses/development and encourage agricultural diversification in appropriate areas where there will be no detrimental impact to the surrounding land and existing uses.”*
- “5.3.3 Ensure that land use and development adjacent to and in proximity to coastal and river areas incorporate appropriate environmental protection measures.”*
- “5.3.5 Ensure fire prevention measures are implemented and maintained in accordance with statutory requirements as a minimum.”*
- “5.4.2 Ensure adequate levels of servicing and infrastructure, as determined by Council, exist or will be provided when supporting proposals for a change in land use/development or subdivision, to avoid burden (financial or otherwise) on the Council's resources.*
- 5.4.3 Identify, support and facilitate the efficient and coordinated use of existing road linkages.”*

The Local Planning Strategy identifies 'Tourism (low to medium key and eco-tourism)' as a land use that is considered appropriate within the Howatharra West Precinct subject to compliance with the provisions of the Local Planning Scheme and specific policies of the Council.

The Shire's Strategy falls into line with the Mid-West Region vision statement of the State Planning Strategy which notes that:

“In the next three decades, the Mid-West Region will continue to diversify its economic base in the areas of agriculture, minerals development, downstream processing of commodities and tourism. Geraldton will develop as the largest regional centre north of Perth, offering a wide range of facilities and attractions.”

The Mid West Development Commission, in collaboration with Regional Development Australia, the DPLH and the Mid West Tourism Alliance released the 'Tourism Development Strategy' (2014) with one of the identified priorities being to increase the range of eco nature based tourism activities, attractions and experiences.

The Economic Development element of the Commission's Mid West Blueprint (2015) notes the Mid West Tourism Potential as follows:

“The long term aspiration of this Blueprint is for the Mid West to attract one million overnight visitors (annually) by 2050. The Mid West would be highly developed as an inspiring nature based destination, that offers a wide range of high quality, year round experiences.”

The Western Australian Planning Commission’s ‘Planning Bulletin 83 - Planning for Tourism’ (2013) sets out the policy position to guide decision making by the WAPC and local government for rezoning, subdivision and development proposals for tourism purposes. The Bulletin emphasises the importance of strategic planning for tourism and that this should be addressed through the local government’s Local Planning Strategy identifying tourism sites and determine their strategic value and importance to tourism development.

The Bulletin notes that identification of tourism sites does not imply that the site is suitable for immediate development or re-development (in many cases sites may be identified to facilitate the long term protection of land for tourism purposes where economic conditions appropriate for development may not be reached for a number of years) but does set out general location criteria to determine the tourism value of a site as follows:

“Accessibility

The site has adequate existing or proposed transport links (such as major road or airport access).

Uniqueness

The site contains, or is in the vicinity of, an attraction or prominent and/or unique landmark of local, regional or State significance.

Setting

The setting of the site has an aspect and outlook that supports recreational tourism activities and/or the creation of a tourism character and ambience (e.g. immediately adjacent to a beach).

Tourism activities and amenities

The site provides, has easy access to, or is capable of development of supporting activities and amenities such as tours, fishing, historic sites, walk trails, environmental interpretation, cafes, restaurants, shops and the like.

Supply of land

The site has an element of scarcity in that it may be the only opportunity, or one of a limited number of opportunities, to achieve a significant tourism development in an area.

Site specific criteria to determine the tourism value of the site includes:

Suitability in a land use context

The site is located in a land use context that will not limit the extent of activities available to guests due to amenity impacts on adjoining residents or where the adjoining uses potentially detract from the tourism character of the site (e.g. located within a residential area).

Capability

The site has the capacity to be developed for tourism purposes and accommodate the associated services in a manner that does not detract from the natural attributes of the site or result in environmental degradation. Examples include: clearing for bushfire protection, sewerage capacity, water supply and rubbish disposal.

Size

The size of the site should be adequate to accommodate a sustainable tourism facility with respect to its design, operation and function, and its site specific and wider impacts and consideration of future growth/expansion. This will require a site to be able to be developed without compromising the sustainable use of natural and cultural resources or existing social structures. Development of the site should also contribute to the delivery of diversified and balanced tourism opportunities.

Function

The use of the site meets a particular accommodation, market need and/or ensures a range of tourism accommodation within the locality. Examples are: beachfront caravan parks, school holiday camps and Crown tourism leases.

These criteria are to guide local government in the assessment of the strategic value of tourism sites and determination of the value will be based on the outcome of the assessment of the site against all criteria.”

The Shire of Chapman Valley Coastal Management Strategy and Action Plan notes the following in regards to the proposed development:

“A Development Application has been approved for the owner of Lot 171 for the development of a caravan park on the property directly north of the Coronation Beach campsite. At this stage it is not known over what timeframe the developer might proceed with the development as the provision of water and other services may be difficult. The owner of the property south of Coronation Beach (Lot 169) has also considered developing chalets on the ridge. However, should either development go ahead it is considered that the facility will complement the Coronation Beach camp site and increase the number and range of short stay accommodation facilities. The Shire is conscious of maintaining a low-key campsite which will not compete with the caravan park.”

Issues	Opportunities
The proposed caravan park on Lot 171 located directly north of the Coronation Beach camping area and potential development plans for other adjacent private landowners could have impacts on the use and management of Coronation Beach (higher visitor numbers, possible provision of services etc.)	Council aims to keep Coronation Beach low-key in nature and to provide for camping and caravans only in order to provide a slightly different service to what may be proposed and developed on one of the private landholdings in the future.

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.
- 2.2.2 Consider business start-up incentives.

ECONOMY & POPULATION

- 2.3 Embrace local tourism & regional strategies and trails.
- 2.3.1 Research a local tourism plan/initiatives & integrate with regional tourism plans.
- 2.3.2 Explore support needed by local tourism industries.

Consultation

Consultation has not been undertaken in regards to this matter as the proposal is considered to be the initial stage of a previously approved overall development. However, Council has the ability to advertise the application inviting comment prior to determination should it wish to do so.

Risk Assessment

A Minor Compliance Risk of Level 2 - Which will likely result in some temporary non-compliance.

10.1.2	Outbuilding Extension
Department	Development Service Planning
Author	Simon Lancaster
Reference(s)	A1732
Attachment(s)	1. Proposed Pitchford Crest Outbuilding Extension [10.1.2.1 - 4 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council grant formal planning approval for an outbuilding extension with a reduced side boundary setback of 3.7m upon 76 (Lot 274) Pitchford Crest, White Peak subject to compliance with the following

Conditions:

- 1 Development shall be in accordance with the approved plan(s) as contained within Attachment 10.1.2 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 development shall be clad in colours that are complementary to the existing outbuilding, 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 northern side property boundary must 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.

Council Resolution

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

That Council grant formal planning approval for an outbuilding extension with a reduced side boundary setback of 3.7m upon 76 (Lot 274) Pitchford Crest, White Peak subject to compliance with the following

Conditions:

- 1 Development shall be in accordance with the approved plan(s) as contained within Attachment 10.1.2 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 development shall be clad in colours that are complementary to the existing outbuilding, 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 northern side property boundary must 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.

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- (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.

For Cr Beverley Davidson, Cr Darrell Forth, Cr Nicole Batten and Cr Kirrilee Warr
Against Cr Peter Humphrey and Cr Trevor Royce

4 / 2

CARRIED

Minute Reference OCM 2023/04-4

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

Council is in receipt of an application to extend an existing outbuilding upon 76 (Lot 274) Pitchford Crest, White Peak. The extension would result in a side boundary setback of 3.7m which is a variation to the 5m side boundary setback requirement in the 'Rural Residential' zone. 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 274 is a 1ha property that contains a single storey residence and outbuilding and slopes downwards from the 120m contour at the rear (eastern end of the property) to the 115m contour towards the front (west) of the property.

Figure 10.1.2(a) – Location Map for 76 (Lot 274) Pitchford Crest, White Peak



The existing outbuilding is 164m² in area and the proposed 52m² extension (comprising 28m² enclosed and 24m² unenclosed floor area) would create an outbuilding with a total floor area of 216m².

The proposed outbuilding would meet with the maximum 240m² floor area requirements of the Shire of Chapman Valley Outbuildings Local Planning Policy, and the proposed 3m height would also meet with the policy's 4.5m maximum wall height/5.5 maximum total height requirements for the 'Rural Residential' zone.

However, the outbuilding extension is proposed to be sited 3.7m from the side (northern) property boundary which is a variation to Schedule 3 of the Shire of Chapman Valley Local Planning Scheme which establishes a minimum side boundary setback requirement of 5m in the 'Rural Residential' zone and the application is therefore required to be presented to Council for determination.

A copy of the application that includes the site, elevation and floor plans and the applicant's supporting correspondence is provided as **Attachment Proposed Pitchford Crest Outbuilding Extension**

Figure 10.1.2(b) – Aerial photo of 76 (Lot 274) Pitchford Crest, White Peak

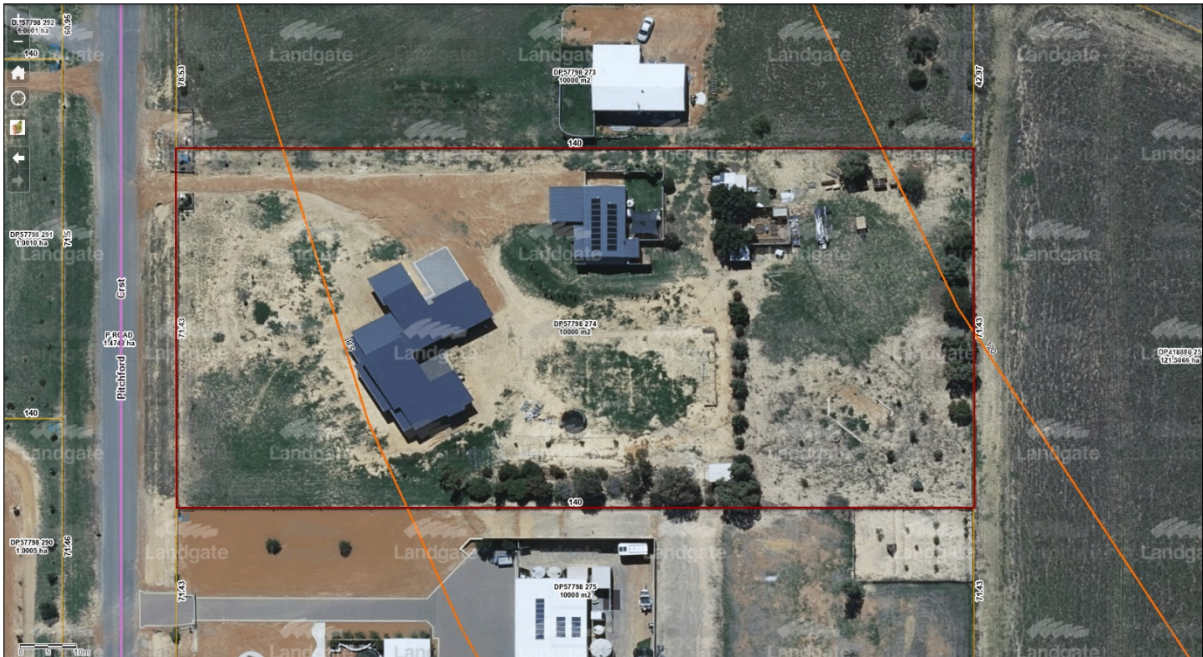


Figure 10.1.2(c) – View looking east from road along Lot 274 side property boundary



Figure 10.1.2(d) – View looking south-east from road at Lot 274 existing built form



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

- the general impact of the variation on the wider rural-residential amenity and streetscape would be lessened by the shed being sited 65m back from the front property boundary and 71m back from the Pitchford Crest carriageway;
- the shed extension's visual impact would be reduced through being sited in cut earthworks rather than upon fill, and being only 3m in height;
- the proposed shed meets with the requirements of the Outbuildings Policy pertaining to floor area and height;
- the extension would be constructed with matching colours to the existing outbuilding;
- the lean-to is required to be located on the northern side of the shed, rather than the southern side (where it would comply with the boundary setback requirements) to enable a trailer to be backed directly into it along the existing gravel driveway;
- the landowner of Lot 274 has commenced landscaping that will ultimately assist in reducing the visual impact of the shed from Pitchford Crest;
- Council has the ability to impose condition that the area between the shed and the side boundary 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 274.
- the application was advertised to the surrounding landowners inviting comment and no objections to the proposed development were received;
- the extension to the side of the shed would be in a location that would not impact upon the neighbouring landowner's views, whereas if the shed extension was constructed forward/west of the shed (and thereby comply with the 5m side boundary setback requirement) it would be need to be sited atop fill to achieve a level floor area to the existing shed and this would have a greater visual impact from the road and potential to impact the neighbour's outlook.

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

76 (Lot 274) Pitchford Crest, 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.

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:

- “(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:

[SoCV LPP 1 4 Outbuildings.pdf \(chapmanvalley.wa.gov.au\)](#)

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.

The proposed extension would create an outbuilding with a total area of 216m² with a 3m height and 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.

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.

ENVIRONMENT & SUSTAINABILITY

3.2 Maintain the rural identity of the Shire.

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

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 9 March 2023 until 31 March 2023 with the Shire writing to the 6 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 expressing support for the application, no objections were received.

Risk Assessment

No Risks have been Identified.

10.2 Manager of Finance & Corporate Services

10.2.1 FARM Committee

Department	Finance, Governance & Corporate Services Finance Risk Management
Author	Dianne Raymond
Reference(s)	403.05
Attachment(s)	1. Unconfirmed Minutes FARM [10.2.1.1 - 57 pages]

Voting Requirements

Simply Majority

Staff Recommendation

Council receives and endorse the Finance, Audit and Risk Management Committee Minutes with all recommended improvements for compliance and control

Council En Bloc Resolution - Minute Reference OCM 2023/04-2

Council receives and endorse the Finance, Audit and Risk Management Committee Minutes with all recommended improvements for compliance and control

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 Finance, Audit & Risk Committee met on the 15 March 2023 via a TEAMs meeting. The Minutes of the meeting have been supplied under separate cover.

Comment

The Minutes and recommendations from the Finance, Audit & Risk Committee meeting dated 15 March 2023 are presented for Council consideration.

The Financial Management Review conducted by Dry Kirkness covered the period 1 July 2019 to 30 June 2022 in relation to financial management controls and was performed in October 2022. Audit officers from Dry Kirkness attended the office and performed a

- (a) Review of the Shire's compliance with Local Government laws and regulations through enquiry, inspection and observation.
- (b) Review of the appropriateness and effectiveness of the Shire's systems and procedures in relation to financial management by performing system walkthroughs, enquiry, inspection, and observation.

The scope included review of policies, procedures and plans for legislative compliance and internal controls and has noted areas of concern which are detailed in the attached Financial Management Review Report. Findings are detailed in relation to these areas are categorized as "Moderate" or "Minor", which indicate a generally good system of internal control. Recommendations for improvement identified during the review have been discussed with management (Manager Finance & Corporate Services, Chief Executive Officer and Financial Services Officer) and action plans or implementation to address these risks within acceptable timeframes were agreed upon.

All areas of concern have been noted with a management comment in red in the attached Financial Management Review Report.

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

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

Elected Members and staff discussed the outcomes of the independent audits and recommended management procedures.

Risk Assessment

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.
An Insignificant Compliance Risk of Level 1 - Which will likely result in no noticeable regulatory or statutory impact.

10.2.2 Financial Management Report March 2023

Department	Finance, Governance & Corporate Services Finance
Author	Dianne Raymond
Reference(s)	307.00
Attachment(s)	1. Financial Management Report Feb 2023 [10.2.2.1 - 32 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council receives the financial management report supplied under separate cover for the month of February 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 February 2023 comprising the following:
Statement of Financial Activities by Nature or Type
Summary of Payments
Bank Reconciliation
Credit Card Statement

For Cr Beverley Davidson, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/04-5

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 February 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
Local Government (Financial Management) Regulations 1996

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.

10.3 Chief Executive Officer

10.3.1	Policy & Procedures Review 2023
Department	Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reference(s)	411.01
Attachment(s)	<ol style="list-style-type: none">1. 10.3.1 Works & Services Manual [10.3.1.1 - 58 pages]2. 10.3.1 Building & Projects Manual [10.3.1.2 - 16 pages]3. 10.3.1 EM & Governance Manual [10.3.1.3 - 70 pages]4. 10.3.1 Finance Manual [10.3.1.4 - 65 pages]5. 10.3.1 HR & Induction Manual [10.3.1.5 - 84 pages]6. 10.3.1 Organisational Corporate Manual [10.3.1.6 - 94 pages]7. 10.3.1 Planning & Development Manual [10.3.1.7 - 78 pages]

Voting Requirements

Absolute Majority

Staff Recommendation

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

CMP-064 Financial Assistance
CMP-065 Community Enhancement Donations & Sponsorship
CMP-067 Community Growth Fund - Operational

Council Resolution

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

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

CMP-064 Financial Assistance
CMP-065 Community Enhancement Donations & Sponsorship
CMP-067 Community Growth Fund - Operational

and with additional wording to CMP-065 Individuals only one (1) application approved per year

For Cr Beverley Davidson, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0
CARRIED UNANIMOUSLY

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

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

At the March 2022 OCM the following was resolved:

MOVED: Cr Low

SECONDED: Cr Elliott-Lockhart

COUNCIL RESOLUTION/STAFF RECOMMENDATION

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

Organisational Corporate Policy, Procedure & Guidelines Manual

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

Elected Members Governance and Policy Manual

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

Building & Projects Policy, Procedures & Guidelines Manual

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

Works & Services Policy, Procedure & Guidelines Manual

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

Voting F8/A0

CARRIED

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

Comment

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

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

Building

Finance

Governance

HR Induction

Organisational Corporate

Planning & Development

Works & Services

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

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

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

With the testing of some Council Policies pertaining to HR Human Resources, the following Council Policies will not be reviewed as part of this review and remain unchanged pending a more in-depth review to coincide with recent WHS Work, Health & Safety act changes and are expected to be presented to the May OCM.

CP-014	Employee Safety & Health
CP-016	Drug & Alcohol
CP-018	Bullying
CP-020	Sexual Harassment

The following Council Management Procedures are listed to be reviewed:

CMP-064	Financial Assistance
CMP-065	Community Enhancement Donations & Sponsorship
CMP-067	Community Growth Fund - Operational

Statutory Environment

The report complies with the requirements of the:

Local Government Act 1995 – Section 2.7(2)(b)

Role of Council

1. The council:
 - a. Governs the local government's affairs; and
 - b. Is responsible for the performance of the local government's function.
 - c.
2. Without limiting subsection (1), the council is to:
 - a. Oversee the allocation of the local government's finances and resources; and
 - b. Determine the local government policies.

The legislation has no specific period for the review of Policies, yet Council has attempted to undertake a review annually.

Policy/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 important Councillors and staff are fully conversant with Policies and Procedures of the organisations in the first instance and for these to be accessible to the Elected Members, Staff and the community to ensure all ambiguity are removed regarding how the Shire operates.

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

Strategic Community Plan/Corporate Business Plan 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

5.3 Make informed decisions within resources and areas of responsibility.

5.3.1 Council and Shire process formally incorporate integrated plans as references.

Consultation

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

Risk Assessment

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.

10.3.2

Road Infrastructure Committee 2023

Department	Works & Services Capital Works
Author	Jamie Criddle
Reference(s)	403.03
Attachment(s)	1. Road Infrastructure Committee March 2023 - Attachments [10.3.2.1 - 55 pages] 2. Road Infrastructure Committee March 2023 Minutes [10.3.2.2 - 26 pages]

Voting Requirements

Simply Majority

Staff Recommendation

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

1. Minute Reference RIC 2023/03-2

That Council endorses the Road Hierarchy Procedure (IMP-025) as presented as Attachment Road Hierarchy Procedure (IMP-025) with the following changes:

- Calder Place to be reclassified from C Minor Feeder Roads to E Minor Access Road.

2. Minute Reference RIC 02/22-5

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

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

3. Minute Reference RIC 02/22-6

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

3. Minute Reference RIC 02/22-9

The Road Infrastructure Committee recommends Council endorses the *Proposed Plant Replacement Program* as presented at ***Attachment Road Infrastructure Committee March 2023 Minutes*** with the following changes and request the Chief Executive Officer use this Program as a basis for resources to be allocated in the forthcoming budget

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

Council Resolution

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

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

1. Minute Reference RIC 2023/03-2

That Council endorses the Road Hierarchy Procedure (IMP-025) as presented as Attachment Road Hierarchy Procedure (IMP-025) with the following changes:

- Calder Place to be reclassified from C Minor Feeder Roads to E Minor Access Road.

2. Minute Reference RIC 02/22-5

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

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

3. Minute Reference RIC 02/22-6

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

3. Minute Reference RIC 02/22-9

The Road Infrastructure Committee recommends Council endorses the *Proposed Plant Replacement Program* as presented at **Attachment Road Infrastructure Committee March 2023 Minutes** with the following changes and request the Chief Executive Officer use this Program as a basis for resources to be allocated in the forthcoming budget

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

For Cr Beverley Davidson, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/04-7

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

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

1. Road Works Program;
2. Road Hierarchy;
3. Heavy Haulage Vehicle Permit Roads; and
4. Plant Replacement Program
- 5.

The Unconfirmed Minutes of the meeting have been provided under separate cover for Council reference and information

Comment

Determination from the Road Infrastructure Committee will form recommendations to Council for consideration and endorsement for allocation of funding and resources to the forthcoming Draft Budget.

Rather than repeat the content of the Committee Meeting in this report I refer Councillors to the Committee Minutes and welcome any comments/questions.

Statutory Environment

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

Policy/Procedure Implications

A Policy or Procedure is affected:
Works and Services Policy & Procedures

As stated in the Road Infrastructure Committee Minutes, various Policies and Procedures affect the decision-making process. These Policies and Procedures were considered during the Committee's deliberations.

Financial Implications

Long Term Financial Plan

The Long Term Financial Plan will be affected by the following:

The Proposed 2023/2024 Road Works Program, Ten Year Road Works Program and Plant Replacement Program have been structured in a way to complement the LTFP. However; the Annual Budget can vary the amounts shown in the LTFP due to these Programs being more detailed. There will also be variation to the amounts indicated in the Programs when compared to the forthcoming budget as, again, the budget figures will be more detailed and analysed prior to being placed into the Draft Budget

Road works is the largest income and expenditure component of the Shires operations, which makes it important to ensure the limited resources made available by grants and those allocated by Council to this function are maximised, whilst remaining conscious of the need to ensure road infrastructure maintenance is also preserved.

Strategic Implications

It is imperative Council carefully considers where resources are allocated in future road works programs to ensure the higher priority roads are catered for. The Shire's Road Hierarchy identifies the priority roads into the following categories:

- A. Main Arterial Roads (Significant Roads and approved by the RRG only);
- B. Main Feeder Roads;
- C. Minor Feeder Roads;
- D. Major Access Roads; and

E. Minor Access Roads

It is important the Policy/Procedure to amend the Road Hierarchy is adhered to. This will ensure the integrity of the Road Hierarchy list and therefore the integrity of how Council allocates its resources to road works within the Shire is maintained.

Strategic Community Plan/Corporate Business Plan Implications

PHYSICAL & DIGITAL INFRASTRUCTURE

4.2 Manage and maintain roads, drainage, and other essential infrastructure.

4.2.1 Capital Road Works Programs.

4.2.2 Plant Replacement Programs.

Consultation

Consultation occurred with the Shire's Manager Works and Services (Esky Kelly), Works Leading Hand (Marty Elks) and Greenfield Technical Services (consultant engineer) when developing the proposed road works and/or plant replacement programs.

Risk Assessment

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.

A Moderate Reputational Risk of Level 3 - Which will likely result in substantiated, public embarrassment, moderate impact, moderate news profile.

10.3.3 Tourism & Events Advisory Group

Department	Development Service Community Development Finance, Governance & Corporate Services Administration & Governance Chief Executive Officer
Author	Jamie Criddle
Reference(s)	403.04
Attachment(s)	1. 10.3.5 Att Tourism and Events Working Group Minutes [10.3.3.1 - 6 pages]

Voting Requirements

Simply Majority

Staff Recommendation

That Council

1. Council confirms the minutes of the Tourism & Events Advisory Group held in March 2023 are true and correct.
2. The Tourism & Events Advisory Group recommend that Council consider the following at the May Concept forum for budget discussion:
 - i. the potential of engaging a blogger during wildflower season to add to social media presence. Potential collaboration with Mullewa wildflower trail can be investigated.
 - ii. administration investigate potential Shire website modules relevant to tourism, facilities bookings and linking social media to the Shire website.
 - iii. the potential of a mural scenic drive. Implications on private landholders will be investigated

Council En Bloc Resolution - Minute Reference OCM 2023/04-2

That Council

1. Council confirms the minutes of the Tourism & Events Advisory Group held in March 2023 are true and correct.
2. The Tourism & Events Advisory Group recommend that Council consider the following at the May Concept forum for budget discussion:
 - i. the potential of engaging a blogger during wildflower season to add to social media presence. Potential collaboration with Mullewa wildflower trail can be investigated.
 - ii. administration investigate potential Shire website modules relevant to tourism, facilities bookings and linking social media to the Shire website.
 - iii. the potential of a mural scenic drive. Implications on private landholders will be

investigated

Disclosure of Interest

Nil

Background

The Tourism & Events Advisory Group met on 15 March 2023 to discuss potential budget items for Council consideration in the 2023/2024 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
- Australia Day 2024 Long Weekend thoughts?
- 2022-23 Budget – Progress updates
- Discussion points submitted by Cr Elliott-Lockhart

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

2022/23 Budget items: The Tourism & Events Advisory Group recommend that Council consider the following at the May Concept forum for budget discussion:

- i. the potential of engaging a blogger during wildflower season to add to social media presence. Potential collaboration with Mullewa wildflower trail can be investigated.
- ii. administration investigate potential Shire website modules relevant to tourism, facilities bookings and linking social media to the Shire website.

- iii. the potential of a mural scenic drive. Implications on private landholders will be investigated

A copy of the Unconfirmed Briefing Notes of the Tourism & Events Advisory Group held on the 15th March 2023 is attached.

Statutory Environment

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

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.*
- 4.

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

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

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

Nil

13 Delegates Reports

That council receive the following Delegates Reports - April 2023

Delegate	Details
Cr Kirrilee Warr (President)	FARM Committee Meeting
	Community Chest Fund Committee Meeting
	Melissa Pexton Cyclone Seroja State Recovery Controller
	Sam Edwards Cyclone Seroja Recovery Officer
	Melissa Price
Cr Darrell Forth (Deputy President)	FARM Committee Meeting
	Road Infrastructure Committee
	FabCV Quiz Night
	Chapman Valley Ag Society
Cr Nicole Batten	FARM Committee Meeting
	FabCV Shinema
	Road Infrastructure Committee
	Drought Resilience (Zoom)
Cr Beverley Davidson	FARM Committee Meeting
	Community Growth Fund
Cr Trevor Royce	Road Infrastructure Committee
	Bushfire Brigades Advisory Committee

14 Announcements by Presiding Member Without Discussion

No announcements were made by the Presiding Member throughout the course of the meeting.

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

Council Resolution

Moved: Cr Darrell Forth **Seconded:** Cr Beverley Davidson

Council close the meeting to the public for Agenda Items 15.1 in accordance with the *Local Government Act, 1995* due to the item dealt with the personal affairs of a person(s) as Section 5.23(2)(b), item relates to contract(s) entered into, or which may be entered into, by the local government which relate to matters to be discussed at the meeting as per Section 5.23(2)(c) and item relates to a matter that if disclosed, would reveal information that has a commercial value to a person or information about the business, commercial or financial affairs of a person as per Section 5.23(2)(e).

For Cr Beverley Davidson, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/04-8

9.29am - Meeting closed to the public

15.1

Confidential Items

Department

Finance, Governance & Corporate Services
Chief Executive Officer

Works & Services

Capital Works

Author

Jamie Criddle

Reason for Confidentiality

CONFIDENTIAL REPORT

Reason for confidentiality - Local Government Act 1995, Section 5.23(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.

CONFIDENTIAL ATTACHMENT

Reason for confidentiality - Local Government Act 1995, Section

5.23(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.

Council Resolution

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

That Council:

1. Awards RFQ 5-2023 to Truck Centre with their tender for the supply of one (1) only Mack Anthem Day Cab and accept their offer for the trade item of plant.
2. The acceptance of this offer is under the condition the supplier complies with all specifications stipulated in the tender.
3. Not accept tenders for the Outright Purchase of the I CAT CT630 -X-CAB Prime Mover trade item of plant, and inform the unsuccessful tenderers.

For Cr Nicole Batten, Cr Beverley Davidson, Cr Darrell Forth, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/04-9

Council Resolution

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

Council open the meeting to the public.

For Cr Beverley Davidson, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2023/04-10

9.32am - Meeting open to the public

16 Closure

The Shire President thanked Elected Members and Staff for their attendance and closed the Ordinary Council Meeting 20 April 2023 at 9:32 am.