

# ORDINARY COUNCIL MEETING

## Minutes

Meeting Date Thursday 21 March 2024

Meeting Time 2:00 pm

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

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



SHIRE OF

**Chapman Valley**

*love the rural life!*

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

# Strategic Community Plan 2022-2032



## Snapshot

### OUR VISION

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

### OUR VALUES

Ethical, Honest, Integrity,  
Leadership, Respectful, Trustful



### COMMUNITY, HEALTH & LIFESTYLE

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



### ECONOMY & POPULATION

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



### ENVIRONMENT & SUSTAINABILITY

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



### PHYSICAL & DIGITAL INFRASTRUCTURE

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



### GOVERNANCE & ACCOUNTABILITY

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

## ACKNOWLEDGEMENT OF COUNTRY

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

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

## DISCLAIMER

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

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

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

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

The President welcomed elected members, staff and visitors to the council meeting and declaring the meeting open at 2:12 pm.

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 are anticipated to attend the council meeting:

##### **Elected Members**

Cr Kirrilee Warr (President)

Cr Nicole Batten (Deputy President)

Cr Philip Blakeway

Cr Elizabeth Elliott-Lockhart

Cr Emma Rodney

Cr Trevor Royce

##### **Officers**

Jamie Criddle, Chief Executive Officer

Simon Lancaster, Deputy Chief Executive Officer

Dianne Raymond, Manager Finance & Corporate Services

Beau Raymond, Minute Taker

##### **Visitors**

Nil

#### **3.2 Apologies**

Nil

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

Cr Katie Low has been approved by resolution to take a leave of absence for the meeting held on March 2024.

## 4 Public Question Time

### 4.1 Response to Previous Public Questions on Notice

15 February 2024 Ordinary Council Meeting

Peter Humphrey, 12 Wittenoom Circle, White Peak

*Question – Who is responsible for maintenance of dividing fencing between property and bridle path?*

The Dividing Fences Guide published by the Building Commission and the Department of Mines, Industry Regulation and Safety provides information relating to the *Dividing Fences Act 1961*. The Guide notes that “*The Act does not apply to the Crown (government) or to land used for public purposes such as roads and paths under the control of local governments. This means that if your property adjoins such land you have to pay the full cost of the dividing fence.*”

### 4.2 Public Question Time

Nil

## 5 Applications for Leave of Absence

Nil

## 6 Disclosure of Interest

### Local Government Act 1995

#### Administration Part 5

#### Disclosure of financial interests and gifts Division 6

#### s. 5.59

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

**Section 5.60A:**

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

**Section 5.60B:**

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

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

**Regulation 34C (Impartiality):**

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

## 7 Presentations

### 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 Emma Rodney    **Seconded:** Cr Elizabeth Elliott-Lockhart

That the Minutes of the Ordinary Council Meeting held on 15 February 2024 be confirmed as true and accurate.

**For** Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil



**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2024/03-1**

## **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>	307.00
<b>Attachment(s)</b>	1. Financial Management Report [10.2.1.1 - 38 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council receives the Monthly Financial Management report supplied under separate cover for January 2024 including the following:  
Statement of Financial Activities by Nature or Type  
Statement of Financial Activity Information & Notes  
Summary of Accounts Paid  
Bank Reconciliation  
Credit Card Statement

### Council Resolution

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

That Council receives the Monthly Financial Management report supplied under separate cover for January 2024 including the following:  
Statement of Financial Activities by Nature or Type  
Statement of Financial Activity Information & Notes  
Summary of Accounts Paid  
Bank Reconciliation  
Credit Card Statement

**For** Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

6 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2024/03-2**

### 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 January 2024 is detailed in the monthly management report provided as a separate attachment for Council's review.

## **Statutory Environment**

The report complies with the requirements of the:  
Local Government Act 1995 Section 6.4  
Local Government (Financial Management) Regulations 1996 Section 34

## **Policy/Procedure Implications**

No Policy or Management Procedure affected.

## **Financial Implications**

No Financial Implications Identified.

## **Strategic Implications**

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

#### **GOVERNANCE & ACCOUNTABILITY**

- 5.3 Make informed decisions within resources and areas of responsibility.
- 5.3.1 Council and Shire process formally incorporate integrated plans as references.
- 5.3.2 Regular and relevant briefings to Elected Members.

## **Consultation**

Not applicable

## **Risk Assessment**

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

## 10.3 Chief Executive Officer

### 10.3.1 Compliance Audit Return

<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer Finance
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	305.00 & 403.05
<b>Attachment(s)</b>	1. Compliance Audit Return 2023 [10.3.1.1 - 12 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council receives the 2023 Compliance Audit Return and is to be signed by CEO and Shire President prior to lodging with the Department of Local Government, Sport and Cultural Industries

### Council Resolution

**Moved:** Cr Nicole Batten    **Seconded:** Cr Emma Rodney

That Council receives the 2023 Compliance Audit Return and is to be signed by CEO and Shire President prior to lodging with the Department of Local Government, Sport and Cultural Industries

**For** Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

6 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2024/03-3**

### 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

The completed annual Compliance Audit Return for calendar year 2023 is presented to the Council for consideration. It is a requirement of all Local Governments to complete the Annual Compliance Audit Return as part of its regulatory obligations to the Department of Local Government, Sport and Cultural Industries.

## **Comment**

The Compliance Audit Return has been completed for the 2023 calendar year and is submitted for review. There are no issues of non-compliance identified for further attention. As per the Local Government (Audit) Regulations, this item was presented to the Finance Audit & Risk Management Committee Meeting, held on Thursday 22<sup>nd</sup> February 2024 and recommended for endorsement by Council. The Return has been recommended to Council by Officers and it attached.

## **Statutory Environment**

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

The following statutory provisions apply:

Local Government (Audit) Regulations – Regulation 14 – Compliance audit return to be reviewed by Audit Committee and report made to Council.

Local Government (Audit) Regulations – Regulation 15 – once considered by Council, the return is to be signed by President and CEO and lodged with the Department by 31 March.

## **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.

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

5.3.2 Regular and relevant briefings to Elected Members.

## **Consultation**

Relevant staff have been consulted as part of the process to complete the Compliance Audit Report.

## **Risk Assessment**

A Moderate Compliance Risk of Level 3 - Which will likely result in short term non-compliance but with significant regulatory requirements imposed.

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

## 10.3.2

### Review of Delegations

<b>Department</b>	Finance, Governance & Corporate Services Administration & Governance Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	411.03
<b>Attachment(s)</b>	1. Delegation Reg Review 2024 [10.3.2.1 - 104 pages]

### Voting Requirements

*Section 5.46 (2) states Council must review the Delegation Register annually, however, if no amendments are made to the existing register a simple majority may accept it without amendment.*

*Section 5.42 (1) states that any decision to amend or revoke a delegation by a Local Government is to be by an Absolute Majority.*

Absolute Majority

### Staff Recommendation

That Council endorse the current Delegations Register as presented.

### Council Resolution

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

That Council endorse the current Delegations Register as presented.

**For** Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

6 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2024/03-4**

### Disclosure of Interest

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

## **Background**

Section 5.42 of the Local Government Act 1995 provides for a local government to delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- a. this Act other than those referred to in section 5.43; or
- b. the Planning and Development Act 2005 section 214(2), (3) or (5).

The application of delegated authority is intended to improve the efficiency, effectiveness and timeliness of decision making and is consistent with the Shire's Strategic Community Plan and commitment to a strong customer service focus.

The use of delegated and sub delegated authority does not 'undermine' the roles and responsibilities of elected members constituting the Council as the peak local decision-making body of the community. Rather it should free up the Council from some matters to better able to deal with high level strategic matters and in the knowledge that decision making on the former will be made by employees consistent with Council Policy and precedents.

## **Comment**

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

## **Statutory Environment**

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

s5.42 Delegation of some powers and duties to CEO

s5.43 Limits on delegations to CEO

s5.44 CEO may delegate powers and duties to other employees

s5.45 Other matters relevant to delegations under this Division

s5.46 Register of, and records relevant to, delegations to CEO and employees

## **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**

The legislative process to review the Delegation Register requires discussion and consultation at a Council and Staff level, which is the basis of this Agenda Item.

## **Risk Assessment**

A Moderate Compliance Risk of Level 3 - Which will likely result in short term non-compliance but with significant regulatory requirements imposed.

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

### 10.3.3 Building & Disability Services Committee Meeting

<b>Department</b>	Development Service Building
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	801.00
<b>Attachment(s)</b>	<ol style="list-style-type: none"><li>1. Unconfirmed Minutes BDSC - March 2024 [<b>10.3.3.1</b> - 14 pages]</li><li>2. Draft Operating Capital Building Programs 202425 [<b>10.3.3.2</b> - 8 pages]</li><li>3. Disability Access Inclusion Plan ( Desktop Review March 2021) [<b>10.3.3.3</b> - 27 pages]</li></ol>

### Voting Requirements

Simply Majority

### Staff Recommendation

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

**1. Minute Reference: BDSC 2024/03-1**

The Committee recommends Council consider the draft “*Operating & Capital Building Programs*” **Attachment Draft Operating Capital Building Programs 202425** as presented with the following amendments and this be used as a basis to develop the Draft 2023/2024 Budget

**2. Minute Reference: BDSC 2024/03-2**

That Council request staff undertake an in-house, desk-top review of the Plan and if necessary, recommending any amendments to Council for consideration.

### Council Resolution

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

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

**1. Minute Reference: BDSC 2024/03-1**

The Committee recommends Council consider the draft “*Operating & Capital Building Programs*” **Attachment Draft Operating Capital Building Programs 202425** as presented with the following amendments and this be used as a basis to develop the Draft 2023/2024 Budget

## **2. Minute Reference: BDSC 2024/03-2**

That Council request staff undertake an in-house, desk-top review of the Plan and if necessary, recommending any amendments to Council for consideration.

**For** Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

**6 / 0**

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2024/03-5**

## **Disclosure of Interest**

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

## **Background**

The Shire of Chapman Valley Building & Disability Services Committee met on the 9<sup>th</sup> March 2023 to review:

- Buildings Capital Works Program;
- Buildings Maintenance Works Program; and
- Disability Access & Inclusion Plan

The Unconfirmed Minutes of the meeting have been provided under separate cover for Council reference and information (see ***Attachment Unconfirmed Building Committee Minutes***).

## **Comment**

The Minutes and recommendations from the Building & Disability Services Committee meeting are presented for Council consideration.

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

## **Statutory Environment**

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

## **Policy/Procedure Implications**

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

## **Financial Implications**

### **Long Term Financial Plan**

Recommendations from the Committee are presented to Council for consideration for allocation into the forthcoming and future draft budgets. Not all cost estimates have been undertaken at time of writing this report.

- **Long Term Financial Plan (LTFP):**

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

## **Strategic Implications**

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

#### **PHYSICAL & DIGITAL INFRASTRUCTURE**

4.1 Develop, manage, and maintain built infrastructure.

4.1.1 Asset Management Plan.

## **Consultation**

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

## **Risk Assessment**

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

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

### 10.3.4

### Nabawa Recreation Centre Precinct Upgrade

**Department**

Development Service  
Community Development

Finance, Governance & Corporate Services  
Chief Executive Officer

**Author**

Jamie Criddle

**Reference(s)**

801.00 - A1327

**Attachment(s)**

1. 1 Nabawa Recreation Centre Summary Doc Urbis [10.3.4.1 - 8 pages]
2. 2 Business Case Nabawa Recreation Centre [10.3.4.2 - 64 pages]
3. 3 Cost Benefit Analysis Nabawa Recreation Centre [10.3.4.3 - 31 pages]
4. 4 Management Plan - Nabawa Recreation Centre [10.3.4.4 - 8 pages]
5. 5 Nabawa Community Recreation Precinct Map [10.3.4.5 - 1 page]
6. Rec Centre Overall Modified Plan March 24 [10.3.4.6 - 1 page]
7. NRCUG MINUTES 6 Feb 2024 [10.3.4.7 - 4 pages]
8. NRCUG MINUTES 5 March 2024 [10.3.4.8 - 4 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council endorses the associated documents below, prepared by staff in conjunction with applications to various funding bodies to progress the Nabawa Recreation Centre Precinct Upgrades

1. Nabawa Recreation Centre Summary Doc Urbis
2. Business Case Nabawa Recreation Centre
3. Cost Benefit Analysis Nabawa Recreation Centre
4. Management Plan Nabawa Recreation Centre
5. Nabawa Community Recreation Precinct Map
6. Rec Centre Overall Modified Plan March 24
7. NRCUG Minutes 6 February 2024
8. NRCUG Minutes 5 March 2024

### Council Resolution

**Moved:** Cr Emma Rodney    **Seconded:** Cr Elizabeth Elliott-Lockhart

That Council endorses the associated documents below, prepared by staff in conjunction with applications to various funding bodies to progress the Nabawa Recreation Centre

### Precinct Upgrades

1. Nabawa Recreation Centre Summary Doc Urbis
2. Business Case Nabawa Recreation Centre
3. Cost Benefit Analysis Nabawa Recreation Centre
4. Management Plan Nabawa Recreation Centre
5. Nabawa Community Recreation Precinct Map
6. Rec Centre Overall Modified Plan March 24
7. NRCUG Minutes 6 February 2024
8. NRCUG Minutes 5 March 2024

**For** Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

6 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2024/03-6**

### Disclosure of Interest

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

### Background

**The purpose of this report is to give Councillors an update as to the progress of the Nabawa Recreation Centre Precinct Upgrades.**

As Councillors will be aware, a funding opportunity arose as part of the Disaster Ready Fund (DRF) to improve Australia's resilience to natural hazards. Council applied and were successful in obtaining funds to the tune of \$900,000 to assist in the redevelopment of the Nabawa Recreation Facility to incorporate a Disaster Recovery Centre.

Originally opened on 1st June 1968, the Nabawa Recreation Centre has a unique two (2) storey design comprising of a downstairs brick facilities encompassing kitchen facilities, home and away changerooms and umpire/ground managers room. The upstairs function room while providing a great vantage point to watch the football/cricket, it did not cater for people with access issues/disabilities as it is only accessible via stairs and has no access to disabled/ambulant toilet facilities.

The downstairs facilities have had a number of upgrades/additions over the years, more notably in 1984 when a new home changeroom was built with the existing changeroom configuration being modified to increase the size of the away rooms. Due to the weight bearing structure above, the reconfiguration unfortunately turned the changeroom facilities into a "Rabbit Warren" and totally impractical and unworkable. There is one toilet and two urinals to service both home & away teams, this includes the female participants on gameday.

Whilst upgrades have been made to the clubhouse over the years, the facility no longer meets current standards, expectations and the needs of a rapidly growing community.

This current concept would see the facility being able to meet current and future needs of sporting groups, provide modern inclusive fit outs which meet current building codes and cater for individual access needs of disabled and ambulant community members, as well as

provision of appropriate hygienic amenities with a layout that offers privacy, space and a safe environment for sports participants to shower and get changed.

This project will provide the Shire with a modern infrastructure asset where the community can gather for large events and be proud to have visitors come to the area and enjoy the facilities and enjoy the surrounding vistas of Nabawa and the Chapman Valley.

As part of the initial Business Case for the Nabawa Community & Recreation Precinct, the following considerations were made:

- Due consideration should be given to current industry trends in the sport and recreation area, particularly the need to cater for growing numbers of females in cricket and football.
- Multi-use facilities and co-location are considered advantageous.
- Design considerations for new sporting club facilities should include dividable areas and spectator shelter.
- Developments should be prioritised, and their implementation should be planned and budgeted for as triggers arise.
- Future funding
- End of life of existing Recreation Centre
- Shire approval
- Community desire

In the development of this business case, three options were considered. This project will see Option 3 as the preferred development, which encompasses demolishing the existing facilities and replace them with a purpose-based facility for the junior and senior football clubs, junior and senior cricket clubs and basketball association users to meet their existing and future growth needs. This option is estimated to cost \$3.0m (ex GST) and will provide the Shire of Chapman Valley with the following:

- A large main club room (22,000 x 10,820) with access to, and windows facing, the sports oval;
- Commercial kitchen with servery to the outside of the clubhouse (under cover) and inside to the main club room;
- Undercover Clubhouse Verandah with terraced seating;
- Shaded breakout space;
- Full bar facilities with cool room storage and openings to the main club room and social room;
- Community amenities consisting of male and female toilets, including ambulant accessible facilities and two unisex accessible (disabled) toilets

Two changerooms (total 568m<sup>2</sup>) specifically for the use of sporting clubs with each changeroom comprising:

- Two separate shower and accessible (disabled) toilets for umpires, one dedicated accessible (disabled) shower and toilet, two additional toilets and three showers, two vanity basins and hand drier;
- Racks, benches and lockers for changing and storage of personal belongings;
- A treatment area for rubdowns, massages and strapping Main foyer;
- Storage areas

## **Comment**

Following the events of Cyclone Seroja in April 2021 and subsequent building assessments performed by Insurance assessors, Council's Building Surveyor/Project Officer and the Chapman Valley Football Club Executive, Council consulted with industry specialists (Teakle

& Laylor) to ascertain if the Recreation Centre could be upgraded and expanded to meet the community's growing and changing needs.

Key points of the consultation:

### **BUILDING**

The existing Recreation Centre facilities, particularly the downstairs areas are reaching the end of its useful life. Due to its ad hoc nature of construction and improvement over the past fifty years, there is considerable concern over several safety aspects including partially completed double brick construction, severe brick cracking and fretting. Provision of water and electrical services through internal walls (changerooms).

### **Changerooms**

Previous to the 2023 season, the women's League game was played as the last game which meant that they had sole use of the changerooms and the male competitors (Colts, Reserves & League) were all after each other. Now, with the playing order changed by the GNFL to the Colts, Reserves, Women's, then Men's League, the club cannot guarantee the privacy of the female competitors with males playing before and after the women's game. Guards are required to be stationed at the doors to ensure that the women players can shower and get changed without League players unintentionally roaming through the changerooms for treatment or to use the toilets. There are also several floor levels throughout the building which make accessibility impossible for people with disabilities & injuries.

There is also only one (1) toilet in the downstairs changeroom facility which caters for both home and away teams. This also opens to the home showers which creates privacy issues amongst male and female participants.

### **Kitchen**

The ad hoc nature of previous developments/improvements to the Nabawa Recreation Centre has identified that the kitchen facilities located on the bottom floor of the centre are extremely inadequate, not fit for purpose and do not meet current Food Act 2008 & Regulations, Food standards Code and Safe Food Australia Guidelines.

There are also distinct design & fit out flaws including hand washing facilities, floor, walls and ceiling surfaces, fixtures, fittings and equipment, ventilation, lighting which deem the facility near on impossible to license in its current state with minor improvement having to occur to allow the facility to operate.

### **Function room**

While the upstairs function area has been a great area for the local sporting clubs to view the various sporting games, there are too many limitations placed on the facility in terms of the facilities ability to cater for people with disabilities or mobility issues. The only access to the Function centre is via three (3) large staircases with no access to a lift making it near on impossible to access the upstairs function area in a dignified manner. There is also NO accessible (AS1428.1-2009) toilets in the upstairs function area with the doorway entrance to the toilets limited to 600mm width making them non-compliant with existing standards.

There are no kitchen facilities upstairs, which makes catering for functions extremely hard and impractical as well as potential non-compliance with Health Act requirements.

Whilst requirements under the BCA and the Australian (Disability) Standards are only mandatory for new builds and refurbishment of existing buildings, the failure to meet these standards and codes at the current Nabawa Recreation Centre demonstrates the inadequacy of this facility and that it is not an inclusive community space. Given this is the only such facility in the area, its lack of accessibility is of particular concern.

Non-compliant items include:

- The internal and external toilet facilities are not accessible. (one toilet for both changerooms)
- No accessible parking bays.
- Paths and the thresholds of the entrance doors to the hall are not accessible due to steps.
- Upstairs Function Area not accessible (stairs)



- Upstairs Function area toilets not accessible (No Disabled)
- Non-compliant internal stairs
- Kitchen not to commercial standards, lack of ventilation

To date, the following Funding Contributions/commitments have secured for the project

#### **Funding Contributions/Commitments**

\$900,000	Disaster Ready Fund – Federal - NEMA) <b>COMMITTED</b>
\$500,000	Local Government Resilience Fund (State – DFES) <b>COMMITTED</b>
\$1,000,000	Community Sport & Recreational Fund (CSRFF) <b>COMMITTED</b>
\$ 500,000	Shire of Chapman Valley (Loan Funds) <b>COMMITTED 2023/24 Budget</b>
<u>\$1,100,000</u>	Growing Regions Program (DITRDCA) <b>SEEKING – 31/3/2024</b>
<b><u>\$4,000,000</u></b>	

With the recent CSRFF funding announcement, Council now have \$3,000,000 committed to the project with a further \$1.1 million to be announced at the end of March 2024.

Further applications to Lotterywest and Community Energy Upgrades Fund (CEUF) will be submitted in the coming weeks which will assist in furniture & Fit out, Solar energy generation and Electric Vehicle (EV) charging stations.

To give Council an indication of the resources required to apply for such a project, a copy of the associated documents are attached for your perusal:

- Nabawa Recreation Centre Summary Doc Urbis
- Business Case Nabawa Recreation Centre
- Cost Benefit Analysis Nabawa Recreation Centre
- Management Plan Nabawa Recreation Centre
- Nabawa Community Recreation Precinct Map
- Rec Centre Overall Modified Plan March 24

### **Statutory Environment**

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

### **Policy/Procedure Implications**

No Policy or Management Procedure affected.

### **Financial Implications**

#### **Budgetary Implications**

The budget will be affected in the following ways:

\$ 900,000	Disaster Ready Fund – Federal - NEMA) <b>COMMITTED</b>
\$ 500,000	Local Government Resilience Fund (State – DFES) <b>COMMITTED</b>
\$1,000,000	Community Sport & Recreational Fund (CSRFF) <b>COMMITTED</b>
\$ 500,000	Shire of Chapman Valley (Loan Funds) <b>COMMITTED 2023/24 Budget</b>
<u>\$1,100,000</u>	Growing Regions Program (DITRDCA) <b>SEEKING – 31/3/2024</b>
<b><u>\$4,000,000</u></b>	

## **Strategic Implications**

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

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

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

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

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

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

1.3.2 Engage in conversations related to the provision of essential and desired services for Chapman Valley residents and visitors.

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

1.4 Maintain and enhance community safety and security.

1.4.2 Enhance community and property security.

#### **PHYSICAL & DIGITAL INFRASTRUCTURE**

4.1 Develop, manage, and maintain built infrastructure.

4.1.1 Asset Management Plan.

#### **GOVERNANCE & ACCOUNTABILITY**

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

5.2.1 Asset Management.

## **Consultation**

To enable the project to progress at the pace that it is, targeted consultation through a User Group (NRCUG) has occurred with a copy of the minutes of the February & March meetings attached.

Once the plans are finalised, Council and the group will consult with the wider community, prior to going to tender.

## **Risk Assessment**

A Moderate Financial Impact Risk of Level 3 - Which will likely be between \$10,001 to \$50,000.

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

## 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)	Road & Building Inspection
	Building Committee Meeting
	SoCV Rabbit Baiting Workshop BHP
	SoCV Exit Audit Meeting
	WALGA State Council Finance Committee
	GERI Social Impacts Consultants Meeting
	WALGA State Council Finance Committee
	BROC Women on Council coffee catch up
	MWCRG Meeting Main Roads
	Yuna PS Swimming Pool stakeholder meeting
Cr Nicole Batten (Deputy President)	FARM Meeting
	Road & Building Inspection
	FabCV Meeting
	Reinvigorating Regional WA workshop – Perenjori

	Roads Committee Meeting
	Annual Electors Meeting
Cr Philip Blakeway	Road & Building Inspection
	Special Council Meeting
	Building Committee Meeting
Cr Elizabeth Elliott-Lockhart	FARM Meeting
	Special Council Meeting
	Building Committee Meeting
Cr Catherine Low	Road & Building Inspection
	Special Council Meeting
Cr Emma Rodney	FARM Meeting
	Road & Building Inspection
	Special Council Meeting
	Final Audit Exit Meeting
	Nabawa Rec Centre Committee
	Assistance of Pindone dissemination to Park Falls community
Cr Trevor Royce	Road & Building Inspection
	Building Committee Meeting

## 14 Announcements by Presiding Member Without Discussion

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

### Council Resolution

**Moved:** Cr Nicole Batten    **Seconded:** Cr Emma Rodney

That Council close the meeting to the public pursuant to the Local Government Act 1995, Section 5.23(c) - A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

**For** Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

6 / 0

**CARRIED UNANIMOUSLY**

**Minute Reference OCM 2024/03-7**

**3:05pm - Meeting closed to the public**

### 15.1                      **Tender 02-2023/2024 Depot Office/Crib Room**

**Department**

Development Service

Building

Finance, Governance & Corporate Services

Chief Executive Officer

**Author**

Jamie Criddle

**Reason for Confidentiality**

**CONFIDENTIAL REPORT**

Reason for confidentiality - Local Government Act 1995, Section 5.23(c) - A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

**CONFIDENTIAL ATTACHMENT**

Reason for confidentiality - Local Government Act 1995, Section 5.23(c) - A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

### Council Resolution

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

That Council

1. Notes the evaluation matrix, as included in Confidential Attachment .
2. Accept the tender submitted by MI Global Construction PTY LTD for the tender price of \$269,771.71 (ex GST).

**For** Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

**6 / 0**

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2024/03-8**

Reason for deviation - Incorrect loan budget figures.

### **Council Resolution**

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

Council open the meeting to the public.

**For** Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

**6 / 0**

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2024/03-9**

**3:20pm - Meeting open to the public**

## **16 Closure**

The Shire President thanked Elected Members and Staff for their attendance and closed the Ordinary Council Meeting 21 March 2024 at 3:20 pm.