



Shire of  
**Chapman Valley**  
*Love the Rural Life*

# **AGENDA**

## **JUNE 2012**

### **ORDINARY COUNCIL MEETING**

**Notice is hereby given that an Ordinary Meeting  
of Council will be held on Wednesday 20th June 2012  
at the Council Chambers, Nabawa, commencing at 10:00am.**

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## 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.

  
Stuart Billingham  
CHIEF EXECUTIVE OFFICER

**Disclaimer (To be provided to visitors present)**

**Order of Business:**

**1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

**2.0 LOYAL TOAST**

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

3.1 Present

3.2 Apologies

**4.0 PUBLIC QUESTION TIME**

4.1 Questions On Notice

4.2 Questions Without Notice

**5.0 APPLICATIONS FOR LEAVE OF ABSENCE**

**6.0 DISCLOSURE OF INTEREST**

**7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS**

**8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

8.1 Ordinary Meeting of Council held on Wednesday 16 May 2012

'That the minutes of the Ordinary Meeting of Council held 16 May 2012 be confirmed as a true and accurate record.'

**9.0 ACCEPTANCE OF MONTHLY STATUS REPORT**

## **10.0 REPORTS OF COMMITTEE & OFFICERS**

	Page No
10.1 <u>Manager of Planning</u>	
10.1.1 Proposed Boundary Rationalisation, Waggrakine	8
10.1.2 Municipal Inventory of Heritage Places	29
10.1.3 Proposed Part Road & Right-Of-Way Closure, Nanson	38
10.2 <u>Chief Executive Officer</u>	
10.2.1 Building & Disability Services Committee Meeting Minutes	46
10.2.2 Shire of Chapman Valley 2012/13 Schedule of Fees and Charges	57
10.2.3 Integrated Strategic Planning Quotes	68
10.3 <u>Finance &amp; Administration</u>	
10.3.1 Financial Report June 2012	74

## **11.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

## **12.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

- 12.1     Elected Member Reports

## **13.0 GENERAL BUSINESS (of an urgent nature introduced by decision of meeting)**

- 13.1     Elected Members
- 13.2     Officers

## **14.0 CLOSURE**

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# **10.1**

## **Manager of Planning**

### **June 2012**

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## **Contents**

### **AGENDA ITEMS**

- 10.1.1 Proposed Boundary Rationalisation, Waggrakine
- 10.1.2 Municipal Inventory of Heritage Places
- 10.1.3 Proposed Part Road & Right-Of-Way Closure, Nanson

<b>AGENDA ITEM:</b>	<b>10.1.1</b>
<b>SUBJECT:</b>	<b>PROPOSED BOUNDARY RATIONALISATION, WAGGRAKINE</b>
<b>PROPONENT:</b>	<b>KEYWISE PTY LTD (F. SPILLMAN)</b>
<b>SITE:</b>	<b>LOTS 3 &amp; 23 CHAPMAN VALLEY ROAD, WAGGRAKINE</b>
<b>FILE REFERENCE:</b>	<b>A14</b>
<b>PREVIOUS REFERENCE:</b>	<b>Nil</b>
<b>DATE:</b>	<b>8 JUNE 2012</b>
<b>AUTHOR:</b>	<b>SIMON LANCASTER</b>

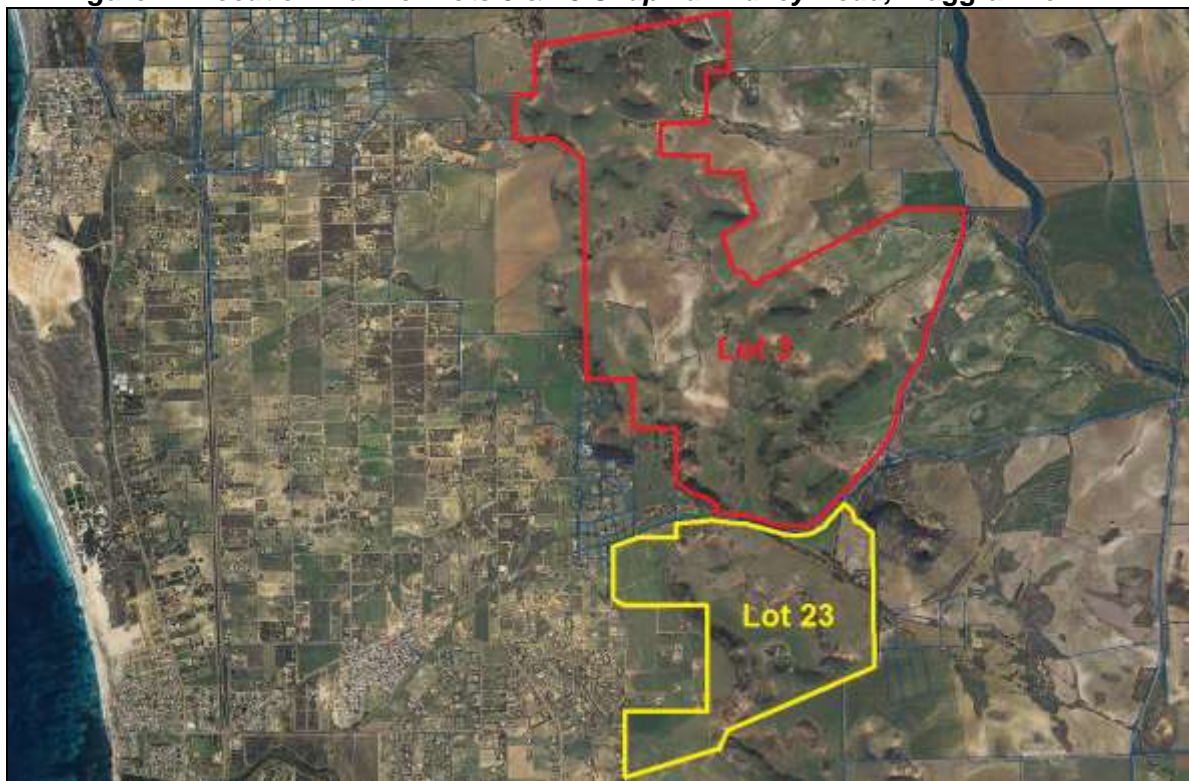
#### **DISCLOSURE OF INTEREST**

Nil.

#### **BACKGROUND**

Council is in receipt of correspondence from the Western Australian Planning Commission ('WAPC') seeking its comment upon an application to rationalise the boundaries of Lots 3 & 23 Chapman Valley Road, Waggrakine. This report recommends that Council support the application.

**Figure 1 - Location Plan for Lots 3 & 23 Chapman Valley Road, Waggrakine**



#### **COMMENT**

Lot 3 is a 1056.1ha property with its southern and eastern boundaries fronting Chapman Valley Road and comprises that portion of the Moresby Range that is east of Waggrakine and north of the Waggrakine Pass. Lot 3 is located within the Shire of Chapman Valley local government area.

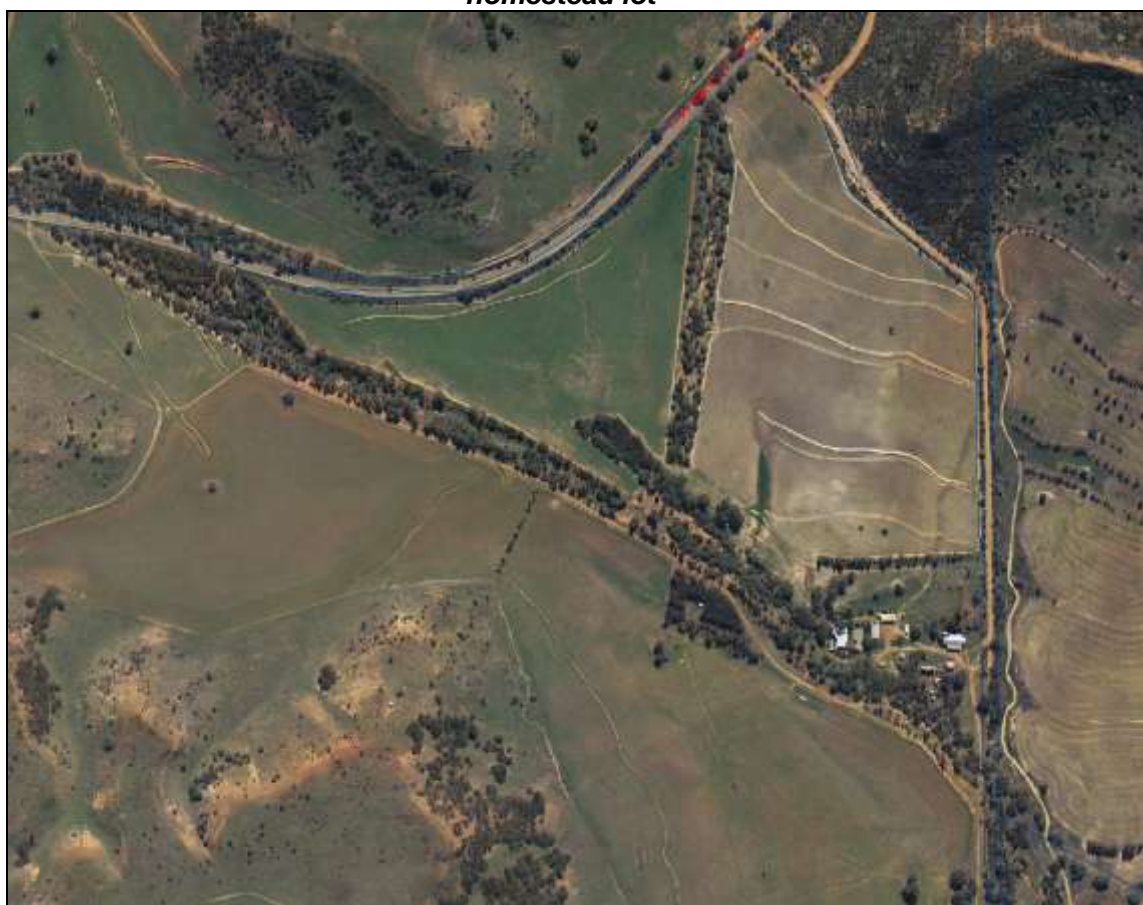


Lot 23 is a 394.18ha property with its northern boundary fronting Chapman Valley Road and comprises that portion of the Moresby range that is east of the established rural residential locality of Moresby and south of the Waggrakine Pass. Lot 23 is located within the City of Greater Geraldton local government area.

Both lots are dominated by a mesa land formation and have been largely cleared and are used for grazing and cropping purposes. Lot 3 contains a number of transmission masts and Lot 23 contains the applicant's residence and associated farming outbuildings.

The applicant proposes to rationalise the boundaries to create a 115.73ha lot about the residence and a balance lot of 1328.45ha that would straddle Chapman Valley Road. The submitted subdivision plan and supporting information has been included as **Attachment 1** to this report.

***Figure 2 – Aerial Photo of area about residence proposed to be created as a homestead lot***



The applicant is seeking to excise the existing residence and Merino Stud operation from the remainder of the farm into a 'homestead lot' that would enable the landowner to continue to pursue their vision for the remainder of the Wynarling Farm to be revegetated and ultimately created as a community park. The application would not create any additional lots but would rationalise two existing land titles into a new cadastral arrangement.

## STATUTORY ENVIRONMENT

Lot 3 Chapman Valley Road, Waggrakine is zoned 'General Farming' under Shire of Chapman Valley Town Planning Scheme No.1 ('the Scheme'). The application would result in Lot 3 being increased from 1056.1ha to 1328.45ha and Lot 23 being reduced in area from 394.18ha to 115.73ha. It is considered that the application, as it relates to the Scheme area, is consistent with the 'Minimum Lot Area' requirements listed under the Zoning and Development Table for the 'General Farming' zone which is that lot sizes should be 'based on locally acceptable farm units'.

The Policy Statement under the Scheme for the 'General Farming' zone is as follows:

*"This zone embraces the broad acre farming areas of the Shire. It is intended to protect the economic viability of those areas generally and to preserve the rural character and appearance of the area. The lot sizes shall be at the discretion of Council based on what is locally accepted as a viable farm unit, or where a non-farming use is proposed on the amount of land required for that purpose."*

Lot 3 also falls within the 'Place of Heritage Value Zone 3 – Moresby Flat Topped Ranges and associated valleys' zone under the Scheme, the Policy Statement for which reads:

*"The places described in Appendix 5 and situated on the land shown as Places of Heritage Value on the Scheme Map are considered by the Council to be of historic, architectural, scientific and scenic or other value that should be retained in their present state or restored to their original state or to a state acceptable to Council."*

Appendix 5A of the Scheme 'Moresby Range and associated valleys' notes that "the areas included within the Place are considered to be areas of significant landscape beauty in the region of value to residents of the region and to the numerous visitors to the district". Appendix 5A specifically lists the area between the highway and the Range, and the view about the Waggrakine Pass as being elements of this landscape, both of which fall within the application area. However, it is noted that this application is not for development of the land and would not increase the number of lots in this area or alter the assessment criteria for any future development applications over this area.

Appendix 5A largely confines itself to issues of development control and makes only the following statements in relation to subdivision, and it is not considered that the lodged application contravenes the following requirements:

- (f) Lot sizes should reflect their viable use for extensive farming purposes and should not be less than 40 hectares in area, apart from the few existing lots less than this area.*
- (g) Encouragement of the amalgamation of smaller lots into surrounding or adjoining lots, particularly those with no legal road access, to reduce the prospects of individual sale which could reduce the viability of farming in the area.*
- (h) Development or subdivision that would require new road construction necessitating cut and fill earthworks or tree clearing, should not be permitted.*
- (i) Small holding subdivisions and development should not be permitted."*

## **POLICY IMPLICATIONS**

Lot 3 is predominantly located within Precinct No.4 – Moresby of the Shire of Chapman Valley Local Planning Strategy (2008), with the very eastern portion of Lot 3 that is east of the Moresby Range mesa and slopes down to Chapman Valley Road located in Precinct No.3 – Chapman Valley.

The following applies for Precinct No.4 – Moresby within the Local Planning Strategy:

***“Council may support the subdivision/amalgamation of land within this Precinct, having due regard to the objectives of the Precinct, in the following circumstances:***

- (a) For the relocation of lot boundaries that achieves improvements in environmental conditions and/or land management practices without adversely affecting the existing use of the land.***
- (b) Where an established and sustainable rural industry or agricultural pursuit is to be excised from the larger land holding (e.g. grain storage facility, abattoir, chicken/egg farm, winery, marron farm etc.) PROVIDED impact/conflict issues with surrounding land use/development are addressed (e.g. buffers).***
- (c) Where it is demonstrated that there is a substantial, sustainable and beneficial gain in environmental repair, protection and preservation of land for conservation purposes in accordance with criteria for conservation lots outlined in WAPC Policy DC 3.4 and the Moresby Ranges Management Strategy (once released).***
- (d) Subdivision associated with an established project of tourist significance.***
- (e) For lifestyle and hobby farm purposes as per Figure 3 where the subject land has been appropriately rezoned to “Rural Smallholding” (20–40 hectares).”***

It is not considered that support for the proposed application would be contrary to the requirements of either Precinct No.4 – Moresby or Precinct No.3 – Chapman Valley of the Local Planning Strategy.

## **FINANCIAL IMPLICATIONS**

The creation of a new lot that would straddle the local government boundary is not considered an obstacle to approval of the application as there are numerous examples of lots spanning across two local government areas, and the established practice is for the Valuer Generals Office to set a rate amount proportionate to the land area within each local government area and for two sets of duly adjusted rates to be payable by the landowner. Should the Council feel that such an arrangement would be unwieldy it may request of the Department of Local Government under Schedule 2.1 of the Local Government Act 1995 that a local government boundary adjustment be made and in this instance with 79.5% of the proposed Lot B being within the Shire of Chapman Valley it would be logical for the boundary to be adjusted to place the land title entirely within the Shire of Chapman Valley.

## STRATEGIC IMPLICATIONS

The Geraldton Region Plan (1999) seeks to provide a framework for the future management, protection and coordination of regional planning in the region. The Region Plan incorporates a Structure Plan for the Greater Geraldton area that was updated by the WAPC in 2011. The updated Greater Geraldton Structure Plan identifies the application area as being 'Rural' and within the Moresby Range.

The subject landowner has long held a vision of creating a community park for the Wynarling Farm and this is reflective of the directions of the 1976 Geraldton Region Plan that identified an area of approximately 5,000ha of the Moresby Range as future open space, and the 1989 Geraldton Region Plan that identified the Range as a Landscape Protection Area with recommendations that areas with recreation and tourism potential be acquired. The 1999 Geraldton Region Plan recommended that a Management Strategy be prepared to protect the landscape value of the Moresby Range.

**Figure 3 – View of Lot 23 from Chapman Valley Road**



The WAPC's Moresby Range Management Strategy was prepared in 2009 and provides the overarching planning framework for the Moresby Range. The Strategy addressed the larger Moresby Range with a 55,000ha study area from Isseka in the north, to Mount Erin to the east (27km inland) and the Geraldton-Mount Magnet Road to the south. The Strategy recognised that there were particular issues relating to the southern section of the Range (including the application area) that were of particular importance to the regional community, and recommended that a Management Plan be prepared for this area, with Section 5.1 noting that:

*“A key recommendation of this strategy is the development of a management plan for the Detailed Investigation Area...The intent of developing a management plan is to more clearly define the objectives and recommendations of this strategy as they relate to the portion of the range identified as having the most development pressure.*”

*The management plan will include an implementation strategy for achieving key objectives for the detailed investigation area, particularly in relating to providing for public access and recreation. It should define areas targeted for future public access and set out means to achieve this, including any necessary land acquisition."*

The Moresby Range Management Plan was prepared by a Steering Committee comprised of representatives from the following:

- Shire of Chapman Valley;
- City of Greater Geraldton;
- Department of Planning;
- Mid West Development Commission;
- Department of Environment and Conservation;
- Department of Agriculture and Food;
- Northern Agricultural Catchments Council;
- Landowner and Community Representatives; &
- Local Indigenous Representatives.

The Moresby Range Management Plan addresses the section of the Moresby Range immediately south of White Peak Road and east of Geraldton. It is this section that is under the most immediate pressure from a range of demands including urban and rural-residential development from the west, infrastructure corridor alignments to the east and north, recreational demands from the community, economic interest from renewable venture proponents and tourism possibilities.

The preparation of the Plan was strongly informed by extensive community consultation that asked the people of the Mid West 'what future did they want to see for the Range and how did they want to engage with the Range into the future?' The major finding was that the community wanted the Range to be turned into a unique and iconic park that would become an asset and a resource for the regional, Western Australian and international communities. The Plan has recognised this concept but also that the majority of the land in the Range is privately owned at present and that the realisation of this vision must be done in partnership with landowners and will be a long term project with a nominal 20 year time frame for its creation, although the Plan also recognises that this process may take longer and that the final outcome may differ from what is proposed.

The Plan defines a 'Range Precinct' as the area that includes the flat tops and major slopes of a section of the Moresby Range but excludes the flatter areas of land that surrounds the Range. The Plan has the vision for a community park that would ultimately turn the Range Precinct into an iconic regional resource. The Plan identifies the community park not as a formal planning description, rather a statement of aspiration and intent, ideally, when a park eventuates it will be formally recognised under an appropriate planning framework.

The boundary of the Range Precinct was selected according to a number of criteria including topography, cadastral boundaries, biogeographical and biodiversity features, and existing developments. The Plan makes recommendations for land uses around the Range Precinct, particularly on the western side of the Range that is under the most immediate pressure. Here the objective is to allow limited urban development to occur in the foothills, subject to development conditions, that will create smooth and gradual visual transitions from the obviously urban centre of the city to the vegetated and green appearance of the Range.

Mr Spillman's 1,450ha property is located within both the proposed community park and the surrounding area that was identified by the Plan for some future (limited) development potential. Discussions that will need to occur between all parties would have to determine exactly the area of land that might be publically acquired from Spillman, and its valuation.

The ecologically degraded condition of much of the Range Precinct presents a challenge to the traditional concept of parks as it is a large geographic area with generally low ecological merit. Land management decisions by past landowners of the central and southern sections of the Precinct have very significantly diminished the ecological quality of the landscape and greatly accelerated erosion processes. In the northern areas, however, the long term landowners have preserved significant areas of bush land that are in reasonable ecological condition. Consequently, the approach taken in the Moresby Range Management Plan was to identify areas that may be suitable to return back to an approximation of their original species distribution, and identifying other areas, particularly in the Centre and South of the Precinct, where the objective would be to stabilise the landscape, improve visual amenity and to create new models of how people can live in the landscape.

An additional objective for a community park is to provide extensive, low key recreation opportunities that utilise the Range's natural assets. The Moresby Range Management Plan proposed to create a Central Facility on the southern side of Chapman Valley Road within Mr Spillman's property as the focus for this activity. The Facility would locate many varied, easily accessible, activities in one location thus keeping intensive uses contained which will also assist with the financial viability of the Facility. The Central Facility will serve as a "hub" from which people would move out into other parts of the Range. The Central Facility site would be located in the balance 1328.45ha Lot B as proposed by the lodged application.

Section 2 of the Moresby Range Management Plan elaborates upon this strategic vision with it being noted in part that:

*"The Mid West Region is on the cusp of major change. Historically the region has been about farming and fishing; now mining, tourism and science, through the Square Kilometre Array, are being added to the mix. The City of Geraldton-Greenough has the vision of becoming the State's second major city capable of sustaining a population of 80,000 – 100,000. This is a huge vision and represents dramatic change for the whole region. The Moresby Range provides a backdrop and context for the City. They are a marker point for travel into and out of the region in which these changes are occurring. This Plan seeks to reflect these dynamic times through tangible and significant changes to the Range that will produce, in the long term, an iconic asset for the community in the form of a publicly owned Park.*

*...A number of different management options were considered for the Range Precinct including leaving the lands in private ownership and assisting landowners with improving their ecological management of the landscape. Such measures may be appropriate in the short term, however there was a general consensus that in the long term the Range Precinct should be in public ownership to allow the landscape to be developed in different directions and give more access for a diverse range of activities.*

*The community also recognised that the current landowners should receive a fair and reasonable exchange for giving up control of their land and placing it into a Park. This process of exchange should occur at a pace that suits the landowners and they should not be coerced into giving up their land through legislatively enforced acquisition measures. In this context the creation of a Park may take many years.”*

Section 13.1 of the Moresby Range Management Plan (2010) noted that:

*“Most of the land in the Range Precinct, except for the Wokatherra Nature Reserve, is privately owned and the landowners should receive a fair and reasonable exchange for placing their land into a Park if they choose to do so. This exchange may involve a mix of purchase, land swaps and development opportunities, and would be determined on a case-by-case basis. Land would not be acquired ahead of landowner agreement as it is considered inappropriate for State or Local Government acquisition to be done before landowners are ready for such action and legislative mechanisms in place.”*

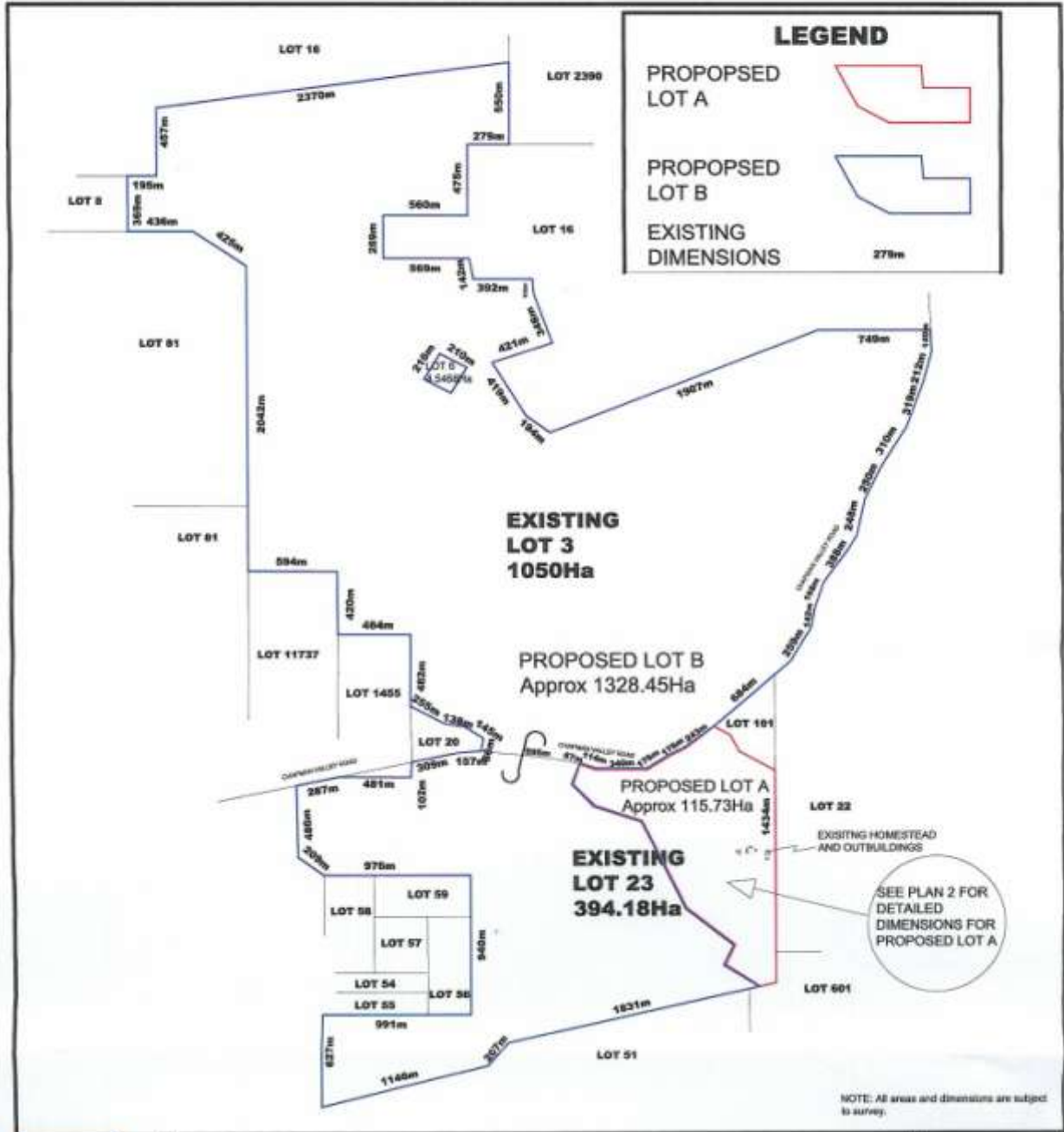
The Moresby Range Management Plan was endorsed as a Local Planning Policy under the Shire of Chapman Valley Town Planning Scheme No.1 by Council at its 20 October 2010 meeting.

#### **VOTING REQUIREMENTS**

Simple majority of Council

#### **STAFF RECOMMENDATION**

**That Council advise the Western Australian Planning Commission that it supports the proposed boundary rationalisation of Lots 3 & 23 Chapman Valley Road, Waggrakine (WAPC Application No.146072) and does not request the imposition of any conditions or advice notes.**



  
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 April 2012

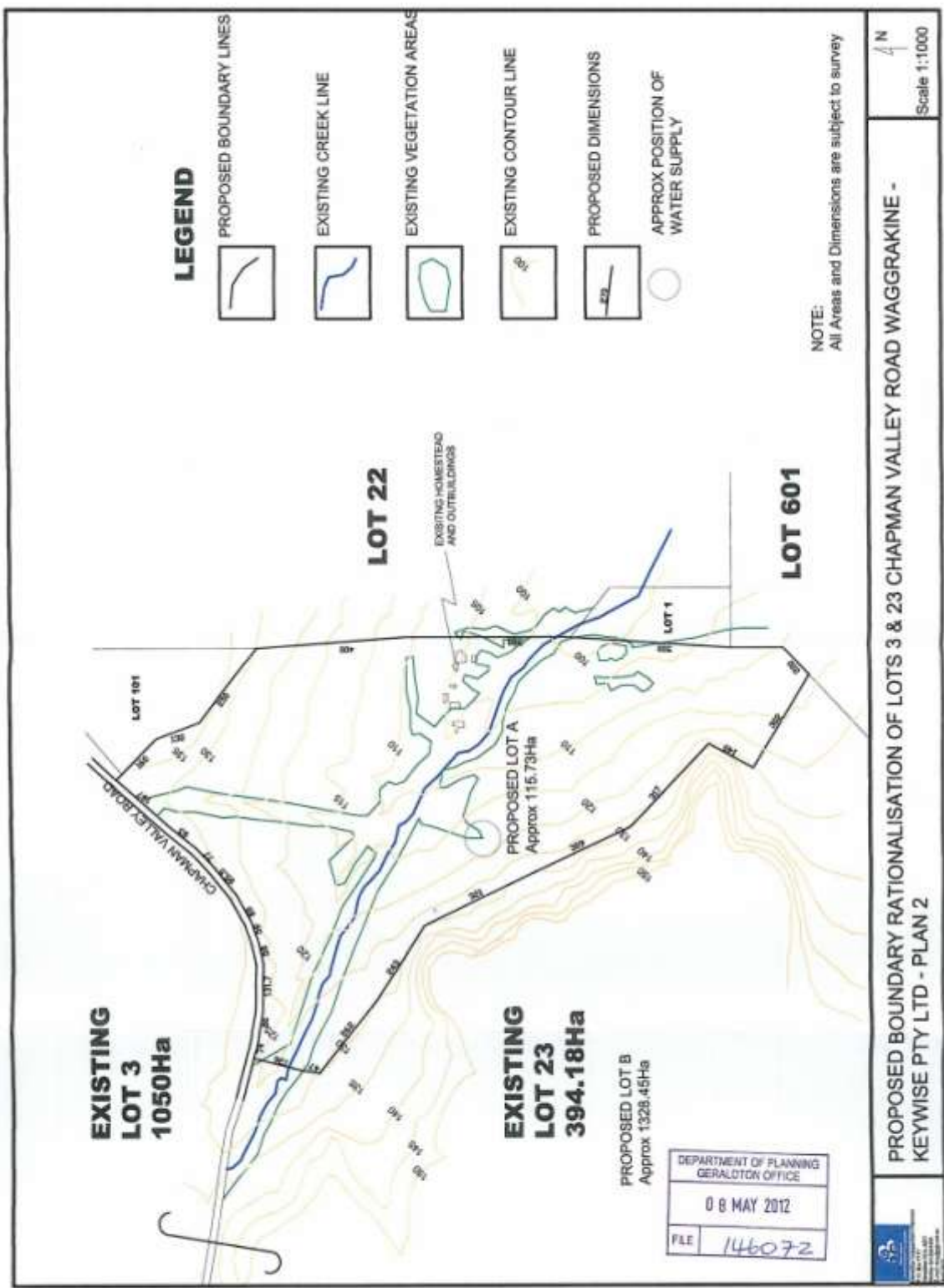
**PROPOSED BOUNDARY RATIONALISATION OF LOTS 3 & 23 CHAPMAN VALLEY ROAD MORESBY - KEYWISE PTY LTD - PLAN 1**









SCALE 1:2500

DEPARTMENT OF PLANNING  
 Geraldton Office  
 08 MAY 2012  
 FILE 146072





**LEGEND**

-  PROPOSED BOUNDARY LINES
-  EXISTING CREEK LINE
-  EXISTING VEGETATION AREAS
-  EXISTING CONTOUR LINE
-  PROPOSED DIMENSIONS
-  APPROX. POSITION OF WATER SUPPLY

NOTE:  
All Areas and Dimensions are subject to survey

4 N  
Scale 1:1000

**EXISTING  
LOT 3  
1050Ha**

**EXISTING  
LOT 23  
394.18Ha**

PROPOSED LOT B  
Approx 1328.45Ha

PROPOSED LOT A  
Approx 115.73Ha

DEPARTMENT OF PLANNING GERALDTON OFFICE	
08 MAY 2012	
FILE	146072

PROPOSED BOUNDARY RATIONALISATION OF LOTS 3 & 23 CHAPMAN VALLEY ROAD WAGGRAKINE -  
KEYWISE PTY LTD - PLAN 2

## **INTRODUCTION**

Wynarling is made up of two prime parcels of land – being Lot 23 & Lot 3 Chapman Valley Road Moresby – totalling approximately 1460Ha of land that is presently used for grazing and farming activities.

The current landowners have had a strategic vision for the use of the land since purchasing the property in 1994 which incorporates primarily a community park & retention of his viable Merino Stud operation as well as his dwelling on portion of this land.

The owner has persistently followed discussions with various agencies and parliamentarians to seek ways to establish a community park on the majority of this land and has of recent times also undertaken discussions with various companies who would be prepared to establish a park in conjunction with extensive tree planting as part of a carbon offset programme.

## **BACKGROUND**

Wynarling has been owned by the Spillman family for the past 16 years and operated as a farm property prior to their ownership and since 1994 when they purchased the land.

The property consists of two parcels being Lot 3 to the north of Chapman Valley Road which is some 1067.4722Ha in area and Lot 23 to the south of Chapman Valley Road which is some 396.40 Ha in area. This gives the total area of the property as 1463.87Ha.

The majority of the property is amongst the Moresby Ranges with some land contained within the foot slopes of the ranges.

Since the property has been in the ownership of the Spillman family there has been a vision of a Community Park concept for the land and other adjoining properties. It has been recently recognised through the various Moresby Ranges studies that have been undertaken by the local government and the WA Planning Commission that there is a strong community push to establish a community park over the majority of this land – particularly the high mesas that overlook the City to the west.

However it is recognised that the Moresby Ranges Management Plan is a Strategic planning document that will give various landowners and agencies a degree of guidance in relation to the future development of this total land area over the long term. It has been stated that the Moresby Ranges Management Plan will be used as a reference in Local Planning Schemes and applications for subdivision and amendments.

2

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**Proposed Boundary Rationalisation of Lots 3 & 23 Chapman Valley Road  
Moresby – Keywise Pty Ltd  
April 2012**

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Equally it is important that given the strategic nature of the Management Plan the landowners should be given some development opportunities that will enable them to plan the future use of their lands whilst the various agencies weigh up how to ensure that the long term vision of the Community Park, that will benefit the whole of the Region, is maintained while minimising the impact on the landowners.

This boundary rationalisation plan is submitted for consideration and support that will become the catalyst to the establishment of the Community Park as an active area for recreation in its widest sense.

### **THE PROPOSAL**

The proposal that is being submitted for consideration and approval is for a rationalisation of the two existing lot boundaries into two newly formed lots that will ensure that the land with highest amenity and potential to establish a community park will become one parcel and the Spillman's dwelling and associated Merino Stud operation will be contained on the other parcel.

Presently Lot 23 is 396.40 Ha in area and Lot 3 is 1067.4722Ha in area; following the boundary rationalisation the new lot surrounding the existing dwelling and farm sheds incorporating the Merino Stud operation would be 115.73Ha as shown on the attached Plan 2 and the balance of the land would form the other lot with an area of 1328.45Ha.

Whilst the applicant has been approached by many off shore and on shore companies to acquire the land and establish a carbon offset programme over the land in conjunction with establishing a community park they are keen to continue negotiations with the original Australian based company who approached them many months ago, in Carbon Neutral.

Carbon Neutral were in negotiations with the applicant prior to the previous application over this land to subdivide Lot 23 into two lots which subsequently went to SAT and was refused on the basis that: *"The Tribunal found that the proposed subdivision would be inconsistent with the provisions of the local planning scheme, the local planning strategy and the strategic planning objectives for the Moresby Range of having a statutory basis for the creation of a regional park. The applicant's frustrations at the lack of decisions to implement the recommendations of the planning strategy was understood, but in the absence of planning mechanisms being in place to ensure the objective of creating a regional park would be achieved, the proposed subdivision could not be supported."*

The proposed boundary rationalisation would allow the applicant to continue their farming operations over the land but also with the ability to positively continue to pursue negotiations with Carbon Neutral whereby the applicant could retain their dwelling and land currently used for their Merino Stud and Carbon Neutral could acquire the balance of the land (1328.45Ha) to establish a Community Park that incorporated a tree planting and carbon offset programme in accordance with the

3

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**Proposed Boundary Rationalisation of Lots 3 & 23 Chapman Valley Road  
Moresby – Keywise Pty Ltd  
April 2012**

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intentions of the Moresby Range Management Plan and Strategy at a time when the mechanism is in place to allow the establishment of the Community Park.

#### **PLANNING FRAMEWORK**

The total land parcel currently straddles the local government boundaries of the City of Greater Geraldton and the Shire of Chapman Valley and hence the zoning of the land is contained within the separate local government local planning schemes. Lot 23 on the southern side of the Chapman Valley Road is contained within the City of Greater Geraldton's Local Planning Scheme No. 5 and is zoned as 'Rural' whilst Lot 3 on the northern side of Chapman Valley Road is contained within the Shire of Chapman Valleys Local Planning Scheme No. 1 and is zoned as 'General Farming'. The boundary rationalisation will result in one lot straddling the local government boundary but this is not considered to be an impediment in terms of either rating issues or town planning zoning issues as each local government has established planning controls and policies which already cover these portions of the land and they would remain after the rationalisation. There are many examples around the state and within this region where land ownerships and lots straddle local government boundaries hence this issue is not seen as one to raise concerns.

Chapman Valley Road also divides the two existing lots and forms the boundary between the two local governments and this situation would remain into the future once the boundary rationalisation is approved. It is considered that this road will continue to clearly define the boundary between the two local governments. Concern could be raised in relation to the existing road potentially being used as an argument for future subdivision however it would be unlikely that any potential subdivision application seeking to use the road as a boundary would gain any approval given the fact that the resultant lot to the south of Chapman Valley Road would be identical to that recently applied for and refused by WA Planning Commission and reaffirmed by the SAT ruling. Thus the previous decision by WAPC and SAT would ensure that the integrity of the proposed Lot B as shown on the subdivision plan No.1 would be retained into the future.

The objectives of the Rural/General Farming Zone is "To provide for extensive agricultural uses which contribute to the general well being of the region and state and which are compatible with the capability of the land." The proposed Lot B would result in a lot size of 1328.45Ha which conforms to the minimum lot sizes for a viable agricultural unit in this location (Minimum of 400Ha) and would be compatible with the capability of the land. The proposed Lot B reflects the current broad acre farming operations that are currently carried out over this land. The proposed Lot A would reflect the current area of land currently utilised as a Merino Stud operation which again is currently being conducted within the capability of the land. During the hearing at SAT for the previous application it was established that the Merino Stud operation on the proposed 115.73Ha lot was also a viable farming operation that could continue on this sized parcel of land (Ref: (2102) WASAT 20 paragraphs 57 & 58)

4

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**Proposed Boundary Rationalisation of Lots 3 & 23 Chapman Valley Road  
Moresby – Keywise Pty Ltd  
April 2012**

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A majority of the site is also included within the Moresby Range Special Control area 2 (within the City of Greater Geraldton's Local Planning Scheme No 5) but does not have a similar control within the Shire's Local Planning Scheme No.1 – however it is once again pointed out that future land use and developments can be equally controlled in both Schemes over this land given that any future development applications would need to be lodged with both local governments to ensure compliance.

In the case of the City of Greater Geraldton any request for subdivision within the Special Control Area 2 provides the following considerations:

- “(a) There is a presumption against rezoning of land within the Moresby Range Special Control Area for more intensive land uses;
- (b) Subdivision applications for land within the range will generally not be supported by the Local Government to avoid creating the potential for additional development and intensification of land uses;
- (c) The Local Government may consider supporting subdivision applications within the Moresby Range Special Control Area where:
- i. The subdivision is for the use of land that will not create the potential for additional development;
  - ii. The subdivision is for a boundary realignment, rationalisation of landholdings or lots created for management purposes, that will not create the potential for additional development within the Range; and
  - iii. The subdivision is consistent with the policies of the WA Planning Commission.”

This particular application complies fully with the above points as it is not seeking rezoning of the land; will not create the potential for any additional development nor will it introduce intensification of land uses; the application is for a boundary rationalisation thus not creating any new lots into the area; the resultant lot sizes would conform to the policies of the WA Planning Commission as the proposed boundary rationalisation is not an ad hoc fragmentation of rural land nor does it encourage non-agricultural uses of agricultural land – the rationalisation simply reflects the two types of rural land uses currently existing on this land. This rationalisation application also complies with the requirements outlined in part 4.6 of WA Planning Commission's Policy DC3.4.

In relation to the Moresby Range Management Plan and Strategy they provide flexibility for the applicant to negotiate with bodies other than the government for the use of Lot B consistent with the objective of creating a Moresby Range regional Park. To this end Mr Spillman has been consistently negotiating with Carbon Neutral for them to acquire the majority of his land holdings for the purpose of establishing a Park. Since the SAT hearing on the previous subdivision application Carbon Neutral have continued with their assessment of the land for tree planting and carbon offsets and have arrived at a point where they will acquire the Lot B from the applicant for this purpose independent of any other organisation and then continue to promote the Moresby Range Conservation Project and Regional Park concept. This can continue

5

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**Proposed Boundary Rationalisation of Lots 3 & 23 Chapman Valley Road**  
**Moresby – Keywise Pty Ltd**  
**April 2012**

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over an extended time frame if needed without placing any further impost on the applicant.

#### **CONCLUSION**

This application is considered to be one that meets all of the requirements of the Local Planning Schemes, the WA Planning Commission Policies and the long term outcomes of the Moresby Ranges Management Strategy and Plan without creating any additional lots than are currently over this land and hence not increasing the development potential of the land within the Special Control Area 2. The approval of the proposed rationalisation of the two existing lots into two new lots would also enable the pursuit of Lot B into a Community Park without placing further impost on the current land holder.

Therefore this application is seen to be in the best interests of all parties – land holder, local governments and state governments in paving a way forward for implementation of the recommendations within the various strategies and plans that promote a regional park in this locality.

<b>AGENDA ITEM:</b>	<b>10.1.2</b>
<b>SUBJECT:</b>	<b>MUNICIPAL INVENTORY OF HERITAGE PLACES</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>WHOLE OF SHIRE</b>
<b>FILE REFERENCE:</b>	<b>806.01</b>
<b>PREVIOUS REFERENCE:</b>	<b>08/10-7, 08/10-8 &amp; 10/11-12</b>
<b>DATE:</b>	<b>7 JUNE 2012</b>
<b>AUTHOR:</b>	<b>KATHRYN JACKSON</b>

## DISCLOSURE OF INTEREST

Nil.

## BACKGROUND

The Shire of Chapman Valley Municipal Inventory of Heritage Places (MI) was prepared in 1995 as a requirement of the *Heritage of Western Australia Act 1990* to record buildings within the district of heritage significance. Since its release in 1995 the MI has not been updated or reviewed and therefore at the August 2010 meeting of Council it was resolved:

*“That:*

1. *the Municipal Inventory Review Steering Committee be comprised of the following representatives:*
  - *Project Consultant (Tanya Henkel);*
  - *2 x Council representatives;*
  - *2 x Shire of Chapman Valley Staff members (Simon Lancaster and Kathryn Jackson); &*
  - *2 or more Community members (minimum of two representatives).*
2. *Council appoint Tanya Henkel as the project consultant to undertake the necessary work as specified within the Consultant’s Brief which is included as Attachment 3 to this report.*
3. *Council direct staff to contact Barbara Shields, Jayne Vlahov, Shirley Mincherton and Delma Attrill with regards to seeking their interest in being part of the Municipal Inventory Review Steering Committee.”*

Planning staff applied for a grant from the State Heritage Office (formerly Heritage Council of Western Australia) on 24 February 2010 to assist in covering the expenses involved in undertaking a review of its MI. On 29 April 2010 the Shire received written notification from the State Heritage Office that it was successful in its grant application and had been awarded a \$10,000 grant (excluding GST) to be expended as per requirements of the grant agreement (a copy of the grant agreement has been included as **Attachment 1** to this report).

The review process has been completed and the Municipal Inventory of Heritage Places is now placed before Council for consideration.

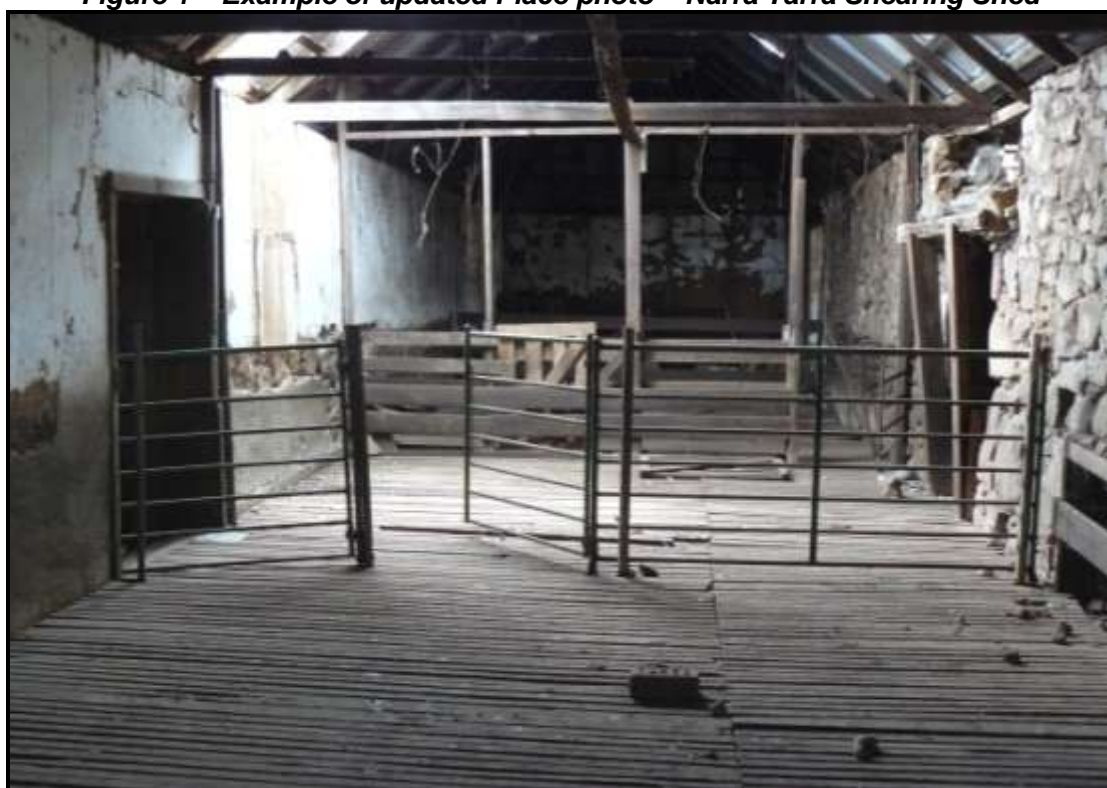
A copy of the revised document has been provided to Councillors as a separate attachment to the 20 June 2012 Council Agenda.

## COMMENT

The MI is a list of places and structures, which in the opinion of the local Council are, or may become of cultural heritage significance within the Shire of Chapman Valley. The MI includes a brief history of the area, a thematic matrix and a list of sites which are or may become of heritage significance. Whilst change, development and progress are inevitable, an accurate and up to date MI assists in maintaining and protecting the heritage and history of an area, an 'inheritance' that may then be passed onto future generations.

As the Shire's MI had not been updated since its release in 1995 the format of the document required major updating to bring it in line with current standards and technology and to improve its legibility and ease of use. Each of the places listed and additional site have been visited to allow for an up to date assessment of each place, with new photographs taken and GPS readings marked.

**Figure 1 – Example of updated Place photo – Narra Tarra Shearing Shed**



The specific aims of the project were to:

- Ensure that the MI is comprehensive, up to date, and represents community views and values.
- Ensure that the MI is consistent with the common standards for inventories recommended by the State Heritage Office.
- Give consideration to public submissions relating to existing places and proposals to new places in the MI and/or heritage list.



The project was supported by a Municipal Inventory Review Steering Committee that comprised of the following:

- The project consultant - Tanya Henkel;
- 2 x Council representatives – Cr Pauline Forrester and Cr Humphrey (Cr Anne Bell represented Council during her term as a Councillor);
- 2 x Shire of Chapman Valley Staff members (Simon Lancaster and Kathryn Jackson);
- 3 x Community members – Jayne Vlahov, Delma Attril and Shirley Mincherton

### **Public Consultation**

It is proposed that the document be advertised for public comment for a period of 30 days with advertising to include the following actions:

- A notice being run in a locally circulating newspaper;
- A copy of the entire document be made available for viewing on the Shire website and at the Shire office in order to update the community with regards to the project;
- Individual letters containing a copy of the relevant entry from the draft updated Municipal Inventory be sent out to those landowners that have sites contained within the document on their property.
- Letters sent to the following individuals and groups:
  - Nanson Museum
  - MidWest Heritage Inc.
  - Yuna CWA
  - Northampton Historical Society
  - Chipperton House Museum
  - Geraldton Historical Society
  - Stan Gratte
  - Barbara Shields
  - Rita Stinson
  - Glenys Thomas
  - Barry Wilton
  - Nancy Peacock

At the conclusion of the advertising period Shire staff and the Mid West Regional Heritage Advisor will review the received submissions and the Municipal Inventory will be modified where necessary and the modified document presented to a further meeting of Council for its consideration. Should Council be satisfied with the Municipal Inventory then it may resolve to adopt the document and seek the endorsement of the State Heritage Office.

### **STATUTORY ENVIRONMENT**

The review and update of a Local Government Municipal Inventory of Heritage Places is required under s.45 of the *Heritage of Western Australia Act 1990* as it states:

- “(1) *A local government shall compile and maintain an inventory of buildings within its district which in its opinion are, or may become, of cultural heritage significance.*

- (2) *The inventory required by subsection (1) shall be compiled no later than 4 years from the commencement of this Act and shall be —*
- (a) *updated annually; and*  
 (b) *reviewed every 4 years after compilation.*
- (3) *A local government shall provide the Council with a copy of the inventory compiled pursuant to this section.*
- (4) *A local government shall ensure that the inventory required by this section is compiled with proper public consultation.”*

The *Planning and Development Act 2005* allows for the protection of heritage places or areas that are identified in a heritage list. Town Planning Scheme No.1 includes provisions for the protection of places listed in Appendix 5 – Schedule of Places of Heritage Value. The Shire will prepare a new Heritage List for attachment with its new Local Planning Scheme No.2 following completion of the MI Review.

Draft Local Planning Scheme No.2 is now nearing completion and as such it is important to follow the prescribed requirements of the Scheme in relation to the formation of a ‘Heritage List’ for the Local Planning Scheme. Draft Local Planning Scheme No.2 states as follows:

*“7.1.1 The Local Government is to establish and maintain a Heritage List to identify those places within the Scheme area which are of cultural heritage significance and worthy of conservation under the provisions of the Scheme, together with a description of each place and the reasons for its entry.*

*7.1.2 In the preparation of the Heritage List the Local Government is to:*

- (a) *have regard to the municipal inventory prepared by the Local Government under section 45 of the Heritage of Western Australia Act 1990; and*  
 (b) *include on the Heritage List such of the entries on the Municipal Inventory as it considers to be appropriate.”*

The State Register of Heritage Places is a list of places which are considered worth conserving. Entry of a place in the Register of Heritage Places is official recognition by the State of its cultural significance to the heritage of Western Australia. At present there are five (5) sites on the State Register within the Shire of Chapman Valley and are listed below as follows:

- Coffee Pot and Waggrakine Well – Coffee Pot Drive, Waggrakine
- Cuddy Cuddy Changing Station - North West Coastal Highway, Howatharra
- Narra Tarra Homestead – East Chapman Road, Howatharra
- Our Lady Fatima Catholic Church and Convent – Chapman Valley Road, Nanson
- Road Board Office – East Terrace, Nanson

**Figure 2 – Updated photograph of Coffee Pot**



### **POLICY IMPLICATIONS**

Nil.

### **FINANCIAL IMPLICATIONS**

The State Heritage Office has awarded the Shire a \$10,000 (excluding GST) grant for the updating of its MI. Payment of the grant funds will be made in the amounts detailed below and within thirty (30) business days of receipt of invoice relating to the events listed below:

EVENT	AMOUNT TO BE PAID (\$)
Delivery of a revised draft MI for the Shire of Chapman Valley	Up to \$7,500
Delivery of a report to the Shire containing recommendations on changes to the Local Planning Scheme that would assist the management of heritage places in the shire	Up to \$1,000
Adoption of the MI by the Shire of Chapman Valley	Up to \$1,500

As part of the MI review process the in-house costs to Council have included planning staff time (largely administration duties such as extensive editing and updating of the document, consultation letters and advertising, liaising with landowners for site visits, organising meetings, grant acquittal etc), supply of a vehicle and GPS to the consultant for undertaking the site visits (2-3 days only), and mailing, printing and production costs.

### **STRATEGIC IMPLICATIONS**

Heritage is based on those aspects of our past that we want to recognise and retain. They may evoke special meaning for us as individuals or as member of a community. Heritage is the elements which have played an important role in our history, a building which is special because of its architectural style or association with a person, or a landscape feature with cultural associations. Heritage significance is the aesthetic, historic, scientific, or social significance of a place for the present community and the desire to protect these places for the enjoyment of future generations.

### **VOTING REQUIREMENTS**

Simple majority of Council.

### **STAFF RECOMMENDATION**

**That Council receive the revised Municipal Inventory of Heritage Places (MI) and advertise the document for public comment for a period of 30 days and at the conclusion of the advertising period return the MI to a further meeting of Council for final consideration**

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**GRANT AGREEMENT**

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**between**

HERITAGE COUNCIL OF WESTERN AUSTRALIA

and

SHIRE OF CHAPMAN VALLEY

**27 April 2010**

**THIS GRANT AGREEMENT is made on 27 April 2010**

**BETWEEN:**

HERITAGE COUNCIL OF WESTERN AUSTRALIA, a corporate body established pursuant to the *Heritage of Western Australia Act 1990*, of 108 Adelaide Terrace, East Perth, Western Australia 6004 ("HCWA")

and

The Shire of Chapman Valley

("the Shire")

**RECITALS**

The Shire has applied to HCWA for financial assistance to undertake the Approved Purpose and HCWA has agreed to provide a grant subject to the terms and conditions of this Agreement.

THE PARTIES AGREE as follows:

**1. DEFINITIONS AND INTERPRETATION**

In this Agreement, unless the context otherwise requires:

Agreement means this Grant Agreement, including its recitals and any schedules or annexures (if any).

Acquittal occurs when HCWA has advised the Shire that the reports and financial information provided by the Shire in accordance with clause 3.6 are satisfactory.

Approved Purpose means the purpose or purposes set out in item 1 of Schedule 1.

Auditor means an accountant who is a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants and who is independent from the Shire.

Auditor General means the Auditor General for the State of Western Australia.

Business Day means a day other than a Saturday, Sunday or public holiday in Western Australia.

Grant Funds means the amount or amounts specified in item 7 of Schedule 1

Party means each of HCWA or the Shire as the context requires and Parties means both of them.

Project means the initiative or activities to be undertaken with the Grant Fund specified in item 2 of Schedule 1.

## **2. PAYMENT OF GRANT FUNDS**

Subject to the terms and conditions of this Agreement, HCWA will pay to the Shire the Grant Funds in accordance with the payment schedule specified in item 8 of Schedule 1.

## **3. OBLIGATIONS OF ORGANISATION**

### **3.1 Use of Grant Payment**

The Shire will use the Grant Funds solely for the Approved Purpose.

### **3.2 No Changes**

The Shire will not make any changes to the Approved Purpose without the prior written consent of HCWA.

### **3.3 No Endorsement**

The Shire agrees that nothing in this Agreement constitutes an endorsement by HCWA of any goods or services provided by the Shire of Chapman Valley.

### **3.4 Acknowledgement of Grantor**

The Shire will acknowledge HCWA in the manner set out in item 6 of Schedule 1.

### **3.5 Request for Information**

- (a) The Shire is to provide HCWA with any documents or information relating to this Agreement or the Project within ten (10) business days of receiving such a request from HCWA.

### **3.6 Accounts and Reporting**

- (a) The Shire is to provide the progress reports, evaluation reports and financial statements specified in Schedule 2.
- (b) The Shire is to keep proper financial records in accordance with generally accepted accounting principles and practices.

### **3.7 Special Conditions of Grant**

The Shire agrees to comply with the special conditions (if any) specified in item 4 of Schedule 1.

### **3.8 General Undertaking of Organisation**

The Shire must:

- (a) at all times duly perform and observe its obligations under this Agreement and will promptly inform HCWA of any occurrence which might adversely affect its ability to do so in a material way;
- (b) undertake its responsibilities under this Agreement with integrity, good faith and probity in accordance with good corporate governance practices;
- (c) not, nor attempt to, sell, transfer, assign, mortgage, charge or otherwise dispose of or deal with any of its rights, entitlements and powers or obligations under this Agreement;
- (d) comply with all State and Commonwealth laws, rules, regulations and by-laws;

- (e) cooperate fully with HCWA in the administration of this Agreement; and
- (f) upon reasonable notice, provide HCWA or its agents, with access at any reasonable time and from time to time to the Shire's premises, financial records, other documents, equipment and other property for the purpose of audit and inspection by HCWA in order to verify compliance by the Shire with this Agreement.

#### **4. REPAYMENT AND RETENTION OF GRANT FUNDS**

The Shire must repay to HCWA any funds that HCWA has paid which are not used in accordance with this Agreement unless there has been written agreement otherwise between the parties.

#### **5. LIMITATION OF LIABILITY**

HCWA does not accept any responsibility or liability for the success or otherwise of the Approved Purpose and is not liable for any losses which may be suffered by the Shire in undertaking the Approved Purpose.

#### **6. FREEDOM OF INFORMATION ACT 1992 AND FINANCIAL MANAGEMENT ACT 2006**

- (a) The Shire acknowledges and agrees that this Agreement and information regarding it is subject to the *Freedom of Information Act 1992* and that HCWA may publicly disclose information in relation to this Agreement, including its terms and the details of the Shire.
- (b) The parties acknowledge and agree that, despite any provision of this Agreement to the contrary, the powers and responsibilities of the Auditor General under the *Financial Management Act 2006* are not limited or affected by this Agreement.
- (c) The Shire must allow the Auditor General, or an authorised representative, to have access to and examine the Shire's records and information concerning this Agreement.

#### **7. NOTICES**

Any notice or other communication that may or must be given under this Agreement:

- (a) must be in writing;
- (b) may be given by an authorised officer of the Party giving notice;
- (c) must be:
  - (i) hand delivered or sent by prepaid post to the address of the Party receiving the notice as set out in item 5 of Schedule 1; or
  - (ii) sent by facsimile to the facsimile number of the Party receiving the notice as set out in item 5 of Schedule 1;
- (d) subject to paragraph (e), is taken to be received:
  - (i) in the case of hand delivery, on the date of delivery;
  - (ii) in the case of post, on the third Business Day after posting; and
  - (iii) in the case of facsimile, on the date of transmission; and
- (e) if received after 5.00 pm or on a day other than a Business Day, is taken to be received on the next Business Day.

#### **8. DEFAULT AND TERMINATION**

##### **8.1 Event of Default by the Shire**

An Event of Default occurs if:

- (a) the Shire breaches any of its obligations under this Agreement which continues without remedy for ten (10) business days after notice in writing has been served on the Shire by HCWA;
- (b) the Shire becomes insolvent or is deemed to be insolvent under the *Corporations Act (Cth)*; or
- (c) if HCWA has reasonable grounds to believe that the Shire is unwilling or unable to comply with its obligations under this Agreement.

##### **8.2 Effect of Event of Default**



If an Event of Default occurs, HCWA may either:

- (a) terminate the Agreement by providing a further ten (10) business days notice in writing to the Shire of the Event of Default; or
- (b) suspend payment of the Grant Funds until the Event of Default is remedied.

### 8.3 Recommencement of Grant Payment

HCWA may, in its absolute discretion, recommence payment of the Grant Funds if and when the Shire has rectified the Event of Default.

### 8.4 Acquittal

Unless earlier terminated, this Agreement will terminate at the time of Acquittal.

## 9. GOODS AND SERVICES TAX (GST)

- (a) For the purposes of clause 9:
  - (i) "GST" means the goods and services tax applicable to any taxable supplies as determined by the GST Act; and
  - (ii) "GST Act" means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations;
  - (iii) the terms "supply", "tax invoice", "taxable supply" and "value" have the same meanings as in the GST Act.
- (b) If the supply of anything under this Agreement is a taxable supply under the GST Act, the Grant Funds shall be inclusive of GST.
- (c) The obligation of HCWA to pay the GST on any supply by the Shire under this Agreement is conditional upon the prior issue by the Shire to HCWA of a tax invoice, which complies with the GST Act. This provision applies notwithstanding any law to the contrary.
- (d) If the parties agree that HCWA will issue the Shire with a Recipient Created Tax Invoice (RCTI), then the parties hereby agree that:
  - (i) HCWA will issue a RCTI in respect of GST payable on the supply of the Project and the Shire will not issue tax invoice in respect of that supply;
  - (ii) The Shire warrants that it is registered for the purposes of GST and the Shire will notify HCWA in writing if it ceases to be registered for the purposes of GST during the term of this Agreement ("the Term");
  - (iii) HCWA warrants that it is registered for the purposes of GST and HCWA will notify the Shire in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the *GST Act* during the Term ; and
  - (iv) HCWA will indemnify and keep indemnified the Shire for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the Project for which HCWA issues a RCTI under this Agreement.

## 10. RELATIONSHIP

The Parties agree that nothing in this Agreement may be construed to make either of them a partner, agent, employee or joint venturer of the other.

## 11. WAIVER

- (a) No right under this Agreement shall be deemed to be waived except by notice in writing signed by both parties.
- (b) A waiver by either party will not prejudice that party's rights in relation to any further breach of this Agreement by the other party.
- (c) Any failure to enforce this Agreement, or any forbearance, delay or indulgence granted by one party to the other party, will not be construed as a waiver any rights.

## 12. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes all communications, negotiations, arrangements and agreements, whether oral or written, between the parties with respect to the subject matter of this Agreement.

**13. VARIATION**

Any modification, amendment or other variation to this Agreement must be made in writing duly executed by both parties.

**14. DISPUTE RESOLUTION**

Before resorting to external dispute resolution mechanisms, the Parties shall in good faith attempt to settle by negotiation any dispute in relation to this Agreement, and where practical, each Party shall refer the matter to personnel who have authority to intervene and facilitate some form of resolution.

Executed by the Parties hereto:

For and on behalf of HCWA:

THE COMMON SEAL of the HERITAGE COUNCIL OF WESTERN AUSTRALIA is affixed in the presence of:

\_\_\_\_\_  
Graeme Gammie  
EXECUTIVE DIRECTOR

\_\_\_\_\_  
Marion Fulker  
CHAIRPERSON

THE COMMON SEAL of the Shire of Chapman Valley is affixed in the presence of:

\_\_\_\_\_  
Signature of authorised person

\_\_\_\_\_  
Signature of authorised person

\_\_\_\_\_  
Office held

\_\_\_\_\_  
Office held

\_\_\_\_\_  
Name of authorised person

\_\_\_\_\_  
Name of authorised person

## SCHEDULE 1

### DEFINITION OF PROJECT OR SERVICE TO BE FUNDED

#### 1. Approved Purpose of Grant

*Review and update of Shire of Chapman Valley local government inventory (otherwise known as the municipal inventory, or MI), as required under s.45 of the Heritage of Western Australia Act, 1990. Provision of outline advice to the Shire Council on appropriate planning policies for heritage under a new town planning scheme.*

#### 2. Project Definition and/or Anticipated Activities

*To undertake a review of the Shire of Chapman Valley municipal inventory, including, as a minimum, the addition of photographic and GPS data to each entry.*

*Make recommendations for new entries to the MI and carry out assessments and creation of place records as required.*

*To revise the place record forms relating to the MI, ensuring that they are in a consistent format and meet current standards.*

*To review the management category of each entry, updating in line with current standards.*

*To provide advice and support to the Council in reviewing submissions made in relation to the MI.*

*Provide outline recommendation to the Shire on necessary scheme amendments and/or additional policies that would assist the Council in appropriate management of places of cultural heritage significance within the Shire.*

*This project does not include the development of design guidelines for heritage places or areas within the Shire, or the creation of any planning policy, heritage list or scheme amendment.*

#### 3. Agreement Term

Per clause 8.4, unless earlier terminated, this Agreement will terminate at the time of Acquittal.

#### 4. Special Conditions of Grant

a. Payment to the Shire will be made as reimbursement for moneys spent in delivering the Project, subject to:

i. the Shire submitting proof of payment;

ii. the Office of Heritage receiving a tax invoice from the Shire; and

iii. the Shire claiming only the costs agreed for each stage, and only the proportion payable by the Office of Heritage;

b. The Shire commits to completing all parts of the Project;

c. No further applications will be made to the Local Government Heritage Assistance Program in respect of the Project;

d. The Project will be completed and funding claimed before the end of financial year 2010/11. Any exception to this to be agreed in advance with the Office of Heritage;

e. The project will conform to a brief approved by the Office of Heritage.

- f. The Project will be guided by the processes and principles set out in the following documents and associated updates:
- The Burra Charter
  - State Planning Policy 3.5, Historic Heritage Conservation
  - Basic Principles for Local Government Inventories
  - Assessment Criteria for Local Heritage Places and Areas
  - Local Planning Policies: Practice Notes and Examples;

5. Notice Addresses

(a) Grantor

Registered Mail:

Heritage Council of Western Australia  
PO Box 6201  
East Perth WA 6892

Phone: (08) 9221 4177

Fax: (08) 9221 4151

Email: heritage@hc.wa.gov.au

ATTENTION: Manager, Local Government Services

(b) Organisation

Registered Mail:

Shire of Chapman Valley  
PO Box 1  
Nabawa WA 6531

Phone: 9920 5011

Fax: 9920 5055

Email: planner@chapmanvalley.wa.gov.au

ATTENTION: Simon Lancaster, Manager of Planning

6. Acknowledgement of Grantor

Acknowledgement of the support of the Heritage Council of Western Australia in any published document created as part of the Project, using a phrase such as:

“The review of the Municipal Inventory was assisted by funds granted under the Local Government Heritage Assistance Program, an initiative of the Heritage Council of WA.”

**PAYMENT SCHEDULE**

7. Total Amount of Grant Funds

Grant Amount up to \$10,000 (excluding GST)

## 8. Method of Payment

Payment of the Grant Funds will be made in the amounts detailed below and within thirty (30) business days of receipt of invoice relating to the events listed below:

EVENT	AMOUNT TO BE PAID (\$)
Delivery of a revised draft Municipal Inventory for the Shire of Chapman Valley	Up to \$7,500
Delivery of a report to the Shire containing recommendations on changes to the Town Planning Scheme that would assist the management of heritage places in the shire.	Up to \$1,000
Adoption of the Municipal Inventory by the Shire of Chapman Valley,	Up to \$1,500

## SCHEDULE 2

### REPORTING REQUIREMENTS

1. Reports to be provided as at:

*Agreement of consultant brief for the review*  
*Each draft of the municipal inventory published for consultation*  
*Draft MI presented to the Shire for consideration*  
*Draft MI presented to the Shire with notes on submissions and final recommendation*  
*Adoption of MI by the Shire, with minutes of Council resolution*

2. Evaluation Arrangements

*Municipal inventory to be reviewed against the common standards noted in the publications listed at 4(f).*

3. Provide a Statement of Income and Expenditure related to this Agreement on presentation of invoice for grant claim, or as otherwise reasonably requested by HCWA.

<b>AGENDA ITEM:</b>	<b>10.1.3</b>
<b>SUBJECT:</b>	<b>PROPOSED PART ROAD &amp; RIGHT-OF-WAY CLOSURE, NANSON</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>LOTS 11, 12 &amp; 13 LAUDER STREET &amp; LOTS 14, 15, 16, 17 &amp; 100 EAST TERRACE, NANSON</b>
<b>FILE REFERENCE:</b>	<b>1001.670, 801.13 &amp; A1029</b>
<b>PREVIOUS REFERENCE:</b>	<b>04/12-5</b>
<b>DATE:</b>	<b>12 JUNE 2012</b>
<b>AUTHOR:</b>	<b>MR SIMON LANCASTER</b>

## DISCLOSURE OF INTEREST

Nil.

## BACKGROUND

Council resolved at its 18 April 2012 meeting to initiate road and right-of-way closure proceedings to enable the Nanson Museum to be sited within one land parcel. Council also resolved to initiate the closure of the portion of right-of-way immediately south of the Nanson Museum that is surrounded by 4 lots all owned by the same landowner, thereby allowing that landowner to proceed with the amalgamation of their 4 lots into 1 title. The necessary advertising of the road and right-of-way closures has concluded and this report recommends that Council formally request the Minister of Regional Development and Lands to close the subject portion of road reserve and right-of-way.

## COMMENT

The Nanson Museum grounds currently extends across multiple land parcels (Reserve 13226 which comprises former Nanson Town Lots 13, 14, 15 & 100), a right-of-way and encroaches into the Lauder Road reserve, with several buildings sited across lot boundaries. **Figure 1** provides the current cadastral layout overlaid on an aerial photograph of the Nanson Museum grounds to illustrate the current situation.

**Figure 1 – Nanson Museum Plan**



The plan included as **Attachment 1** to this report illustrates the portion of the right-of-way between Lots 13 and 14/15, and the portion of Lauder Road to the west of Lot 100 that has museum buildings located upon it, that are proposed to be closed and subsequently amalgamated with Lots 13, 14, 15 and 100 to create one new land parcel that would comprise the Nanson Museum in its on-ground entirety. It should be noted of Attachment 1 that the aerial photography for this area is inaccurately calibrated and the buildings have been validated on-ground by a surveyor to portray their true position.

The proposed action allows for the 222.6m<sup>2</sup> portion of the right-of way between Lots 13 and Lots 14/15 to be closed and amalgamated into the Nanson Museum lot, and a 206.8m<sup>2</sup> portion of Lauder Road to be closed and amalgamated into the Nanson Museum lot. Both portions of land already appear on-site to be part of the Nanson Museum grounds, with 20m<sup>2</sup> of the Museum building within the Lauder Road reserve, and 53.2m<sup>2</sup> of the machinery shed situated within the Lauder Road reserve, and 51.6m<sup>2</sup> of the machinery shed situated over the right-of-way.

The landowner of Lots 11 and 12 Lauder Road, Nanson and Lots 16 and 17 East Terrace, Nanson that are located immediately south of the Nanson Museum has approached the Shire seeking the construct a granny flat upon their property and to avoid any potential for the building to be sited over a property boundary, and to consolidate their landholding, they wish to amalgamate their 4 lots. Given that the right-of-way runs between the lots this is not possible at present and the closure of the 222.6m<sup>2</sup> portion of the right-of-way adjacent to their 4 lots will enable this amalgamation to take place.

**Figure 2 – Lots 11, 12, 16 & 17 Nanson Townsite**



Shire staff raise no objection to the closure of the portion of right-of-way between Lots 11/12 & 16/17 as it already appears on-ground to form part of the landowner's property and is not required for any Shire purpose. It is further noted that the Nanson Townscape Plan makes recommendation that the Shire "investigate the possible closure of the right-of-way (dunny cart lane) with adjacent landowners" for the length between Lauder Street in the north and Eastough Street in the south and the proposed closure would be entirely in accordance with this strategic townsite objective.

The plan included as **Attachment 2** to this report illustrates the portion of right-of-way between Lots 11 and 12 Lauder Road, Nanson and Lots 16 and 17 East Terrace, Nanson that is proposed to be closed and subsequently amalgamated with Lots 11, 12, 16 & 17 to create one new land parcel that would comprise the landowner's property in its on-ground entirety.

Council resolved at its 18 April 2012 meeting:



*“That Council:*

- 1 *Pursuant to Section 58 of the Land Administration Act 1997, initiate closure action of the portion of Lauder Road and the Right of Way as shown upon the plan included as Attachment 1 to this report (to enable their subsequent amalgamation with Lot 13 Lauder Street, Nanson and Lots 14, 15 & 100 East Terrace, Nanson to create one land parcel for the Nanson Museum); and*
- 2 *Pursuant to Section 58 of the Land Administration Act 1997 initiate closure action of the portion of the Right of Way bounded by Lots 11 and 12 Lauder Road, Nanson and Lots 16 and 17 East Terrace, Nanson as shown upon the plan included as Attachment 2 to this report.”*

## **STATUTORY ENVIRONMENT**

Sections 58 & 59 of the Land Administration Act 1997 provide for the closure of public roads and rights-of-way and requires such actions to be publicly advertised for a period of 35 days. The Shire advertised this application from 4 May 2012 until 8 June 2012 and undertook the following actions in accordance with the provisions of the Act:

- Notice being placed in a locally circulating newspaper detailing the proposed closure;
- Letters being sent to surrounding landowners/occupiers;
- Letters being sent to relevant statutory authorities (in this instance being Alinta, Department of Indigenous Affairs, Department of Regional Development & Lands, FESA, Telstra, Water Corporation and Western Power); &
- A sign detailing the proposed closure being erected onsite.

At the conclusion of the advertising period 4 submissions had been received, all offering no objection to the proposed closures. Copies of the received submissions can be provided to interested Councillors upon request to the Shire’s Planning Department.

Listed below is a summation of the comments raised from the advertising period:

- Respondent: Water Corporation (received 10 May 2012)  
Respondent Comment: No facilities affected by your proposal and therefore no objections.  
Shire Response: No additional comment.
- Respondent: FESA (received 17 May 2012)  
Respondent Comment: No objections  
Shire Response: No additional comment
- Respondent: Department of Indigenous Affairs (received 24 May 2012)  
Respondent Comment: No Aboriginal Heritage Sites within the subject area.  
Shire Response: No additional comment.
- Respondent: Chapman Valley Historical Society (received 5 June 2012)  
Respondent Comment: The Society regards it as essential to clear this matter up and is in full support of the proposal.  
Shire Response: No additional comment

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

The landowner of Nanson Town Lots 11, 12, 16 & 17 to the south of the Nanson Museum has engaged a surveyor to amalgamate their titles into one lot. Shire staff have held concern over the Nanson Museum’s compliance with the requirements of the Building Code of Australia by having buildings located over property boundaries and have taken this opportunity, whilst a surveyor has been engaged in the immediate proximity, to engage the same surveyor’s services to undertake the necessary preparatory survey work.

The cost of the survey preparation component for the Nanson Museum title amalgamation is \$1,361 (GST exclusive) and this can be allowed for in Account 7052-02 'Surveying and Land Acquisitions' within the 2011/2012 Shire Budget.

The survey expense, and cost of purchase of the closed portion of right-of-way relevant to Lots 11 and 12 Lauder Road, Nanson and Lots 16 and 17 East Terrace, Nanson would be borne by the landowner with Council's involvement being the advertising of the closure process only.

### **STRATEGIC IMPLICATIONS**

The proposed road and right-of-way closure will ensure that what appears on-site to be the Nanson Museum grounds correlates to the cadastral and title details. The proposed closure and amalgamation action will not alter the visual appearance of the Nanson Museum site, but it will ensure that future construction works at the Nanson Museum are not potentially at odds with the requirements of the Building Code of Australia or the Town Planning Scheme.

The Nanson Townscape Plan makes recommendation that the Shire "investigate the possible closure of the right-of-way (dunny cart lane) with adjacent landowners" between Lauder Street in the north and Eastough Street in the south.

### **VOTING REQUIREMENTS**

Simple majority required.

### **STAFF RECOMMENDATION**

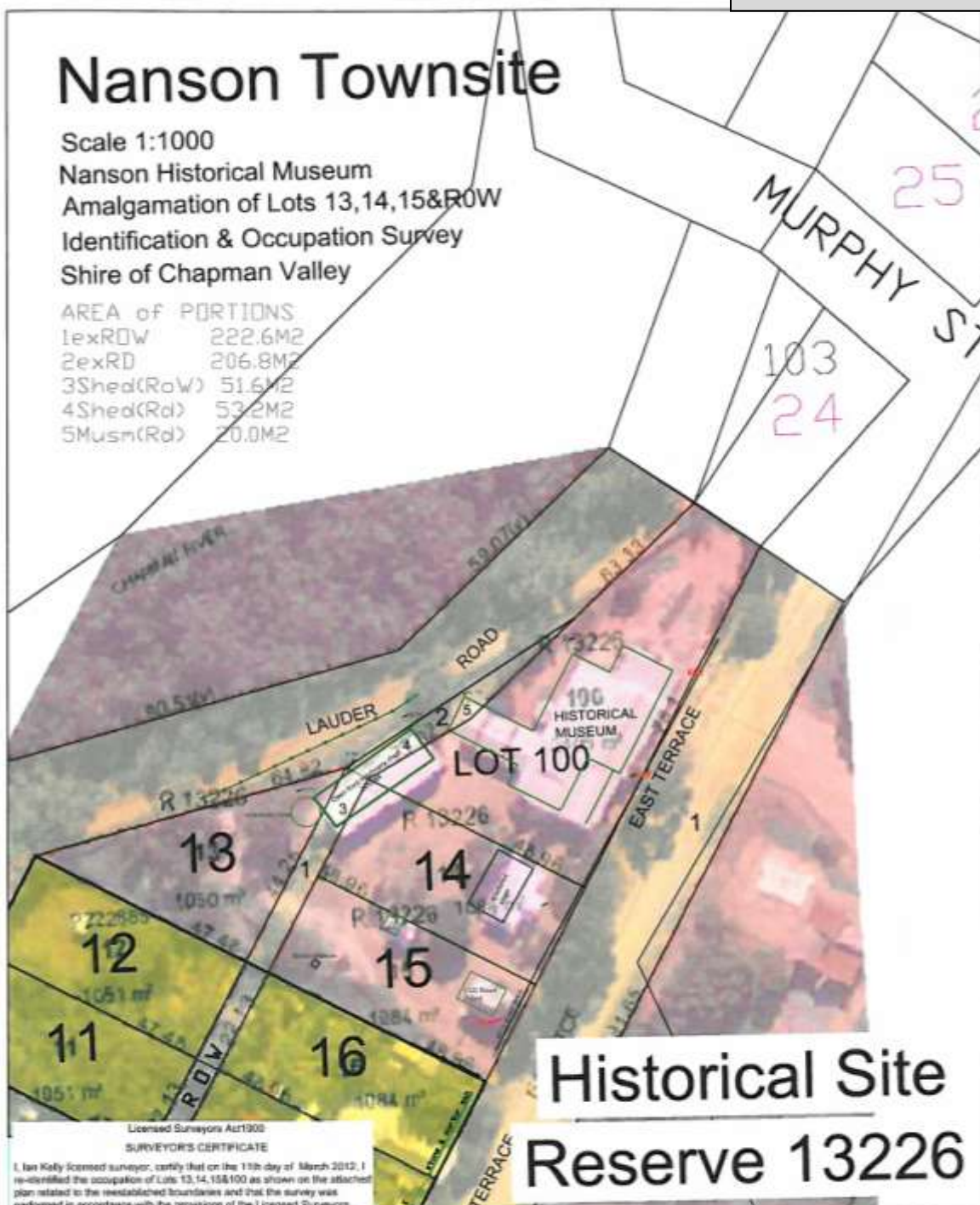
#### **That Council:**

- 1 Pursuant to Sections 58 & 59 of the Land Administration Act 1997 request the Minister of Regional Development and Lands to approve the closure of the portion of Lauder Road and the Right of Way as shown upon the plan included as Attachment 1 to this report (to enable their subsequent amalgamation with Lot 13 Lauder Street, Nanson and Lots 14, 15 & 100 East Terrace, Nanson to create one land parcel for the Nanson Museum); and**
- 2 Pursuant to Sections 58 & 59 of the Land Administration Act 1997 request the Minister of Regional Development and Lands to approve the closure of the portion of the Right of Way bounded by Lots 11 and 12 Lauder Road, Nanson and Lots 16 and 17 East Terrace, Nanson as shown upon the plan included as Attachment 2 to this report.**

# Nanson Townsite

Scale 1:1000  
 Nanson Historical Museum  
 Amalgamation of Lots 13,14,15&RoW  
 Identification & Occupation Survey  
 Shire of Chapman Valley

AREA of PORTIONS	
1exRoW	222.6M2
2exRD	206.8M2
3Shed(RoW)	51.6M2
4Shed(Rd)	53.2M2
5Musm(Rd)	20.0M2



## Historical Site Reserve 13226

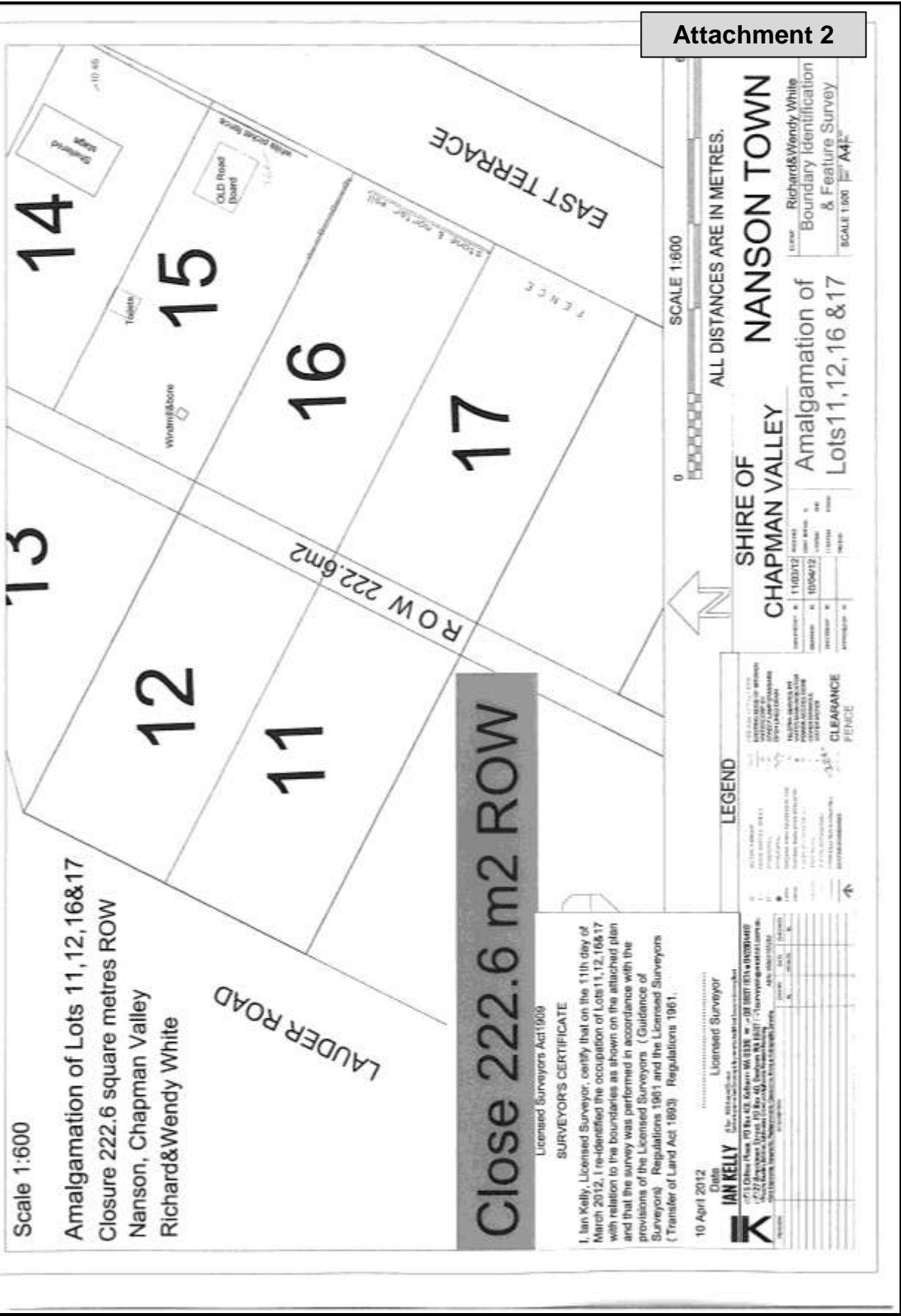
Licensed Surveyors Act 1900  
**SURVEYORS CERTIFICATE**  
 I, Ian Kelly Licensed Surveyor, certify that on the 13th day of March 2012, I re-identified the occupation of Lots 13,14,15&100 as shown on the attached plan related to the re-established boundaries and that the survey was performed in accordance with the provisions of the Licensed Surveyors (Guidance of Surveyors) Regulations 1961 and the Licensed Surveyors (Transfer of Land Act 1992) Regulations 1961.

Date: \_\_\_\_\_  
 Licensed Surveyor: \_\_\_\_\_

**IAN KELLY**  
 Licensed Surveyor  
 11 Collins Street, Level 40, Melbourne, VIC 3000  
 03 9247 9700  
 277 Elizabeth Street, Level 10, Brisbane, QLD 4000  
 07 3222 2222



**SHIRE OF CHAPMAN VALLEY** **NANSON TOWN**  
 Amalgamation of Lots 11,12,16,17&RoW  
 Boundary Identification & Feature Survey



# **10.2**

## **Chief Executive Officer**

### **June 2012**

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## **Contents**

### **10.2 AGENDA ITEMS**

- 10.2.1 Building & Disability Services Committee Meeting Minutes
- 10.2.2 Shire of Chapman Valley 2012/13 Schedule of Fees and Charges
- 10.2.3 Integrated Strategic Planning Quotes

<b>AGENDA ITEM:</b>	<b>10.2.1</b>
<b>SUBJECT:</b>	<b>Building and Disability Services Committee Meeting Minutes</b>
<b>PROPONENT:</b>	<b>Chief Executive Officer</b>
<b>SITE:</b>	<b>Shire of Chapman Valley</b>
<b>FILE REFERENCE:</b>	<b>403.02</b>
<b>PREVIOUS REFERENCE:</b>	
<b>AUTHOR:</b>	<b>STUART BILLINGHAM</b>

## **DISCLOSURE OF INTEREST**

Nil

## **REPORT PURPOSE**

To present to Council the Minutes of the Building and Disability Services Committee who met on Wednesday 30 May 2012 at 1.00pm. (Building Committee Minutes and Shire of Chapman Valley – five (5) year Building program are submitted as separate attachments)

## **BACKGROUND**

The Building and Disability Services Committee meets in March each year to inspect all Shire Buildings and then subsequently to review preliminary costing's for proposed works for consideration in the draft Council Budget. All other Committee meetings are on a 'as needs' basis to discuss items referred to the Committee by Council in the area of Shire Buildings and Properties.

Elected Committee:

Cr P Batten (Chair)  
 Cr D Bell  
 Cr A Farrell  
 Cr P Forrester

The Committee inspected properties on Thursday 15 March 2012.

## **COMMENT**

The Chief Executive Officer in conjunction with the Building Surveyor/Project Officer have developed a 5 Year Building Program showing recurrent Operating Expenditure under \$2,000 and Capital Expenditure over \$2,000 over the next 5 years. This document will be utilised by the Finance Staff to prepare future Budget allocations for Councils Buildings maintenance and improvements.

## **STATUTORY ENVIRONMENT**

Local Government Act 1995

## **POLICY IMPLICATIONS**

Shire of Chapman Valley 2012/13 Draft Budget

## **FINANCIAL IMPLICATIONS**

Yes - Shire of Chapman Valley five (5) year Building Program to be listed in the 2012/13 Draft Budget.

## **STRATEGIC IMPLICATIONS**

Forward Capital Works Program  
 Plan for the Future  
 Asset Management Planning  
 Long Term Financial Planning

## **VOTING REQUIRMENTS**

Simple

## **STAFF RECOMMENDATION**

**That Council:**

- 1. Receive the minutes of the Building and Disability Services Committee dated 30 May 2012; and**
- 2. Approve the draft five (5) year building program as presented for inclusion in the 2012/2013 Draft Budget estimates.**



SHIRE OF CHAPMAN VALLEY

UNCONFIRMED MINUTES OF BUILDING COMMITTEE MEETING HELD IN THE  
COUNCIL CHAMBERS NABAWA ON WEDNESDAY 30<sup>TH</sup> MAY AT 1.00PM

1.0 Declaration of Opening

The meeting was declared open at 1.08pm.

2.0 Record of Attendance

Cr Peter Batten (Chairman)  
Cr Pauline Forrester  
Cr Anthony Farrell  
Cr David Bell (from 1.32pm)

Mr S Billingham (Chief Executive Officer)  
Mr A Abbott (Building Surveyor)  
Mrs K McKay (Executive Assistant)

Apologies

Nil

3.0 Adoption of Minutes – Building Committee 30 March 2011

COMMITTEE DECISION

Moved Cr Pauline Forrester seconded Cr Anthony Forrester  
That the minutes of the Building Committee meeting held on the 30<sup>th</sup>  
March 2011 be confirmed as a true and correct record.

CARRIED  
Voting 3/0

4.0 Business arising from the previous minutes

Yuna Hall

The kitchen was not painted, ceiling fans not installed (due to badminton being played in the hall), toilet plumbing has been completed, fluro tubes were not replaced, and Camp ground signs were denied – discussion was held regarding the access lane this does not belong to the Yuna Tavern. Property was previously surveyed by Council.



**Yuna Tennis Club**

No work required.

**Yuna Depot**

All work completed.

**Lot 27 Chapman Valley Road, Yuna**

All work completed.

**Lot 22 Chapman Valley Road, Yuna**

Everything carried out except the replacement of the stove as this was not required.

**Naraling Hall**

Replacement of the wood on the front door has not been carried out at this time Mr Abbott is still looking for jarrah timber.

**Nabawa Community Centre**

Everything carried out - Cr Forrester queried about the cracks in the toilets and Mr Abbott advised that he would monitor them.

**Nabawa Tennis Club**

No work required.

**Shire Office**

Mr Abbott advised that the cracks had opened more this year and changes to floor coverings to be removed from list.

**Chapman Valley Showground**

All work completed.

**Nanson Museum**

Installed new globes not new flood lights.

**Cr Bell entered the meeting at 1.32pm**

**Lot 1 Indialla Road, Nabawa**

All items completed

**Lot 31 Indialla Road Nabawa**

All items completed

#### Coronation Beach

Mr Abbott was given the go ahead to relocate the structure from Coronation Beach Road. New double BBQ to be put to budget and Cr Batten suggested that the fire rings be removed from works list.

#### Football Club

Cost of ceiling fans too expensive, oiled steps and bunkers completed.

#### Centenary Park

Entire areas to be painted by Council worker and trees have been trimmed.

#### Other

The shade structure for staff is not happening.

### 5.0 GENERAL BUSINESS

#### Notes from Inspection of Council Buildings

##### Yuna Hall

- Disabled access as per BCA, Australian Standards – Mr Abbott suggested Prison crew could do this at minimal cost or approx \$10,000 to bring up to standard.  
Council has a disability access inclusion program to improve the access to our buildings for future years  
Cr Farrell suggested it be removed from the list and added to the 5 year plan
- Priority to remove all asbestos, insulate and reclad entire structure in Colourbond - \$45,000 quoted to do this. Stuart suggested putting up to budget committee for draft budget estimates.
- Rear stage access steps require balustrades – Mr Abbott suggested spending maybe \$1200 on some balustrade.
- Install new brackets to all fire extinguishers, confirm locations
- Move fridge away from fire extinguishers
- Install minimum 2 x hard wired smoke alarms – list for budget approx. \$1000
- 2 x air conditioners – Include installation add to 5 year building plan – approx \$20,000.
- Create new emergency plans displaying exits, muster point, fire fighting equipment, send floor plans to Brad (LGIS) - Completed
- Replace asbestos vent pipe for public toilets - \$300
- Painting of kitchen - touch up only – still to be done
- Spray for spiders annually in November

##### Yuna Tennis Club

- No works specified

- Complete plans for proposed new community centre - \$10,000 has been put aside for plans by Council this needs to be confirmed at Council meeting – The Building Committee recommends that this continue to progress and use the Community Development Officer to progress grants.

That the Committee continue to progress plans for the new Community Centre and Mr Abbott to get cost of construction estimates.

#### **Yuna Depot**

Power to shire depot going through Lot 22 needs to be discussed. Power to stay as is for another year.

#### **Lot 27 Chapman Valley Road, Yuna**

- House is on Lot 27 – carport constructed in next lot. As per Council Building Committee verbal authorisation.
- Replace damaged culvert pipe at front crossover – in house
- Replace wall oven - no action
- Construct a shade cloth lean too at tenant expense, tenant to draw detailed plans and submit to Shire for surveying - As per Council Building Committee verbal authorisation.
- Clean gutters – in house
- Spray for spiders annually in November

#### **Lot 23 Chapman Valley Road, Yuna**

- Paint front verandah concrete with concrete paint – Tennant to paint and Council to supply the paving paint
- Repaint all painted surfaces internal and external - quotes to paint building \$8,500 includes GST – put in for budget consideration
- Latch on solid fuel heater, repair / replace
- Garage renovation, lean to unsound – Mr Abbott to organise maintenance to the value of \$500
- Replacement of kitchen cabinets and bench tops – not to be done add to 5 year building program
- Clean gutters – tenant
- Carpet replacements to be added to 5 year program.
- Spray for spiders annually in November

#### **Naraling Hall**

- Ensure rear doors operate / lock correctly
- Fill leach drain from kitchen with river sand and make safe – in house
- Decommission existing toilet and install hoarding / barriers at entrances
- Do not Seek grant funding to construct a new drop toilet as per Fig Tree design
- Remove old rain water tank and stand, do not replace – in house

#### **Community Centre**

- Replace broken bulkhead light at east end – maintenance budget
- Clean all gutters prior to first rains – in house
- Ladies public toilet, repaint ceiling water damaged area
- Main entrance to centre, repair damaged concrete path – in house
- Repaint eaves and east wall in minor hall – quote \$1530 includes GST
- Repair damaged eaves sheets to prepare for painting - \$300
- Fence repairs at Pre-school entrance – in house
- Repair duct pipe from evaporative air con in preschool – maintenance budget
- Trim all trees surrounding Community Centre – Council works department tree lopping program
- Create new Emergency Plans displaying exits, muster point, fire fighting equipment, send floor plans to Brad (LGIS) – completed
- Spray for spiders annually in November

#### **Recreation Centre**

- Repair damaged concrete floor on verandah at south east corner, cut out damaged section and repour concrete prior to footy season – Completed
- Replace brick wall outside change rooms – approx. \$1500
- Install air conditioners in main bar area of club rooms upstairs – quote \$18,000 plus GST
- Line underside of internal balcony ceiling where silver insulation is exposed – quote \$3,000 plus GST
- Install PA Door near fire hose reel in basketball stadium – this is a necessity \$1600
- Move fridge to original position in bar area – in house
- Replace external door and lock on commentators door up stairs – maintenance budget
- Replace lock on training gear store room – in house
- Repair broken north window in kitchen down stairs – completed
- Plane down door to umpires change room (binding) – in house
- Place blue metal around entrance at north side – Mr Abbott to co-ordinate with Works Supervisor
- Create new Emergency Plans displaying exits, muster point, fire fighting equipment, send floor plans to Brad (LGIS) – completed
- Spray for spiders annually in November

#### **Nabawa Tennis Club**

- No work required
- Spray for spiders annually in November

#### **Nabawa Shire Depot**

- Upgrade power board in building department shed – Mr Abbott to get quote – approx. \$4,000 TBC

- Build new 6 x 4 shed at south east corner of depot yard and create new entrance to allow truck access – quote to supply kit shed and erection approx \$6,000
- Build and install new doors to dog kennels allow for feeding hatch – approx. \$1,000
- Build lean and sound insulate to enclose compressor – approx. \$1,000
- Spray for spiders annually in November

#### **Nabawa Shire Office**

- Repair cracks in walls, repaint (in this year's budget, please confirm) full repaint of Debby's office – paper tape and fill cracks in walls external and internal – Quote \$1500 excl GST
- Create new Emergency Plans displaying exits, muster point, fire fighting equipment, send floor plans to Brad (LGIS) – completed
- Spray for spiders annually in November

#### **Lot 19 Chapman Valley Road, Nabawa**

- Replace damaged floor board decking on front verandah – approx. \$2,000
- Trim tree around power lines
- Carpet replacements to be added to 5 year program.
- Spray for spiders annually in November

#### **Lot 1 (9) Indialla Rd, Nabawa**

- Adjust windows to allow easier operation – maintenance budget
- Repaint eaves and gutters - quote \$2500, repair and repaint ceiling damage in kitchen and main bedroom – maintenance budget
- Repair blocked drain in shower – get plumber to ream this out approx. \$300
- Re-contour side access road to shed, install new culvert – Councils work crew already working on this
- Spray for spiders annually in November

#### **Lot 31 Indialla Rd, Nabawa**

- Plumber to ensure toilets fully operational – maintenance budget
- Install brick wall around septic and cover with soil – maintenance budget
- Install new shower screens – quote \$1,000 to supply and \$2,500 to install
- Install new fan / light above stove – Tenant has already done this
- Construct new gable patio to replace existing – Quote on timber \$7,000 + GST - Mr Abbott to get a quote for metal structure as well
- \$1200 for drop curtains to enclose proposed verandah
- Repaint all eaves and gutters – Quote \$2, 000 + GST
- Replace concrete around pool with paving and ensure no leaks in plumbing to pool.
- Spray for spiders annually in November

#### **Centenary Park**

- Service Gas BBQ – completed
- Replace damaged picnic seating position indicated to north – in house progressing with Prison Crew
- Paint gazebo - in this years budget – in house
- Repair water fountain, side hatch approx. \$100 – in house
- Repair faded sign with new stickers – in house
- Confirm retic times, grass very dry – completed

#### **Nanson Showground**

- Repair damaged security screens – in house
- Install existing rain water tank on west side of pavilion – sand pad to be installed and tank moved – in house

#### **Nanson Museum**

- Replace skylights with dark tint in new section – Mr Abbott to source and quote quality laserlite – approx \$800
- Remove sky lights from main museum area and replace with colourbond – approx \$1200
- Look to reclad walls and paint roof - carry over \$2500 from this years budget to next year's budget, paint roller door and \$4000 to be included in budget consideration to reclad walls – quoted \$6000 plus GST
- Install ventilation and window with security screens at south side of main entrance – Quote \$1700 + GST
- Price up fire suppression, install fire hose reels (Building Committee recommended no action) – Mr Abbott to get 4 x 19kg fire extinguishers for the building
- Secure Old Road Building with new padlock
- Spray for spiders annually in November

#### **Coronation Beach**

- Repaint corroded fish cleaning table - \$300 maintenance budget
- Relocate timber framed shade structures x 2 from NWC Highway turn off to specified positions
- Fire ring at BBQ – do not go ahead with this
- Cost second double BBQ for Coronation beach – approx \$10,000

#### **Five year program**

Peter Batten queried termite inspections preventative maintenance program.  
All CCA Structures to be removed from program  
Quote for spider / pest treatment \$1700 plus GST – includes 5 houses and 10 shire buildings

**COMMITTEE DECISION**

**Moved Cr Pauline Forrester seconded Cr Anthony Forrester  
That the amended draft 5 year building program be presented to Council  
for budget consideration with the Building Committee Minutes.**

**CARRIED  
Voting 4/0**

That the amended draft 5 year building program be presented to Council for budget consideration with the Building Committee minutes.

**5.0 Closure**

The chairman thanked the Committee members and staff for their attendance and declared the meeting closed at 4.16pm.

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<b>AGENDA ITEM:</b>	<b>10.2.2</b>
<b>SUBJECT:</b>	<b>Shire of Chapman Valley 2012/13 Schedule of Fees and Charges</b>
<b>PROPONENT:</b>	<b>Chief Executive Officer</b>
<b>SITE:</b>	<b>Shire of Chapman Valley</b>
<b>FILE REFERENCE:</b>	<b>306.00</b>
<b>PREVIOUS REFERENCE:</b>	
<b>AUTHOR:</b>	<b>STUART BILLINGHAM</b>

## **DISCLOSURE OF INTEREST**

Nil

## **REPORT PURPOSE**

To present to Council the Draft Schedule of Fees and Charges for the Draft 2012/13 Annual Budget. (Please refer to 2012/13 Draft Schedule of Fees and Charges submitted as a separate attachment)

## **BACKGROUND**

As part of the preparation for the compilation of the 2012/13 Annual Budget the Draft schedule of Fees and Charges for 2012/13 is presented to Council for review and approval to list in the 2012/13 Draft Budget estimates.

## **COMMENT**

The Chief Executive Officer has reviewed the 2011/12 Schedule of Fees and Charges and prepared the Draft 2012/13 Schedule of Fees and Charges.

Changes include the following:

- Coronation Beach \$15.00 reduced to \$11.00 per night per vehicle NB This is at the request of the Coronation Beach Caretaker in view of the number of complaints received regarding the level of fees being charged and supported by the Chief Executive Officer.
- Rates Account Enquiry Only increased from \$20.00 to \$25.00
- Orders and Requisitions increased from \$50.00 to \$55.00
- Special instalment arrangement \$2.50 to \$5.00
- Rates, Orders and Requisitions increased from \$70.00 to \$75.00
- Domestic Refuse Charges increased from \$191.50 to \$220.00
- Additional Bin increase \$191.50 to \$220.00
- Private Works Loader 3m3 \$140 to \$180.00, 2.2m3 \$180 to \$140.00
- New Building Act Charges
- Food Act Registration of Premises charges \$50
- Cemetery niche wall charges

## **STATUTORY ENVIRONMENT**

Local Government Act 1995

## **POLICY IMPLICATIONS**

Shire of Chapman Valley 2012/13 Draft Budget

## **FINANCIAL IMPLICATIONS**

Yes - Shire of Chapman Valley Schedule of Fees and Charges.

*Ordinary Meeting of Council 20 June 2012 - Agenda*

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIRMENTS**

Simple

**STAFF RECOMMENDATION**

**That Council approves the draft Schedule of Fees and Charges to be utilised in the Draft 2012/13 Annual Budget estimates.**

**DRAFT**

**Shire of Chapman Valley**  
**Budget For the Year Ended 30 June 2013**  
**Fees and Charges**



	NOTES	Amount	COMMENT	GST
<b>ADMINISTRATION</b>				
<b>1 Account Enquiries and Requisitions</b>				
Rates Account Enquiry Only (No Requisitions)		\$ 25.00	per lot	GST N/A
Orders And Requisitions Account Enquiry (No Rates)		\$ 55.00	per lot	GST N/A
Special Instalment arrangements		\$ 5.00	per instalment	GST N/A
Rates, Orders And Requisitions Account Enquiry		\$ 75.00	per lot	GST N/A
<b>2 Postal Boxes at Shire Office</b>				
Deposit to cover fitting new lock if keys not handed in		\$ 60.00	Per Post Box	GST N/A
Annual fee for use of box		\$ 20.00	Per Post Box	GST Incl
<b>3 Copy of Rate Notice</b>				
		\$ 5.00	Per Copy	GST N/A
<b>4 Maps</b>				
	1	cost recovery	Per Map	GST Incl
<b>5 Tourism Maps of Shire</b>				
		No charge	No Charge Required	
<b>6 Photocopying</b>				
Black and White		\$ 0.40	per A4 sheet	GST Incl
Colour		\$ 1.65	per A4 sheet	GST Incl
Black and White		\$ 0.50	per A3 sheet	GST Incl
Colour		\$ 2.00	per A3 sheet	GST Incl
<b>7 Council Minutes - Copies</b>				
			Photocopying Rates (as above)	GST Incl
<b>8 Binding</b>				
Hardcover (Leather Look with Foil Title)		\$ 29.00	per item	GST Incl
Softcover		\$ 6.50	per item	GST Incl
Wire Comb		\$ 4.40	per item	GST Incl
Plastic Comb		\$ 3.30	per item	GST Incl
<b>9 Laminating</b>				
A4 per sheet		\$ 1.50	per item	GST Incl
A3 per sheet		\$ 2.00	per item	GST Incl
<b>10 Electoral Rolls</b>				
		\$ 17.50	per roll	GST N/A
<b>11 Facsimiles</b>				
Faxes Sent		\$ 2.20	Minimum Charge	GST Incl
Faxes Received		\$ 0.40	Per Sheet	GST Incl
<b>12 Permit to Consume Liquor</b>				
		\$ 5.50	Per Permit	GST Incl
<b>13 Freedom of Information Charges</b>				
Personal information about the applicant		no fee	No Charge	
Application fee (for non personal information)		\$ 30.00	Per Application	GST N/A
Charge for time dealing with application		\$ 35.00	per hour or pro rata	GST N/A
Access time supervised by staff		\$ 35.00	per hour or pro rata	GST N/A
Photocopying staff time		\$ 35.00	per hour or pro rata	GST N/A
Per Photocopy			Photocopying Rates	GST Incl
Transcribing from tape, film or computer		\$ 35.00	per hour or pro rata	GST N/A
Film or computer information	2	At Cost	cost recovery	Plus GST
Delivery, packaging and postage	2	At Cost	cost recovery	Plus GST
Advance deposit required for the estimated charges.		25%	of estimated charges	GST N/A

*Further advance deposit may be required to meet the charges for dealing with the application. For financially disadvantaged applicants with prescribed pensioner concession cards, the charge payable may be reduced by 25% at the CEO's discretion.*

# DRAFT

## Shire of Chapman Valley Budget For the Year Ended 30 June 2013 Fees and Charges



	NOTES	Amount	COMMENT	GST
<b>REFUSE CHARGES</b>				
<b>1 Domestic Refuse Removal</b>				
Domestic Refuse Removal		\$ 220.00	per bin per annum	GST N/A
Additional Bins (Not Compulsory)		\$ 220.00	per bin per annum	GST N/A
<b>2 Refuse Site Charges (Non Residents)</b>				
Lawnclippings and greenwaste		\$ 23.00	per m3 (Ute or Trailer load)	GST Incl
Any/all household rubbish (deemed to be generated day to day)		\$ 28.00	per m3 (Ute or Trailer load)	GST Incl
Building/backyard rubble under 0.4 m3 (approximately 2 wheelbarrows)		\$ 28.00	per m3 (Ute or Trailer load)	GST Incl
Household oil (under 20 litres)		\$ 28.00	up to 20 litres	GST Incl
<b>Special Burial (by prior arrangement only):</b>				
Paint containers and medical waste		\$ 133.00	per m3 for first m3 or less	GST Incl
Crayfish offal or similar		\$ 133.00	per m3 for first m3 or less	GST Incl
<b>Commercial Items</b>				
General waste		\$ 28.00	per m3 (Ute or Trailer load)	GST Incl
Motor car tyres		\$ 15.00	per tyre	GST Incl
Truck tyres		\$ 28.00	per tyre	GST Incl
Tractor tyres		\$ 53.00	per tyre	GST Incl
Syringe containers - first 7 litres		\$ 15.00	for first 7 litre container	GST Incl
- per litre thereafter		\$ 5.00	per litre thereafter	GST Incl
Cardboard		\$ 5.00	per m3 (Ute or trailer load)	GST Incl
<b>PROPERTY HIRE</b>				
<b>1 Hall Hire</b>				
Bond		\$ 280.00	To be placed into Trust Account	GST N/A
<b>Nabawa Community Centre</b>				
Whole Facility - Main & Lesser Halls, Kitchen & Toilets		\$ 100.00	per use	GST Incl
Main Hall only		\$ 70.00	per use	GST Incl
Kitchen		\$ 30.00	per use	GST Incl
Clinic Room		\$ 30.00	per use	GST Incl
Fitness/Yoga/Dance Classes, Rehearsals (Main Hall)		\$ 20.00	per use (block booking discount available)	GST Incl
Chapman Valley Primary School			no charge	
Lesser Hall		\$ 20.00	per use	GST Incl
<b>Main or Lesser Hall Block Bookings (payable in advance only)</b>				
10 - 20 bookings per annum		20% Discount	on usual hire charge	
20 - 40 bookings per annum		25% Discount	on usual hire charge	
40 - 60 bookings per annum		30% Discount	on usual hire charge	
> 60 bookings per annum		35% Discount	on usual hire charge	
Annual Booking (Up 2 uses per week only)		\$ 500.00	per annum	GST Incl
<b>Yuna Hall</b>				
Main & Lesser Halls, Kitchen & Toilets - All Groups		\$ 65.00	per use	GST Incl
Main & Lesser Halls, Kitchen & Toilets - Local Community Member		\$ 40.00	per use	GST Incl
Badminton Club		\$ 7.50	per use	GST Incl
Yuna Primary School			no charge	
<b>2 Furniture Hire from Community Centres</b>				
Tables		\$ 6.00	each	GST Incl
Chairs		\$ 0.30	each	GST Incl
<b>3 Projector Hire</b>				
Bond		\$ 500.00	To be Placed into Trust Account	GST N/A
Projector Hire		\$ 80.00	per day	GST Incl
<b>4 Recreation Centre Facilities</b>				
Football Club - includes League Fixtures, pre-season and season training sessions (including Oval lighting), change rooms and use of the function room:		\$ 3,050.00	per annum	GST Incl
Basketball Club		\$ 1,100.00	per annum	GST Incl
Cricket Club		\$ 1,250.00	per annum	GST Incl
Geraldton Regional Cricket Board - home and away fixtures not involving the Chapman Valley Cricket Team		\$ 55.00	per game	GST Incl
Tennis Club Nabawa and Yuna		\$ 315.00	per annum	GST Incl
Badminton Club		\$ 11.00	per use	GST Incl
Greenough Western Riding Club - Showgrounds Reserve		\$ 320.00	per annum	GST Incl
Chapman Valley Agricultural Society - Showgrounds Reserve		\$ 320.00	per annum	GST Incl
Whole of stadium facilities		\$ 120.00	per use	GST Incl
Clubrooms (Upstairs area)		\$ 60.00	per use	GST Incl
Changerooms (1 section only)		\$ 15.00	per use	GST Incl
Kitchen (downstairs)		\$ 30.00	per use	GST Incl
Basketball Courts		\$ 40.00	per use	GST Incl
Oval, Kitchen, Clubroom and Changerooms Hire		\$ 130.00	per use	GST Incl

# DRAFT

## Shire of Chapman Valley Budget For the Year Ended 30 June 2013 Fees and Charges



NOTES	Amount	COMMENT	GST
<b>PROPERTY HIRE (continued)</b>			
5	Camping Fees - Coronation Beach	\$ 11.00 per night per vehicle. Shire Residents Free of charge - must show pass card.	GST Incl
	Camping Fees - Fig Tree Yetna	\$ 5.50 per night per vehicle. Donation at will Shire Residents Free of charge - must show pass card.	GST Incl
6	Residential Housing Rental		
	Lot 27 Chapman Valley Rd, Yuna	\$ 180.00 per week	Input Taxed
	Lot 22 Chapman Valley Rd, Yuna	\$ 180.00 per week	Input Taxed
	Lot 1 Indialla Rd, Nabawa	\$ 180.00 per week	Input Taxed
	Lot 19 Chapman Valley Rd, Nabawa	\$ 180.00 per week	Input Taxed
7	Pre-School Lease	\$7,485.25 as per agreement To be increased by December Perth CPI each year expires 31 Dec 2015 LE13	GST Incl

### PRIVATE WORKS

1	Private Works (Includes Operator)	Normal (per hour)			
	Grader Hire (120H)	\$ 120.00	per hour	GST Incl	
	Grader Hire (John Deere)	\$ 140.00	per hour	GST Incl	
	Grader Hire (CAT 140H)	\$ 140.00	per hour	GST Incl	
	Truck and Trailer Hire	\$ 145.00	per hour	GST Incl	
	Truck side tipper	\$ 135.00	per hour	GST Incl	
	Truck and Water Tanker	\$ 135.00	per hour	GST Incl	
	Light Truck Hire	\$ 85.00	per hour	GST Incl	
	Roller Hire - Vibrating (Large)	\$ 125.00	per hour	GST Incl	
	Roller Hire - Rubber Tyred	\$ 105.00	per hour	GST Incl	
	Loader Hire - (3 cubic metre bucket)	\$ 180.00	per hour	GST Incl	
	- (2.2 cubic metre bucket)	\$ 140.00	per hour	GST Incl	
	Backhoe	\$ 110.00	per hour	GST Incl	
	Bobcat (Skidsteer) Hire	\$ 95.00	per hour	GST Incl	
	Whipper Snipper	\$ 65.00	per hour	GST Incl	
	Pedestrian Roller	\$ 80.00	per hour	GST Incl	
	Plate Compactor	\$ 65.00	per hour	GST Incl	
	Light Vehicle (4WD Ute plus labour)	\$ 2.00	Per km	GST Incl	
	Cement Mixer	\$ 60.00	per hour	GST Incl	
2	Sand	Yellow Sand	\$ 1.50 m3	(Minimum charge of \$100 per truck load)	GST Incl
3	Gravel	Gravel	\$ 5.00 m3	plus plant hire rates.	GST Incl
4	Aggregate	Aggregate	\$ 42 m3		GST Incl
5	Other	Administration Fee - Job Value less than \$2,000	Nil	For job value under \$2,000	GST Incl
	Administration Fee - Job Value over \$2,000	15%		For job value over \$2,000	GST Incl
	Labour only - plant operators	\$ 55.00	per hour		GST Incl
	Labour only - senior works staff (Works supervisor/leading hand)	\$ 66.00	per hour		GST Incl
	Roadside Spraying	\$ 99.00	per hour		GST Incl
	Weed Chemicals	at cost		plus 10%	GST Incl

### DOG REGISTRATIONS

1	Dog Registrations				
	Unsterilised Male or Female	\$30.00 - (1 year)	75.00 - (3 years)	Set by legislation	GST N/A
	Unsterilised Male or Female Working Farm Dog	\$7.50 - (1 year)	18.75 - (3 years)	"	GST N/A
	Sterilised Male or Female	\$10.00 - (1 year)	18.00 - (3 years)	"	GST N/A
	Sterilised Male or Female Working Farm Dog	\$2.50 - (1 year)	4.50 - (3 years)	"	GST N/A
	<i>Sterilisation Certificate must be produced</i>				
2	Dog Impounding Fees				
	1st Day	\$ 25.00	For first day	GST N/A	
	Subsequent Days	\$ 10.00	per day	GST N/A	
3	Dog Act 1976				
	Unregistered Dog	\$ 100.00	per offence	GST N/A	
	Dog causing a nuisance	\$ 100.00	per offence	GST N/A	
	Dog in a public place without collar	\$ 50.00	per offence	GST N/A	
	Owners details and registration tag not on collar	\$ 50.00	per offence	GST N/A	
	Dog in a public place without a collar or tag	\$ 100.00	per offence	GST N/A	
	Dog not held by a leash in public	\$ 100.00	per offence	GST N/A	
	Uncontrolled dog in exercise/ rural area	\$ 100.00	per offence	GST N/A	

Shire of Chapman Valley  
Budget For the Year Ended 30 June 2013



**DRAFT**

Fees and Charges

NOTES	Amount	COMMENT	GST
<b>CEMETERY CHARGES</b>			
<b>1 Cemetery</b>			
Sinking, exhumation, reopening and closing a grave***	\$ 550.00	to a depth of 1.8 metres	GST incl
Additional sinking ordered in excess of 1.8 metres***	\$ 55.00	Each additional 0.3 cubic metres or part thereof	GST incl
Re-sinking and closing any grave***	\$ 550.00	For the purpose of second interment or exhumation	GST incl
***Add 50% to charges above for burials on Saturdays and add 100% for burials on Sundays and Public Holidays			
Removal of kerbing, tiles, grass, etc	\$ 38.50	per hour	GST incl
Plot reservation	\$ 22.00	per lot	GST incl
Plot Charge (for land where grave is situated)	\$ 55.00	per lot	GST incl
<b>2 Additional Fees</b>			
Re-opening of any existing grave for a second interment	\$ 22.00	re-opening for second interment	GST incl
Permission for Exhumation	\$ 22.00	For exhumation	GST incl
Permission to erect a monument headstone and/or kerbing	\$ 22.00	Per monument headstone/kerbing	GST incl
Interment without specified notice - Extra	\$ 22.00	Extra for interment without notice	GST incl
Interment not in usual hours	\$ 22.00	as prescribed in "By-Laws 18"	GST incl
Single Niche Wall fee	\$ 27.50		GST incl
Double Niche Wall Fee	\$ 55.00		GST incl
Plaque for Niche Wall	At cost + 10%		GST incl
Funeral Directors fee for conducting funeral within cemetery	\$ 22.00	Funeral Directors Fee	GST incl
Maximum fee paid by each (for any one) Funeral Director shall not in any financial year (1st July to 30th June), exceed the total amount of:	\$ 66.00	Maximum Funeral Director Fee	GST incl

**BUILDING/HEALTH/LICENSES**

**1 BUILDING PERMIT CHARGES**

Building Act 2011 Building Regulations 2012

	Value/Quantity	
CTF Levy (old BCIF) over \$20,000	Value of work x 0.2%	
Building Commission Levy (old BRB) under \$45,000	\$40.50	
Building Commission Levy (old BRB) over \$45,000	0.09% of value of work	
Building Permit Application - Uncertified	0.32% of value of work but not less than \$90	
Building Permit Application - Certified- Class 1-10	0.19% of value of work but not less than \$90	
Building Permit Application - Certified -Class 2-9	0.09% of value of work but not less than \$90	
Demolition Permit Application - Residential	\$90.00	
Demolition Permit Application -Commercial	\$90 for each storey	
Permit Extension Application Fee	\$90.00	
Building Approval Certificate	\$90.00	
Building Approval Certificate Unauthorised Work	0.38% of value of work but not less than \$90.00	
Occupancy Permit Application New Building Work	\$90.00	
Occupancy Permit Application Unauthorised Work	0.18% of value of work but not less than \$90.00	

**2 APPLICATION FOR APPROVAL OF SEPTIC APPARATUS ISSUING OF A "PERMIT TO Use an Apparatus"**

Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974

\$ 113.00	Set by legislation	GST Nil
\$ 113.00	Set by legislation	GST Nil

**3 MEAT INSPECTION**

1	Cost Recovery At cost	Plus GST
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**4 ITINERANT FOOD VENDOR'S LICENSE ( CORONATION)**

\$ 200.00	per annum	GST Nil
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**5 LICENSES**

Caravan Park	As per Legislation	per annum	GST Nil
Caravan Parks & Camping Grounds Act 1995 Caravan Parks & Camping Grounds RegsAct 1995			

**6 SWIMMING POOL INSPECTION**

Checked 4 yearly - charge spread over 4 years on rate notice	\$ 15.00	per annum	Set by legislation	GST incl.
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**7 ANALYSIS OF PUBLIC & SEMI PUBLIC POOL WATER**

WATER FROM SHIRE STANDPIPE (Other than Hall Road)

\$ 30.00	per sample taken	Set by legislation	GST incl.
\$30.00 Min	\$30.00 up to 36,000 litres then 80c kL (1,000 litres) thereafter		GST Free

**8 FOOD ACT 2008**

\$50.00	Registration Fee per premises	GST incl.
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**Shire of Chapman Valley**  
**Budget For the Year Ended 30 June 2013**  
**Fees and Charges**



DRAFT

PLANNING	NOTES	Amount	COMMENT	GST
<b>1 Development Application</b>				
Determination of development application (other than for an extractive industry) where the estimated cost of the development is:				
	- Not more than \$50,000	\$ 139.00	Development Application	GST N/A
	- More than \$50,000 but not more than \$500,000		0.31% of the estimated cost of the development	GST N/A
	- More than \$500,000 but not more than \$2.5 million	\$ 1,500.00	+ 0.25% for every \$1 in excess of \$500,000	GST N/A
	- More than \$2.5 million but not more than \$5 million	\$ 6,740.00	+ 0.20% for every \$1 in excess of \$2.5	GST N/A
	- More than \$5 million but not more than \$21.5 million	\$ 11,890.00	+ 0.12% for every \$1 in excess of \$5	GST N/A
	- More than \$21.5 million	\$ 32,185.00	Development Application	GST N/A
	<i>Note - If development has commenced or been carried out:</i>			
			an additional amount by way of penalty, that is twice the amount of the fee payable for determination of the application (in addition to the initial application fee)	GST N/A
<b>2 Amended Plans</b>				
	This applies where a determination is already given by the Shire or where amended plans are submitted and not requested by the Shire		65% of the original application fee with a minimum of \$67	GST N/A
<b>3 Application for Change of Use or Alteration or Extension</b>				
	Change of use or for alteration or extension or change of a non-conforming use which item 1 does not apply		Application Change	GST N/A
	<i>Note - If change of use or the alteration or extension or change of the non-conforming use has commenced:</i>	\$ 278.00	an additional amount of \$540 by way of penalty	GST N/A
<b>4 Single House - Residential Design Codes</b>				
	Performance criteria or Town Planning Scheme variation assessment	\$134 - \$670	\$67 per performance criteria/ Town Planning Scheme variation assessed with a minimum charge of \$134 and a maximum of \$670	GST Inc.
<b>5 Demolition</b>				
	Demolition where planning approval is required	\$ 139.00	per demolition	GST N/A
<b>6 Extension of Current Planning Approval</b>				
	Extension of current Planning Approval	\$ 105.00	per extension	Plus GST
<b>7 Relocation of Building Envelope</b>				
	Relocation of building envelope	\$ 139.00	per relocation	GST N/A
<b>8 Home Based Business (including Cottage Industry):</b>				
	Initial Fee	\$ 209.00	per application	GST N/A
	Renewal Fee	\$ 69.00	per renewal	GST N/A
	<i>Note - If home based business or cottage industry has commenced:</i>			
			an additional amount of \$406 by way of penalty.	GST N/A
<b>9 Development Application for Extractive Industry</b>				
	Initial Fee	\$ 696.00	per application	GST N/A
	Renewal Fee	-	per renewal	GST N/A
	<i>Note - If development has commenced or been carried out:</i>			
			an additional amount of \$1,392 by way of penalty.	GST N/A
<b>10 Zoning Certificate</b>				
	Issue of a Zoning Certificate	\$ 69.00	per certificate	GST N/A
<b>11 Section 40 Certificate</b>				
	Issue of Section 40 Certificate	\$ 69.00	per certificate	Plus GST
<b>12 Inspection</b>				
	Pre-stalls Inspection	\$ 265.00	per inspection	Plus GST
<b>13 Property Settlement Enquiry</b>				
	Reply to property settlement questionnaire	\$ 69.00	per enquiry	GST N/A
<b>14 Planning Advice</b>				
	Issue of written planning advice	\$ 69.00	for written advice	Plus GST
<b>15 Road/Right-of-Way Closures</b>				
	Road/R.O.W./P.A.W. requests for closure	\$ 530.00	per request	Plus GST

**Shire of Chapman Valley**  
**Budget For the Year Ended 30 June 2013**



DRAFT

**Fees and Charges**

	NOTES	Amount	COMMENT	GST
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**PLANNING - (continued)**

**16 Town Planning Scheme Amendments-**

Minor Scheme amendment (ie an amendment that involving only textural changes or rectifies a zoning anomaly):

	\$	3,235.00	Total with payments in stages as follows	Plus GST
Request for Council initiation (minor)	\$	2,370.00	Council initiation	Plus GST
Conclusion of advertising for Council adoption (minor)	\$	865.00	council adoption	Plus GST
Major Scheme Amendment (ie. an amendment that involves a zoning change): \$5935 + GST total, with payments in stages as follows				
Request for Council initiation (major)	\$	4,210.00	council initiation	Plus GST
Conclusion of advertising for Council adoption (minor)	\$	1,725.00	council adoption	Plus GST

**17 Structure Plans**

Minor Structure Plans, Outline Development Plans, Subdivision Guide Plans or Similar: \$2695 + GST total, with payment in stages as follows:

Lodgement of documentation (minor)	\$	1,620.00	(25% refundable if not advertised)	Plus GST
Conclusion of advertising for Council adoption (minor)	\$	1,075.00	council adoption	Plus GST
Modifications to Plans once approval given	\$	865.00	Plan modifications	Plus GST

Major Structure Plans, Outline Development Plans, Subdivision Guide Plans or Similar (Excluding Oakajee): \$4860 + GST total, with payment in stages as follows:

Lodgement of documentation (major)	\$	2,965.00	(25% refundable if not advertised)	Plus GST
Conclusion of advertising for Council adoption (major)	\$	1,895.00	advertising conclusion	Plus GST
Modifications to Plans once approval given	\$	1,725.00	plan modifications	Plus GST

**18 Provision of a subdivision clearance:**

Not more than 5 lots	\$	69.00	per lot	GST N/A
More than 5 lots but not more than 195 lots	\$	69.00	per lot for first 5 lots then \$34 per lot	GST N/A
More than 195 lots	\$	6,959.00	max	GST N/A

**19 Planning Documents**

CD Digital Copy	\$	20.00	per copy	GST Inc
Paper Copy	1		Cost recovery + 10% Administration	

**20 Advertising Fee**

On site signage	\$	260.00	per sign	Plus GST
Newspaper advertising	\$	260.00	per advertisement	Plus GST

**21 Detailed Area Plan**

Detailed Area Plan	\$	750.00	per plan arrangement	Plus GST
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A 'minor' Town Planning Scheme Amendment is one that involves only textural changes or rectifies a zoning anomaly.

A 'major' Town Planning Scheme Amendment is one that involves the rezoning of land.

Fees are non-refundable unless otherwise stated.

**Notes:**

- 1 Cost Recovery' is calculation on the basis of costs incurred by Council from outside suppliers plus a 10% administration charge.
- 2 At Cost' is calculated on the basis of costs incurred by Council from outside suppliers.
- 3 An additional hourly rate may be levied by Council for Officer's time pursuant to the Town planning Regulations should an excessive work load be incurred.
- 4 Cost may increase in line with increase from supplier.



**Shire of Chapman Valley**  
**Budget For the Year Ended 30 June 2013**  
**Fees and Charges**



DRAFT

		Amount	COMMENT	GST
PLANNING SERVICES CHARGES - CONTRACT				
1	Higher Order Strategic/Statutory Planning Processing and reporting on Schemes & Amendments, Strategies Development Applications & Subdivisions > \$1,000,000, Structure Plans, ODP's, etc	\$80.00 per hour		
2	Lower Order Strategic/Statutory Planning Processing and reporting on Developments & Subdivision Applications < \$1,000,000, Preparation of Local Planning Policies, etc	\$65.00 per hour		
3	Preparation of Minor Scheme Amendments Textural amendments to the Shire Town Planning Scheme	\$65.00 per hour		
4	Telephone/Written Advice (Council Community, Govt Agencies etc) Advice on R Codes, general development standards, subdivision and policy requirements, and other planning matters	\$65.00 per hour		
5	Representation on Appeals Includes telephone, written and inperson attendance	\$80.00 per hour		
6	Travel Includes officer time and vehicle costs	\$50.00 per hour + \$0.70 per km		
7	Accommodation General standard to be hotels/motel accommodation inclusive of dinner and breakfast	Arranged by Client		

**Notes**

All fees are GST inclusive and charged at 15 minute intervals (except travel and accommodation)  
 Fees to be reviewed annually

**Hypothetically**

- 1 8 hours (1 day pw) x \$80.00 per hour = \$33,280 pa
- 2 8 hours (1 day pw) x \$50.00 per hour = \$27,040 pa
- 3 Site Visits 1 p/month (return Nabawa to Coorow) x 640 kms/6hrs travel = \$585 pm.....\$6074

<b>AGENDA ITEM:</b>	<b>10.2.3</b>
<b>SUBJECT:</b>	<b>Integrated Strategic Planning Quotes</b>
<b>PROPONENT:</b>	<b>Chief Executive Officer</b>
<b>SITE:</b>	<b>Shire of Chapman Valley</b>
<b>FILE REFERENCE:</b>	<b>411.00</b>
<b>PREVIOUS REFERENCE:</b>	
<b>AUTHOR:</b>	<b>STUART BILLINGHAM</b>

## DISCLOSURE OF INTEREST

Nil

## REPORT PURPOSE

To request Council's appointment of consultants to undertake the preparation of the following Integrated Strategic Plans:

- Community Strategic Plan
- Long Term Financial Plan
- Asset Management Plan
- Corporate Business Plan
- Workforce Plan

## BACKGROUND

The Shire of Chapman Valley is required by the State Government to comply with the Integrated Strategic Planning and Reporting framework. The framework required Local Governments in Western Australia to produce the following documents by 30 June 2013:

- Strategic Community Plan
- Corporate Business Plan
- Long Term Financial Plan
- Asset management Plan
- Workforce Plan

The Shire has received quotations from consultants from the preferred supplier panel for the provision of consultancy services to produce the required Integrated Strategic Planning documents and outcomes. (Please refer to quotations submitted as separate attachments.)

### *WA Framework for Integrated Planning and Reporting*



- Planning for the Future - S5.56(1) of the *Local Government Act (1995)*  
*Ordinary Meeting of Council 20 June 2012 - Agenda*

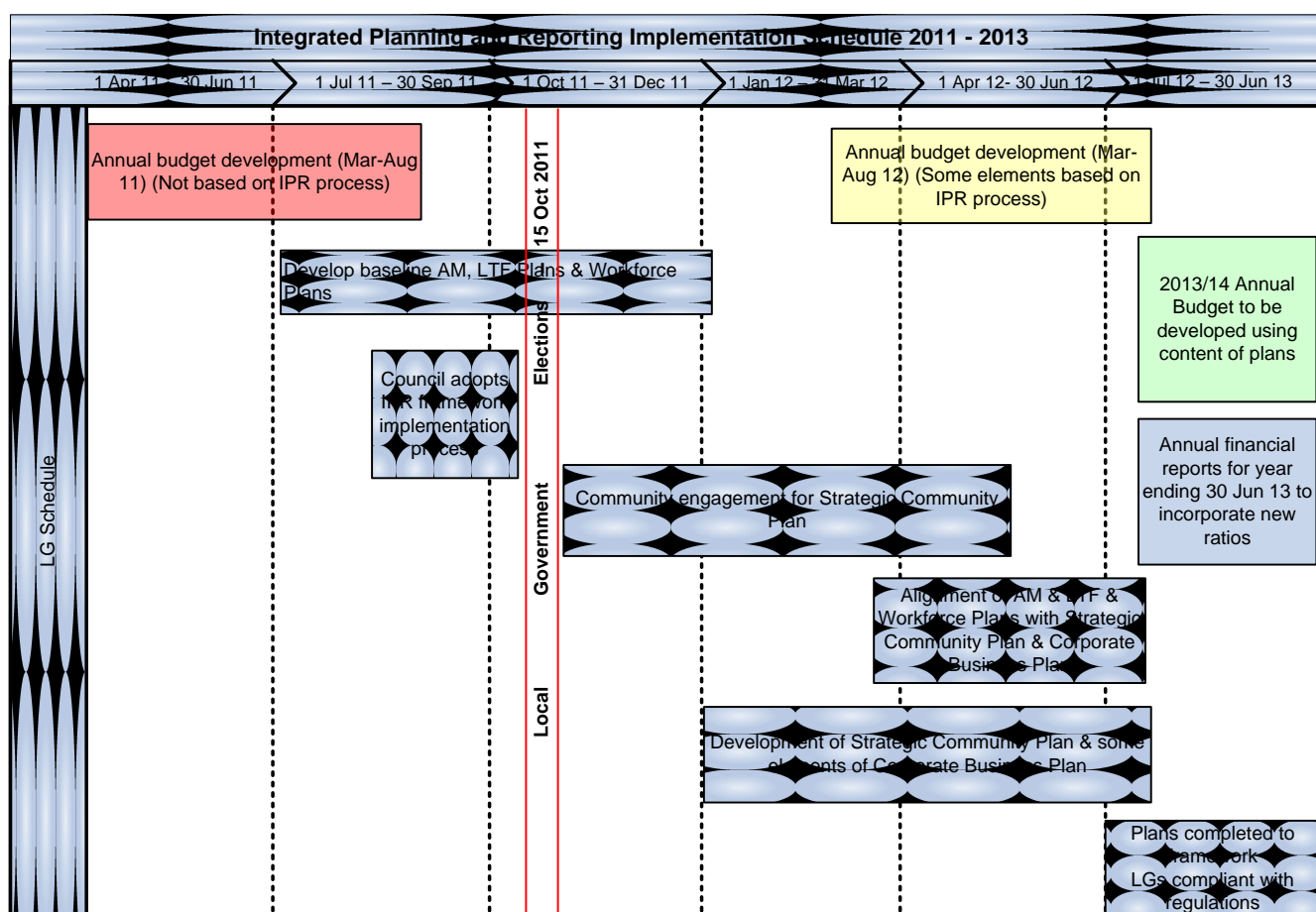
- Regulations on how to achieve this have been made under S5.56(2):
  - That local governments develop a Strategic Community Plan that links community aspirations with the Council's long term strategy.
  - That the local government has a corporate business plan linking to long term financial planning that integrates asset management, workforce planning and specific council plans (Informing Strategies) with the strategic plan.
- Regulation changes were gazetted in July 2011 with full compliance required by 30 June 2013.

The DLG has developed an Advisory Standard for compliance and performance monitoring relating to IPR. It details:

- what a local government will be expected to include in its plan for the future in order to achieve compliance with the new regulations.
  - what a local government will need to show in order to achieve an intermediate or advanced standard of planning maturity
  - how the Department will monitor compliance and measure performance
- The Advisory Standard was released during September 2011
  - Local Government performance in strategic planning will be measured against 3 standards (basic, intermediate, advanced) – these will inform DLG performance indicators.
  - Local Governments will be expected to move from basic to more advanced integrated planning over time

Element		Draft Compliance Requirements
1	Strategic Community Plan	<ul style="list-style-type: none"> <li>▪ Minimum ten (10) year timeframe</li> <li>▪ States community aspirations, vision and objectives</li> <li>▪ Developed with community input</li> <li>▪ Minor review by Council every two years</li> <li>▪ Major review by Council with renewed visioning every four years</li> <li>▪ Adopted or modified through an absolute majority of Council</li> </ul>
2	Corporate Business Plan	<ul style="list-style-type: none"> <li>▪ Four (4) year plan</li> <li>▪ Plan identifies and prioritises the principal strategies and activities Council will undertake in response to the aspirations and objectives stated in the Strategic Community Plan</li> <li>▪ States the services, operations and projects that a local government will deliver over the period of the plan, the method for delivering these and the associated cost.</li> <li>▪ References resourcing considerations such as assets and workforce</li> <li>▪ Reviewed annually by Council</li> <li>▪ Adopted or modified by an absolute majority of Council</li> </ul>
3	Reporting	<ul style="list-style-type: none"> <li>▪ Notice given to public when a plan for the future has been adopted or modified</li> <li>▪ Local Government reports in its Annual Report any changes to its Strategic Community Plan and any significant changes to its Corporate Business Plan.</li> </ul>

Example of proposed timetable.



### Community Strategic Plan

The Shire of Chapman Valley has not received any funding from the Department of Local Government for Strategic Planning Capacity building Program for the following:

- The development and implementation of a Strategic Community Plan.
- The development of an action plan to link to the Strategic Community Plan with a Corporate Business Plan and Annual Budget
- To train Staff and Councillors in Integrated Strategic Planning

### Long Term Financial Plan

The Shire of Chapman Valley has not received any funding from the Department of Local Government for Long Term Financial Planning Capacity Building for the following:

- To engage the services of professional financial planning consultants and/or
- To employ temporary staff to assist with the development and implementation of a long term financial plan
- To train staff and councillors in long term financial planning.

## Asset Management Plan

The Shire of Chapman Valley has not received any funding from the Department of Local Government for Asset Management Capacity Building for the following:

- Implement a recognised specialist asset management improvement program
- Engage the services of a professional asset management consultant to develop an Asset Management Plan
- To employ and train temporary staff in asset management

### **COMMENT**

<b>Consultant</b>	<b>Community Strategic Plan</b>	<b>Long Term Financial Plan</b>	<b>Asset Management Plan</b>	<b>Workforce Plan</b>	<b>Corporate Business Plan</b>	<b>Total</b>	<b>Other Fees and Discounts</b>
	<b>\$ excl gst</b>	<b>\$ excl gst</b>	<b>\$ excl gst</b>	<b>\$ excl gst</b>	<b>\$ excl gst</b>	<b>\$ excl gst</b>	<b>\$ excl gst</b>
Asset Infrastructure Management			48,400				
Morrison Low	43,000	25,000	20,000	18,000	26,000	132,000	-7,000 Net 125,000
OPUS			27,995				
UHY Haines Norton	30,280	22,320	28,760	23,100	41,260	145,720	3,500-4,500
Core Business Australia			29,797				

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

### **POLICY IMPLICATIONS**

Local Government Reform Program - Strategic Planning Improvement 2009-2011 Funding Guidelines.

### **FINANCIAL IMPLICATIONS**

The Shire of Chapman Valley 2011/12 Annual Budget has made no provision for any Integrated Strategic Planning consultants. Possible budget reallocation of \$30,000 set aside for Forward Capital Works Plan in 2011/12 Annual Budget and budget allocations in the 2012/13 Annual Budget.

### **STRATEGIC IMPLICATIONS**

Integrated Strategic Planning, Long Term Financial Planning, Forward Capital Works Plan, Plan for the Future, Community Strategic Plan, Community Cultural Plan

### **VOTING REQUIRMENTS**

Absolute Majority Vote required.

## STAFF RECOMMENDATIONS

1. That Council appoints Morrison Low consultants to undertake the following Integrated Strategic Management tasks:

• Community Strategic Plan	\$43,000
• Long Term Financial Plan	\$25,000
• Asset management Plan	\$20,000
• Workforce Plan	\$18,000
• Corporate Business Plan	<u>\$26,000</u>
Total (excl gst)	<u>\$132,000</u>
Less discount (excl gst)	<u>-\$7,000</u>
Net Total (excl gst)	<u>\$125,000</u>

2. That Council reallocates by budget amendment the \$30,000 listed in General Ledger Account number 0692 'Forward Capital Works Plan' to General Ledger Account number 0682 'Consultancy Fees', towards the 2011/12 Integrated Strategic Planning fees for Morrison Low. Any unspent balance to be carried over into the 2012/13 Annual Budget General Ledger account number 0682 'Consultancy Fees'.
3. That Council lists an additional \$95,000 in the 2012/13 Annual Budget in GL 0682 Consultancy Fees for the balance of the Integrated Strategic Planning Task to be undertaken by Morrison Low.

**ABSOLUTE MAJORITY  
VOTE REQUIRED**

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# **10.3**

## **Finance & Administration**

### **May 2012**

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## **Contents**

### **10.3 AGENDA ITEMS**

10.3.1 Financial Report - May 2012

<b>AGENDA ITEM:</b>	<b>10.3.1</b>
<b>SUBJECT:</b>	<b>FINANCIAL REPORT MAY 2012</b>
<b>PROPONENT:</b>	<b>ACCOUNTANT</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>307.04</b>
<b>PREVIOUS REFERENCE:</b>	<b>N/A</b>
<b>DATE:</b>	<b>10 MAY 2012</b>
<b>AUTHOR:</b>	<b>DEBBY BARNDON</b>

## **DISCLOSURE OF INTEREST**

Nil

## **BACKGROUND**

Financial Regulations require a monthly statement of financial activity report to be presented to council.

## **COMMENT**

Attached to this report are the monthly financial statements for April 2012 for Council's review.

## **STATUTORY ENVIRONMENT**

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

## **POLICY IMPLICATIONS**

Policy 5.70 Significant Accounting Policies

Extract:

### *"2. Monthly Reporting*

*In accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Financial Management Regulations 1996, monthly reporting will be provided as follows:*

- 1. Statement of Financial Activity*
  - 2. Balance Sheet and statement of changes in equity*
  - 3. Schedule of Investments*
  - 4. Operating Schedules 3 – 16*
  - 5. Acquisition of Assets*
  - 6. Trust Account*
  - 7. Reserve Account*
  - 8. Loan Repayments Schedule*
  - 9. Restricted Assets*
  - 10. Disposal of Assets*
- A value of 5 percent is set for reporting of all material variances."*

## **FINANCIAL IMPLICATIONS**

As presented.

## **STRATEGIC IMPLICATIONS**

Nil

## **VOTING REQUIRMENTS**

Simple majority of Council.

## **STAFF RECOMMENDATION**

**That Council receive the financial report for the month of May 2012 comprising the following:**

- **Summary of Payments**
- **Net Current Assets**
- **Summary of Financial Activity,**
- **Detailed Statement of Financial Activity,**
- **Details of Cash and Investments,**
- **Statement of Significant Variations,**
- **Summary of Outstanding Debts**
- **Reserve Funds**
- **Information on Borrowings**
- **Disposal of Assets**
- **Acquisition of Assets**
- **Rating Information**
- **Trust Fund Reconciliations**
- **Bank Reconciliation**
- **Credit Card Statement from 23 April 2012 to 20 May 2012**

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**11.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**12.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

12.1 Elected Members Reports

**13.0 GENERAL BUSINESS**

(of an urgent nature introduced by decision of meeting)

13.1 Elected Members

13.2 Officers

**14.0 CLOSURE**