

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

# **ORDINARY COUNCIL MEETING**

## **Agenda**

**Meeting Date Thursday 20 June  
2024**

**Meeting Time 9:00 am**

**To be held at Chapman Valley  
Administration Office, 3270 Chapman  
Valley Road, Nabawa WA 6532,  
Council Chambers.**

**Jamie Criddle**

**Chief Executive Officer**



SHIRE OF

**Chapman Valley**

*love the rural life!*

# 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 will welcome elected members, staff and visitors to the council meeting and declaring the meeting open.

*“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 Nicole Batten (Deputy President)

Cr Philip Blakeway

Cr Elizabeth Elliott-Lockhart

Cr Catherine Low

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**

### **3.2 Apologies**

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

Cr Warr has been approved by resolution to take a leave of absence for the meeting held on February 2024.

## **4 Public Question Time**

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

Nil

### **4.2 Public Question Time**

<p style="text-align: center;"><b>Local Government Act 1995</b> <b>SHIRE OF CHAPMAN VALLEY</b> <b>Standing Orders Local Law 2016</b> <b>Part 6 - Public participation</b></p> <p><b>6.6 Procedures for question time for the public</b></p> <p>Procedures for question time for the public are dealt with in the Regulations.</p> <p><b>6.7 Other procedures for question time for the public</b></p> <p>(1) A member of the public who raises a question during question time, is to state his or her name and address.</p> <p>(2) A question may be taken on notice by the Council for later response.</p> <p>(3) When a question is taken on notice the CEO is to ensure that:</p> <p>(a) a response is given to the member of the public in writing; and</p> <p>(b) a summary of the response is included in the agenda of the next meeting of the Council.</p> <p>(4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to:</p> <p>(a) declare that he or she has an interest in the matter; and</p> <p>(b) allow another person to respond to the question.</p> <p>(5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.</p> <p>(6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.</p> <p>(7) The Presiding Member may decide that a public question shall not be responded to where:</p> <p>(a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;</p> <p>(b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to</p>
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phrase the statement as a question; or

(c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.

(8) A member of the public shall have two minutes to submit a question.

(9) The Council, by resolution, may agree to extend public question time.

(10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

## 5 Applications for Leave of Absence

## 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

**Local Government Act 1995**  
**SHIRE OF CHAPMAN VALLEY**  
**Standing Orders Local Law 2016**  
**Part 6 - Public participation**

### 6.9 Deputations

- (1) Any person or group wishing to be received as a deputation by the Council is to either:
- (a) apply, before the meeting, to the CEO for approval; or
  - (b) with the approval of the Presiding Member, at the meeting, address the Council.
- (2) The CEO may either:
- (a) approve the request and invite the deputation to attend a meeting of the Council; or
  - (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Unless the council resolves otherwise, a deputation invited to attend a Council meeting:
- (a) is not to exceed 5 persons, only 2 of whom may address the Council, although others may respond to specific questions from Members;
  - (b) is not to address the Council for a period exceeding 10 minutes without the agreement of the Council; and,
  - (c) additional members of the deputation may be allowed to speak with the leave of the Presiding Member.
- (4) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

### 6.10 Petitions

- (1) A petition is to -
- (a) be addressed to the President;
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;
  - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request; and
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the local government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause (3).
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
- (a) the matter is the subject of a report included in the agenda; and

(b) the Council has considered the issues raised in the petition.

### **6.11 Presentations**

(1) In this clause, a presentation means the acceptance of a gift or an award by the Council on behalf of the local government or the community.

(2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

## **7.1 Petitions**

The Council has not received any petitions at the time of writing this report.

## **7.2 Presentations**

The Council does not anticipate any presentations at the time of writing this report.

## **7.3 Deputations**

The Council has not received any deputations at the time of writing this report.

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

### **Recommendation**

That the Minutes of the Ordinary Council Meeting held on 16 May 2024 be confirmed as true and accurate.

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

## **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 - 35 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council receives the Monthly Financial Management report supplied under separate cover for May 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

### 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 May 2024 is detailed in the monthly management report provided as a separate attachment for Council's review. We must note there is \$1.2 million dollars in grant funded revenue received in advance for 2024/2025 projects.

### Statutory Environment

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

### Policy/Procedure Implications

No Policy or Management Procedure affected.

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## **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**

Not applicable

## **Risk Assessment**

No Risks have been Identified.

## 10.3 Chief Executive Officer

<b>10.3.1</b>	<b>Future Industries &amp; Renewable Energy Advisory Group Meeting</b>
<b>Department</b>	Development Service Community Development  Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	204.16.22
<b>Attachment(s)</b>	<ol style="list-style-type: none"> <li>1. Future Industries Committee Minutes June 2024 1 [<b>10.3.1.1</b> - 5 pages]</li> <li>2. Att 9.1.2 - Golden Plains Wind Farm Terms of Reference [<b>10.3.1.2</b> - 2 pages]</li> <li>3. Att 9.1.3 - Victor Harbour Renewable Energy Advisory Group Terms of Reference [<b>10.3.1.3</b> - 6 pages]</li> <li>4. Att 9.3.1 - Town of Port Hedland Social Impact Assessment LPP [<b>10.3.1.4</b> - 8 pages]</li> <li>5. Att 9.3.2 - Shire of Northampton Social Impact Assessment LPP [<b>10.3.1.5</b> - 8 pages]</li> </ol>

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council receive the Future Industries & Renewable Energy Advisory Group Minutes and endorse the recommendations within i.e.

9.1 That the Future Industries & Renewable Energy Advisory Group request management staff to compile a draft Term of Reference for the group based around the 'Victor Harbor' "Golden Plains" TOR as well as the original "issues paper" presented to Council by Cr Warr.

9.2 That the Future Industries & Renewable Energy Advisory Group request management staff to compile a Draft "Expression of Interest" and Draft "Code of Conduct" to assist in the committee in the selection of community members for the Future Industries & Renewable Energy Advisory Group

9.3 That the Future Industries & Renewable Energy Advisory Group request management staff to work on a Draft "Social Impact Assessment statement- Policy" loosely guided by the Shire of Northampton and Shire of Port Hedland Policies with an emphasis on 'user friendly' language to present at the next Future Industries & Renewable Energy Advisory Group meeting in July.

## **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 Future Industries & Renewable Energy Advisory Group held its inaugural meeting on the 6<sup>th</sup> June 2024 to review the following:

- ~ Terms of Reference;
- ~ Community Representatives; and
- ~ Social Impact Assessments;

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

## **Comment**

As this was the inaugural meeting of the group, the order of business was to deal with a degree of 'housekeeping' to enable the committee to continue to function and allow staff to continue with the compilation of a number of relatable documents, including:

### **Terms of Reference**

In order for this Advisory Group to operate efficiently, a suitable Terms of Reference, including the groups Purpose, Role, Responsibilities, Aims, Membership and Goals.

Council staff provided a number of existing examples of 'Terms of Reference' for the group to use as a starting point.

### **Community Representatives**

As highlighted when Council decided to create the Future Industries & Renewable Energy Advisory Group, the membership would come from select Councillors and Staff as well as a number of community members as determined and invited by the Committee proper.

Discussion was held as to which community members could be invited and the appropriate timing for this.

### **Social Impact Assessment (Local Planning Policy)**

A Social Impact Assessment includes the processes of analysing, monitoring and managing the intended and unintended social consequences including impact on community wellbeing, both positive and negative, of a land use planning decision to be made in respect of a particular development proposal and any social change process that results from that decision.

The State Planning Strategy 2050 aims to provide for the sustainable use and development of land, and this aim is based on six key principles for:

- Enabling diverse, affordable, accessible and safe communities;
- Facilitating, trade, investment, innovation, employment and community benefit;



- Conserving the State's natural assets through sustainable development;
- Ensuring infrastructures supports development;
- Building the competitive and collaborative advantages of the regions; and
- Building community confidence in development process and practices.

With increased activity by proponents and discussions around new developments proposed within the Shire of Chapman Valley and surrounds there has been significant interest in protecting the rights of the community by introducing a local planning policy that could place extra rigour when considering proposals and require the preparation of a social impact assessment for certain planning proposals.

The planning policy would encourage applicants to undertake the work early so that it can inform the planning proposal and help mitigate negative social impacts on local communities. Discussion was held as to the the best way to approach the advent of such a policy.

## **Statutory Environment**

This report has no statutory environment requirements.

## **Policy/Procedure Implications**

No Policy or Management Procedure affected.

## **Financial Implications**

No Financial Implications Identified.

## **Strategic Implications**

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

#### **ECONOMY & POPULATION**

2.1 Build population and business activity with targeted strategies.

2.1.1 Support business development, lifestyle changes and short/ term accommodation.

#### **ECONOMY & POPULATION**

2.3 Embrace local tourism & regional strategies and trails.

2.3.1 Research a local tourism plan/initiatives & integrate with regional tourism plans.

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

4.5 Advocate for improved scheme water supply to town sites.

4.5.1 To liaise and advocate with Water Corporation to increase water security with the Shire.

#### **GOVERNANCE & ACCOUNTABILITY**

5.3 Make informed decisions within resources and areas of responsibility.

5.3.2 Regular and relevant briefings to Elected Members.

## **Consultation**

Various Local Governments with similar issues

## **Risk Assessment**

A Minor Financial Impact Risk of Level 2 - Which will likely be between \$1,001 to \$10,000.  
A Minor Reputational Risk of Level 2 - Which will likely result in substantiated, low impact, low news item.

## 10.3.2

## WALGA HONOUR AWARDS 2024

<b>Department</b>	Finance, Governance & Corporate Services Administration & Governance
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	401.10
<b>Attachment(s)</b>	1. Honours- Award- Nomination- Form [10.3.2.1 - 3 pages] 2. Honours- Panel- Terms-of- Reference [10.3.2.2 - 3 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council endorse the actions of the Chief Executive Officer & Deputy President in nominating Cr Kirrilee Warr for the WALGA Eminent Service Award as per the WALGA Policy & Terms of Reference for this Award.

### Disclosure of Interest

Officer: Cr Warr declared and interest as she is the Councillor in question.

### Background

Correspondence was received from the Western Australian Local Government Association (WALGA) regarding the Associations 2024 Honours Awards

It is also a requirement, in accordance with Council's *Honour Awards Management Procedure (CMP-033)* for the Chief Executive Officer to present an Agenda Item to Council to consider honour awards. Due to the timing of the WALGA Awards I have brought this item to Council consideration to endorse the actions of the CEO and Deputy President in Nominating Cr Warr for an Eminent Service Award.

### Comment

#### WALGA Awards

Nominations for the 2024 WA Local Government Association Honours program close on the 31<sup>st</sup> May 2024. Member Local Governments and State Councillors are invited to submit nominations.

The Honours program is a significant public recognition and celebration of the outstanding achievements and lasting contributions made by Elected Members and Officers to their respective Councils.

Awards given as part of the Honours program will be presented to recipients at an awards ceremony held during the 2024 Local Government Convention at the Perth Convention Centre.

The six categories of awards within the 2017 Honours program are as follows:

**Local Government Medal**

The Local Government medal recognises exceptional service, outstanding achievements and significant contributions to WALGA, Local Government and/or the Local Government sector.

**Life Membership**

The Life Membership Award recognises outstanding service to WALGA and/or the Local Government sector and distinguished contributions to the community.

**Eminent Service Award**

This Award recognises eminent service and distinguished contributions to WALGA, Local Government and/or the Local Government sector.

**Merit Award**

The Merit Award recognises notable contributions to WALGA, Local Government and/or the Local Government sector.

**Local Government Distinguished Officer Award**

The Local Government Distinguished Officer Award recognises outstanding contributions by Local Government officers to the Local Government sector.

**Troy Pickard Young Achievers Award**

The Troy Pickard Young Achievers Award recognises those aged 35 years or younger for notable contributions and commitment to Local Government and demonstrated potential for professional success.

Each award highlights the time, dedication and commitment made by individuals towards the continual progression of the sector, relevant to the needs of their community.

For more information on the criteria for each award please refer to the WALGA Honours Policy and Terms of Reference.

As detailed by the Shire's Management Procedure (CMP-033) any Elected Member eligible for the Merit Award due to length of service will be nominated i.e.

***Elected Members eligible due to length of service are to be automatically nominated by the Chief Executive Office.***

**Statutory Environment**

This report has no statutory environment requirements.

## Policy/Procedure Implications

A Policy or Procedure is affected:  
Organisational Corporate Policy & Procedures

Below is a copy of the existing *Honour Awards* Management Procedure:

<b>MANAGEMENT PROCEDURE No.</b>	CMP-033
<b>MANAGEMENT PROCEDURE</b>	HONOUR AWARDS
<b>RESPONSIBLE DIRECTORATE</b>	ADMINISTRATION
<b>RESPONSIBLE OFFICER</b>	CHIEF EXECUTIVE OFFICER
<b>PREVIOUS POLICY No.</b>	9.120
<b>RELEVANT DELEGATIONS</b>	

### **OBJECTIVES:**

Set conditions, guidelines and processes for bestowing awards upon recipients.

### **MANAGEMENT PROCEDURE STATEMENT/S:**

The Chief Executive Officer is to present an Agenda item at the appropriate time each year requesting Council consideration for awards to be presented in accordance with this Operational Procedure.

### **Citizenship Ceremonies**

Citizenship ceremony be conducted at an event as considered appropriate by the Chief Executive Officer (in consultation with the President) and a native plant be given to the recipients.

### **Shire of Chapman Valley – Freeman of the Shire**

A member of our Community may be honoured by the Shire with the title "Honorary Freeman of the Shire".

An Honorary Freeman of the Shire must have served the community of the Shire of Chapman Valley in an outstanding and meritorious manner that stands above the contributions of most other persons, and whose activities have contributed significantly to the wellbeing of the Shire's residents.

The Shire of Chapman Valley Freeman of the Shire Award recognises the outstanding achievements and dedicated service to the community by a person. The Freeman of the Shire Award is the highest honour the Shire of Chapman Valley can give to a community member.

Council may also consider conferring of the title of 'Posthumous Freeman of the Municipality'. In this case, the eligibility criteria would still apply.

### **Eligibility Criteria**

To be eligible for nomination, a person does not have to currently reside within the Shire or have served on Council.

Nominees will be assessed on their record of service to the local and broader community against the following criteria:

1. Length of service in a field (or fields) of activity;
2. Level of commitment to the field (or fields) of activity;
3. Personal leadership qualities;
4. Benefits to the community of the Shire of Chapman Valley and/or to the State of Western Australia and/or to the nation resulting from the nominee's work; and
5. Special achievements of the nominee.

### **Exclusions**

- A current Council Elected Member with the Shire of Chapman Valley cannot be nominated for the award.

### **Nomination Procedure**

- Nominations for the Award may be made by Elected Members, individuals or organisations and are to be sponsored by an Elected Member of the Shire of Chapman Valley;
- They are to be submitted to the Chief Executive Officer in written format addressing the Eligibility Criteria;
- Nominations are to be made in the strictest confidence without the knowledge of the nominee;
- On receipt of a nomination the Chief Executive Officer is to present the nomination to Council as a Confidential Agenda Item for consideration;
- Council is to consider the item behind closed doors;
- Once a nomination has been accepted by Council, the nominee and any person(s) or organisation(s) involved in the nomination are to be informed of the decision and nominee is to be contact to confirm their acceptance of the honour;
- Should the nomination be supported by Council and accepted by the nominee the award shall be presented to the nominee at a function considered appropriate by the President.

### **Number of Freeman within the Shire**

There is no limit on the number of persons upon which the title of Freeman of the Shire of Chapman Valley may be conveyed.

### **Entitlements**

Any person upon whom the title 'Honorary Freeman of Shire' has been conferred may designate him/herself 'Honorary Freeman of the Shire of Chapman Valley'.

The recipient shall be presented with a special badge, which identifies them as 'Honorary Freeman of the Shire' along with a certificate to commemorate receiving the award.

Any Honorary Freeman of the Shire shall be invited to all subsequent formal Civic functions conducted by the Shire.

### **Revocation of Title of Freeman or Honorary Freeman**

Council, by resolution, shall also have the ability to revoke the title bestowed upon a person, if;

- A criminal matter, for which the Freeman in question was found guilty of, or for any other matter, was considered by Council to have caused embarrassment to the municipality or that the ongoing recognition of such a title on this person by the Shire was inappropriate.
- The removal of the name from Honour Boards and other places and any other such items will be at the discretion of Council and conducted through liaison with the Chief Executive Officer.

### **WALGA Honour Awards**

As detailed by the WALGA Awards Guidelines

Elected Members eligible due to length of service are to be automatically nominated by the Chief Executive Office.

**All other award types are to be determined by Council.**

### **Shire of Chapman Valley - Certificate of Appreciation**

For personal commitment, eminent service and contribution to the Shire of Chapman Valley as an Elected Members, Community Members or Staff Member

Automatically given to Elected Members who have retired from Council or are the recipient of a Department of Local Government Certificate of Recognition.

All others as determined by Council.

Annual Agenda Item to discuss suitable nominations.

#### Elected Members

Presented at Annual Council Dinner/Function

#### Community Members

Certificate of Appreciation issued at an Annual Council Dinner/Function.

Recipient & partner invited to attend.

### **Shire of Chapman Valley Australia Day Awards and Function**

For personal commitment, service and contribution to the community of the Shire of Chapman Valley

Nominations called in October and close in November (or as determined by the Australia Day Council).

The Council appointed Working Group shall:

- Evaluate annual Australia Day Award Nominations and submitting these to Council in readiness for presenting the awards at the Shire's annual Australia Day Function;
- Assist with coordinating the annual Australia Day function(s);
- Discuss all other item(s) referred to them by Council in the areas of tourism and events.



### **Dept. Local Government & Community Services Awards**

As detailed by the Department's Awards Guidelines  
Elected Members eligible due to length of service are to be automatically nominated by the Chief Executive Office.

All other award types are to be determined by Council.

**(Note: All other Awards such as Australia Day Citizen of Year, Bushfire Brigade Service, etc, will only be dealt with by Council if nomination is initiated from within the community or by a Council resolution).**

### **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**

All Councillors

### **Risk Assessment**

No Risks have been Identified.

## 11 Elected Members Motions

<p style="text-align: center;"><b>Local Government Act 1995</b> <b>SHIRE OF CHAPMAN VALLEY</b> <b>Standing Orders Local Law 2016</b></p> <p><b>Part 5 - Business of a meeting</b></p> <p><b>5.3 Motions of which previous notice has been given</b></p> <p>(1) Unless the Act, Regulations or this local law otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.</p> <p>(2) A notice of motion under subclause (1) is to be given at least 10 clear working days before the meeting at which the motion is moved.</p> <p>(3) A notice of motion is to relate to the good governance of the district.</p> <p>(4) The CEO -</p> <p>(a) may, with the concurrence of the President, may exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of this local law or any other written law;</p> <p>(b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;</p> <p>(c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and</p> <p>(d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.</p> <p>(5) A motion of which notice has been given is to lapse unless:</p> <p>(a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or</p> <p>(b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.</p> <p>(6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.</p>
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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

<p style="text-align: center;"><b>Local Government Act 1995</b> <b>SHIRE OF CHAPMAN VALLEY</b> <b>Standing Orders Local Law 2016</b></p> <p><b>Part 5 - Business of a meeting</b></p> <p><b>5.4 New business of an urgent nature</b></p> <p>(1) In cases of extreme urgency or other special circumstances, matters may, on a motion</p>
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by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.

(2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the local government and must be considered and dealt with by the Council before the next meeting.

## 13 Delegates Reports

Delegate	Details
Cr Kirrilee Warr (President)	CEO Performance Review
	Midwest Economic Summit
	Future Industries & Renewable Energy Advisory Group
Cr Nicole Batten (Deputy President)	Unity Twin City Concept meeting, Todd Wesst
	CEO Performance Review
	Midwest Drought Resilience Plan WG meeting
	Midwest Economic Summit and LGA Panel session
	CV New Industries working group meeting
	WALGA Effective Community Leadership course
Cr Philip Blakeway	No Reports Submitted
Cr Elizabeth Elliott-Lockhart	No Reports Submitted
Cr Catherine Low	No Reports Submitted

Cr Emma Rodney	Future Industries & Renewable Energy Advisory Group
Cr Trevor Royce	Midwest Economic Summit

**14 Announcements by Presiding Member Without Discussion**

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

**Local Government Act 1995**  
**Administration Part 5**  
**Council meetings, committees and their meetings and electors’**  
**meetings Division 2**  
**s. 5.23**

The council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
  - (i) a trade secret; or
  - (ii) information that has a commercial value to a person; or
  - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
- (f) a matter that if disclosed, could be reasonably expected to —
  - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
  - (ii) endanger the security of the local government’s property; or
  - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public

safety; and

(g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and

(h) such other matters as may be prescribed.

(3) A decision to close a meeting or part of a meeting and the reason for.

## 15.1 Chief Executive Officer Performance Review 2024

**Department** Finance, Governance & Corporate Services  
Chief Executive Officer

**Author** Jamie Criddle, Cr Warr

**Reason for Confidentiality** **CONFIDENTIAL REPORT**  
*Reason for confidentiality - Local Government Act 1995, Section 5.23(a) - A matter affecting an employee or employees.*

**CONFIDENTIAL ATTACHMENT**  
*Reason for confidentiality - Local Government Act 1995, Section 5.23(a) - A matter affecting an employee or employees.*

## 16 Closure