



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

## ORDINARY COUNCIL MEETING

Notice is hereby given that an Ordinary Meeting  
of Council will be held on Wednesday 19 October 2016  
at the Shire Chambers, Nabawa, commencing at 9:00am.

Maurice Battilana  
CHIEF EXECUTIVE OFFICER

# **UNCONFIRMED MINUTES**

## **OCTOBER 2016**

## 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.

A handwritten signature in black ink, appearing to read 'M. Battilana', is positioned above the name of the Chief Executive Officer.

Maurice Battilana  
**CHIEF EXECUTIVE OFFICER**

# INDEX

- 1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS
- 2.0 LOYAL TOAST
- 3.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)
- 4.0 PUBLIC QUESTION TIME
- 5.0 APPLICATIONS FOR LEAVE OF ABSENCE
- 6.0 DISCLOSURE OF INTEREST

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."*

- 7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS
- 8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS
  - 8.1 **Ordinary Meeting of Council – 21 September 2016**  
*(Previously provided under separate cover)*

9.0 OFFICERS REPORTS	PAGE NO.
9.1 <b>MANAGER OF PLANNING</b>	6
9.1.1 Proposed Residence - 7 (Lot 128) Heights View, Buller	
9.1.2 Nabawa Townsite Revitalisation Plan	
9.2 <b>FINANCE</b>	51
9.2.1 Financial Reports for September 2016	
9.2.2 Budget Review Requests	
9.3 <b>CHIEF EXECUTIVE OFFICER</b>	56
9.3.1 Honour Awards	
9.3.2 Corporate Business Plan Review	
9.3.3 Community Growth Fund - Applications	

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

Nil

**11.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

**12.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY A DECISION OF THE COUNCIL**

**13.0 MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC**

Nil

**14.0 CLOSURE**

## ORDER OF BUSINESS:

### 1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Chairman, Cr John Collingwood welcomed Elected Members and Staff and declared the meeting open at 9.00am.

### 2.0 LOYAL TOAST

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

#### 3.1 Present

##### a. Councillors

Member	Ward
Cr John Collingwood (President)	North East Ward
Cr Anthony Farrell (Deputy President)	North East Ward
Cr Pauline Forrester	North East Ward
Cr Kirrilee Warr	North East Ward
Cr Peter Humphrey	South West Ward
Cr Veronica Wood	South West Ward
Cr Ian Maluish	South West Ward

##### b. Staff

Officer	Position
Mr Maurice Battilana	Chief Executive Officer
Simon Lancaster	Deputy Chief Executive Officer
Mrs Karen McKay	Executive Services Administrator (Minute Taker)
Mrs Dianne Raymond	Manager of Finance & Corporate Services (from 9.08am to 9.35am)

##### c. Visitors

Name	
Nil	

#### 3.2 Apologies

Name	
Cr Trevor Royce	North East Ward

### 4.0 PUBLIC QUESTION TIME

#### 4.1 Questions On Notice

Nil

#### 4.2 Questions Without Notice

Nil

## **5.0 APPLICATIONS FOR LEAVE OF ABSENCE**

Cr Forrester requested a Leave of Absence for the November meeting.

## **6.0 DISCLOSURE OF INTEREST**

Cr Farrell declared an impartiality interest in item 9.1.1 as he is known to neighbouring property owner.

Cr Wood declared an impartiality interest in item 9.3.3 as she is a member of the Parkfalls Residents Association

Cr Maluish declared an impartiality interest in item 9.3.3 as he is a member of the Parkfalls Residents Association

## **7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

## **8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

### **COUNCIL RESOLUTION**

**MOVED: CR FARRELL**

**SECONDED: CR FORRESTER**

#### **8.1 Ordinary Meeting of Council held on Wednesday 21 September 2016**

That the minutes of the Ordinary Meeting of Council held Wednesday 21 September 2016 be confirmed as a true and accurate record.

**Voting 7/0  
CARRIED  
Minute Reference 10/16-1**

## **9.0 OFFICERS REPORTS**

# **9.1 Manager of Planning October 2016**

---

## **Contents**

### **9.1 AGENDA ITEMS**

- 9.1.1 Proposed Residence - 7 (Lot 128) Heights View, Buller
- 9.1.2 Nabawa Townsite Revitalisation Plan

Cr Farrell declared an impartiality interest in this item

AGENDA ITEM:	9.1.1
SUBJECT:	PROPOSED RESIDENCE
PROPONENT:	WA COUNTRY BUILDERS FOR J DOWNES & M SERCOMBE
SITE:	7 (LOT 128) HEIGHTS VIEW, BULLER
FILE REFERENCE:	A1877
PREVIOUS REFERENCE:	N/A
DATE:	11 OCTOBER 2016
AUTHOR:	SIMON LANCASTER

#### DISCLOSURE OF INTEREST

Nil.

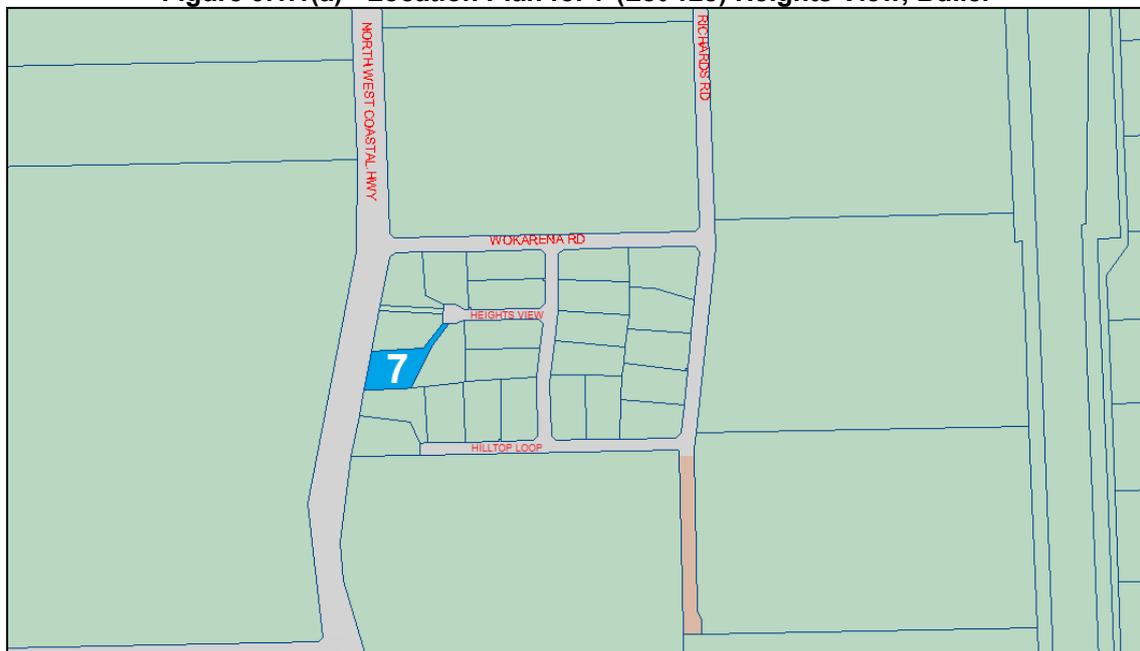
#### BACKGROUND

Council is in receipt of an application to construct a residence upon 7 (Lot 128) Heights View, Buller outside of the building envelope. This report recommends refusal of the application. An alternative recommendation is provided, at the conclusion of the comment section (immediately prior to the statutory environment section of the report), in the event that Council consider that the application should be given conditional approval.

#### COMMENT

Lot 128 is a cleared 4,000m<sup>2</sup> property in the Wokarena Heights subdivision that has access to the cul-de-sac Heights View to the north-east via a battle-axe access leg. Lot 128 also abuts the North West Coastal Highway to the west, although direct vehicular access from the property onto the highway is denied by means of a restrictive covenant against the title.

Figure 9.1.1(a) - Location Plan for 7 (Lot 128) Heights View, Buller



The crossover location for Lot 128 is situated at the 40m contour height, and the battle-axe access leg slopes downwards across its 42.85m length to the 36m contour height. The north-eastern corner of the main lot area is at the 36m contour height and the property continues to slope downwards towards the south-western corner which is at the 34m contour height.

The applicant is seeking to construct a residence outside of the Wokarena Heights Building Envelope Plan as advertised by Council at its 18 February 2015 meeting, a copy of which has been included as **Attachment 9.1.1(a)**. The application was therefore advertised for neighbour comment prior to being presented to Council for its consideration.

**Figure 9.1.1(b) – Aerial Photograph of 7 (Lot 128) Heights View, Buller**



The application is for a four bedroom, two bathroom, single storey (2.445m wall height, 4.6m total roof pitch height), brick walled, colorbond roofed residence upon Lot 128 and a copy of the submitted site and elevation plans have been included as **Attachment 9.1.1(b)**.

The residence is proposed to be sited upon a level building pad achieved through cut-and-fill earthworks. The cut works at the residence's eastern end would result in the floor level being 0.65m below natural ground level close to its eastern frontage. The residence would be situated upon fill at its western end resulting in the floor level being 0.35m above natural ground level near its western facing elevation.

**Figure 9.1.1(c) – View of Lot 128 looking south-west along battle-axe access leg from Heights View (also illustrating floor height of neighbouring residence upon Lot 127)**



The proposed residence would meet with the requirements of the Residential Design Codes of Western Australia ('R-Codes') with the exception of the northern side boundary setback which is proposed to be 5m rather than the 7.5m, as recommended by Table 1 of the R-Codes for R2.5 zoned properties.

The applicant has submitted correspondence detailing their reasons for seeking a variation to the building envelope and side boundary setback requirements, and this has been included as **Attachment 9.1.1(c)**.

**Figure 9.1.1(d) – View towards Lot 128 looking north from Hilltop Rise across neighbouring Lot 135 (illustrating slope across Lot 128)**



If, after reviewing the application, Council considers that the application should be approved it may consider the following alternative wording appropriate in its determination:

*“That Council grant formal planning approval for a residence upon 7 (Lot 128) Heights View, Buller subject to compliance with the following conditions:*

- 1 Development shall be in accordance with the approved plans dated 19 October 2016 and subject to any modifications required as a consequence of any conditions of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.*
- 2 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.*
- 3 Stormwater runoff is to be managed to the approval of the local government.*
- 4 The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise.*

*Notes:*

- (i) Council’s determination, at variance to the staff recommendation, is based on the following:*
  - the residence’s location satisfies the underlying basis for the request for a building envelope i.e. to achieve maximum separation distance from the North West Coastal Highway;*
  - the applicant has demonstrated regard for surrounding landowner’s outlook through the use of cut and fill earthworks;*
  - the variation to the R-Codes of a side boundary setback of 5m is considered minor (being for a single storey garage area of approximately 8m<sup>2</sup> only) and acceptable particularly given that this is the permitted side boundary setback distance for larger rural residential zoned lots.*

- (ii) *If the applicant is aggrieved by this determination there is a right pursuant to the Planning and Development Act 2005 to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.*

## **STATUTORY ENVIRONMENT**

7 (Lot 128) Heights View, Buller is zoned 'Residential R2.5' under Shire of Chapman Valley Local Planning Scheme No.2 ('the Scheme').

Section 4.2.1 of the Scheme lists the objectives of the 'Residential' zone as being:

- (a) *Provide for residential development to meet the needs of a range of household types; and*  
(b) *Provide for other land-uses compatible with a high level of residential amenity.*

Section 5.11 of the Scheme states:

### *5.11 Building Envelopes*

5.11.1 *Where a building envelope is identified on a subdivision guide, structure or fire management plan, all development shall be contained within the designated envelope area.*

5.11.2 *No development of any structures shall occur within any area/s identified as 'Development Exclusion Area', 'Re-vegetation Area', 'Remnant Vegetation' or similar on the subdivision guide, structure or fire management plan;*

5.11.3 *Notwithstanding the requirements of Clause 9.1 of the Scheme, where a building envelope exists on a particular lot an application for planning approval to change or relocate the building envelope shall be accompanied by relevant building plans and information addressing visual amenity, privacy and screening, vegetation loss, access, and proximity to natural features.*

5.11.4 *In considering an application to relax the requirements of Clause 5.11.2 and 5.11.3 the Local Government shall, in addition to the general matters set out in Clause 5.5, give particular consideration to:*

- (a) *unacceptable visual clutter, especially in elevated areas of high landscape quality or visually exposed locations;*  
(b) *unnecessary clearing of remnant native vegetation;*  
(c) *visual obtrusiveness and/or impact on an adjoining property by way of privacy, noise, odour or light spill;*  
(d) *suitability for landscape screening using effective screening vegetation; and*  
(e) *compliance with the land-use, setback, building height, development exclusion, vegetation protection, bushfire requirements and other pertinent provisions of the Local Planning Scheme and associated Local Planning Policies.*

Section 10.2 of the Scheme lists the following relevant matters in considering this development application:

*"The Local Government in considering an application for planning approval is to have due regard to such of the following matters as are in the opinion of the Local Government relevant to the use or development the subject of the application:*

- (a) *the aims and provisions of the Scheme;*  
(b) *the requirements of orderly and proper planning including any relevant proposed new Local Planning Scheme or amendment, or region scheme or amendment, which has been granted consent for public submissions to be sought;...*  
... (f) *any Local Planning Policy adopted by the Local Government under clause 2.4, any heritage policy statement for a designated heritage area adopted under clause 7.2.2, and any other plan or guideline adopted by the Local Government under the Scheme;*  
(g) *in the case of land reserved under the Scheme, the ultimate purpose intended for the reserve;...*  
... (i) *the compatibility of a use or development with its setting;*  
(j) *any social issues that have an effect on the amenity of the locality;...*  
... (n) *the preservation of the amenity of the locality;*

- (o) *the relationship of the proposal to development on adjoining land or on other land in the locality including but not limited to, the likely effect of the height, bulk, scale, orientation, and appearance of the proposal;...*
- ...(y) *any relevant submissions received on the application;*
- (z) *the comments or submissions received from any authority consulted under clause 10.1.1;*
- (za) *any other planning consideration the Local Government considers relevant.”*

In addition to the request to site the residence outside of the building envelope the application proposes variation to the deemed-to-comply side boundary setback distance recommended by the R-Codes. The applicant is seeking to site the residence 5m from their side/northern boundary at its closest point. Table 1 of the R-Codes recommends that the minimum setback for boundaries other than the front boundary should be 7.5m for R2.5 zoned properties.

Section 5.2 of the Scheme notes the following:

*“Unless otherwise provided for in the Scheme, the development of land for any of the residential purposes dealt with by the Residential Design Codes is to conform with the provisions of those Codes.”*

The reduction of the side boundary setback from 7.5m to 5m is considered a very minor variation to the R-Code requirements that Council does have the ability to consider on the following basis:

- 7.5m side boundary setbacks can be considered excessive for R2.5 zoned properties when the much larger rural-residential zoned properties are permitted by the Scheme to have a minimum side boundary setback of 5m;
- the portion of the residence within the reduced setback is an area of approximately 8m<sup>2</sup> only, and the setback distance immediately increases from the closest point due to the angled nature of the boundary line;
- the portion of the residence with a reduced boundary setback is a garage (and not a habitable room) and is single storey and would be located within cut earthworks.

Section 4.2.1 of the Explanatory Guidelines for the R-Codes make the following relevant observations:

*“Exceptions to basic setback provisions*

*Consideration of setbacks should have regard to the natural ground level, shape, development and orientation of adjoining lots.*

*A reduction to the R-Codes deemed-to-comply setback requirements should only be considered where it can be demonstrated this is preferable for practical or aesthetic reasons, and will not be to the detriment of the amenity of adjoining properties, particularly where the reduced setback may result in increased overshadowing, overlooking or lack of privacy.*

*In these situations the building design would need to address the design principles of clause 5.1.3.”*

## **POLICY IMPLICATIONS**

Section 2.2 of the Scheme provides for the Council to prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area.

Local Planning Policy ‘Building Envelopes’ was adopted by Council in order to give guidance to landowners and staff when dealing with applications that requested the relocation and amendment of designated building envelopes.

The objectives of the ‘Building Envelopes’ Local Planning Policy are listed as:

- 3.1 *To provide guidance with respect to the amendment of a building envelope (relocation, expansion) that will not lead to unacceptable impacts on surrounding properties.*
- 3.2 *To provide criteria by which the amendment of a building envelope should be considered to assist in protecting the integrity of the application of building envelopes.*
- 3.3 *To provide guidance in relation to the information required to be submitted as part of an application for the amendment of a building envelope.”*

Sections 4.3 & 4.4 of the 'Building Envelopes' Local Planning Policy state that:

- “4.3 In considering an application to relax the development standards pursuant to Section 5.5 of Local Planning Scheme No.2, the Council will give particular consideration to:
- (a) justification for the proposed amendment;
  - (b) the secondary nature of the development should the application be to site a building/s outside of the envelope (i.e. horse stables);
  - (c) unacceptable visual clutter, especially in elevated areas of high landscape quality or visually exposed locations, such as the edge of hill or mesa tops within prominent parts of the Moresby Range;
  - (d) unnecessary clearing of remnant native vegetation;
  - (e) visual obtrusiveness and/or impact on an adjoining property by way over looking, noise, odour or light spill;
  - (f) suitability for landscape screening using effective screening vegetation and the availability of a proven water supply for this purpose;
  - (g) use of materials and colours to assist in softening any perceived visual impact;
  - (h) compliance with the land-use, setback, building height, development exclusion, vegetation protection, bushfire requirements and other pertinent provisions of the Local Planning Scheme and associated Planning Policies.
- 4.4 Building envelopes are generally imposed at the time of subdivision to provide an area in which buildings upon a property will be clustered and provides an understanding for surrounding landowners of the potential location of future built form. Whilst this Policy provides guidelines for an application to be submitted to amend a building envelope it should not be construed that approval will be granted with each application assessed on its individual merits.”

A local planning policy does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the policy and the objectives which the policy is designed to achieve before making its determination.

In most circumstances Council would adhere to the standards prescribed in a local planning policy, however, the Council is not bound by the policy provisions and has the right to vary the standards and approve development where it is satisfied that sufficient justification is demonstrated and the variation granted will not set an undesirable precedent for future development.

### **FINANCIAL IMPLICATIONS**

On determination of this application should the applicant be aggrieved by the determination or conditions of approval they have a right of appeal to the State Administrative Tribunal with a cost likely to be imposed on the Shire through its involvement in the appeal process.

#### **• Long Term Financial Plan:**

The Shire of Chapman Valley Long Term Financial Plan (2013) was received by Council at its 18 September 2013 meeting. It is not considered that the determination of this application by Council would have impact in relation to the Long Term Financial Plan.

### **STRATEGIC IMPLICATIONS**

The proposed residence would be located outside of the Wokarena Heights Building Envelope Plan as advertised by Council at its 18 February 2015 meeting.

The 25 lot subdivision of Lot 2 Richards Road was received by Council at its 19 September 2012 meeting where Council resolved to request a Building Envelope Plan be prepared for the 5 lots abutting the North West Coastal Highway. Condition 9 of the subsequent Western Australian Planning Commission ('WAPC') approval for the Wokarena Heights subdivision required the subdivider to prepare a Detailed Area Plan for the 5 western lots abutting the highway (including Lot 128) to address noise buffering related to the proximity of North West Coastal Highway. The developer prepared a Building Envelope Plan that specifically addressed the western lots as requested. However the developer prepared a further plan that demonstrated building envelopes for all 25 lots within the Wokarena Heights Estate.

There were subsequently conflicting reports from purchasers into the subdivision as to whether they were made aware of the 25 lot Building Envelope Plan when they enquired about/purchased the land from real estate agents/the developer.

To provide certainty in relation to this matter Council discussed both plans at its 18 February 2015 meeting and resolved to advertise the Wokarena Heights Building Envelope Plan relating to the 5 lots abutting the North West Coastal Highway only (this includes Lot 128).

The 25 lot Building Envelope Plan (that addressed also the remainder of the subdivision east of Lot 128) was not considered to be formally recognised by Council and was not therefore considered to form a basis for development assessment, meaning that the lots in the Wokarena Heights subdivision (excluding the 5 abutting the highway) would not have building envelopes, and would be addressed by the state-wide requirements of the R-Codes.

The underlying basis for the establishment of building envelopes on the 5 lot Wokarena Heights Building Envelope Plan was to increase the buffer distance to the North West Coastal Highway, and the application as submitted actually proposes to move the residence further away from the highway. However, it is recognised that, whether intended or not, a consequence of the Building Envelope Plan is that it could be considered to provide purchasers into this area with a level of certainty on where future development may occur upon the neighbouring lots and the impact this may have on their ocean and city outlook.

The relocation of building envelopes has the potential to impact on the views from surrounding properties. An adherence to building envelopes provides landowners buying into a subdivision a higher level of certainty as to the location of built development upon surrounding properties, which will assist in the decision making process for the design of the use of their lot. The role of town planning in the protection of views is a long debated matter with the general consensus being that one does not 'own their view'. However when a subdivision exhibits opportunity for multiple lots to achieve a view then developers often put mechanisms in place to provide a level of protection to potential purchasers to increase the attractiveness of lots and drive sales. From a local government point of view this can be advantageous as this can maintain higher lot prices which can promote a higher standard of development within a locality.

- **Strategic Community Plan:**

The Shire of Chapman Valley Strategic Community Plan 2013-2023 was adopted by Council at its 19 June 2013 meeting and reviewed and approved by Council at its 16 March 2016 meeting. It is not considered that the determination of this application by Council would have impact in relation to the Strategic Community Plan.

## **CONSULTATION**

The Wokarena Heights Building Envelope Plan was received by Council at its 18 February 2015 meeting, and subsequently advertised from 23 February 2015 until 27 March 2015 by means of a sign being placed on-site and the landowners of all 25 lots in the Wokarena Heights Estate being written to and invited to make comment. At the conclusion of the submission period no submissions has been received and the Wokarena Heights Building Envelope Plan was deemed approved and a basis for development assessment. Applications that proposed variance to the Wokarena Heights Building Envelope Plan were deemed to be unable to be determined by Shire staff under delegated authority, hence the placement of this application before Council for its determination.

Section 4.1 of the Shire's 'Building Envelopes' Local Planning Policy notes that an application seeking to relocate, remove or expand a building envelope may be advertised to surrounding landowners prior to being placed before a meeting of Council for consideration.

Section 5.5 of the Scheme also notes that when considering an application for planning approval, where, in the opinion of the local government, the variation is likely to affect any owners occupiers in the general locality or adjoining the site which is the subject of consideration for the variation, the local government is to consult with the affected parties, and have regard to any expressed views prior to making its determination.

The Shire wrote to the 9 surrounding landowners on 7 September 2016 providing details of the application and inviting comment upon the proposal prior to 30 September 2016, a sign was also erected on-site to advise of the received application and the opportunity for comment during this period.

At the conclusion of the advertising period 2 submissions had been received, both in objection to the application. The main source of objection to the application concerns its potential to impact on neighbouring landowners' views. Copies of the received objections have been provided as **Attachment 9.1.1(d)**.

The applicant was advised of the issues raised in the received submissions and provided with the opportunity to address these issues, and a copy of their response has been provided as **Attachment 9.1.2(e)**.

Section 4.4 of the Explanatory Guidelines of the R-Codes gives some consideration to how the issue of views might be managed in residential zoned areas:

*“Obtaining and keeping views is a significant issue, particularly where a locality’s housing values place a premium on an outlook or featured landscape views.*

*Because views are an important part of the amenity shared and enjoyed by many people in certain areas, a proponent should take into account the desirability of protecting those views enjoyed by neighbours, and the public to the extent that it is possible to design the dwelling to enjoy the view, but not to the exclusion or detriment of others.*

*While the R-Codes cannot guarantee the protection of views, the decision maker may exercise a degree of control by primary and secondary street setbacks and height controls enhanced by local planning policies as permitted under clause 7.3.1 of the R-Codes. Alternatively the decision-maker may consider the development of local planning policies or local development plans which target the protection of views. This approach would identify views ahead of potential development and may require visual assessment and reliance on technical opinion rather than advertisement for public comment and objections to specific proposal(s).”*

## **RISK ASSESSMENT**

Not applicable.

## **VOTING REQUIREMENTS**

Simple majority required.

## **COUNCIL RESOLUTION / STAFF RECOMMENDATION**

**MOVED: CR HUMPHREY**

**SECONDED: CR MALUISH**

That Council refuse the application for a residence, and accompanying relocation of the building envelope, upon 7 (Lot 128) Heights View, Buller for the following reasons:

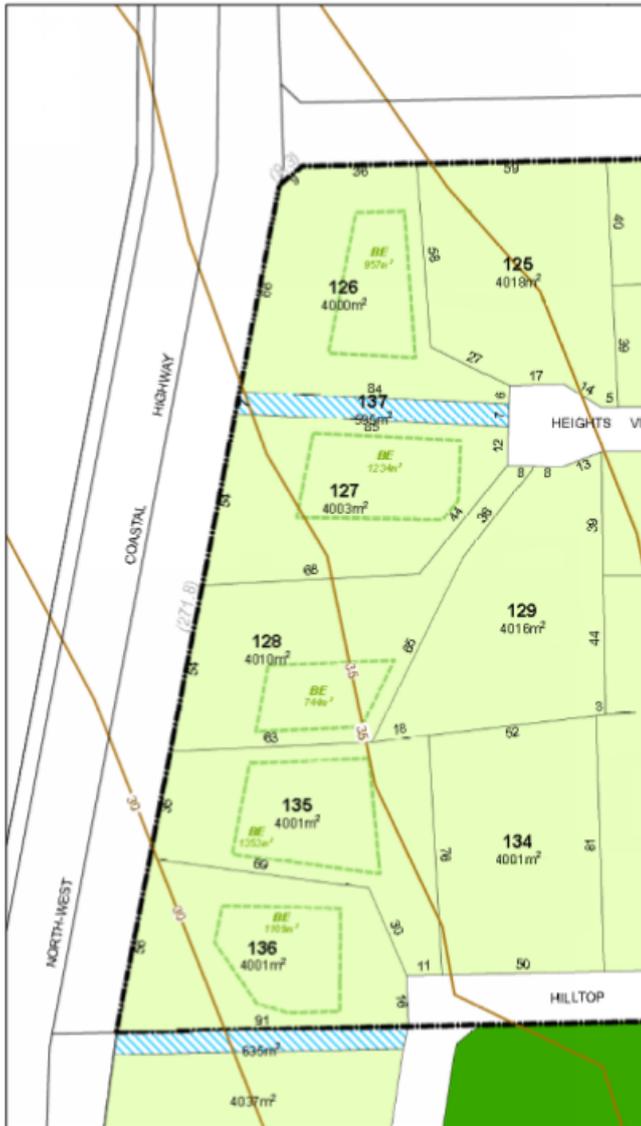
- 1 The development is located outside of the building envelope as shown upon the Wokarena Heights Building Envelope Plan.
- 2 Council is not satisfied that sufficient justification has been provided to warrant a concession being granted in this instance to the requirements under Section 5.11 'Building Envelopes' and Section 4.3 of the Shire of Chapman Valley Local Planning Policy 'Building Envelopes'.
- 3 Approval of this application may well set an undesirable precedent for future variation to the Shire's statutory and policy requirements, which in time could prove to be detrimental to the low density residential amenity of the locality.
- 4 The objections received during the public consultation period for the application, and the issues raised therein, do not indicate a level of support for a variation to be considered by Council.

Advice Note:

Should the applicant be aggrieved by this determination there is a right pursuant to the *Planning and Development Act 2005* to request to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

**Voting 7/0  
CARRIED  
Minute Reference 10/16-2**

## Detailed Area Plans for Lots 126-128, 135 & 136 on the subdivision plan for portion of Lot 2, Wokarena Road, BULLER



- All dwellings shall be located within the building envelopes shown on the plan attached.
- All lots are to provide and maintain a ten metre wide landscape buffer strip, to provide visual screening, along the rear boundary.
- The use of zincalume or coloured roof and wall materials, which in the opinion of the local government prejudices the landscape amenity of the surrounding landform, is not permitted.
- The local government shall in the exercise of its discretion take into account the fact that the land is highly visible from North West Coastal Highway.

AREAS AND DIMENSIONS  
SUBJECT TO SURVEY

*Shire of Chapman Valley*

Lot 2 Wokarena Road, BULLER

PLANWEST (WA) Pty Ltd

### Legend

- Lot 2 Wokarena Road
- R 2.5
- Drainage
- POS
- Building Envelope







1<sup>st</sup> of September 2016



Shire of Chapman Valley  
 Attention: Simon Lancaster  
 PO BOX 1  
 NABAWA WA 6532

**PROPOSED SINGLE RESIDENTIAL DWELLING ON LOT 128 (#7) HEIGHTS VIEW, BULLER**

REDUCED SIDE SETBACK NON COMPLIANT WITH R CODES 5.1.3 P3.1

The land parcel subject to this application for planning approval appears to be zoned 'Residential' with a residential density code of R2.5 under the Shire of Chapman Valley. The single residential dwelling that is on the above lot has a proposed side setback of 5m at a minimum from the garage, less than the 7.5m required. The setback of the proposed garage is 5m at the closest point, with the angle of the lot resulting in the remainder of the garage at a further distance due to the natural angle of the lot boundary.

1. Reduce impacts of building bulk on adjoining properties:  
 Lot 128 Valley View has access through an approx. 6m laneway dividing lots 127 & 129 which forces a significant street setback, therefore there is no risk of the appearance of building bulk as viewed from the street as the primary setbacks will most likely be significantly different. The proposed reduced side setback adjoining lot 127 allows for a greater distance to the opposite boundary and allows for a suitable amount of space for a future shed (by owner). The current building envelope on lot 127 is located to the opposite of their lot, therefore it is not likely the future dwelling on this lot will be located close to this shared boundary of lot 128, eliminating chance for buildings to be bulked together as viewed from the street.
2. Provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties:  
 Due to the overall size of the proposed lot and adjoining lots there is no risk of restriction to direct sun, ventilation or reducing open space.
3. Minimise the extent of overlooking and resultant loss of privacy on adjoining properties:  
 We are proposing to reduce the setback of the garage to the boundary, therefore creating more visual privacy for both the adjoining property and the proposed dwellings outdoor living area. There is no risk of overlooking as the wall adjacent to the boundary is solid brick with no windows and the proposed garage FL is lower than the existing natural ground level at the boundary.
4. Makes more effective use of space for enhanced privacy for the occupants or outdoor living areas:  
 The design provides a protected and private outdoor living to the rear (east), which is protected from both weather elements and from incoming traffic using the 'North West Coastal Highway' adjoining the west boundary. As a result of the outdoor living being hidden from view of the highway, this provides a visually appealing frontage. The house is wide to take advantage of view from the west. Due to the wide frontage of the house, it has been positioned to allow for ample space to both side boundaries, while leaving space for a future shed as mentioned above. The positioning of the house is the most effective location and use of space to suit requirements of the owner given the abnormal shape of the lot. Due to the size of the lot and adjoining lots, there is minimal risk for loss of privacy for the proposed location of the dwelling.

metro  
 36 Hasler Road  
 Osborne Park WA 6017  
 PO Box 55 Westfield  
 Shopping Centre  
 Innaloo WA 6918  
 Call (08) 6241 7000  
 Fax (08) 6241 7001

lower great  
 southern albany  
 96-102 Stirling Tce  
 Albany WA 6330  
 Call (08) 9842 8400  
 Fax (08) 9842 8411

south west  
 bridgetown  
 1/84 Hampton St  
 Bridgetown WA 6255  
 Call (08) 9761 2611  
 Fax (08) 9761 2672

south west bunbury  
 Unit 7 Homemaker Centre,  
 Cnr Blair & Strickland St  
 Bunbury WA 6230  
 Call (08) 9792 0100  
 Fax (08) 9792 0101

south west busselton  
 Showroom 4, Busselton  
 Home Depot, Strelly St  
 Busselton WA 6280  
 Call (08) 9754 9000  
 Fax (08) 9754 9001

mid west  
 geraldton  
 290 Foreshore Dve  
 Geraldton WA 6530  
 Call (08) 9964 5001  
 Fax (08) 9964 5003

w: wacountrybuilders.com.au w: ruralbuilding.com.au ABN 61 105 364 823 Builders Reg No 11421

5. Does not have adverse impact on the amenity of the adjoining property:  
As mentioned above, the positioning of the dwelling has been located with the effect on adjoining properties taken into consideration. There is no adverse effect on adjoining dwellings from the reduced setback from the boundary.
6. Ensures direct sun to major openings to habitable rooms and outdoor living areas for adjoining properties is not restricted:  
Due to the design of the dwelling and the size of the lot, there is no restriction of sun to the proposed dwelling or adjoining properties. The thin end of the house (garage wall) creates minimal shading (if any) to the boundary with the proposed reduced setback, and the proposed building envelope (position of habitable rooms) for the adjoining neighbour is located away from this boundary.
7. Positively contributes to the prevailing development context and streetscape:  
The development of Wokarena, located on 'North West Coastal Highway' is overlooking a view of the City. The design of the proposed dwelling positively benefits the appearance from the highway, as there is no outdoor living areas on this elevation. The reduced side setback does not affect the streetscape from Heights View or North West Coastal Highway. In future, if all dwellings adjoining Northwest Coastal Highway are built within their building envelope then the dwelling would be evenly spaced.

**RELOCATE PROPOSED DWELLING OUTSIDE OF BUILDING ENVELOPE**

As per the supplied plans, the owner has requested to relocate the proposed dwelling outside of the building envelope as required on the supplied detailed area plan for Wokarena Road. Your consideration of the following factors as identified by the client for terms to relocate the building area would be much appreciated;

- Angle and shape of lot/ envelope does not suit house shape.  
Due to the shape of the house design it would make it impossible to position the house and future shed side by side within the building envelope. The house design is long to maximize views to living areas, though the width of the lot and building envelope does not accommodate for this. The client would like to avoid setting the shed in front or behind the house as the current building envelope shape would require.
- Maximising views  
The proposed location of the house and future shed have been set in mind to maximise the ocean views. As mentioned above, setting the house and shed side by side ensure that views from both are not blocked. With views available to the north, west and south, the house located as per the plans with the future shed setback into the south-east corner of the lot would be the best possible location for the client.
- Reduced Site Costs  
Due to the layout of lot 128 Heights View including a laneway access the proposed house location is the best position possible to reduce costs relocated to service runs. All services are located at the street boundary and the services would need to be run down the 42m lane before connecting

to the house. The building envelope is currently located on the further (opposite) end of the lot, away from the lane access, resulting in a more expensive total of service runs. Therefore relocating the building envelope closer to the laneway access would benefit the client.

- Effect to adjoining neighbours

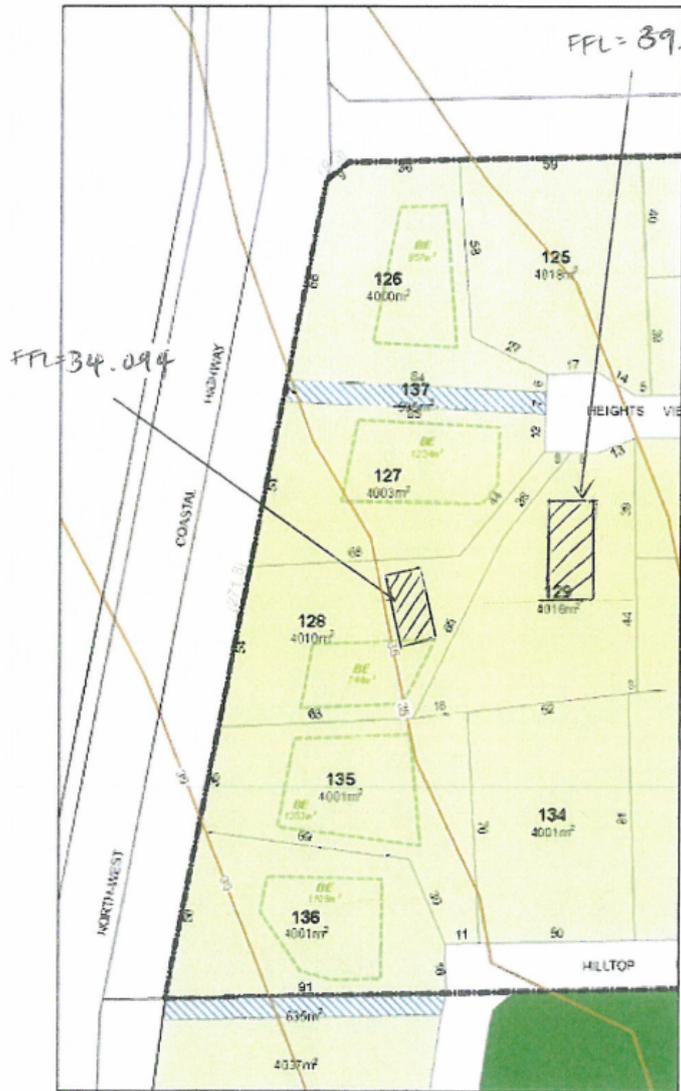
There is no effect to either adjoining side neighbours if the proposed dwelling was to be moved to sideways on the lot. The proposed location is to be kept behind the front line of the current building envelope and therefore in line (if not further back) with any future or current dwellings. There is minimal effect to the neighbour located behind the proposed dwelling due to the natural levels of the development. The proposed dwellings FL is 5.46m lower than the dwelling on lot 129, and the proposed dwelling is 4.5m approx. in total height, therefore there would be minimal obstruction of views to the dwelling behind. Please refer to the floor levels as outlined on the attached detailed area plan.

Your consideration of the above would be much appreciated for the approval of the planning application. If you require any additional information please do not hesitate to contact me on (08) 99645001 or email [lucy.ayling@wacountrybuilders.com.au](mailto:lucy.ayling@wacountrybuilders.com.au)

Kind regards,

Lucy Ayling

## Detailed Area Plans for Lots 126-128, 135 & 136 on the subdivision plan for portion of Lot 2, Wokarena Road, BULLER



- All dwellings shall be located within the building envelopes shown on the plan attached.
- All lots are to provide and maintain a ten metre wide landscape buffer strip, to provide visual screening, along the rear boundary.
- The use of zincalume or coloured roof and wall materials, which in the opinion of the local government prejudices the landscape amenity of the surrounding landform, is not permitted.
- The local government shall in the exercise of its discretion take into account the fact that the land is highly visible from North West Coastal Highway.

AREAS AND DIMENSIONS  
SUBJECT TO SURVEY

*Shire of Chapman Valley*

Lot 2 Wokarena Road, BULLER

PLANWEST (WA) Pty Ltd

**Legend**

- Lot 2 Wokarena Road
- R 2.5
- POS
- Drainage
- Building Envelope

Shire of Chapman Valley  
Attn: Simon Lancaster  
Deputy Chief Executive Office  
PO Box 1  
Nabawa WA 6532

27<sup>th</sup> September 2016

Dear Simon,

We are writing to object to the application of the proposed residence on 7 (lot 128) Heights View, Buller.

Our reasons for objecting are as follows:

1. Privacy & noise

The application makes note (points 3 & 4) of privacy for lot 127 & 135 (both vacant lots), however makes no consideration of our lot 129 which has an existing house. What would normally be considered the back of the house on the proposed plan, including the alfresco area, has been positioned in direct view of our existing alfresco area and main internal living space and at a proximity that will result in both the applicant easily seeing everything we do both in and out of the house and vice versa with us seeing them in their outdoor area and in any east facing rooms. Given the location and proximity of their outdoor area, any parties or gatherings may also result in noise complaints for us or the applicant.

2. Views

While we understand that we do not own our views, we have strategically built our house with an understanding of the existing building envelopes of the adjoining properties and at the very least for our primary view to take advantage of the minimum setback of 7.5m from the side fence dividing lot 127 & 128. In addition to the house encroaching on our primary view it has been oriented and positioned in such a way that the outdoor area of the proposed house will become our primary view, which will have a negative effect on our property value and enjoyment of our house outlook.

3. Streetscape

The application points out the positive contribution to the streetscape (point 4 & 7), however they have incorrectly identified the street that they are on which is Heights View, not NWCH. There is a tree lined buffer between lot 128 & NWCH. The streetscape should be considered from the true front of their house which is Heights View. From this direction, the back of the house is in full view which will affect our house value.

4. Smoke from wood fires

If the applicant was to install a wood fireplace either indoors or in their alfresco area, with the prevailing winds and change in elevation, the smoke will blow directly into our alfresco and main living space.

5. Absolute building height not provided

The application provides an approximate building height only and as such we are unable to accurately judge the impact on our view.

While we accept that this block throws additional challenges with a small building envelope and a long driveway, we understand that the block sale price reflected these challenges when compared to the higher price paid by other land owners in the area and hence this cannot be used as justification for the building's location.

The application also states a positive of their application is to reduce the impact of building bulk (point 1 & 7) but when the proposed shed is included in their concept plan, then the full width of their block is used. Given the history of the area, which this application is an example, it would be naïve to think that lots 127 & 135 will not make similar applications to build outside the building envelope.

Given the current stage of development for this block, it is questionable to state a justification for this application being "the angle and shape of the block is not suited to the house". At this stage of development the applicants have an almost infinite number of designs to choose from and a creative solutions to the problems discussed in the application have not been presented.

If you or the council have any questions or hesitations in supporting our objection, we would like to open an invitation to visit our house and stand in our main living space or alfresco areas to help understand our objection. We would also like to extend an invitation to the owners of lot 128 and the building company to visit and discuss options for a revised application which considers not only the vacant land adjoining their block, but also our existing house.

Kind Regards,

Pete & Jess Bailey  
5 (Lot 129) Heights View, Buller WA  
Pete 0429 982 096, Jess 0419 141 007



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

### DEVELOPMENT APPLICATION SUBMISSION FORM

File Ref: A1877

**PROPOSED RESIDENCE – 7 (LOT 128) HEIGHTS VIEW, BULLER**

Name: Benjamin Vine

Postal Address: 17 Oyster Cove Sunset Beach

Phone Number: 0416-357-712

**SUBMISSION:**     Support                       Object                       Indifferent

Give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets) -

Please find attached reply,  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature:                       Date: 29/9/16

Please return to:    Chief Executive Officer                      or    [cso@chapmanvalley.wa.gov.au](mailto:cso@chapmanvalley.wa.gov.au)  
                                 Shire of Chapman Valley                      or    (fax) 9920 5155  
                                 PO Box 1  
                                 NABAWA WA 6532

**NOTE:** *The local government in determining the application will take into account the submissions received but is not obliged to support those views.*

**Submissions Close: 4pm Friday 30 September 2016**

### **Proposed Residence – 7 (lot 128) Heights View Buller.**

First and foremost thank you for the correspondence regarding the proposed location of a residential building for the above mentioned lot. I have reviewed the information provided and whilst I understand the reason for the proposed location change I respectfully submit the following.

Before I make comment specifically relating to the information provided in Lot 128's submission I would like to first point out that as the owner of Lot 127, I selected that specific lot with influence from the building envelopes allocated at the time of sub division. I believe that the current location of building envelopes are well thought out and consideration into the impact of visual obtrusiveness for adjoining lots has been taken into consideration. I refer to section 4.4 of Chapman Valley Shires Building envelope Policy which states:

*4.4 Building envelopes are generally imposed at the time of subdivision to provide an area in which buildings upon a property will be clustered and provides an understanding for surrounding landowners of the potential location of future built form.*

I would like to start by saying that over the last year, I have designed from scratch my proposed dwelling for Lot 127 and have had an architect put my design through the concept drawing process and finally, we are near the completion of the construction drawings.

My design has been created taking current building envelopes of surrounding lots, especially Lot 128, into consideration and has heavily influenced the design process. I have the design taking advantage of where each building envelope on neighbouring properties sit and have ensured that the design takes into consideration each adjoining property. One example being I have designed my outbuilding to have its roof at ground level to ensure I do not obstruct views of lot 126. Moving the building envelope on lot 128 will cause numerous issues and I will respectfully point out the following issues.

In regards to the proposed building envelope of lot 128 being so close to the Northern boundary of Lot 128 and Lot 127. This will create an obstructive view at the required 7.5m from the side boundary as per the R- codes and Scheme 2 regulations. Needless to say that the "solid brick wall with no windows" as stated in point three of the submission will create a bigger obstruction to views by not meeting the R codes specification of a minimum 7.5m side setback. Even if the R codes were adhered to, at 7.5m it will still obstruct views from the Southern side of my proposed dwelling.

As per point 2 it states "There is no risk of restriction to direct sun, ventilation or reducing open space". As it currently stands, the building envelope of lot 128 sits on the Southern side of lot 128. There is a massive wide open space currently. Building a dwelling on the northern boundary of lot 127 and 128 will reduce this wide open space dramatically. The rear boundary of lot 128 is 54m. The current northern side of the building envelope on lot

128 is approximately at the half way point of the rear setback. This provides a distance of approximately 27 meters from the northern side of the current building envelope of lot 128 to the northern boundary of lot 127 and lot 128. I would say placing the residential dwelling along the boundary of lot 127 and 128 would reduce the wide open space dramatically and the risk of that occurring is not high, it's a certainty.

In point 5, the submission states "Does not have adverse impact on the amenity of the adjoining property". I find this statement to be false as moving the building envelope to the Northern side boundary of lot 128 will impact on the views to the south for lot 127. This again fails to meet 4.3 (c) of Chapman Valley Shire building envelope policy which states "Unacceptable visual clutter, especially in elevated areas of high landscape quality or visually exposed locations".

Moreover it also fails to comply with Chapman Valley Scheme 2 point 5.11.4 (c) Visual obtrusiveness and / or impact on an adjoining property by way of privacy, noise odour or light spill. Having the property so close to the boundary would not only adversely affect views to the south from lot 127 but also require amendments to my plans as I have the master bedroom with views to the west and south west which will be affected. So much so with this proposed building envelop that the views will be replaced by the "Solid brick wall with no windows" of the proposed garage and I am almost certain that the master bedroom of my proposed dwelling will be looking directly into the front façade of the proposed dwelling of lot 128.

In respect to the comments made as reasons to support approval of the building envelope change I again respectfully submit the following.

*Angle and shape or lot envelope does not suit the house shape:*

I see no reason why the house shape can't be redesigned to suit the block / lot / building envelope. That's what I have done.

*Maximising views:*

It states that "with views to the north, west and south, the house located as per the plans with the future shed setback into the south east corner of the lot would be the best possible location for the client". Unfortunately to ensure all views are obtained by the "client" southern views of lot 127 will be affected. I do not believe I should suffer to maximise the "clients" views. There will also be a flow on effect if I have to move the position of my proposed dwelling and that will more than likely have an adverse effect on lot 126.

Reduced costs:

Costs for service runs are provided as a reason for the movement of the building envelope. However one must factor in the associated costs of moving the building envelope to the proposed position on other adjoining blocks. If the building envelope move was approved and views were affected on lot 127, there would be costs associated with the redesigning of the my residence, if the building had to be moved further west down the building envelope the additional cost of service runs, additional fill and there is the possibility of actually constructing a two story residence instead of the current single level dwelling I am having drawn up. If I were to move my intended dwelling further West on my lot, I am sure it would impede on the southern views to Lot 126 which I have also taken into consideration with my building design. Therefore one must also consider the additional costs involved to lot 126 if this were the case.

Effect to adjoining neighbours:

The proposal states that there is no effect to either adjoining side neighbours. This is simply not true. The movement will obstruct views from the Southern side of lot 127. The submission states that "there would be minimal effect to the neighbour located behind the proposed dwelling due to the natural levels of the development. It further states "The proposed dwelling is 5.46m lower than the dwelling on lot 129 and the proposed dwelling is 4.5m approx in total height, therefore there would be minimal obstruction of views to the dwelling behind".

There is no mention of lot 127 here and with a drop of not more than a meter (1m) from the highest point of the building envelope on lot 127 to the proposed building envelope on lot 128, I can assure you there will be more than "minimal" effect to the southern views. I could say that the obstruction would be extreme. As the ground level is within a meter one can say with some certainty that the obstruction would be close to 4.5m. This is a vast difference from where the building envelope of lot 128 currently sits as the level decreases through to the south west corner of lot 128. The open space of approx 27m from the boundary of lot 127 and 128 to the current building envelope would not restrict views to the south / south west and am sure this is why the building envelope of lot 128 was originally placed where it currently sits.

In conclusion, whilst I can certainly empathise with the owners of lot 128 and completely understand their desire to place their dwelling in the most suitable spot, I believe it should not affect the surrounding lots. Due diligence was applied to the selection of locations of the building envelopes upon subdivision of the lots and this is obvious to me with their placement. If there was to be no obstruction / issues to the surrounding / adjoining blocks / lots of lot 128 with the proposed building envelope I am sure the building envelope would have been placed differently on that block at the time of sub division. It was placed where it was for a reason and that reason being it was a fair and reasonable location when consideration was taken into account of the surrounding lots.

In my humble opinion the suggested move of the building envelope for lot 128 fails to comply with the following:

Chapman Valley Shire Scheme 2:

5.11 Building envelopes

5.11.4 (a) unacceptable visual clutter, especially in elevated areas of high landscape quality or visually exposed locations;

5.11.4 (c) visual obtrusiveness and/or impact on an adjoining property by way of privacy, noise, odour or light spill;

5.11.4 (e) compliance with the land-use, setback, building height, development exclusion, vegetation protection, bushfire requirements and other pertinent provisions of the Local Planning Scheme and associated Local Planning Policies.



metro 36 Hasler Road Osborne Park WA 6017 PO Box 55 Westfield Shopping Centre Innaloo WA 6918 Call (08) 6241 7000 Fax (08) 6241 7001	lower great southern albany 96-102 Stirling Tce Albany WA 6330 Call (08) 9842 8400 Fax (08) 9842 8411	south west bridgetown 1/84 Hampton St Bridgetown WA 6255 Call (08) 9761 2611 Fax (08) 9761 2672	south west bunbury Unit 7 Homemaker Centre, Cnr Blair & Strickland St Bunbury WA 6230 Call (08) 9792 0100 Fax (08) 9792 0101	south west Showroom Home Depot Busselton Call (08) 9754 9000 Fax (08) 9754 9001
---	--	--	---	--

w: wacountrybuilders.com.au w: ruralbuilding.com.au ABN 61 105 364 823 Builders Reg No 1

Shire of Chapman Valley  
Attention: Simon Lancaster  
PO BOX 1  
NABAWA WA 6532

**PROPOSED SINGLE RESIDENTIAL DWELLING ON LOT 128 (#7) HEIGHTS VIEW, BULLER  
RESPONSE TO CONSULATATION UNDERTAKEN BY SHIRE OF CHAPMAN VALLEY**

Dear Simon,  
I thank you for your correspondence passed on from the adjoining landowners of lots 127 & 129 Heights View, Buller and appreciated the in-depth submission received for both landowners. We would like to respond to the following important points identified by each landowner;

**SUBMISSION RECEIVED FROM LANDOWNER OF LOT 127 HEIGHTS VIEW**

We appreciate that this landowner has taken into consideration the locations of building envelopes when selecting his lot. Though considering the comments made, we would like to highlight the relocation of the residence on lot 128 Heights View from the current building envelope does not visually impose nor result in a visually unappealing structure of building layouts. The current envelope layout for lot 128 being located to the opposite side of the lot would in fact result in clustering of buildings on lots 128 & 135, if lot 135 was to select a building area closer to the north side of their lot. We believe the current layout of the building envelope was selected to achieve a uniform setback from North West Coastal Highway, and the proposed dwelling is not imposing on this.

With reference to the reduced site setback of 5m, justification on why this setback complies with the R-Codes 5.1.3 P3.1 Lot boundary setback Design principles has been provided with the development application. We respectfully request this be taken into consideration on behalf of the landowners of lot 128. Our observation on the reduced side setback has considered compliance with the R-codes only and not obstruction of view. We understand these comments will be taken into consideration for your report, however we feel the obstruction will be minimal.

**SUBMISSION RECEIVED FROM LANDOWNER OF LOT 129 HEIGHTS VIEW**

With mention to visual privacy and noise, the current dwelling and proposed dwelling have outdoor living areas adjacent to each other. We would consider this ideal for both parties, as neither are overlooking or effecting main internal living areas nor bedrooms.

While we can identify the proposed location of the dwelling on lot 128 is in front of the existing dwelling on lot 129, we can also identify that the dwelling on lot 129 was also located with the same concepts in mind, including service runs and location of future out buildings. We also identify, that if the initial building envelope was still imposed on this lot, the current dwelling would in fact be located outside the location.

We appreciate that smoke from wood fire may cause inconvenience to outdoor living areas, though the proposed dwelling does not include designs for a wood fire. Also due to the unpredictable direction and change of wind, effect from wood fires could be felt from any other adjoining property.

metro 36 Hasler Road Osborne Park WA 6017 PO Box 55 Westfield Shopping Centre Innaloo WA 6918 Call (08) 6241 7000 Fax (08) 6241 7001	lower great southern albany 96-102 Stirling Tce Albany WA 6330 Call (08) 9842 8400 Fax (08) 9842 8411	south west bridgetown 1/84 Hampton St Bridgetown WA 6255 Call (08) 9761 2611 Fax (08) 9761 2672	south west bunbury Unit 7 Homemaker Centre, Cnr Blair & Strickland St Bunbury WA 6230 Call (08) 9792 0100 Fax (08) 9792 0101	south west busselton Showroom 4, Busselton Home Depot, Strelly St Busselton WA 6280 Call (08) 9754 9000 Fax (08) 9754 9001	mid west geraldton 290 Foreshore Dve Geraldton WA 6530 Call (08) 9964 5001 Fax (08) 9964 5003
---	--	--	---	---	--

w: wacountrybuilders.com.au w: ruralbuilding.com.au ABN 61 105 364 823 Builders Reg No 11421

As view obstruction could be considered, we propose the natural levels as highlighted in our previous letter of justification and supplied contract drawings support our application result in minimal obstruction.

We thank for the time taken with this application this far. If you have any queries or suggestions in regards to the proposed dwelling, please feel free to contact myself or the perspective lot owners as we would be happy to oblige.

Thanks again,  
Lucy Ayling, on behalf of James Downes and Michelle Sercombe.

/

/

Mrs Raymond entered Chambers at 9.08am

<b>AGENDA ITEM:</b>	<b>9.1.2</b>
<b>SUBJECT:</b>	<b>NABAWA TOWNSITE REVITALISATION PLAN</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>NABAWA TOWNSITE</b>
<b>FILE REFERENCE:</b>	<b>204.06.05</b>
<b>PREVIOUS REFERENCE:</b>	<b>02/14-8 &amp; 02/15-5</b>
<b>DATE:</b>	<b>10 OCTOBER 2016</b>
<b>AUTHOR:</b>	<b>SIMON LANCASTER</b>

**DISCLOSURE OF INTEREST**

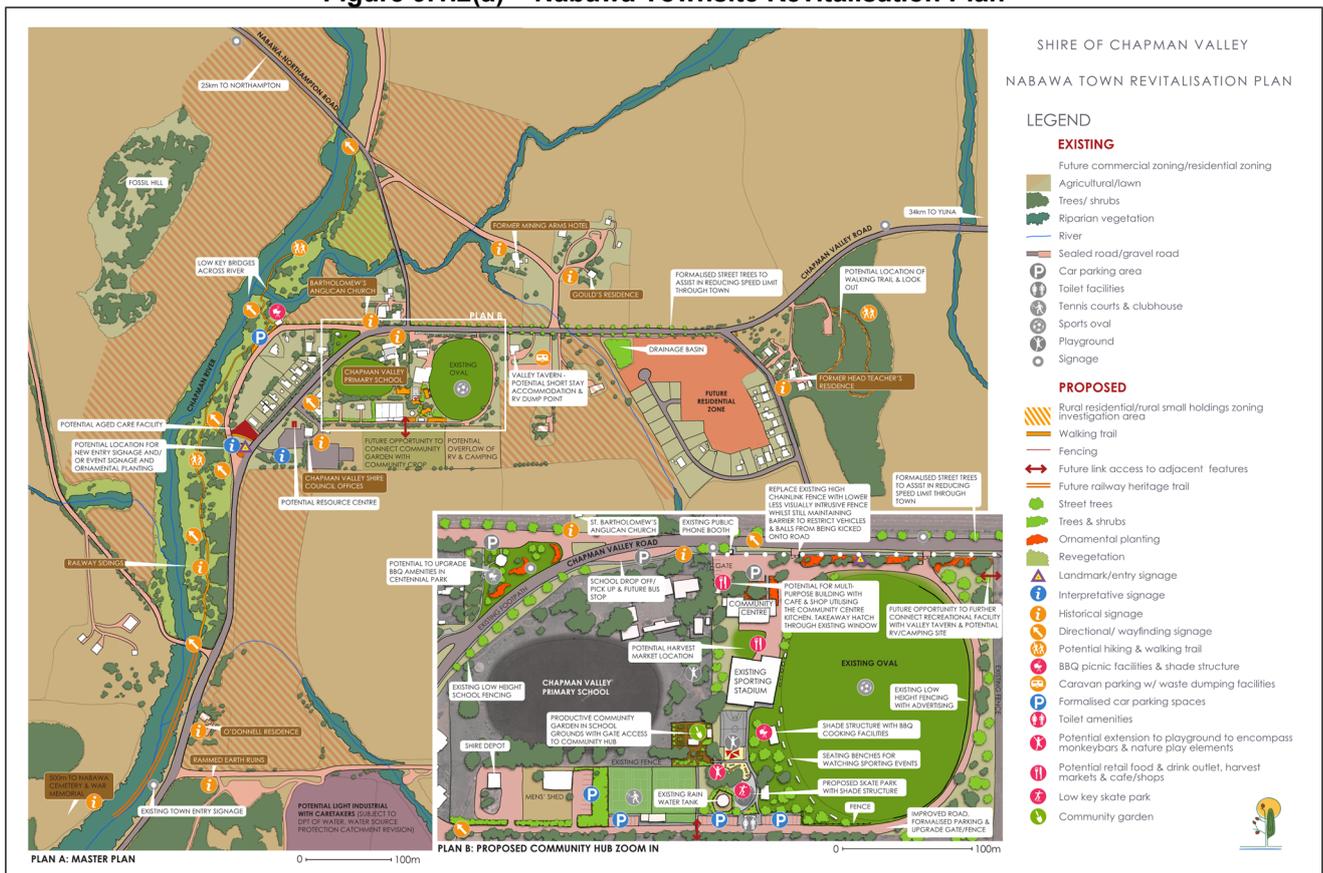
Nil.

**BACKGROUND**

The Nabawa Townsite Revitalisation Plan has concluded its consultation phase and is returned to Council for its consideration. This report recommends that Council adopt the Nabawa Townsite Revitalisation Plan subject to modifications in response to some of the issues raised during the consultation phase.

A copy of the Nabawa Townsite Revitalisation Plan as recommended for adoption is provided separately to the agenda (due to its size) as **Attachment 9.1.2(a)** for Council’s consideration.

**Figure 9.1.2(a) – Nabawa Townsite Revitalisation Plan**



**COMMENT**

Council resolved at its 19 February 2014 meeting to initiate the Nabawa Townsite Revitalisation Plan and establish a Steering Group for the project comprising 2 Councillors, community representatives, Shire staff and the appointed consultant (Josh Byrne & Associates).

The Nabawa Townsite Revitalisation Plan was prepared with the intended aims being to:

- enhance the town as the administration hub of the Chapman Valley;
- create an attractive and inviting streetscape for residents and visitors;
- provide for greater connectivity between the facilities and the people of the town; &
- attract and activate private and public investment in the town

The Nabawa Townsite Revitalisation Plan also sought to identify opportunities to create a community setting and experience that is inviting to local residents and those considering relocating to a regional area, and take into consideration those areas that are appropriate for future development and growth and their connection to the townsite.

The first Steering Group meeting was held on 8 May 2014 and an overview of the project was presented to the Steering Group to give understanding of the intended project outcomes and to provide an outline of the project timeline and approach. The Steering Group provided initial feedback regarding those aspects of Nabawa that have drawn them to be part of the community and those improvements or changes they would like to see to complement existing development and assist in the development of the Nabawa townsite. The minutes/outcomes from this meeting were provided to Council in the 25 June 2014 Information Reports.

Utilising the feedback of the Steering Group a preliminary concept plan was prepared for presentation to a Community Workshop held in the evening of 18 June 2014 at the Nabawa Community Hall that was attended by 21 participants.

To generate further feedback a community survey was circulated, along with direct contact with identified community and sporting representatives. This information along with the feedback gathered at the Steering Group meeting and workshop, and through consultation with relevant government authorities, provided the basis for the development of the draft plan.

The draft plan was provided to Steering Group members by mail on 19 December 2014 and feedback invited leading up to and at a meeting held on 4 February 2015. The received feedback was incorporated into the draft Nabawa Townsite Revitalisation Plan that was presented to a meeting of Council on 18 February 2015 where it was resolved to advertise the plan for public comment.

## **STATUTORY ENVIRONMENT**

The Nabawa Townsite Revitalisation Plan is not in itself a statutory document but would be referenced where Council seeks to access external funding to implement the plan's outcomes, and would also provide guidance to the review of the Shire's Local Planning Strategy and Local Planning Scheme.

## **POLICY IMPLICATIONS**

Council gave due regard to its Purchasing Policy (CP-024) in its appointment of the selected consultant.

## **FINANCIAL IMPLICATIONS**

The cost for the Nabawa Townsite Revitalisation Plan was \$40,000 (GST ex) and this cost was externally funded by the Department of Planning's Northern Planning Program, with the Shire's contribution being in-kind (staff time such as administration and project management, venue use, advertising and mail out costs).

- **Long Term Financial Plan:**

The Shire of Chapman Valley Long Term Financial Plan received by Council at its 18 September 2013 meeting notes a key issue for the Shire is its ability to grow the revenue base so that sufficient operational revenue is collected to fund all operating expenses, but does also note that a growing population will place increasing demands on Council for services.

## **STRATEGIC IMPLICATIONS**

### **Strategic Community Plan:**

Council consulted with the Nabawa community in its preparation of the Shire of Chapman Valley Strategic Community Plan 2013-2023 that was adopted by Council at its 19 June 2013 meeting, and reviewed and approved by Council at its 16 March 2016 meeting.

The Nabawa Townsite Revitalisation Plan seeks to progress the following community aspirations depicted in the Strategic Community Plan.

#### *Economic Objectives*

<b>Objective</b>	<b>Strategy</b>	<b>Outcome</b>	<b>Partners</b>
We want to be able to spend our money locally and encourage others to do the same	Ensure planning and procedures are in place to promote the establishment of retail outlets are established at strategic locations within the Shire	We can help grow the local economy	Community Chapman Valley business community Shire of Chapman Valley
	Ensure planning and procedures are in place to promote and develop tourism in the Shire, including cottage industries, caravan park and events	Showcasing our attractions increases the number of people visiting the area	Chapman Valley business community Shire of Chapman Valley
	Ensure planning and procedures are in place to promote and develop short-term and overnight accommodation options across the Shire	Visitors stay longer in our community Short-term employees can reside in the Shire	Chapman Valley business community Chapman Valley farming community Shire of Chapman Valley
Utilise the land available in the area for a range of new businesses	Ensure planning and procedures are in place to promote and develop tourism in the Shire, including cottage industries, caravan park and events	Increased customer spending and employment in the Shire	Chapman Valley business community Community Private enterprise Shire of Chapman Valley

#### *Community Objectives*

<b>Objective</b>	<b>Strategy</b>	<b>Outcome</b>	<b>Partners</b>
We need good services to support our development as a Shire	Maintain and improve existing services and facilities and look at what additional services the community require	Essential services help us to grow and prosper as a community	State government Industry Community Shire of Chapman Valley
	Promote and contribute to increased mobile phone coverage and improve power, road and water services	Essential services help us to grow and prosper as a community	Federal government State government Industry Community Shire of Chapman Valley
	Continue to be actively involved in regional services delivery model	Improved service delivery in an effective, efficient and customer focused manner.	Shire of Chapman Valley Community
	Ensure planning and procedures are in place to promote local child care facilities are established within the shire.	Young people are retained in our community and assist constituents back into the workforce.	State Government Education providers Community organisations Community Shire of Chapman Valley
	Ensure planning and procedures are in place to promote the establishment of aged care facilities across the Shire.	We can care for our elderly locally	Shire of Chapman Valley Community State Government Private providers
We want inclusive communities	Ensure planning and procedures are in place to promote develop community facilities to provide gathering places, including community centre, swimming pools.	Stronger, inclusive communities across the Shire	Shire of Chapman Valley Community
We are committed to supporting growth in our towns	Ensure planning and procedures are in place to promote make the right land available to increase housing	More people and families move into the Shire	Shire of Chapman Valley Local developers State Government

### Environmental Objectives

Objective	Strategy	Outcome	Partners
We want to make the most of our environment, including the ranges, rivers and coastline	Explore opportunities to utilise key areas in the Shire by showcasing their natural and environmental characteristics	We recognise and uphold the value of our natural landscape	Shire of Chapman Valley State government Community organisations Landowners

### CONSULTATION

It was considered desirable that maximum participation and input be sought in the preparation of the Nabawa Townsite Revitalisation Plan to ensure some level of community ownership, that would ideally enable outcomes of the plan to be implemented by, or with the assistance of the community.

The Steering Group for the Nabawa Townsite Revitalisation Plan included community representatives.

A Community Workshop was held in the evening of 18 June 2014 at the Nabawa Community Hall that was attended by 21 people. Notices of the meeting were placed in the Shire's E-News, Shire website, Valley Vibes and Chapman Valley Primary School newsletter, letters were sent to all residents within the Nabawa townsite, all Nabawa post office boxes, and invitations were also sent to local community groups and associations and a notice of the meeting was displayed at the Shire office, Nabawa Community Hall and the Nabawa Tavern.

Josh Byrne & Associates also liaised directly with relevant government agencies prior to the community workshop.

The draft Nabawa Townsite Revitalisation Plan was advertised from 9 April 2015 until 12 June 2015 and included the following actions:

- public notices placed in the Valley Vibes, Shire E-News & the Mid West Times;
- posters displayed at the Shire office and Valley Tavern;
- placement of a copy of the document on the Shire website;
- display of the document at the Shire office/Nabawa library;
- public notice, submission form and copy of the plan (with advice of where the complete document could be obtained) placed in every Nabawa PO Box;
- submission form and copy of the document mailed directly to key landowners where the plan makes specific recommendation e.g. Fossil Hill;
- public notice, submission form and copy of the plan (with advice of where the complete document could be obtained) mailed directly to relevant local sporting and community groups;
- copies of the plan and document provided to the Nabawa Primary School;
- writing directly to the following government agencies; Alinta Energy, Department of Aboriginal Affairs, Department of Agriculture & Food, Department of Education, Department of Fire & Emergency Services, Department of Health, Department of Lands, Department of Planning, Department of Transport, Department of Water, LandCorp, Main Roads WA, Mid West Development Commission, State Heritage Office, Telstra, Water Corporation, Western Power and Westnet Energy.

20 submissions were received and the Steering Group met on 30 July 2015 to review and discuss the received submissions and a copy of the minutes from this meeting and the Schedule of Submissions were provided to Council with the 19 August 2015 Information Reports. A copy of the Steering Group minutes, and the Schedule of Submissions as contained within, is again provided to Council, as **Attachment 9.1.2(b)**.

The Steering Group agreed on a number of modifications that should be made to the plan arising from the issues raised by the received submissions, and considered that further discussions should be held between Shire staff and key landholders regarding other potential modifications to the plan, and that the outcome of these discussions be presented to the Steering Group for further consideration and discussion of the modified plan.

The Shire CEO and Deputy CEO met with the Kupsch family (Dorothy, Stan, Robert, Patricia, Neil) and their accountant on 4 August 2015 to discuss the Nabawa Townsite Revitalisation Plan. Based on the Steering Group recommendations, and the discussions at the landowner meeting, the Shire provided to the Kupsch family a revised plan for their further review.

The 2 main issues that the landowners raised during the advertising period and in the follow-up discussions were their opposition to the development of a lookout on Fossil Hill and the identifying of a portion of their

landholding for future rural-residential. The plan was modified in relation to these two issues, reducing the potential rural-residential area, and noting that both this and the possibility of a lookout were subject to landowner liaison and agreement.

The landowners provided a written response to the Shire maintaining their opposition to the proposals (as contained in the post-advertising revision) and a copy of this correspondence is included as **Attachment 9.1.2(c)** for Councillor's information.

It is suggested that the growth of the Nabawa townsite and its population is likely to be linked to people seeking a 'tree change' and/or taking advantage of the relatively easy and picturesque commute to places of employment in Geraldton. This type of demand would seek lots with some acreage to be able to have a rural-residential retreat in proximity to the river and undertake small-scale stocking or other hobby farming activities. The demand for further urban-sized lots in Nabawa such as along Green Drive is likely to remain relatively low. On this basis the Nabawa Townsite Revitalisation Plan does require the identification of some areas for rural-residential.

The landowners' correspondence was received by Councillors at the 20 July 2016 Forum Session where staff provided an update on the Nabawa Revitalisation Plan and the need for further consultation with the key landowner. It was suggested that the plan could be further revised to identify the land as 'rural residential/rural smallholdings zoning investigation area'. This would help to emphasise that the land has been identified as having some future potential for exploration of uses other than rural, but that any rezoning action is subject to the landowner's agreeance and in their own timeframe. Whilst this modification may not entirely address the landowner's objection it would represent a compromise option that could be shown upon the plan to avoid the townsite being 'land-locked' and provide the landowner (or future landowners) flexibility should they wish to pursue this option at a later time.

The Forum Session discussion also gave regard to the other outstanding issue of the Fossil Hill Lookout noting that the options had narrowed to either including it within the plan as a proposal without the key landowner's support, or remove it from the plan. Discussion at the Forum Session noted that without a level of support from the landowner the project would be unlikely to eventuate as access to Fossil Hill needs to be created across private land. On the other hand, the Forum Session also noted that removing the Fossil Hill Lookout from the plan would be contrary to the outcomes of the Steering Group and public workshop process.

Resulting from the Forum Session, the Shire again contacted the key landowner inviting their comment, and a copy of this correspondence is included as **Attachment 9.1.2(d)**.

The landowner has responded to the Shire and a copy of their final correspondence is included as **Attachment 9.1.2(e)**.

The Fossil Hill Lookout proposal shares some similarities with the heritage walk/cycling trail proposed along the former Geraldton-Yuna rail corridor in that they are both visionary projects that have proven to be initially unpopular with key landowners, and there will be significant obstacles to resolve in terms of funding, delivery and management. However, Council has previously identified the trail (which would link with the Fossil Hill Lookout) as a potential longer-term project recognising that it has the ability to be a significant economic driver for landowners along its length, a means of showcasing the Chapman Valley to visitors, and providing a recreational and public health asset.

However, Shire staff recommend that the Fossil Hill Lookout be removed from the Nabawa Townsite Revitalisation Plan and that this concept could be again pursued as an option at a later stage when the current (or future) landowners may wish to pursue rezoning and structure planning of their land.

It is recommended, however, that the Nabawa Townsite Revitalisation Plan retain the identification of an (albeit reduced) area as potential rural-residential investigation area. This designation would not alter the landowner's ability to continue farming the area or conducting their current business, it would merely enable, through its identification in a strategic (not a statutory) document, the landowner to explore their option of rezoning/subdividing/developing the land in the future, should they wish to do so. Recognition in the Nabawa Townsite Revitalisation Plan would not compel the landowner to undertake any actions, but it would increase the range of options open to them should they (or future landowners) wish to explore these in a timeframe (or not at all) that is of their choosing.

## **RISK ASSESSMENT**

Whilst the Nabawa Townsite Revitalisation Plan does not in itself present a risk to Council the plan does make recommendations, driven by the community on items that may require future budget allocation, external funding (i.e. grant application), external delivery (i.e. private landowner or community group action) that may necessitate individual risk assessment prior to their proceeding.

## **VOTING REQUIREMENTS**

Simple Majority.

## **COUNCIL RESOLUTION / STAFF RECOMMENDATION**

**MOVED: CR WARR**

**SECONDED: CR HUMPHREY**

That Council adopt the Nabawa Townsite Revitalisation Plan, provided as separate **Attachment 9.1.2(a)** which includes the modifications as recommended by the Steering Group, and the removal of the Fossil Hill Lookout proposal.

**Voting 7/0**

**CARRIED**

**Minute Reference 10/16-3**

**MINUTES: NABAWA TOWNSITE REVITALISATION PROJECT STEERING GROUP MEETING**

30 July 2015 commenced at 10:00am

Meeting held at Shire of Chapman Valley offices, 3270 Chapman Valley Road, Nabawa



JOSH BYRNE  
& ASSOCIATES



**ATTENDEES & DISTRIBUTION**

Name (Abbreviation)	Position / Organisation	Email
Cr Pauline Forrester (PF)	Steering Group Member	<a href="mailto:pforrester@chapmanvalley.wa.gov.au">pforrester@chapmanvalley.wa.gov.au</a>
Maurice Battilana (MB)	Chief Executive Officer at SoCV	<a href="mailto:ceo@chapmanvalley.wa.gov.au">ceo@chapmanvalley.wa.gov.au</a>
Simon Lancaster (SL) (Chair)	Manager of Planning at SoCV	<a href="mailto:planner@chapmanvalley.wa.gov.au">planner@chapmanvalley.wa.gov.au</a>
Nick Philippa (NP)	Steering Group Member	<a href="mailto:nicphilippa@hotmail.com">nicphilippa@hotmail.com</a>
Ralf Mulks (RM)	Steering Group Member	<a href="mailto:cv.menshed@gmail.com">cv.menshed@gmail.com</a>
Dezi Webb (DW)	Steering Group Member	<a href="mailto:dezitw@activ8.net.au">dezitw@activ8.net.au</a>
Robyn Renton (RR)	Senior Landscape Architect at Josh Byrne and Associates	<a href="mailto:robyn@joshbyrne.com.au">robyn@joshbyrne.com.au</a>
<b>Apologies</b>		
Cr Kirilee Warr (KW)	Steering Group Member	<a href="mailto:kwarr@chapmanvalley.wa.gov.au">kwarr@chapmanvalley.wa.gov.au</a>
Jane Barndon (JB)	Steering Group Member	<a href="mailto:janebarndon@westnet.com.au">janebarndon@westnet.com.au</a>
Gemma Baker-Williamson (GBW)	Steering Group Member	<a href="mailto:gemma@bakewilliamson.com">gemma@bakewilliamson.com</a>
Jayne Vlahov (JV)	Steering Group Member	<a href="mailto:jayneandy@harboursat.com.au">jayneandy@harboursat.com.au</a>
Nicole Batten (NB)	Community Development Officer at SoCV	<a href="mailto:community@chapmanvalley.wa.gov.au">community@chapmanvalley.wa.gov.au</a>

**ADDITIONAL ABBREVIATIONS USED:**

JBA = Josh Byrne & Associates

SoCV = Shire of Chapman Valley

**MEETING ITEMS**

Item	Minutes
<b>1. OPEN MEETING</b>	Chair opened the meeting at 10:00am
<b>2. DISCUSSION OF SUBMISSIONS</b>	<p>The Steering Group discussed the received submissions (provided as <b>Attachment A</b>) and the Schedule of Submissions (provided as <b>Attachment B</b>).</p> <p>Agreement that the plan be modified as per the recommendations contained within the Schedule of Submissions but with the following additional issues as discussed at the meeting also to be accepted as modifications:</p> <ul style="list-style-type: none"> <li>- industrial area be removed from north of Chapman Valley Road, east of Hotel Road, commercial area be removed from north of Chapman Valley Road, west of Hotel Road;</li> <li>- light industrial area (with associated caretaker's residences) be included south of Jacky Jupp Road with notation that</li> </ul>

MINUTES 30 JULY 2015

NABAWA TOWNSITE REVITALISATION PROJECT

Version as at 31/07/2015

Page 1 of 2

	<p>this being subject to findings of investigation by Department of Water/Water Corporation of future of Jacky Jupp Road bores/Nabawa Wellhead Protection Zone Area:</p> <ul style="list-style-type: none"> <li>- reduce Fossil Hill Lookout footprint and remove proposed northern access (potentially also make clearer that proposed access to site is along existing firebreak/fence alignment and not impacting farming);</li> <li>- western portion of community crop area (south of tennis courts) be retained as having linkage to community garden, but eastern area be shown as overflow/stage 2 for the RV/campground/caravan area;</li> <li>- area to rear of tavern be identified more clearly as stage 1 for the RV/campground/caravan area with dump point site shown indicatively in north-east corner of lot and Shire listed as potentially having a role in establishment and operation of facility;</li> <li>- remove RV/campground/dump point area from proposed site west of Chapman Valley Road;</li> <li>- identify that community building may have multi-purpose potential with pre-primary uses now being relocated into school grounds e.g. council use/community use/café/playgroup etc. to activate area</li> <li>- the action of removing the fence around the oval be retained but with some further clarity that the replacement should address the functions of the current fence (i.e. preventing balls going onto Chapman Valley Road);</li> <li>- update cadastral to reflect recent 9 lot Green Drive subdivision and drainage basin (with recommendation that basin be maintained through mowing and selective planting to improve recreational/landscape attributes);</li> <li>- reduce 'proposed long term rural residential zoning' area south of Nabawa townsite;</li> <li>- reduce 'proposed rural residential/rural smallholding zoning' area north of Hotel Road;</li> <li>- retain 'proposed rural residential' zoning between Fossil Hill and Chapman River and north of townsite but with notation that this being subject to regard for identifying building envelopes that are outside potential flood prone areas.</li> </ul>
<p><b>3. THE NEXT STEPS</b></p>	<p>Agreement that Shire representatives (MB, NB, SL) would arrange to meet with the Kupsch family to discuss potential modifications to the plan arising from the issues raised within the received submission, and the outcome of the meeting be returned to the Steering Group for further discussion.</p> <p>Agreement that Shire representatives (MB, NB, SL) would arrange to meet with the Valley Tavern owners to discuss the potential to work in partnership to incorporate an RV dump point close to the existing petrol pumps, and their potential timeframe to develop short term accommodation/camping/caravans at the rear of their property.</p> <p>The consultant to undertake modifications to the plan arising from the Steering Group meeting discussion and these be returned to the Steering Group for further discussion.</p>
<p><b>4. NEXT MEETING</b></p>	<p>To be scheduled following the meeting with the Kupsch family, and the receipt of the modified plan from the consultant (to be circulated with next meeting agenda).</p>
<p><b>5. CLOSE</b></p>	<p>Meeting was closed at 11:40am.</p>

Nabawa Townsite Revitalisation Plan – Schedule of Submissions			
Submission No. & Date Received	Submitter and their Address	Respondents Comments	Comment Consideration and Suggested Recommendation
1 (3-4-2015)	Robert Swift PO Box 59, Nabawa	<i>Support</i> Comments provided Very good, any date when project may start?	Comment noted.
2 (5-4-2015)	Nick Philpotts PO Box 23, Nabawa	<i>Support</i> Comments provided The plan in general looks great. I query the need of a community bus service, I feel the participation rate will not warrant one.  Also a community run café and harvest market. Perhaps later when there is a larger population and a more diverse market/garden small holders	Table 10 (4n) of the document lists "investigate community bus options and partnerships (Geraldton-Yuna)" with a timeframe for delivery of "medium". It is suggested that this could remain unchanged in the document as it is listing the issue as one for investigation. Whilst it is recognised that patronage might not warrant such a service there is still the ability to investigate its feasibility in partnership with other townships e.g. Yuna and Northampton.  Table 10(4a) of the document lists "develop a community run shop/café within Nabawa" as an action, but does list the timeframe for delivery as being long-term, as opposed to medium or short term.  Table 10(4) also lists "develop harvest market with locally produced goods" with an associated timeframe of "short-medium" this could be modified to a longer timeframe (e.g. medium) or remain as listed on the understanding that such an event might be an irregular occurrence initially and perhaps develop into a more regular and larger event over time.  Comment noted.
3 (16-4-2015)	Kevin & Esther Hall PO Box 15, Nabawa	<i>Support</i> Comments provided It's all good. All improvements are for the better of Nabawa and Chapman Valley. Go for it.	Comment noted.
4 (16-4-2015)	Department of Fire and Emergency Services – Midwest Gascoyne Regional Office 1 Vulcan Way, Geraldton	<i>No comment</i>	Comment noted.
5a (21-4-2015) & 5b (4-6-2015)	Western Power 363 Wellington Street, Perth	<i>Comment provided</i> Western Power has no particular comment to provide in respect of the Plan. More general comment is that prior to any future subdivision or development occurring it is recommended that the developer engage with Western Power to determine extent of works required for new or upgraded network requirements, and these will be at the developer's cost, and electrical design and clearance from transmission and distribution lines will be to the satisfaction of Western Power.	Comment noted.
6 (23-5-2015)	Telstra Locked Bag 2525, Perth	<i>No objection</i>	Comment noted.
7 (28-4-2015)	Department of Aboriginal Affairs (DAA) Ground Floor, 151 Royal Street, East Perth	<i>Comment provided</i> DAA can confirm that there is currently one known Aboriginal place registered with the DAA within the subject area. That place is DAA 30063 (Chapman River (Geraldton)). There is no mention in the Plan that it is a registered heritage place that is protected under the Aboriginal Heritage Act (1972). It is suggested that the Plan would be more comprehensive if it included mention of DAA 30063 in relevant sections.	Site 30063 addresses the length of the Chapman River and is identified relevant to the Nabawa townsite upon the Aboriginal Heritage database as shown below. 

Nabawa Townsite Revitalisation Plan – Schedule of Submissions		Comment Consideration and Suggested Recommendation
Submission No. & Date Received	Submitter and their Address	Respondents Comments
8 (22-4-2015)	Department of Education 151 Royal Street, East Perth	<p><i>Comment provided</i> The anticipated student yield from the future residential zone is expected to be accommodated in the Chapman Valley Primary School It is noted that the community garden is proposed within the school's grounds. The Department advises that a licence agreement between the two parties may well have to be entered into.</p> <p><i>No comment</i></p>
9 (28-5-2015)	Department Mines & Petroleum Mineral House, 100 Plain Street, East Perth.	<p><i>Support</i> Recognising the importance of the self-drive market and the potential for short stay and caravan facilities within the township. It is pleasing to note the implementation plan includes provision for facilities such as directional signage, tourist information bay and Recreation Vehicle (RV) dump points which are all important for the self-drive market and encouraging visitors to stay overnight and explore the region. You may also be interested in contacting the WA representative of the Caravan Motorhome Club of Australia which operates a range of programmes to assist local governments to attract the RV market includes the OMCA/Ikea Dump Point Subsidy program.</p> <p><i>No comment</i></p>
10 (26-5-2015)	Tourism Western Australia 2 Mill Street, Perth	<p><i>Support</i> Recognising the importance of the self-drive market and the potential for short stay and caravan facilities within the township. It is pleasing to note the implementation plan includes provision for facilities such as directional signage, tourist information bay and Recreation Vehicle (RV) dump points which are all important for the self-drive market and encouraging visitors to stay overnight and explore the region. You may also be interested in contacting the WA representative of the Caravan Motorhome Club of Australia which operates a range of programmes to assist local governments to attract the RV market includes the OMCA/Ikea Dump Point Subsidy program.</p> <p><i>No comment</i></p>
11 (5-6-2015)	Department of Parks & Wildlife Midwest Region PO Box 72, Geraldton	<p><i>Support</i> Recognising the importance of the self-drive market and the potential for short stay and caravan facilities within the township. It is pleasing to note the implementation plan includes provision for facilities such as directional signage, tourist information bay and Recreation Vehicle (RV) dump points which are all important for the self-drive market and encouraging visitors to stay overnight and explore the region. You may also be interested in contacting the WA representative of the Caravan Motorhome Club of Australia which operates a range of programmes to assist local governments to attract the RV market includes the OMCA/Ikea Dump Point Subsidy program.</p> <p><i>No comment</i></p>
12 (9-6-2015)	Trish Kusch PO Box 38, Nabawa	<p><i>Object</i> Strongly object to the planned 'Industry Rural/Service with Caretakers' earmarked directly in front of our residences and the heritage precinct formed by Gould's Residences and the Miner's Arms Hotel and also impact on the current 'raven'. Not sufficient buffer between our residences and the new residential zone across the street, and the industrial zone.</p> <p>When the Local Planning Strategy is reviewed commercial and industry should be towards the outskirts of the town and not in the main street. The land owned by the Shire behind the depot that has not been earmarked for any purpose as yet could be developed as industrial and would keep all similar working precinct in the same area. Land along Jacky Jupp Road could also be zoned Industrial/Commercial where there are water services.</p>

Nabawa Townsite Revitalisation Plan – Schedule of Submissions		Comment Consideration and Suggested Recommendation
Submission No. & Date Received	Submitter and their Address	Respondents Comments
		<p>Industrial area would be alongside the Shire Depot where repair, storage and transport activities already occur and the proposed light industrial area is intended for low-key rural industrial activities with associated caretaker's residences and not more general industrial activity.</p> <p>Recommend that the 'Industry Rural/Service with caretakers' area be removed from its current location upon the Plan (north of Chapman Valley Road/east of Hotel Road) and relocated to the Shire owned area east of the Shire Depot.</p> <p>Recommend that the development of 'Industry Rural/Service with caretakers' area be listed in Table 7 and Table 10 as an economic action with a medium-long timeframe for delivery.</p> <p>Comment noted.</p> <p>Agreed that the Plan can be modified to reduce the amount of proposed rural residential area. Also suggested that some of the areas identified for 'Rural Residential' zoning (which allows lots of 1-4ha) should instead be identified for either 'Rural Residential' zoning or 'Rural Smallholding' zoning (which allows for 4-10ha) this would give the landowner greater flexibility to cater for market demand and subdivisional costs.</p> <p>The Plan is a strategic document only and would require separate amendment to the Local Planning Scheme for the land to be rezoned from 'Rural' to 'Rural Residential' or 'Rural Smallholding'. The Scheme Amendment process is not generally instigated without the landowner's support and requires a formal statutory consultation process to be enacted. Any decision to subdivide land once it is rezoned is made by the landowner and occurs in a timeframe set by the landowner, and a landowner may choose not to subdivide and continue their current land use. Rates cannot be reviewed/altered without the rezoning process being completed, and the Shire would not review rates without the subdivision process being completed.</p> <p>Recommend that the proposed 'Rural Residential Zoning' area west of Chapman River be retitled 'Rural Residential/Rural Smallholdings Zoning'.</p> <p>Recommend that the proposed 'Rural Residential/Rural Smallholdings Zoning' area be retitled proposed 'Rural Smallholding Zoning' area.</p> <p>Recommend that the proposed 'Long Term Rural Residential Zoning' area be retitled 'Potential Long Term Rural Residential Zoning-subject to investigation' area and be modified to not include the Wellhead Protection Zone relevant to the 2 bores upon Jacky Jupp Road.</p> <p>It is noted that the respondent is the main landowner, without whose support the Fossil Hill Lookout project would not be able to proceed. The Fossil Hill Lookout concept could be removed from the Plan in response to the response received.</p> <p>However it is also noted that the concept of a Fossil Hill Lookout was raised by the community as being of wider benefit.</p> <p>The Steering Group may wish to discuss removing the Lookout from the Plan, or retaining it in the Plan without modification, or retaining the Fossil Hill Lookout but with additional text inserted into Table 5 (4c) and with further additional notation in Table 10 (4c) and upon the Plan itself, stating that the Fossil Hill Lookout site is upon privately owned land and therefore its realisation is subject to landowner agreement and future consideration will be required to address issues including fire, weed and rubbish management, fencing, maintenance and appropriate level of access prior to commencement.</p> <p>Comment noted.</p>
		<p>Agree with formalised street trees along main street.</p> <p>Disagree with amount of land identified as rural/residential for future development around Nabawa townsite, most of which is on our property, there would be close to 400ha assigned on the plan which goes beyond current demand. If so much of this land is rezoned in the future, and as most of this belongs to our family, would like to know the dollar difference between rural and rural/residential rates.</p>
		<p>The walk trail up to Fossil Hill is not feasible. We are partial landholders around the hill and would be very concerned about access on or around our property, fires from cigarette butts, litter and having the paddock cut into two parcels of land which would make it difficult to crop. What future plans does the Shire have in regards to weed control, rubbish removal, perimeter fence maintenance for this project and what would be the cost to implement it. Will there be a future plan for disabled and vehicular access?</p>
		<p>Agree with many points in the plan and believe that with a little effort and enthusiasm from the community that many objectives can be achieved. Please do remember that our community is small and the volunteer base is even smaller so there is a possibility that volunteers will burn out. The concept plan does comment that the volunteer base is higher than the state average but the same people end up volunteering in every project.</p>

Nabawa Townsite Revitalisation Plan – Schedule of Submissions		Comment Consideration and Suggested Recommendation
Submission No. & Date Received	Submitter and their Address	Respondents Comments
13 (9-6-2015)	Ralf Milks 9 Post Office Lane Nabawa	<p>The community run café sounds like a good idea but would prefer to see premises leased to a café proprietor so that they can become stakeholders and responsible for the future profits of this venture. Would like to know who will be benefiting from the profits of this venture and if there will be a paid position to manage the café as there will be tasks that will have to be performed on a regular basis such as ordering, cleaning and organising the volunteer workforce which I do not believe volunteers can be involved with.</p> <p>The resource centre is a fantastic idea which would bring services to the local community. Having a Medicare point and friendly point of contact for services such as photocopying, laminating, educational courses etc. would make this a hub for community services. If, indeed the Shire does become part of the City of Greater Geraldton we will need to have a resource centre to service our community in the future and believe this should be put in place prior to amalgamation.</p> <p>Establishment of an equestrian centre at the Chapman Valley Showgrounds sounds very grand, where is the annual Chapman Valley Agricultural Show going to be held when this is established?</p> <p>Agree with a cycle path from Drummonds Cove to Nabawa as the road is narrow and cyclists currently travel on the same road as road trains and heavy machinery. Having a cyclist in a 110km zone is hazardous.</p> <p>Don't agree with the heritage walk/cycle trail between Nanson and Nabawa along the abandoned railway line – potential for fire and litter problems on private property.</p> <p>Agree with the events board, local art installations and community garden and market, this has the potential to bring together the community.</p> <p>Do not agree with replacing the chain link fence at the football oval. This will cause a hazard to passing traffic if balls are kicked or hit out onto the road reserve. This also creates the problem of people jumping the fence during paid games. Our clubs depend on gate takings as part of their income.</p> <p>Overall, the Plan is a little disappointing. I know there was some community consultation but there seems to be a lack of stakeholder consultation prior to this being released. Releasing the plan before consultation with the landholders affected is unethical on the part of the Shire of Chapman Valley.</p> <p>Support and Object Comments provided I object to the proposed rural residential zoning next to the Anglican Church opposite my property. It is a flood area and services as a horse paddock. There are enough other long term residential site planned. I support the hiking trail and the Fossil Hill lookout.</p>
		<p>Table 10(4a) of the document lists "develop a community run shop/café within Nabawa" as an action, but does list the timeframe for delivery as being long-term, as opposed to medium or short term.</p> <p>The Plan is a strategic document only and, prior to this long term action being realised, further detail will need to be worked through, with issues to be resolved including final location, management model (e.g. not-for profit community operated or privately operated/community operated etc.), operating hours, type of services and good offered etc, and it is beyond the scope of the Plan, and perhaps potentially limiting to the future development of the facility, to attempt to resolve these issues within the Plan.</p> <p>Comment noted.</p> <p>The Shire and the neighbouring landowner have jointly initiated an application for a land exchange for a 9.7ha area immediately north of the Nanson Showground to be amalgamated into the Showground Reserve (in exchange for a 9.7ha parcel of Crown Reserve that is surplus to Shire requirements) to better cater for current Showground activities and potential expansion of horse related activities.</p> <p>Comment noted.</p> <p>Recommend that Item 4b on Table 5 be expanded to note that this action would need to have regard for establishment and maintenance costs and associated ongoing risks.</p> <p>Comment noted.</p> <p>Item 6c of table 9 lists the following proposed action "Replace the high chainlink fencing between the football oval and Chapman Valley Road with a lower 900mm high fence to improve the visual amenity of the town."</p> <p>This is an issue the Steering Group may want to revisit as to whether it wishes to remove or retain this action.</p> <p>However, it is noted that this is a strategic document only and the wording of the proposed action could be further expanded to note that investigations into this proposal should be done in consultation with the oval user groups and with investigation into perceived risks and potential loss of income prior to endorsing the initiative.</p> <p>The Plan is a draft only and has been made available for public comment with the intention of reviewing all comments received and undertaking modifications and further consultation if deemed necessary by the Steering Group.</p> <p>The area identified as proposed 'Rural Residential' zoning on the Plan that is opposite the respondent's property is 1.0ha in area, and currently comprises of 2 x 2,000m<sup>2</sup> lots (Lots 11 &amp; 12) and a balance portion of a larger 5,270ha lot (lot 695) that extends north beyond the industrial watercourse alignment.</p> <p>The proposed 'Rural Residential' zoning of this area (from its current 'Rural' zoning) would not allow for an increase in the lot yield of this area as the minimum lot size under this zoning would be 1ha but it would provide the flexibility to undertake boundary rationalisation of the existing undeveloped lots to create larger lots across the balance area (or subdivide the balance area as already physically divided by the watercourse) that might be appealing to the market should the landowner wish to explore this option.</p>

Nabawa Townsite Revitalisation Plan – Schedule of Submissions		Comment Consideration and Suggested Recommendation	
Submission No. & Date Received	Submitter and their Address	Respondents Comments	
14 (10-6-2015)	State Heritage Office Level 2, 487 Wellington Street Perth	<p><i>Comments provided</i></p> <p>It is encouraging to see the strong consideration of heritage within the proposed strategy including section 4.1.3 Local Heritage which details the places of local significance to the community, and the proposed actions and approaches to constructed heritage trails with interpretative signage to highlight local historical buildings.</p> <p>It should be noted that the Yokarna-Naraling-Yuna Railway Precinct (Place No. 16296) is located within the subject area and has been identified as a place warranting assessment for possible entry in the State Register of Heritage Places, however a full assessment of its cultural heritage significance has not yet been undertaken.</p> <p><i>Comments provided</i></p> <p>S2.1.2 references to upgrades to Chapman Valley Road – we are working on some upgrades to the northern section (under our jurisdiction) of the road, which will improve conditions.</p> <p>Support economic development for the Shire – where possible we would encourage use of shared accesses/access roads rather than individual accesses from Chapman Valley Road.</p> <p>Sure this will be considered, but when selecting trees for planting through the road reserve (where close to the road), species should be selected to minimise maintenance (e.g. leaves dropping/branches dropping) and the risk of any local de-watering/damage to pavements by wide reaching root systems.</p>	 <p>Agreed that any subdivision/property rationalisation of this area should be subject to identification of building envelopes and recommended finished floor levels in consultation with the Department of Water.</p> <p>It is noted that Table 2(3d) of the Plan contains the following recommended action: "Prepare a Chapman River floodplain management strategy and undertake a subsequent flood plan to identify potential impacts on Nabawa residents. This strategy was also stated within the Upper Chapman River Catchment Action Plan. The Shire and the Department of Water would benefit from the development of a floodplain management strategy which may include a flood mitigation area upstream of Nabawa to protect the town site from any future flood events. There is a large wetland area that may be suitable and would enhance environmental values. A feasibility study for flood management should be undertaken to help protect the town sites of Nabawa and therefore Nanson, in future years. The flood plan developed for the town of Moora may be a suitable model." This is then reiterated in Table 10(3f) of the Plan as an action that should be undertaken within a short timeframe as follows: "Prepare a Chapman River floodplain management strategy along stretch adjacent to Nabawa and undertake a subsequent flood plan to identify potential impacts on Nabawa residents." Recommend that Section 4.1.3 of the Plan be expanded with regard for information provided by respondent.</p>
15 (11-6-2015)	Main Roads Eastward Road, Geraldton	<p>Table 10 has the following actions listed: "3a - Undertake a Street Tree Assessment within Nabawa and prepare a succession tree plan. This is recommended as there is evidence of poor health amongst a number of mature street trees along Chapman Valley Road and within the recreational reserve. 3b - Undertake street tree planting along the Chapman Valley Road within Nabawa town and within the public reserves. This will help improve the visual amenity of the town and create a cooling effect to encourage pedestrian circulation. The street tree planting will add a perceived road narrowing effect assisting in reducing traffic speed within the town."</p>	

Nabawa Townsite Revitalisation Plan – Schedule of Submissions		Comment Consideration and Suggested Recommendation
Submission No. & Date Received	Submitter and their Address	Respondents Comments
16 (9-6-2015)	Cameron Bate & Sharon Shelton PO Box 58 Nabawa	<p><i>Support</i> <i>Comments provided</i> We think the community garden is a great idea. Having a market day is something we would support. The idea of having a business area is wonderful. Great for bringing money into the town. We also think having accommodation at the pub would be ideal and a great benefit to the community.</p>
17 (12-6-2015)	Department of Agriculture & Food Wheat belt Region 75 York Road Northam	<p><i>Comments provided</i> Minimum setbacks/buffers should be incorporated into the rural residential and rural small holdings zoned areas to minimise the possibility of land use conflict and health impacts. Two documents useful documents are the EPA's "Distances between industrial and sensitive land uses" and the Department of Health's "Guidelines for separation of agricultural and residential land uses."</p>
18 (12-6-2015)	Water Corporation 629 Newcastle Street Leederville	<p><i>Comments provided</i> No objection. Currently a review is progressing into the groundwater source. At this stage one of the existing production bores is being refurbished and tested for quality and quantity. The review will consider the current tankering operation strategy. The groundwater licence allocation is 50,000KL/yr. The current water consumption is approx. 23000KL/yr from roughly 50 services. There are six new services proposed as part of the future residential development to the north east of the town. The Corporation understand that a lifestyle village is being considered. A proposal such as this has the potential to significantly increase the current consumption and require a review of the water scheme. Currently the scheme plan for Nabawa does not include the WHPZ, chemical storage buffer for the water treatment plant and booster pump station noise buffer, which are required to be recognised as Special Control Areas. Tree planting on the verges should take into account the existing alignment of water mains.</p>
19 (16-6-2015)	Department of Water 94 Sandford Street Geraldton	<p><i>Comments provided</i> The proposed zoning change from Rural to Rural Residential with the Priority 2 area of the Nabawa Water Reserve is not supported. It should be noted that the Nabawa Water Reserve Drinking Water Source Protection Plan is not out of date. This plan is still current and is used to guide land use planning decisions with the Nabawa Water Reserve. Therefore any proposed developments within the Water Reserve will need to be consistent with the priority areas and Wellhead Protection Zones, shown in the drinking water source protection plan. Any developments within this area that is not consistent with the Department of Water, Water Quality Protection Note, Land use compatibility in Public Drinking Water Source Areas will need to be referred to the Department of Water regional office, as per the normal processes within public drinking water source areas. It has been noted that the concept plan includes an area zone Rural that is proposed to be zoned Rural residential within an existing priority 2 area. This change is not supported by the Department of Water as it will result in an increased water quality risk to the Nabawa Water Reserve. There is also a proposed future residential zone, within the Water Reserve. However this zone is located within an existing priority 3 area (Zoned residential in the LPS), which is consistent with the Department of Water, Land use compatibility in Public Drink Water Source Areas, as long as the relevant minimum lot size and wastewater conditions are met. The Nabawa Water Reserve Drinking Water Source Protection Plan will be reviewed in the future. It should be noted that new scheme water provision planning is not undertaken as part of the scope of our drinking water source protection plans. However the plans can consider the provision of future drinking water infrastructure.</p>
20 (16-6-2015)	Department of Health 22 Stubbs Terrace, Shenton Park	<p><i>Comment provided</i> Good public health is not specifically recognised. Good public health outcomes require good planning strategies. The aim of the revitalisation plan should include a direct reference to enhancing the public health of the community. Public health includes such issues as disability access, disaster preparedness, social and mental wellbeing of your residents, workforce and visitors.</p>

Recommend that Table 10 of the Plan be expanded to state that maintenance, water use and the drainage risk to pavements issues will be carefully considered when selecting proposed street tree species and their installation methods.

Comment noted.

Comment noted, these documents are required to be given due regard at the subsequent rezoning and subdivision stages should the strategic land use directions identified in the Plan be acted upon.

Presently the Water Corporation carts water to Nabawa to serve the reticulated scheme. Bore 6 (north of the O'Connell Residential) is no longer utilised for the purposes of public drinking water and is only used for reticulation of the Nabawa Oval and is in the process of being transferred from the Water Corporation to the Shire. Recommend that the Plan be updated to note this and include recommendation within the Plan that the Shire Local Planning Strategy and Local Planning Scheme and the Nabawa Water Reserve Drinking Water Source Protection Plan be updated to reflect the changes.

Bore 10/63 & 594 which are the 2 bores located on Jacky Jupp Road are still required by the Water Corporation.  
Recommend that the proposed Long Term Rural Residential Zoning area be retitled 'Potential Long Term Rural Residential Zoning-subject to investigation' area and be modified to not include the Wellhead Protection Zone relevant to the 2 bores upon Jacky Jupp Road.

Advise the Department of Water that the Nabawa Water Reserve Drinking Water Source Protection Plan is out of date and requires updating to reflect the following:  
Bore 8 is no longer utilised for the purposes of public drinking water and is only used for reticulation of the Nabawa Oval and is in the process of being transferred from the Water Corporation to the Shire.  
The Water Corporation are reviewing groundwater sources and testing the existing bores on Jacky Jupp Road and carting of water to Nabawa is now more commonplace than when the Water Source Protection Plan was released in 2008.

Recommend that the proposed Long Term Rural Residential Zoning area be retitled 'Potential Long Term Rural Residential Zoning-subject to investigation' area and be modified to not include the Wellhead Protection Zone relevant to the 2 bores upon Jacky Jupp Road.

Whilst the Plan does not make a vision-level statement concerning public health outcomes it identifies a range of public health initiatives including walk trails, a community garden, improved public amenity and facilities to encourage social interaction (e.g. Men Shed, resource centre, community cafe, markets).  
Recommend that Section 6.1 – aspirational goals and objectives be expanded to reference the

Nabawa Townsite Revisalisation Plan – Schedule of Submissions		
Submission No. & Date Received	Submitter and their Address	Respondents Comments
		<p>The proposed Public Health Bill requires integration of Public Health Planning into existing plans and strategies. This is an opportune time to start incorporating such public health principles and objectives into the plan.</p> <p>The revisalisation plan provides the Shire of CV the opportunity to minimise the land use conflicts and incompatible activities with is the most common issue in land use and development. There may be a concern about existing and potential agricultural activities on surrounding land and the possible resultant spray drift from chemical applications. The plan should adhere to the necessary buffer separation distances between agricultural and sensitive land uses and ensure that there is no conflicting uses within the buffer area.</p> <p>Nabawa is to have access to a sufficient supply of potable water.</p> <p>The plan should also highlight that approval is required for any on-site waste water treatment process.</p>
		<p>phrase public health.</p> <p>The Shire is a member of the existing regional and local emergency committees that comprise of all relevant emergency government authorities and neighbouring local governments, and disaster preparedness is more appropriately discussed in this forum in a Town Emergency Plan rather than by this Steering Group in a Town Revisalisation Plan.</p> <p>The Plan has been prepared with regard for these issues, and elsewhere in the schedule a suggested modification has been raised to address a potential for land use conflict regarding light industrial development. These issues are also required to be given due regard at the subsequent rezoning and subdivision stages should the strategic land use directions identified in the Plan be acted upon.</p> <p>The Plan is a strategic document and makes no recommendation considered at odds with the draft Country Sewerage Policy, further this issue is already addressed through separate statutory requirements.</p>

**S & DM KUPSCH**  
PO Box 21 NABAWA WA 6532  
Ph/Fax (08) 9920 5031  
rushygully@gmail.com

Record No CR1510885

RECEIVED  
29 OCT 2015

FILE No. 204.06.05	
CEO	
CORPORATE SERVICES	
PLANNING	<input checked="" type="checkbox"/>
WORKS & SERVICES	
RANGER	
PROPERTY MANAGER	
EXECUTIVE ASSISTANT	

Simon Lancaster  
Shire of Chapman Valley  
PO Box 1  
NABAWA WA 6532

Dear Simon

Thank you for your letter dated 16 October 2015 enclosing the revised Nabawa Townsite Revitalisation Plan.

It is disappointing to see that the proposed walk trail up to the apex of Fossil Hill has been included in the revised plan albeit in a much less intrusive form.

We did discuss this at the last meeting held with members of the Kupsch family, yourself and Maurice in which we stated we did not want any walk trail or infrastructure including shade shelters on Fossil Hill. We did state the reasons behind this in our initial submission and at the meeting but I will state these again: -

- Fire risk from walkers with cigarettes or wanting to light a BBQ.
- Litter control
- Vegetation damage.
- Weed control.
- Fencing and maintenance.
- Future needs would likely have to include disabled or vehicular access.

If a shade structure was to be erected at the top of Fossil Hill whose responsibility is it to maintain this as the Shire would be erecting a structure on our property. How does this bode for insurance and public liability?

As it currently stands people request to trek up Fossil Hill and most do ask and we allow people to visit the site freely.

I see that a second proposed walk trail up the hill behind Indialla Road has been included on the revised plan. Townsfolk already use this recreationally so I also do not see the need to formally include this.

Why does this simple arrangement have to be formalised and become embroiled in red tape just to satisfy some whimsical request. I am sure it looks good on the paper plan to have a walk trail in close proximity to Nabawa but in reality it would be causing more problems than it is worth. People do not respect what they believe to be public space but are a little more cautious when they know they are on private property so we will not be agreeing to any walk trail up either hill.

-2-

In regard to the size of the envelope of proposed rural/residential land still in the Revitalisation Plan please be aware that we will not be allowing any rezoning on our property any time in the near future. I am sure you, and the WA Planning Commission, would agree that it is a waste of first class agricultural land. The land around Neil & Kerry's residence and sheds is also being shown as rural/residential, why have you earmarked a working farm precinct in this manner?

I believe this was discussed at the meeting that took place between ourselves and we agreed that if there was any rural residential to be shown on the map that this should be done in stages and that the land near the O'Donnell residence should be marked Stage One and so on. We would not like the public to see the plan and perceive that the Kupsch family are dividing up the farm into smaller parcels to be developed and sold off. Please remove any rural/residential on the plan from the Kupsch property.

I believe this plan should have been prepared for the whole of the Shire of Chapman Valley not just as a Revitalisation Plan for the Nabawa Townsite. This could have included placement of rural residential blocks closer to Geraldton where there may future demand for lifestyle blocks. In my opinion, as it stands, with minimal services or a shopping precinct in the town, I do not believe there will be a high demand for housing or lifestyle blocks. If this changes we may be open for future discussions regarding rezoning of some land near the townsite.

We are prepared to meet with you again to discuss this. We would appreciate it if this meeting could be held over until harvest is finalised.

Kind regards



Stan & Dorothy Kupsch





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

Our Ref: 204.06.05  
Enquiries: Simon Lancaster

22 July 2016

S & DM Kupsch Nominees Pty Ltd  
PO Box 21  
NABAWA WA 6532

Dear Stan & Dorothy

**DRAFT NABAWA TOWNSITE REVITALISATION PLAN**

The Shire of Chapman Valley thanks you for your previous correspondence in relation to the draft Nabawa Townsite Revitalisation Plan.

In response to your comments the Shire has revised the plan further by reducing the area shown as proposed rural-residential and also adding that this an 'investigation area' only. The Shire can confirm in answer to your previous query, that the plan is a strategic (and not a statutory) document and would not therefore result in the rezoning of the land from its current 'Rural' zoning or an amendment in the way that it is rated. The designation of the subject area as an investigation area would mean that if in the event the landowner should choose to consider an alternative land use (i.e. subdivision of the area to lots of varying hectare sizes) then this is an option you may explore. However, there is no requirement for the landowner to initiate such a change if they wish to continue the current farming land use, the designation merely provides the flexibility to explore this option if the landowner wishes, and in a timeframe (or not at all) that is of their choosing.

In answer to your other area of concern the Shire has produced two versions of the draft plan, Version A which retains the Fossil Hill Lookout proposal, as raised by the community, and Version B which removes the Fossil Hill Lookout proposal. It would be appreciated if you could confirm which of these versions you are more supportive of, and your feedback will be incorporated into the report that will be presented to Council.

The Shire would welcome the opportunity to meet with you again to discuss your suggestions, once you have had time to review the attachments, and please contact Maurice Battilana or Simon Lancaster at this office on 9920 5011 to arrange a time/date that are convenient for you.

Yours faithfully,

Simon Lancaster  
**DEPUTY CHIEF EXECUTIVE OFFICER**

*Enclosure*



PO Box 1 Nabawa WA 6532 | Lot 7 Chapman Valley Road Nabawa WA | Ph: (08) 9920 5011 | Fax: (08) 9920 5155 | [www.chapmanvalley.wa.gov.au](http://www.chapmanvalley.wa.gov.au)

RECEIVED

15 SEP 2016

**S & DM KUPSCH**  
PO Box 21 NABAWA WA 6532  
Ph/Fax (08) 9920 5031  
rushygully@gmail.com

Record No CR1611987

Simon Lancaster  
Shire of Chapman Valley  
PO Box 1  
NABAWA WA 6532

FILE No.	204.06.05
CEO	
CORPORATE SERVICES	
PLANNING	✓
WORKS & SERVICES	
RANGER	
PROPERTY MANAGER	
EXECUTIVE ASSISTANT	

Dear Simon

Thank you for your letter dated 22 July 2016 enclosing the revised Nabawa Townsite Revitalisation Plan Version B.

Please remove all of the rural/residential investigation area proposed on the Kupsch family property.

We do not wish to explore the possibility of any rural/residential zoning on our property as per previous correspondence.

We do not support Version A or Version B with the rural/residential zoning on our property.

All further correspondence will not be responded to on this matter and we do not feel we need to meet with the council or its representatives as we have already firmly stated our stand on this matter.

Kind regards

*Stan & Dorothy Kupsch*  
Stan & Dorothy Kupsch

# **9.2 Finance October 2016**

---

## **Contents**

### **9.2 AGENDA ITEMS**

9.2.1 Financial Reports for September 2016

9.2.2 Budget Variation Request

<b>AGENDA ITEM:</b>	<b>9.2.1</b>
<b>SUBJECT:</b>	<b>FINANCIAL REPORTS FOR SEPTEMBER 2016</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>307.04</b>
<b>PREVIOUS REFERENCE:</b>	<b>N/A</b>
<b>DATE:</b>	<b>19 OCTOBER 2016</b>
<b>AUTHOR:</b>	<b>DIANNE RAYMOND</b>

## DISCLOSURE OF INTEREST

Nil

## BACKGROUND

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

## COMMENT

The monthly financial statements for September 2016 have been provided as a **separate attachment** for Council's review.

## STATUTORY ENVIRONMENT

*Local Government Act 1995 Section 6.4*

*Local Government (Financial Management) Regulations 1996 Section 34*

## POLICY IMPLICATIONS

CP-023 Significant Accounting Policies

Extract:

### *"2. Monthly Reporting*

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

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

## FINANCIAL IMPLICATIONS

As presented in September 2016 financial statements.

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

No significant affect on the LTFP

## STRATEGIC IMPLICATIONS

Nil

- **Strategic Community Plan/Corporate Business Plan:**

Nil

**CONSULTATION**

Not applicable

**RISK ASSESSMENT**

The associated risk would be the failure to comply with Local Government Financial Regulations requiring monthly reporting of financial activity.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL RESOLUTION / STAFF RECOMMENDATION**

**MOVED: CR FORRESTER**

**SECONDED: CR FARRELL**

That Council receives the financial report supplied under separate attachment for the months of September 2016 comprising the following:

- Statement of Financial Activities with notes
- Note 1 – Significant Accounting Policies
- Note 2 – Explanation of Material Variances
- Note 3 – Net Current Funding Position
- Note 4 – Cash & Investments
- Note 5 – Budget Amendments
- Note 6 – Receivables
- Note 7 – Cash Backed Reserves
- Note 8 – Capital Disposals
- Note 9 – Rating Information
- Note 10 – Information on Borrowings
- Note 11 – Grants & Contributions
- Note 12 – Trust
- Note 13 – Capital Acquisitions
- Appendix A – Budget by Program
- Summary of Payments
- Bank Reconciliation
- Credit Card Statement

**Voting 7/0  
CARRIED  
Minute Reference 10/16-4**

<b>AGENDA ITEM:</b>	<b>9.2.2</b>
<b>SUBJECT:</b>	<b>BUDGET VARIATION REQUEST</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>101.06 &amp; A1333</b>
<b>PREVIOUS REFERENCE:</b>	<b>NIL</b>
<b>DATE:</b>	<b>19 OCTOBER 2016</b>
<b>AUTHOR:</b>	<b>DIANNE RAYMOND, MANAGER FINANCE &amp; CORPORATE SERVICES</b>

## DISCLOSURE OF INTEREST

Nil

## BACKGROUND

Council's adopted budget at times will need variations made to reflect changes which occur after the budget has been adopted.

The purpose of this report is to seek Council's endorsement for an immediate budget variation identified by staff in relation to replacement of leach drains at Lot 19 Chapman Valley Road, Nabawa. Quotes have been obtained and savings identified to enable the current issue with the rental property to be rectified promptly without additional costs to the budget.

## COMMENT

In accordance with legislative requirements of the *Local Government Act, 1995, Section 6.8(1)(b)* Council is required to resolve by **Absolute Majority** to incur expenditure from its municipal fund for an additional purpose that is not identified in the Adopted Budget.

The items listed in the *Financial Implications* section of this report have been identified as required variations to the Budget with a nil overall effect on the Budget.

## STATUTORY ENVIRONMENT

*Local Government Act (1995) – Section 6.8. - Expenditure from municipal fund not included in annual budget*

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:

- (a) is incurred in a financial year before the adoption of the annual budget by the local government;
- or
- (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

\* *Absolute majority required.*

(1a) In subsection (1):

**additional purpose** means a purpose for which no expenditure estimate is included in the local government's annual budget.

(2) Where expenditure has been incurred by a local government —

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year;
- and
- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

## POLICY IMPLICATIONS

No existing policy affected or relevant.

## FINANCIAL IMPLICATIONS

Below is a summary of Budget Variations being requested:

COA/Job No.	COA/Job Description	Adopted Budget \$	Revised Budget \$	Effect on Budget \$	Comments
LIC	Indoor Complex Expense	26,135	25,135	- 1,000	Budget allocation savings
LHL1	Nabawa Community Centre	63,322	62,822	- 500	Budget allocation savings
DEP1	Nabawa Depot Maintenance	37,099	35,389	- 1,700	Budget allocation savings
LHL2	Yuna Hall	9,460	9,160	- 300	Budget allocation savings
131020	Cemetery Expenses	24,270	23,270	- 1,000	Budget allocation savings
LH19	Lot 19 CV Rd Nabawa	1,768	6,268	4,500	Additional budget required for immediate maintenance works
Total Effect on Budget				0	

## STRATEGIC IMPLICATIONS

All the above mentioned variations are consistent with Council's Plans for the Future.

## VOTING REQUIREMENTS

**Absolute Majority**

## COUNCIL RESOLUTION / STAFF RECOMMENDATION

**MOVED: CR FARRELL**

**SECONDED: CR FORRESTER**

Council endorses the following variations to the 2016/2017 Budget:

COA/Job No.	COA/Job Description	Adopted Budget \$	Revised Budget \$	Effect on Budget \$
LIC	Indoor Complex Expense	26,135	25,135	- 1,000
LHL1	Nabawa Community Centre	63,322	62,822	- 500
DEP1	Nabawa Depot Maintenance	37,099	35,389	- 1,700
LHL2	Yuna Hall	9,460	9,160	- 300
131020	Cemetery Expenses	24,270	23,270	- 1,000
LH19	Lot 19 CV Rd Nabawa	1,768	6,268	4,500
Total Effect on Budget				0

**Voting 7/0  
CARRIED  
Minute Reference 10/16-5**

*Mrs Raymond left Chambers at 9.35am*

# **9.3 Chief Executive Officer October 2016**

---

## **Contents**

### **9.3 AGENDA ITEMS**

- 9.3.1 Honour Awards
- 9.3.2 Corporate Business Plan Review
- 9.3.3 Community Growth Fund - Applications

<b>AGENDA ITEM:</b>	<b>9.3.1</b>
<b>SUBJECT:</b>	<b>HONOUR AWARDS</b>
<b>PROPONENT:</b>	<b>CHIEF EXECUTIVE OFFICER</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>401.00</b>
<b>PREVIOUS REFERENCE:</b>	<b>MINUTE REFERENCE: 09/16-3</b>
<b>DATE:</b>	<b>19<sup>th</sup> OCTOBER 2016</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER</b>

## DISCLOSURE OF INTEREST

Nil

## BACKGROUND

This item was presented to the September 2016 OCM with the following resolution being made to allow Councillors more time to consider the matter and bring it back to the October 2016 OCM for determination:

*“MOVED: CR FORRESTER      SECONDED: CR HUMPHREY*

*That the debate be adjourned on Item 9.3.1 and be brought back to the October 2016 Ordinary Council Meeting for further consideration.”*

Management Procedure CMP-033 provides guidelines and procedures associated with various honour awards.

## COMMENT

The purpose of this Agenda Item is to seek Council consideration for the following Awards (highlighted in RED below):

- Freeman of the Shire; and
- Shire of Chapman Valley - Certificate of Appreciation

All other Awards listed in Management Procedure CMP-033 are dealt with separately.

## STATUTORY ENVIRONMENT

Not applicable

## POLICY IMPLICATIONS

Below is the current Management Procedure (CMP-033):

<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 impact envisaged.

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

No affect on LTFP.

### **STRATEGIC IMPLICATIONS**

It is important Council recognises members of the community by bestowing appropriate awards on them.

- **Strategic Community Plan/Corporate Business Plan:**

Objective	Strategy	Outcome
We want to strengthen our community's position for the future	Maintain a resilient and independent Shire	A sustainable and progressive local government

### **CONSULTATION**

Council has been consulted in regards to establishment of the Management Procedure dealing with Honour Awards in the Shire.

### **RISK ASSESSMENT**

There is a risk that without a structure procedure Honour Awards will not be made in an appropriate manner or not made at all. Hence the reason a robust Management Procedure has been established and reviewed at least annually.

### **VOTING REQUIREMENTS**

Simple Majority

### **COUNCIL RESOLUTION**

**MOVED: CR FORRESTER**

**SECONDED: CR HUMPHREY**

That Standing Orders be suspended.

**Voting 7/0  
CARRIED  
Minute Reference 10/16-6**

*Cr Collingwood left Chambers at 9.36am and Cr Farrell took the Chair*

*Cr Collingwood re-entered Chambers at 9.38am and retook the Chair*

**COUNCIL RESOLUTION**

**MOVED: CR FARRELL**

**SECONDED: CR WARR**

That Standing Orders be re-instated.

**Voting 7/0  
CARRIED  
Minute Reference 10/16-7**

**STAFF RECOMMENDATION**

No Staff Recommendation.

Council determination on bestowing awards in accordance with Management Procedure CMP-033 for:

- Freeman of the Shire; and/or
- Shire of Chapman Valley - Certificate of Appreciation

**COUNCIL RESOLUTION**

**MOVED: CR FARRELL**

**SECONDED: CR HUMPHREY**

The CEO distribute the existing policy on Freeman of the Shire, listing names suggested and request nominations for consideration by Council.

**Voting 7/0  
CARRIED  
Minute Reference 10/16-8**

*Reason for Deviation from Staff Recommendation: Councillors to submit nominations as per Management Procedure CMP-033 rather than dealing with this matter without formal nominations in place.*

<b>AGENDA ITEM:</b>	<b>9.3.2</b>
<b>SUBJECT:</b>	<b>CORPORATE BUSINESS PLAN REVIEW</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>313.00</b>
<b>PREVIOUS REFERENCE:</b>	<b>N/A</b>
<b>DATE:</b>	<b>19<sup>th</sup> OCTOBER 2016</b>
<b>AUTHORS:</b>	<b>MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER</b>

## DISCLOSURE OF INTEREST

Nil

## BACKGROUND

The Shire of Chapman Valley's original Strategic Community Plan (SCP) and Corporate Business Plan (CBP) were adopted by Council on the 19<sup>th</sup> June 2013 at the Ordinary Meeting of Council. These original Plans were prepared by consultants Morrison Low and the community were involved with two workshops held on the 18<sup>th</sup> February 2013 and 11<sup>th</sup> April 2013. Community engagement meetings were held at Batten Hall, Yuna Hall and Nabawa Hall on 19 and 20 February 2013.

The Department of Local Governments Integrated Planning and Reporting Framework and Guidelines suggest the Strategic Community Plan be reviewed regularly with a suggested timeframe of 2 years (following Council elections) for minor reviews and 4 years for major reviews.

Council completed the minor review of the SCP & CBP after discussion over a number of Concept Forum Sessions between September 2015 and February 2016. The Council then adopted minor variations to both these Plans at the March 2016 OCM i.e.

*"MOVED: CR FORRESTER*

*SECONDED: CR WARR*

*That Council approves amendments to the Community Strategic Plan and the Corporate Business Plan accordingly as attached.*

*Voting 8/0*

*CARRIED*

*Minute Reference: 03/16-11"*

Council has listed *Integrated Strategic Plan Review* to be dealt with at the September Concept Forum Schedule, which was undertaken at the last Concept Forum Session, with the suggested variations to the CBP being listed here for Council to formally consider and adopt.

## COMMENT

The CBP 2016-2019 has been reviewed with Council and staff input. A full review of the ACP & CBP is due in 2017. As part of that review Community engagement is to be included.

**Attachment 1** indicates recommended variations to the existing CBP with new items listed in **RED (without strikethrough)** and items to be removed in **RED (with strikethrough)**.

## STATUTORY ENVIRONMENT

Section 5.56 of the *Local Government Act 1995* states:

*"5.56 Planning for the Future*

- (1) A local government is to plan for the future of the district.*
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district."*

It is intended under the Western Australian Integrated Planning and Reporting Framework that the Strategic Community Plan will replace the Plan for the Future under the process as set out by the *Local Government (Administration) Regulations 1996*.

Section 19C of the *Local Government (Administration) Regulations 1996* states:

*“19C Strategic community plans, requirements for (Act Section 5.56)*

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.*
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —*
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and*
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
  - (c) demographic trends.*
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

*\*Absolute majority required.*
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.”*

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

All projects in the short, medium and long term be included in the Long Term Financial Plan. The projects in the short term and medium term be included in the Corporate Business Plan.

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

The LTFP forms part of the overall Integrated Planning & Reporting requirements of a local government authority and any changes made to the Strategic Community Plan will flow on through to the Corporate Business Plan, LTFP, Asset Management Plan and Workforce Plan.

## **STRATEGIC IMPLICATIONS**

It was clear the Shire's original Integrated Strategic Plans needed improvement as they were lacking in content, integrity and ownership by the Shire.

It would be fair to say the initial Plans were adopted predominantly to appease the legislative deadlines for the completion of the Plans. Unfortunately, it appears, the process to establish the Plans lost its way and the feeling was they did not have any ownership by Council and the community. Hence the reason staff have been working on a review of the plans over the past few years with Councillors to bring some validity, understanding and ownership to these Plans.

This was simply a desktop review undertaken by Councillors and staff. A full review, which will incorporate community consultation will need to occur in 2017.

- **Strategic Community Plan/Corporate Business Plan:**

Below is an extract from the Strategic Community Plan:

### ***"Our Vision***

*The Shire of Chapman Valley comprises a diverse range of people, communities and landscapes. It is imperative that the vision captures the diversity of the area, but is inclusive of all as the Shire moves forward. The community's vision has been developed with a range of input received through the community engagement process. It reflects clear community aspirations for the ten-year period of the Strategic Community Plan.*

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

*The Shire of Chapman Valley's Council vision that was adopted in the 10 Year Future Plan in 2011 is: "To maintain and enhance sustainable growth and prosperity in accordance with the Chapman Valley traditional rural and natural values."*

*It is considered that the community's vision developed for the Strategic Community Plan complements builds upon and now supersedes the previous vision and should be adopted as the Shire Vision also."*

## **CONSULTATION**

As previously mentioned, Council commenced the review process at the September 2016 Concept Forum Session. As part of that information session Council was given a spreadsheet detailing the existing objectives, strategies and outcomes and anticipated timeframes of the CBP and requested to provide feedback. The outcomes being presented to this meeting for consideration.

## **RISK ASSESSMENT**

Having Plans which lack content, integrity and ownership can (and has) result in the Shire being questioned on its future strategic direction. Specifically how this direction is to be resourced.

It is imperative Council work on improving all its Integrated Plans to remove the risk of being accused of lacking strategic direction.

## **VOTING REQUIREMENTS**

Simple Majority

**STAFF RECOMMENDATION**

That Council approves amendments to the Corporate Business Plan as attached.

**COUNCIL RESOLUTION**

**MOVED: CR FARRELL**

**SECONDED: CR HUMPHREY**

That Council approves amendments to the Corporate Business Plan as attached with the inclusion of Nanson townsite being listed in the advocacy section for water supply.

**Voting 7/0  
CARRIED  
Minute Reference 10/16-9**

*Reason for deviation from the Staff Recommendation: To include Nanson townsite in the Corporate Business Plan.*

Shire of Chapman Valley Integrated Strategic Planning Review		Project Timeline						
Our Vision		We are a thriving community, making the most of our coastline, ranges and rural settings to support us to grow and prosper.						
Focus Area	Objectives	Strategy	Outcome	Completed	Short-term June 2017	Medium-term June 2019	Long-term 2020 and beyond	No timeline
<b>Focus Area One</b>	<b>Economic: Business Development and Attraction</b> We want to be able to spend our money locally and encourage others to do the same	Ensure planning and procedures are in place to promote the establishment of retail outlets are established at strategic locations within the Shire	We can help to grow the local economy					Advocate for the establishment of a privately run general store.
	Ensure planning and procedures are in place to promote and develop tourism in the Shire, including cottage industries, caravan park and events	Ensure planning and procedures are in place to promote and develop tourism in the Shire, including cottage industries, caravan park and events	Showcasing our attractions increases the number of people visiting our area	Historical Society Shed Extensions	Tourist Brochure / Map			Staff assistance and involvement in the Tourism Working Group in initial stages if required to help with establishment.
	Utilise the land available in the area for a range of new businesses	Ensure planning and procedures are in place to promote and develop tourism in the Shire, including cottage industries, caravan park and events	Visitors stay longer in our community and short term/casual employees can reside in the Shire	Coronation Beach Upgrades	<del>Chapman Valley Interactions and Extension Project, e.g. wildlife, tours, social media, marketing, Online Platform &amp; Brand Refresh, map and Brochure/Tourism Promotion advertising.</del>	Establishment of RV dump points at strategic locations throughout the Shire e.g. land adjacent to Nabawa Tavern. Involve Tourism Alliance Group regarding locations.		Advocate establishment of Tourist Alliance Group made up of tourist operators
<b>Focus Area Two</b>	<b>Leadership: Engagement and Communication</b> We want a representation and Governance model that reflects our community's unique attributes We want to strengthen our community's position for the future Transparent decision making is important to us	The President and Councillors to be representative of the community and provide strong, well informed and professional leadership Maintain a resilient and independent Shire, which portrays unity and cooperation Active engagement with the community to inform decision making Maintain a strong customer focus	Community confidence and trust in Council Improved participation in elected member training. A sustainable and progressive local government Contribution to how local decisions are managed Effective communication on key decisions		Establishment of a community engagement strategy, including reference to community engagement via social media. Update Asset Management Plan and Long Term Financial Plan, including rationalisation of assets to maximise service delivery. Shop Front trailed from Feb to June 2016 with limited use. Discontinued. Successfully trailed relocation of Ordinary Monthly Council Meetings other than in Nabawa in 2016. Intending to continue. Shop Front trailed from Feb to June 2016 with limited use. Discontinued.			Identify commercial land in the South-West Ward.



Cr Wood and Cr Maluish declared an impartiality interest in this item

<b>AGENDA ITEM:</b>	<b>9.3.3</b>
<b>SUBJECT:</b>	<b>COMMUNITY GROWTH FUND - APPLICATIONS</b>
<b>PROPONENT:</b>	<b>VARIOUS APPLICANTS</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>403.10</b>
<b>PREVIOUS REFERENCE:</b>	<b>NOT APPLICABLE</b>
<b>DATE:</b>	<b>19<sup>th</sup> OCTOBER 2016</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER</b>

## DISCLOSURE OF INTEREST

Nil

## BACKGROUND

Council included in the 2016/2017 Budget an amount of \$30,000 for a Community Growth Fund (CGF).

## COMMENT

The Shire of Chapman Valley Community Growth Fund Advisory Group comprises of the following Council appointed representatives:

Cr Anthony Farrell  
Cr Kirrilee Warr  
Cr Ian Maluish (Proxy)

Chief Executive Officer  
Manager Finance & Corporate Services  
Community Development Officer

The purpose of the Advisory Group is as follows:

*“Evaluate applications received for funding under the Shire of Chapman Valley Community Growth Fund program in accordance with Guidelines, policies and procedures set by Council and make recommendations to Council to allocate funds.”*

A copy of the Unconfirmed Minutes of the CGF Advisory Group is provided at **Attachment 1**.

It was pleasing to see were the submission received exceeded the funds available i.e.

- Total of all Submissions received - \$51,806;
- Total Budget Allocation (including minor annual donations) - \$30,000

This is the first time this has occurred since the introduction of the CGF in 2014/2015.

## STATUTORY ENVIRONMENT

Not relevant

## POLICY IMPLICATIONS

Council has approved the CGF Operational Procedures (see **Attachment 2**) and this was the basis upon which the Group evaluated the applications received.

## FINANCIAL IMPLICATIONS

Council has allocated \$30,000 towards the CGF in the 2016/2017 Budget. The CGF Advisory Group recommendation comes within this Budget amount, therefore there will be no effect on the 2016/2017 financial position.

The intention of the annual allocation of CGF in the Budget is that any residual amount unallocated at 30<sup>th</sup> June each year will not be carried over into the new financial year (i.e. will not accumulate) unless Council determines

otherwise. All unallocated CGF budgeted amounts at the 30<sup>th</sup> June each year will form part of Council's end of financial year position and consideration will be made by Council in the new Budget on what is to be allocated in the forthcoming year to the CGF.

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

No affect envisaged on Council's LTFP

**STRATEGIC IMPLICATIONS**

Supporting Community organisations and individuals in accordance with the CGF Operational Procedures is designed to develop and assist the Chapman Valley community. It is also designed to remove the ongoing, periodical requests for funding assistance requests made to Council.

The Community Development Officer has had regular dialogue with the individual groups and individuals within the community to explain the CGF Operational Procedures and will continue to do this.

- **Strategic Community Plan/Corporate Business Plan:**

Objective	Strategy	Outcome
We want inclusive communities	Develop community facilities to provide gathering places, including community centre, swimming pools	Stronger, inclusive communities across the Shire

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL RESOLUTION / ADVISORY GROUP RECOMMENDATION**

**MOVED: CR FARRELL**

**SECONDED: CR MALUISH**

Council receives the Minutes of the Community Growth Fund Advisory Group held on 7 October 2016 endorse all recommendations within these Minutes (see **Attachment 1**).

**Voting 7/0  
CARRIED  
Minute Reference 10/16-10**



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

# UNCONFIRMED MINUTES

**COMMUNITY GROWTH FUND ADVISORY  
GROUP MEETING  
FRIDAY 7 OCTOBER 2016  
COUNCIL CHAMBERS NABAWA  
9.00AM**

The Community Growth Fund Advisory Group is  
comprised of:-

Cr Kirra Warr (Chair)  
Cr Anthony Farrell  
Cr Ian Maluish (Proxy)

Chief Executive Officer  
Manager Finance & Corporate Services  
Community Development Officer  
Executive Services Administrator (Minute Taker)

## 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.

A handwritten signature in black ink, appearing to read 'M. Battilana', is written over a large, stylized, circular flourish.

Maurice Battilana  
**CHIEF EXECUTIVE OFFICER**

# UNCONFIRMED MINUTES

## COMMUNITY GROWTH FUND ADVISORY GROUP MEETING TO BE HELD IN THE COUNCIL CHAMBERS, NABAWA FRIDAY 7<sup>TH</sup> OCTOBER 2016 AT 9.10AM

*Purpose of the Advisory: Evaluate applications received for funding under the Shire of Chapman Valley Community Growth Fund program in accordance with Guidelines, policies and procedures set by Council and make recommendations to Council to allocate funds*

### ORDER OF BUSINESS

#### 1.0 Declaration of Opening / Announcements of Visitors

Cr Farrell welcomed Elected Members and Staff and declared the meeting open at 9.10am.

#### 2.0 Record of Attendance

##### 3.1 Present

Member	
Cr Anthony Farrell	Presiding Member
Cr Ian Maluish	Member (Proxy)
Simon Lancaster	Deputy Chief Executive Officer
Dianne Raymond	Manager of Finance & Corporate Services
Nicole Batten	Community Development Officer
Karen McKay	Executive Services Administrator (Minute Taker)

##### 3.2 Apologies

Name	
Mr Maurice Battilana	Chief Executive Officer
Cr Kirrilee Warr	Presiding Member

#### 3.0 Disclosure of Interest

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."*

Cr Maluish declared an impartiality interest being a member of the Parkfalls Resident's Association.

Mrs Batten declared an impartiality interest being a member of CABY and Chapman Valley Stud Breeders Association.

#### 4.0 Petitions / Deputations / Presentations

Nil

#### 5.0 Agenda Items

##### 5.1 Consideration of Applications Received and Recommendation to Council.

- A copy of the Council approved "Community Growth Fund Operational Procedures – Policy 5.20" is attached for Committee guidance in evaluating applications.
- Copies of all applications are supplied under separate cover for Committee consideration.

#### ADVISORY GROUP RECOMMENDATION

**MOVED: CR MALUISH**

**SECONDED: CR FARRELL**

Council endorses the following funding allocation under the Shire of Chapman Valley's Community Growth Funds for 2016/2017:

Applicant	Project Name	CGF \$ Request ex GST	Applicant contribution on Cash / IK	Other Cash Sources & Status	Total Project \$ Ex GST	Project Summary
CABY	BBQ Area @ YCC	\$1,500	\$1,000 C \$1,200 IK	\$1,500 CBH Confirmed	\$5,200	Install BBQ area outside YCC & tennis courts with running water. Replace old BBQ with new. The YCC is now the hub of all community meetings & weekly activities as there is no other suitable venue. Funds will contribute to purchase BBQ/stainless sink kit, installation materials, and solar light.
Advisory Group: Fully supportive of project						
CV Historical Society	Signage to recognise Historic Sites on Old Wokarena to Yuna Railway Line	<del>\$8,535</del> \$5780	\$1,500 IK	Menshed for installation assistance. Pending	\$10,035	Installing interpretational signage with photo's to highlight three commonly unnoticed historical railway sites that link to the railway carriage display within the museum. Raise awareness of importance of railway in CV history & iconic links it creates throughout CV. Three sites include: Old Railway Bridge Nanson, Nanson Weighbridge, Nabawa Weighbridge.
Advisory Group: supportive of the two Nanson sites and other sites to be considered when access to sites better available						
Chapman Valley Menshed	Video Security for the shed	\$496	\$360 IK	\$229 Landcorp	\$1,085	Install a video security system inside and outside the shed including power backup. 4 dummy cameras for the outside and 4 real/night vision cameras with recorder on the inside with power backup. The shed now has a lot more valuable tools and equipment stored on the premise.
Advisory Group: Fully supportive of project						
CV Stud Breeders Assoc.	Nanson Ram Sale Shed Upgrade	<del>\$8,500</del> \$8100	\$2,000 C \$3,300 IK	0	\$13,800	During minor safety upgrades in 2016 it was identified by committee & other users that the sale yard pens require sandblasting to prolong their life. There is also a demand for an extension of 20 pens due to growing sale numbers. The committee will also be improving the wool, grain & fodder area for the CV Show at the same time. See additional info for 3 stage process.
Advisory Group: Fully supportive of project but the Community Growth Fund applications were oversubscribed. Amount requested						

reduced by \$400						
CV Tennis Club	Tennis Fence Replacement	\$7,600	\$2,000 IK	\$20,000 MWDC Pending	\$29,600	The current fence is overdue for replacement and a safety concern. A local contractor has provided costs with tennis members taking on old fence removal and assist in a smaller capacity with new fence installation. The fence will improve the appearance of the area.
Advisory Group: Fully supportive subject to other source funding						
Kitewest	Water safety Coronation beach/ watersport centre – lesson and rental	\$18,450	\$10,000 C+IK	0	\$28,450	Kitewest intend on providing a water safety service to kiteboarders and windsurfers at Coronation beach this summer (Oct 2016– March 2017) by providing a watercraft available for rescues. Our intention is to create a vibrant water sports school to attract local water sports enthusiasts and tourists by providing water sport lessons, rental, water safety service and a location for people to socialise. The CGF project funds will go toward the purchase of a watercraft and trailer for rescue and a sea container to enable us to be on location and water safety service. The sea container will stay on location and be used as storage for all the water sport equipment including the watercraft. It will be converted into a water sport school and serve as a base for all activities. We will store first aid equipment onsite and this will serve as our radio communication base for our instructors.
Advisory Group: Applicant was considered not to meet the criteria of the CGF operational procedures and staff work with the applicant to source other funding opportunities and not for profit alliance partners						
NACC	Nanson guided bird walk as part of the Australian Backyard Bird Count 2016	\$225	\$120 IK Incl Nanson Museum	0	\$345	The grant will be used to cover the cost of catering for a guided bird walk and talk at the Nanson Heritage Museum as part of National Birdweek's Aussie Backyard Bird Count (ABBC) event. Our aim of this event is to raise awareness of National Birdweek and to get local community, especially primary school kids, interested in birdlife in and around their home. A local bird guide will have a talk/presentation about common birds in the area, then head towards the Chapman River where we will follow the Nanson River Run trail to spot birds and record them.
APPLICATION WITHDRAWN – 6 OCTOBER 2016						
Parkfalls Residents Association	ENTRY Statement – Bill Hemsley Park	\$6,500 \$6100	\$2,500 IK	0	\$9,000	To provide an entry statement with appropriate graphics at the entrance to Bill Hemsley Park and building. The project will include a visual acknowledgement of the history of the area.
Advisory Group: Fully supportive of project but the Community Growth Fund applications were oversubscribed. Amount requested reduced by \$400						
TOTAL		\$51,806 \$29,576				

- That the Community Growth Fund Operational Procedures be reviewed prior to the next round of applications to remove inconsistency's and simplify the document for applicants to meet the criteria.

The following concerns were expressed by members of the Advisory Group, which need to be improved upon in future CGF Rounds:

- a) Some applications were not signed by the applicant;
- b) Supporting letters not supplied by the applicant;
- c) Check Box area to being completed;
- d) Application Form can be confusing in some areas (e.g. GST). Staff to improve this to ensure there is no confusion.

**CARRIED**  
**Voting 5/0**  
**Minute Ref: CGF 10/16-01**

**6.0 General Business**

Nil

**7.0 Closure**

The chairman thanked the Committee members and staff for their attendance and declared the meeting closed at 10.02am

## Community Growth Fund Project Submission Summary 2016/17

Applicant	Project Name	CGF \$ Request ex GST	Applicant contribution Cash / IK	Other Cash Sources & Status	Total Project \$ Ex GST	Project Summary
CABY	BBQ Area @ YCC	\$1,500	\$1,000 C \$1,200 IK	\$1,500 CBH Confirmed	\$5,200	Install BBQ area outside YCC & tennis courts with running water. Replace old BBQ with new. The YCC is now the hub of all community meetings & weekly activities as there is no other suitable venue. Funds will contribute to purchase BBQ/stainless sink kit, installation materials, and solar light.
CV Historical Society	Signage to recognise Historic Sites on Old Wokarina to Yuna Railway Line	\$8,535	\$1,500 IK	Menshed for installation assistance. Pending	\$10,035	Installing interpretational signage with photo's to highlight three commonly unnoticed historical railway sites that link to the railway carriage display within the museum. Raise awareness of importance of railway in CV history & iconic links it creates throughout CV. Three sites include: Old Railway Bridge Nanson, Nanson Weighbridge, Nabawa Weighbridge.
Chapman Valley Menshed	Video Security for the shed	\$496	\$360 IK	\$229 Landcaorp	\$1,085	Install a video security system inside and outside the shed including power backup. 4 dummy cameras for the outside and 4 real/night vision cameras with recorder on the inside with power backup. The shed now has a lot more valuable tools and equipment stored on the premise.
CV Stud Breeders Assoc.	Nanson Ram Sale Shed Upgrade	\$8,500	\$2,000 C \$3,300 IK	0	\$13,800	During minor safety upgrades in 2016 it was identified by committee & other users that the sale yard pens require sandblasting to prolong their life. There is also a demand for an extension of 20 pens due to growing sale numbers. The committee will also be improving the wool, grain & fodder area for the CV Show at the same time. See additional info for 3 stage process.
CV Tennis Club	Tennis Fence Replacement	\$7,600	\$2,000 IK	\$20,000 MWDC Pending	\$29,600	The current fence is overdue for replacement and a safety concern. A local contractor has provided costs with tennis members taking on old fence removal and assist in a smaller capacity with new fence installation. The fence will improve the appearance of the area.
Kitwest	Water safety Coronation beach/watersport centre – lesson and rental	\$18,450	\$10,000 C+IK	0	\$28,450	Kitwest intend on providing a water safety service to kiteboarders and windsurfers at Coronation beach this summer (Oct 2016 – March 2017) by providing a watercraft available for rescues. Our intention is to create a vibrant water sports school to attract local water sports enthusiasts and tourists by providing water sport lessons, rental, water safety service and a location for people to socialise. The CGF project funds will go toward the purchase of a watercraft and trailer for rescue and a sea container to enable us to be on location and water safety service. The sea container will stay on location and be used as storage for all the water sport equipment including the watercraft. It will be converted into a water sport school and serve as a base for all activities. We will store first aid equipment onsite and this will serve as our radio communication base for our instructors.
INACC	Nanson guided bird walk as part of the Australian Backyard Bird Count 2016	\$225	\$120 IK Incl Nanson Museum	0	\$345	The grant will be used to cover the cost of catering for a guided bird walk and talk at the Nanson Heritage Museum as part of National Birdweek's Aussie Backyard Bird Count (ABBC) event. Our aim of this event is to raise awareness of National Birdweek and to get local community, especially primary school kids, interested in birdlife in and around their home. A local bird guide will have a talk/presentation about common birds in the area, then head towards the Chapman River where we will follow the Nanson River Run trail to spot birds and record them.
Parkfalls Residents Association	ENTRY Statement – Bill Hemsley Park	\$6,500	\$2,500 IK	0	\$9,000	To provide an entry statement with appropriate graphics at the entrance to Bill Hemsley Park and building. The project will include a visual acknowledgement of the history of the area.
<b>TOTAL</b>		<b>\$51,806</b>				

**Note: 2016/2017 Council Budget Account 3222 Allocation \$30,000**

MANAGEMENT PROCEDURE No.	CMP-067
MANAGEMENT PROCEDURE	COMMUNITY GROWTH FUND – OPERATIONAL
RESPONSIBLE DIRECTORATE	ADMINISTRATION
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	5.20
RELEVANT DELEGATIONS	

**OBJECTIVES:****INTRODUCTION**

The Shire of Chapman Valley allocates an annual budget amount to form the Community Growth Fund (CGF). The fund provides the Shire of Chapman Valley the opportunity to support and assist services, activities and programs throughout the Shire.

The intention of the CGF is for funds to be fully allocated within each financial year and there will not be any accrual of unallocated funds beyond the 30<sup>th</sup> June each year.

In the event there are residual unallocated funds at the 30<sup>th</sup> June each year these funds will form part of the Shire's End of Financial position and a new amount placed into the Draft Budget for Council consideration for the forthcoming financial year.

**AIM**

The Shire of Chapman Valley Community Growth Fund is to provide funds to not for profit community based organisations, event organisers and individuals to support the promotion and development of social, economic, recreational, art and cultural projects for the benefit of residents of the Shire of Chapman Valley.

**1. OBJECTIVES**

The Objectives of the Chapman Valley Community Growth Funds are to:

- Assist the efficiency of operations of community groups by improving organisational development, asset purchases, marketing and management.
- Encourage partnerships fostering cooperative planning between groups to maximise effective use of resources
- Increase the range of and access to quality events, activities, services and groups within the Shire of Chapman Valley.
- Support community development initiatives and socially responsible community approaches.
- Encourage the community to actively promote Chapman Valley's positive attributes.
- Encourage the development of excellence and leadership in recreational, sporting, economic, tourist, environmental, skill/capacity building and cultural pursuits.

One of the most effective means of promoting community development is through the use of volunteers and non-government organisations. The Shire of Chapman Valley acknowledges and supports the contribution that community members make of their time, labour and expertise toward improving our community's quality of living.

**2. RESPONSIBILITY**

The responsibility for the selection and approval of successful grant applications rests with the Chapman Valley Shire Council who will meet to determine funding allocations. Shire staff plays an important role liaising with CGF applicants to ensure submissions meet criteria described in this guide, and to manage the payment of grants.

**3. CRITERIA**

- Arts, culture & entertainment
- Disability Services
- Youth & family services
- Seniors
- Event management & sponsorship
- Natural environment & cultural heritage
- Tourism & promotion
- Sport and recreation
- Health
- Crime prevention & community safety
- Monuments & projects to commemorate
- Events or people
- Upgrading community facilities
- Skill & capacity building

**4. ESSENTIAL ELIGIBILITY CRITERIA**

**In order to be eligible for funding an organisation must:**

- Council shall consider requests for donations on their individual merit however, generally will decline appeals for applications:
  - ~ of a State or National nature, or
  - ~ if they are not concerned or connected with the Chapman Valley area.
- Be a non-profit organisation and, depending on amount of grant requested, be able to supply audited accounts and annual reports
- Demonstrate a substantial degree of community support and representation
- Undertake to give due recognition to the Shire of Chapman Valley for its contribution to their activities
- Reflect the objectives and strategy of the larger association (Local, Regional, State or National). E.g. Tennis West ...and Shire of Chapman Valley Strategic Community Plan <http://www.chapmanvalley.wa.gov.au>
- Agree to complete a specified evaluation report. *Failure to do so may render the applicant ineligible for future funding.*
- As a general principle, funds for any project will only be considered where maximum Government (State and Federal) funding has been obtained, the Club, or Organisation, is ineligible for Government funding, or Government funding has been refused (in whole or part).
- Council will be seeking evidence of procurement of, or attempted procurement of, Government grant monies.
- It must be demonstrated that Council funding is necessary to the success of the project.

- Detailed project financial information including budget estimates, quotes etc. accompanied by project drawings and specifications, to a satisfactory standard, must be provided.
- Detailed financial information about the Club or Organisation will also need to be provided. Such information will need to include financial statements.

**In order to be eligible for funding an individual must:**

- Achieve or demonstrate recognition in their field of endeavour at a State, National or International level. Recognition at a regional level may be considered in special circumstances
- Demonstrate a substantial degree of community support
- Provide a letter of support from the Association or Organisation relevant to their field of endeavour
- Provide the names and contact details of two referees
- Undertake to give due recognition to the Shire of Chapman Valley for its contribution to their activities
- Agree to complete a specified evaluation report. *Failure to do so may render the person ineligible for future funding.*
- Funding application requests for individuals will only be to a maximum of \$1000.00

**5. APPLICATIONS**

Applications will only be considered if they are submitted on the CGF Application Form and completed in full. Projects are expected to be conducted within the Shire of Chapman Valley with possible exception of funding to outstanding individuals. Check the Application Form to see if you are required to provide additional information such as:

- Membership information
- Funding profile and non-profit status
- Clear description of your project's broad community benefits
- Marketing intentions and acknowledgment of Shire of Chapman Valley contribution
- Project budget including details of matching funding

**6. FUNDING REQUIREMENTS**

**A. MINOR GRANTS - Requests under \$2000**

Typically used for small purchases. Written applications must clearly state:

- amount requested;
- grant purpose;

Other documents we require are:

- Financial statement for the most recently completed financial year
- The most recent annual report or an equivalent document, such as the President's report, outlining activities of the organisation
- Two (2) quotations for all items

**B. GENERAL GRANTS and EVENT SPONSORSHIP– Over \$2,000**

Grant requests over \$2,000 will suit community-based organisations seeking management funding (to assist with the running of your organisation – including wages & honorariums) or project funding (to help your organisation plan and conduct activities).

Some applications for grants in excess of \$10,000 may be deemed inappropriate under the Community

Growth Fund guidelines and redirected to other funding avenues, such as the Ministry of Sport and Recreation 'Community Sporting and Recreation Facilities Fund' (CSRFF), or Lotterywest. Please discuss grant applications for major capital works (e.g. clubroom renovations/upgrades, new facilities) with the Community Services Manager.

Your event need not be considered a major cultural or sporting activity to qualify for funding. For example, you may plan to coordinate a conference or forum aimed at a specific audience or addressing a particular issue. Because your event is likely to attract visitors to the district, and help your organization build networks and broaden it's knowledge base, it is likely to be considered as worthy of funding assistance.

Sponsorship can also be provided in the form of wages for an event co-ordinator or honorarium.

Please discuss your event plans with the Community Development Officer.

### **C. WHAT WON'T BE FUNDED**

- Private and commercial business' and organisations
- Applications which are not completed on the CGF form.
- General **ongoing** operational costs of organisations such as, wages, salaries, rent, utilities, etc.
- Political organisations or events.
- Projects or facilities which have none or limited public access.
- Projects or activities which are considered to be hazardous.
- Organisations who have failed to comply with the acquittal process or guidelines for previous grants.

## **7. ASSESSMENT AND APPROVAL PROCESS**

### **ACKNOWLEDGMENT OF APPLICATIONS**

Applications for grants received by the Shire of Chapman Valley on or before the closing date will be registered and an acknowledgment of their receipt sent to applicants.

### **ASSESSMENT PROCESS**

The Community Growth Fund Committee members will have access to a full copy of all valid applications.

### **ASSESSMENT CRITERIA**

Eligible organisations and individuals will be ranked and prioritised by examining each of the following:

- Ability to achieve tangible and/or measurable outcomes for the benefit of the Shire of Chapman Valley community;
- Effort for cooperative and partnership arrangements with others;
- Relevance to the current issues and status of the community;
- Evidence of consultations with relevant others in and out of Chapman Valley;
- Levels of volunteer participation and wider community participation;
- Funding history and profile, and capacity to make a significant financial or in-kind contribution to the project;
- Other state/ federal funding available to the applicant;
- Alignment and/or linkages with Local, Regional, State or National Strategic Plans or Objectives of associated organisations.

### **NOTIFICATION OF OUTCOME**

All applicants will be notified in writing of the success or otherwise of their application, as soon as Council

has finalised its funding commitment. Commencement of the project or expenditure of expected funds must not take place until this notification is received in writing.

#### **PUBLICITY**

The Shire of Chapman Valley may use your event, project or activity for publicity purposes and if so will ask for promotional material to be used.

#### **FREEDOM OF INFORMATION**

Applications for funds and other written information provided to Council will be treated confidentially. However, the provisions of the *Freedom of information Act, 1982*, apply to all documents held by the Shire of Chapman Valley.

### **8. DISBURSEMENT OF GRANTS**

Where Council considers the information provided by the applicant in accordance with these guidelines to be satisfactory, the provision of any funds will be in accordance with the following;

- payment will only be made at the conclusion of the project, subject to supply of final report and tax invoice, in strict accordance with the determination as to amount and conditions set by Council; unless otherwise agreed upon.
- Council reserves the right to approve/decline any application irrespective of previous decisions of a similar nature and no prior decision in any way or manner can be construed as setting a precedent.

### **9. GRANT CONDITIONS**

#### **PERIOD OF FUNDING**

Community Growth Fund grants become available from 1 September and must be expended by 30 June following, unless agreed otherwise at the outset **OR** a written request for an extension and carry-over of funds is made to, and approved by, the Chapman Valley Shire Council. Advertisements will be called in August of each year.

#### **PURPOSE OF GRANT**

Funds are allocated only for the purpose of the project as described in the application and must not be used for any other purpose or transferred or assigned to any other party without the prior approval of the Council.

#### **UNSPENT FUNDS**

Funds which are unspent at the conclusion of the funding period must be returned to Council within 60 days of the completion of the project, activity or event, or the end of the financial year, whichever occurs first. If you anticipate a surplus of funds and have plans for its expenditure you are advised to seek Council approval, bearing in mind the expectation that any secondary project will also have broad benefits to the community.

#### **ABN/GST REGISTERED**

Incorporated applicants must have an ABN. GST registration is not essential; however the Shire is obliged to meet all relevant GST legislative requirements. Please ensure your budget indicates whether GST is included.

### **10. EVALUATION AND ACQUITTAL**

Groups, organisations or individuals receiving grants from the Community Growth Fund must submit to Council acquittal and evaluation of the outcomes of the grant provided by Council within 30 days of either the conclusion of the project or activity, or the end of the financial year, whichever falls first.

Information to be provided will include:

**FINANCIAL REPORT**

- A statement of actual and budgeted expenditure in relation to the grant. For grants of \$10,000 and over, this statement must be audited.
- Copies of supporting documentation such as of receipts, invoices, accounts and financial statements

**GRANT EVALUATION**

Recipients of the grant will be asked to assess their performance according to the following indicators:

- Be a non-profit organisation and, depending on amount of grant requested, be able to supply audited accounts and annual reports.
- The level of public awareness of their activity or project.
- Public presentations (number held / attendance levels).
- Amount/type of media coverage generated.
- Involvement of volunteers.
- Demonstrate a substantial degree of community support and representation.
- Reflect the objectives and strategy of the larger association (Local, Regional, State or National).
- Agree to complete a specified evaluation report. *Failure to do so may render the applicant ineligible for future funding.*
- Maximum Government (State and Federal) funding has been obtained.
- Undertake to give due recognition to the Shire of Chapman Valley for its contribution to their activities
- To be used for projects upon land under the care, or control, of Council; unless it otherwise determines
- Demonstrated that Council funding is necessary to the success of the project

Tangible evidence to support performance indicators may be submitted such as photos, press clippings, copies of fliers, newsletters, documents produced etc.

**Failure to satisfactorily complete performance evaluation and acquittals may disqualify recipients from further grants from the Community Growth Fund.**

**ADDITIONAL EXPLANATORY NOTES:**

**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES):**

<b>Adopted – Council Resolution:</b>	<b>08/14-10</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>11/14-11</b>
	<b>05/15-23</b>
	<b>06/15-18</b>

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

Nil

**11.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

11.1 Elected Member Reports

Cr Warr advised that she had attended a debrief after the 2016 Chapman Valley Show and the Chapman Valley Agricultural Society are happy with the contribution from Council.

Cr Forrester advised that she and Cr Warr had attended a working group meeting for the Online Platform and Brand Refresh.

**12.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY A DECISION OF THE COUNCIL**

Nil

**13.0 MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC**

Nil

**14.0 CLOSURE**

The Chairman thanked the Elected Members and Staff for their attendance and the meeting was closed at 10.20am.