

# ORDINARY COUNCIL MEETING

## Minutes

Meeting Date Thursday 21 September 2023

Meeting Time 8:30 am

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

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



SHIRE OF

**Chapman Valley**

*love the rural life!*

**Jamie Criddle**  
**Chief Executive Officer**

# Strategic Community Plan 2022-2032



## Snapshot

### OUR VISION

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

### OUR VALUES

Ethical, Honest, Integrity,  
Leadership, Respectful, Trustful



### COMMUNITY, HEALTH & LIFESTYLE

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



### ECONOMY & POPULATION

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



### ENVIRONMENT & SUSTAINABILITY

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



### PHYSICAL & DIGITAL INFRASTRUCTURE

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



### GOVERNANCE & ACCOUNTABILITY

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

## ACKNOWLEDGEMENT OF COUNTRY

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

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

## DISCLAIMER

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

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

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

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## **1 Declaration of Opening & Announcements of Visitors**

The Deputy President welcomed elected members, staff and visitors to the council meeting and declaring the meeting open at 8:37 am.

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

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

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

## **2 Announcements from the Presiding Member**

### **3 Record of Attendance**

#### **3.1 Attendees**

The following attended the council meeting:

##### **Elected Members**

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

##### **Officers**

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

##### **Visitors**

Nil

#### **3.2 Apologies**

Cr Kirrilee Warr (President)

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

Nil

## **4 Public Question Time**

### **4.1 Response to Previous Public Questions on Notice**

Nil

### **4.2 Public Question Time**

Nil

## **5 Applications for Leave of Absence**

Nil

## **6 Disclosure of Interest**

Nil

## **7 Presentations**

### **7.1 Petitions**

The council has not received any petitions.

### **7.2 Presentations**

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

### **7.3 Deputations**

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

## **8 Confirmation of Minutes from Previous Meetings**

### **Council Resolution**

**Moved:** Cr Trevor Royce    **Seconded:** Cr Elizabeth Elliott-Lockhart

That the Minutes of the Ordinary Council Meeting held on 17 August 2023 be confirmed as true and accurate.

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

**Against** Nil

**7 / 0**  
**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/09-1**

## **9 Items to be dealt with En Bloc**

Nil



## **10 Officer Reports**

### **10.1 Deputy Chief Executive Officer**

Nil

## 10.2 Manager of Finance & Corporate Services

10.2.1	Financial Management Report
<b>Department</b>	Finance, Governance & Corporate Services Finance
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	Nil
<b>Attachment(s)</b>	1. Financial Management Report [10.2.1.1 - 30 pages] 2. Budget by Program Internal Working document [10.2.1.2 - 7 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council receives the financial management report supplied under separate cover for the month of July 2023.

### Council Resolution

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

That Council receives the financial management report supplied under separate cover for the month of July 2023.

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

**Against** Nil

7 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/09-2**

### Disclosure of Interest

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

### Background

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

## **Comment**

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

## **Statutory Environment**

The report complies with the requirements of the:  
Local Government Act 1995 Section 6.4  
Local Government (Financial Management) Regulations 1996

## **Policy/Procedure Implications**

No Policy or Management Procedure affected.

## **Financial Implications**

No Financial Implications Identified.

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

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

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

## **Consultation**

Not applicable

## **Risk Assessment**

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

## 10.2.2 2023/2024 Fees and Charges Tier 3 Camping

<b>Department</b>	Finance, Governance & Corporate Services Finance
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	SCM 2023/08-3
<b>Attachment(s)</b>	1. 2023-2024 Schedule Fees & Charges (amended OCM September 2023) [10.2.2.1 - 14 pages]

### Voting Requirements

Absolute Majority

### Staff Recommendation

That Council amends the Tier 3 Camping Fees and Charges to a Donation Only requirement effective from 9<sup>th</sup> August 2023 and advertise as per the requirements for the Local Government Act 1995.

### Council Resolution

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

That Council amends the Tier 3 Camping Fees and Charges to a Donation Only requirement effective from 9<sup>th</sup> August 2023 and advertise as per the requirements for the Local Government Act 1995.

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

**Against** Nil

7 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/09-3**

### Disclosure of Interest

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

### Background

As part of the function of local government and its operations, each year the Council is required, under Section 6.2 of the Local Government Act 1995, to formally adopt its annual financial year budget, to enable the administration to carry out the defined services and programs and to raise revenue through rates and fees and charges. In preparation for the compilation of the 2023/2024 Annual Budget a proposed Schedule of Fees and Charges for 2023/2024 was distributed and discussed extensively for approval to list in the 2023/2024 Annual Draft Budget adopted on 9<sup>th</sup> August 2023.

## Comment

During the workshops and disturbance of various information to elected members an error has occurred which requires an amended 2023/2024 Schedule of Fees and Charges to be advertised to make a true & correct schedule. At the July 2022 Ordinary Council Meeting it was resolved to endorse the fees and charges for camping within the shire to become a tiered system as below:

**MOVED: Cr Forth**

**SECONDED: Cr Elliott-Lockhart**

### **COUNCIL RESOLUTION/STAFF RECOMMENDATION**

*That the proposed 2022/2023 Draft Fees and Charges for camping areas as presented below be endorsed and included into the 2022/2023 Annual Budget in accordance with the requirements of the Local Government Act 1995.*

- Tier 1 - \$15 per person per night; Pensioners \$10
- Tier 2 – \$10 per person per night
- Tier 3 – Donation only

**Council En Bloc Resolution**  
**Voting F7/A0**  
**CARRIED**  
**Minute Reference: 07/22-03**

Following the adoption of the Annual Budget at the August Special Meeting of Council the error for Tier 3 Camping Fees was highlighted and a correction to the schedule of fees and charges required.

All Tier 3 Camping Fees for all Reserves are set at a "Donation Only" for a maximum of two (2) nights - unless otherwise approved by CEO. The following reserves are listed as Tier 3:

- Fig Tree Crossing Reserve
- Yuna Golf Club Reserve
- Nabawa Oval Reserve
- 

## Statutory Environment

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

*Section 6.16 is the primary piece of legislation under the Local Government Act 1995 that requires fees and charges to be reviewed and adopted as part of the budget process.*

### **6.16. Imposition of fees and charges**

(1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

\* Absolute majority required.

(2) A fee or charge may be imposed for the following —

- providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- supplying a service or carrying out work at the request of a person;
- subject to section 5.94, providing information from local government records;
- receiving an application for approval, granting an approval, making an inspection and issuing a license, permit, authorisation or certificate;
- supplying goods;

*(f) such other service as may be prescribed.*

*(3) Fees and charges are to be imposed when adopting the annual budget but may be*

—

*(a) imposed\* during a financial year; and*

*(b) amended\* from time to time during a financial year.*

*\* Absolute majority required.*

#### **6.17. Setting the level of fees and charges**

*(1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*

*(a) the cost to the local government of providing the service or goods;*

*(b) the importance of the service or goods to the community; and*

*(c) the price at which the service or goods could be provided by an alternative provider.*

*(2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*

*(3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*

*(a) under section 5.96;*

*(b) under section 6.16(2)(d); or*

*(c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*

*(4) Regulations may —*

*(a) prohibit the imposition of a fee or charge in prescribed circumstances; or*

*(b) limit the amount of a fee or charge in prescribed circumstances.*

#### **6.18. Effect of other written laws**

*(1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —*

*(a) determine an amount that is inconsistent with the amount determined under the other written law; or*

*(b) charge a fee or charge in addition to the amount determined by or under the other written law.*

*(2) A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.*

#### **6.19. Local government to give notice of fees and charges**

*If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —*

*(a) its intention to do so; and*

*(b) the date from which it is proposed the fees or charges will be imposed.*

### **Policy/Procedure Implications**

Council Management Procedure CMP-019 incorporates a tiered system

### **Financial Implications**

No Financial Implications Identified.

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

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

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

#### **GOVERNANCE & ACCOUNTABILITY**

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

5.2.1 Asset Management.

5.2.2 Long Term Financial Management .

5.2.4 Effectively Engage and communicate with the community.

## **Consultation**

Affected Senior Staff and relevant administration workers

## **Risk Assessment**

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

### 10.2.3

### Finance, Audit & Risk Management Committee Meeting Minutes

<b>Department</b>	Finance, Governance & Corporate Services Finance
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	403.05
<b>Attachment(s)</b>	1. Unconfirmed FARM Minutes September 2023 [10.2.3.1 - 96 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

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

### Council Resolution

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

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

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

**Against** Nil

7 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/09-4**

### Disclosure of Interest

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

### Background

The Shire of Chapman Valley Finance, Audit & Risk Committee (FARM) met on the 14 September 2023 via a TEAMS meeting. The Minutes of the meeting are supplied in the agenda item attachments.



## **Comment**

The Shire of Chapman Valley Finance, Audit & Risk Committee met on the 14 September 2023 via a TEAMs meeting to discuss the outcomes of the Interim Audit conducted by Nexia on behalf of the Office of Auditor General.

The Minutes and recommendations from the Finance, Audit & Risk Committee meeting dated 14 September 2023 are presented for Council consideration.

The Annual Financial Report Interim Audit results for the year ending 30 June 2023 has been completed and results advised 14 August 2023. The focus of the interim audit was to evaluate the overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal control, and to obtain an understanding of the key business processes, risks and internal controls relevant to our audit of the annual financial report.

Management control issues have been highlighted, discussed with the Chief Executive Office and Manager Finance & Corporate Services. The report is and management comments are attached to the agenda item which the Finance, Audit & Risk Committee were able to discuss and determine if the resolutions are considered appropriate for this shire.

## **Statutory Environment**

The report complies with the requirements of the:  
Local Government Act 1995 & Local Government Audit Regulations 1996

## **Policy/Procedure Implications**

No Policy or Management Procedure affected.

## **Financial Implications**

No Financial Implications Identified.

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

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

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

## **Consultation**

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

## **Risk Assessment**

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

## 10.3 Chief Executive Officer

### 10.3.1 Council Meeting Dates 2024

<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	401.09
<b>Attachment(s)</b>	Nil

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council ordinary meeting time, dates and locations for the 2024 calendar year be discussed, adopted and advertised in accordance with the Local Government (Administration) Regulations:

DATE	MEETING LOCATION
15 February	Nabawa Chambers/Bill Hemsley CC (remove location not required)
21 March	Nabawa Chambers
18 April	Nabawa Chambers
16 May	Nabawa Chambers
20 June	Nabawa Chambers
18 July	Nabawa Chambers
15 August	Nabawa Chambers/Bill Hemsley CC (remove location not required)
19 September	Nabawa Chambers
17 October	Nabawa Chambers
21 November	Nabawa Chambers
19 December	Nabawa Chambers

### Council Resolution

**Moved:** Cr Peter Humphrey **Seconded:** N/A

That Council ordinary meeting time, dates and locations for the 2024 calendar year be discussed, adopted and advertised in accordance with the Local Government (Administration) Regulations:

DATE	MEETING LOCATION
15 February	Bill Hemsley CC
21 March	Nabawa Chambers

18 April	Nabawa Chambers
16 May	Nabawa Chambers
20 June	Nabawa Chambers
18 July	Nabawa Chambers
15 August	Bill Hemsley CC
19 September	Nabawa Chambers
17 October	Nabawa Chambers
21 November	Nabawa Chambers
19 December	Nabawa Chambers

**Motion Lapsed due to lack of a Seconder.**

**Council Resolution**

**Moved:** Cr Elizabeth Elliott-Lockhart **Seconded:** Cr Trevor Royce

That Council ordinary meeting time, dates and locations for the 2024 calendar year be discussed, adopted and advertised in accordance with the Local Government (Administration) Regulations:

<b>DATE</b>	<b>MEETING LOCATION</b>
15 February	Bill Hemsley CC
21 March	Nabawa Chambers
18 April	Nabawa Chambers
16 May	Nabawa Chambers
20 June	Nabawa Chambers
18 July	Nabawa Chambers
15 August	Nabawa Chambers
19 September	Nabawa Chambers
17 October	Nabawa Chambers
21 November	Nabawa Chambers
19 December	Nabawa Chambers

**Motion withdrawn by Cr Elizabeth Elliott-Lockhart and Cr Trevor Royce**

**Council Resolution**

**Moved:** Cr Elizabeth Elliott-Lockhart **Seconded:** Cr Trevor Royce

The Deputy Shire President put the motion withdrawal request to vote.

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

**Against** Nil

7 / 0  
**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/09-5**

### **Council Resolution**

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

8:57 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council suspend the operation of the following clauses to allow sufficient discussion of item 10.3.1:

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

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

**Against** Nil

7 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/09-6**

Discussion was undertaken on the item.

### **Council Resolution**

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

9:04 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council reinstate the operation of the following clauses to allow sufficient discussion of item 10.3.1:

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

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

**Against** Nil

7 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/09-7**

### **Council Resolution**

**Moved:** Cr Trevor Royce    **Seconded:** Cr Elizabeth Elliott-Lockhart

That Council ordinary meeting time, dates and locations for the 2024 calendar year be deferred until the meeting after the 2023 elections.

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

**Against** Nil

**Disclosure of Interest**

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

**Background**

After leaving the item on the table for discussion at the September ordinary meeting, council is now required under the Local Government Act 1995 to at least once a year set and advertise meeting dates, times and venues for Ordinary Council meetings for the next 12 month period.

Council has previously resolved in previous years to hold All OCM in Nabawa at the Council Chambers. In 2023 Council, after consultation with the Community resolved to hold the August meeting in the Western Regions (Bill Hemsley Community Centre) with the remainder of the ordinary Council Meeting to be held at the Nabawa Administration Building.

**MOVED: Cr Royce**

**SECONDED: Cr Elliott-Lockhart**

**COUNCIL RESOLUTION /STAFF RECOMMENDATION**

Council Ordinary Meeting time, dates and locations for the next Calendar Year as listed below be adopted and advertised in accordance with the Local Government (Administration) Regulations, to be reviewed in the February 2023 Ordinary Council Meeting:

<b>DATE</b>	<b>MEETING LOCATION</b>
16 February	Nabawa Chambers
16 March	Nabawa Chambers
20 April	Nabawa Chambers
18 May	Nabawa Chambers
15 June	Nabawa Chambers
20 July	Nabawa Chambers
17 August	Bill Hemsley Community Centre
21 September	Nabawa Chambers
19 October	Nabawa Chambers
16 November	Nabawa Chambers
14 December	Nabawa Chambers

*Note: All Ordinary Council Meetings are to commence at 8.30am.*

**Voting F8/A0**  
**CARRIED**  
**Minute Reference: 08/22-07**

## Comment

Council meeting days were changed at the March 2022 OCM and are now held at Nabawa on the third Thursday of the month and Bill Hemsley Community Centre in August, commencing at 8.30am with the exception of January when no Ordinary Council Meeting is held. The proposed commencement time of meetings would be 9.00am.

There does not seem to be any clashes with dates throughout the year, but maybe amended with the correct notice as per the Local Government Act.

### 2024 Public Holidays

New Year's Day	Monday 1 January
Australia Day	Friday 26 January
Labour Day	Monday 4 March
Good Friday	Friday 29 March
Easter Sunday	Sunday 31 March
Easter Monday	Monday 1 April
Anzac Day	Thursday 25 April
Western Australia Day	Monday 3 June
King's Birthday	Monday 23 September
Christmas Day	Wednesday 25 December
Boxing Day	Thursday 26 December

There has also been further conversation surrounding the ability to hold Councils February Ordinary meeting to coincide with the Annual Electors meeting at the Bill Hemsley Community Centre.

Annual Electors meetings are required to be held by the local government by not more than 56 days after the local government accepts the annual report for the previous financial year. Provided the report is accepted after the 21<sup>st</sup> December 2023, the Annual Elector Meeting can coincide with the February 15 meeting in 2024. This may require a Special meeting but is obtainable.

Below are suggested meeting locations and dates for the 2024 Ordinary Council Meeting (OCM) with a NEW start time for these OCM's remaining at 9.00am:

DATE	MEETING LOCATION
15 February	Nabawa Chambers/Bill Hemsley CC
21 March	Nabawa Chambers
18 April	Nabawa Chambers
16 May	Nabawa Chambers
20 June	Nabawa Chambers
18 July	Nabawa Chambers
15 August	Nabawa Chambers/Bill Hemsley CC
19 September	Nabawa Chambers
17 October	Nabawa Chambers
21 November	Nabawa Chambers
19 December	Nabawa Chambers

## **Statutory Environment**

Local Government (Administration) Regulations 1996 Clause 12 (1) states: Public notice of Council or Committee meetings – s 5.25(G)

At least once each year a local government is to give local public notice:

1. Of the dates, time and place of the ordinary council meetings;
2. The committee meetings that are required under the Act to be open to the members of the public or that are proposed to be open to members of the public are to be held in the next 12 months.

## **Policy/Procedure Implications**

No Policy or Management Procedure affected.

## **Financial Implications**

No Financial Implications Identified.

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

5.3 Make informed decisions within resources and areas of responsibility.

5.3.2 Regular and relevant briefings to Elected Members.

## **Consultation**

The practice of relocating the Council Meetings has previously been discussed in the past and I believe this has proven to be successful as it portrays a clear indication Council will continue to reach out to the community.

## **Risk Assessment**

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

## 10.3.2

## Seroja Community Benefit & Resilience Fund

### Department

Development Service  
Emergency Management

Finance, Governance & Corporate Services  
Chief Executive Officer

### Author

Jamie Criddle

### Reference(s)

205.03

### Attachment(s)

1. Community Benefit Fund Application Form [**10.3.2.1** - 5 pages]
2. LG Resilience Fund Application Form [**10.3.2.2** - 6 pages]
3. 23 107444 Cyclone Seroja Community Benefit and Resilience Funding Programs - Shire of Chapman Valle [**10.3.2.3** - 2 pages]

## Voting Requirements

Simply Majority

## Staff Recommendation

That Council

1. Endorse an application to the Community Benefit Fund for additional Shire of Chapman Valley for resources that focusses on community development, projects that assist volunteer drain and removal of cyclone waste (including asbestos & abandoned buildings).
2. Endorse an application to the Local Government Resilience Fund to assist in the redevelopment of the Nabawa Recreation Centre; and
3. Note that additional funding will be required to complete point 2 above.

## Council Resolution

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

That Council

1. Endorse an application to the Community Benefit Fund for additional Shire of Chapman Valley resources that focusses on community development and wellbeing projects that assist volunteer drain and removal of cyclone waste (including asbestos & abandoned buildings).
2. Endorse an application to the Local Government Resilience Fund to assist in the redevelopment of the Nabawa Recreation Centre; and
3. Note that additional funding will be required to complete point 2 above.

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



**Against Nil**

**7 / 0**

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/09-9**

## **Disclosure of Interest**

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

## **Background**

On 13 June 2023 the State Recovery Controller – Cyclone Seroja wrote to the Shire of Chapman Valley to advise eligibility for two funding programs as a result of Cyclone Seroja recovery.

The first program is the Community Benefit Fund which allocates up to \$200,000 to the Shire to deliver local led recovery programs. No timeframe on expenditure applies.

The second program is the Local Government Resilience Fund which allocates up to \$500,000 to the Shire to improve the resilience of evacuation facilities and other community infrastructure, or to improve the resilience within the community. The timeframe on expenditure is two years with a possible time extension upon application.

The deadline for applications for both programs is 30 September 2023.

The purpose of this report is to seek desired Council outcomes prior to making a grant application to both programs.

## **Comment**

Since the initial announcement, Council have regularly discussed a series of potential projects. During that discussion prospective projects were proposed and are now provided to Council to provide formal direction to assist the CEO in making application to the Department of Fire and Emergency Services under the Local Government Cyclone Seroja Funding Program.

### **Community Benefit Fund**

The proposal for the Community Benefit Fund is for the Shire to provide a focus on several aspects withing the Local Operational Recovery Plan (LORP). Whilst the finer detail of how this would work is yet to be determined, it is expected that coverage across the Shire district would be provided and would focus on community development, connecting community, community events, projects that assist volunteer drain and removal of cyclone waste (including asbestos & abandoned buildings). It must be noted that initially as part of the LORP discussions, the Shire's of Chapman Valley & Northampton were looking to resource share in the Economic Development sphere, but that position seems to have changed with Northampton going through a staff restructure. Council will now look at an alternative approach in developing Economic Development & Tourism strategies to progress.

### **Local Government Resilience Fund**

The proposal under the Local Government Resilience Fund is to assist in the Redevelopment of the Nabawa Recreational Centre to a multi-purpose facility that would

increase the Shire's capacity to respond during times of disaster, something that was severely limited by a lack of local infrastructure in the recovery period post the impact of Severe Tropical Cyclone (STC) Seroja which devastated the Mid-West region in April 2021. During times of non- disaster, the facility is a community sporting facility which is reaching the end of its useful life, even though sporting participation numbers continue to grow. There are significant social-economic benefits to delivering new community facilities to regional areas including enhanced community connectedness, improved community identity, elevated community development opportunities. Whilst \$500,000 would be insufficient to provide such a facility, Staff are currently working on additional funding as highlighted at the recent Special Meeting of Council to undertake a project such as this.

It is recommended that Council consider the options provided, or propose any alternate options, to enable grant applications to be made to the Community Benefit Fund and the Local Government Resilience Fund.

## **Statutory Environment**

Nil.

## **Policy/Procedure Implications**

No Policy or Management Procedure affected.

## **Financial Implications**

### **Long Term Financial Plan**

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

The two funding programs could collectively provide \$700,000 to the Shire in 2023/24. Council should also give consideration to the replacement of significant infrastructure such as buildings as this will come with ongoing maintenance costs that will need to be provided on an annual basis.

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **COMMUNITY HEALTH & LIFESTYLE**

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

1.1.3 Identify all volunteers and determine their support needs.

## **Consultation**

Nil by the Shire of Chapman Valley, outside of Council discussion, however the redevelopment of the Nabawa Recreation Centre has been widely discussed along with the need to address volunteer drain and connect communities.

## **Risk Assessment**

A Minor Service Disruption Risk of Level 2 - Which will likely result in short term temporary interruptions with backlogs cleared in less than one day.

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

A Minor Environmental Risk of Level 2 - Which will likely result in contained, reversible impact managed by internal response.

## 11 Elected Members Motions

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

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

Nil

## 13 Delegates Reports

That council receive the following Delegates Reports.

Delegate	Details
Cr Kirrilee Warr (President)	Oakajee Community Chat
	Northern Country Zone Meeting
	CV Show – Minister Pappailli
	Special Council Meeting - CSRFF
	FARM Committee Meeting
Cr Darrell Forth (Deputy President)	Special Council Meeting - CSRFF
	Chapman Valley Show
	CV Agricultural Society debrief
	FARM Budget Meeting
Cr Nicole Batten	Oakajee SIA Community Chat (virtual) and follow up comms
	Chapman Valley Show
	Midwest Trails Development Meeting
Cr Elizabeth Elliott-Lockhart	Chapman Valley Show
Cr Peter Humphrey	Batavia LEMC Meeting
	John Hawes Foundation (Shire

	Representative)
Cr Catherine Low	John Hawes Foundation Launch
	Special Council Meeting - CSRFF

## **14 Announcements by Presiding Member Without Discussion**

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

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

The Council has no confidential items for consideration.

## **16 Closure**

The Shire Deputy President thanked Elected Members and Staff for their attendance and closed the Ordinary Council Meeting 21 September 2023 at 9:41 am.