

# ORDINARY COUNCIL MEETING

## Minutes

Meeting Date Thursday 22 May 2025

Meeting Time 9:00 am

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

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



SHIRE OF

**Chapman Valley**

*love the rural life!*

**Jamie Criddle**  
Chief Executive Officer

# Strategic Community Plan 2022-2032



## Snapshot

### OUR VISION

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

### OUR VALUES

Ethical, Honest, Integrity,  
Leadership, Respectful, Trustful



### COMMUNITY, HEALTH & LIFESTYLE

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



### ECONOMY & POPULATION

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



### ENVIRONMENT & SUSTAINABILITY

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



### PHYSICAL & DIGITAL INFRASTRUCTURE

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



### GOVERNANCE & ACCOUNTABILITY

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

## ACKNOWLEDGEMENT OF COUNTRY

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

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

## AUDIO RECORDING OF MEETING

In accordance with Regulation 14(l) of the Local Government (Administration) Regulations 1996, Band 3 & 4 Local Governments are required to make and retain audio recordings of all Council meetings.

All Council meetings are electronically recorded for minute taking purposes, including when Council resolves to close a meeting to the public, in accordance with s 5.23 of the Local Government Act 1995, and 'Proceed behind Closed Doors'.

Recordings of open proceedings will be published on the local government's website within 14 days of the meeting taking place. All recordings are retained as part of the Shire's records in accordance with the State Records Act 2000, Local Government Act 1995 & Administration Regulations.

## 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.

## Table of Contents

<b>1</b>	<b>Declaration of Opening &amp; Announcements of Visitors .....</b>	<b>6</b>
<b>2</b>	<b>Announcements from the Presiding Member.....</b>	<b>6</b>
<b>3</b>	<b>Record of Attendance.....</b>	<b>6</b>
<b>3.1</b>	<b>Attendees.....</b>	<b>6</b>
<b>3.2</b>	<b>Apologies.....</b>	<b>6</b>
<b>3.3</b>	<b>Previously Approved Leave of Absence (By Resolution of Council) .....</b>	<b>7</b>
<b>4</b>	<b>Public Question Time .....</b>	<b>7</b>
<b>4.1</b>	<b>Response to Previous Public Questions on Notice.....</b>	<b>7</b>
<b>4.2</b>	<b>Public Question Time .....</b>	<b>7</b>
<b>5</b>	<b>Applications for Leave of Absence .....</b>	<b>7</b>
<b>6</b>	<b>Disclosure of Interest .....</b>	<b>7</b>
<b>7</b>	<b>Presentations .....</b>	<b>7</b>
<b>7.1</b>	<b>Petitions.....</b>	<b>7</b>
<b>7.2</b>	<b>Presentations .....</b>	<b>7</b>
<b>7.3</b>	<b>Deputations .....</b>	<b>7</b>
<b>8</b>	<b>Confirmation of Minutes from Previous Meetings .....</b>	<b>8</b>
<b>8.1</b>	<b>Ordinary Council Meeting held on 28 April 2025 .....</b>	<b>8</b>
<b>9</b>	<b>Items to be dealt with En Bloc .....</b>	<b>8</b>
<b>10</b>	<b>Officer Reports .....</b>	<b>9</b>
<b>10.1</b>	<b>Deputy Chief Executive Officer.....</b>	<b>9</b>
<b>10.1.1</b>	<b>Proposed Second-Hand Dwelling &amp; Sea Container Outbuilding - 241 (Lot 96) Eliza Shaw Drive, White Peak.....</b>	<b>9</b>
<b>10.2</b>	<b>Manager of Finance &amp; Corporate Services.....</b>	<b>19</b>
<b>10.2.1</b>	<b>Financial Management Report .....</b>	<b>19</b>
<b>10.2.2</b>	<b>Differential Rating 2025-2026 .....</b>	<b>21</b>
<b>10.3</b>	<b>Chief Executive Officer.....</b>	<b>26</b>
<b>10.3.1</b>	<b>Strategic Community Plan - Desktop Review 2025.....</b>	<b>26</b>
<b>10.3.2</b>	<b>Council Policy &amp; Procedure Review 2025.....</b>	<b>32</b>
<b>11</b>	<b>Elected Members Motions .....</b>	<b>36</b>
<b>12</b>	<b>New Business of an Urgent Nature Introduced by Decision of the Meeting.....</b>	<b>36</b>

<b>12.1 Local Government Elections 2025 .....</b>	<b>36</b>
<b>13 Announcements by Presiding Member Without Discussion .....</b>	<b>40</b>
<b>14 Matters for which Meeting to be Closed to Members of the Public.....</b>	<b>40</b>
<b>15 Closure .....</b>	<b>41</b>

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

The President welcomed elected members, staff and visitors to the council meeting and declaring the meeting open at 9:05 am.

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

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

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

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

Nil

## **3 Record of Attendance**

### **3.1 Attendees**

The following attended the council meeting:

#### **Elected Members**

Cr Nicole Batten (President)  
Cr Trevor Royce (Deputy President)  
Cr Philip Blakeway  
Cr Elizabeth Elliott-Lockhart  
Cr Catherine Low  
Cr Emma Rodney

#### **Officers**

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

#### **Visitors**

Nil

### **3.2 Apologies**

Nil

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

Nil

## **4 Public Question Time**

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

Nil

### **4.2 Public Question Time**

Nil

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

Nil

## **6 Disclosure of Interest**

Nil

## **7 Presentations**

### **7.1 Petitions**

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

### **7.2 Presentations**

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

### **7.3 Deputations**

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

## 8 Confirmation of Minutes from Previous Meetings

### **Council Resolution**

**Moved:** Cr Emma Rodney    **Seconded:** Cr Philip Blakeway

That the Minutes of the Ordinary Council Meeting held on 28 April 2025 be confirmed as true and accurate.

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

**Against** Nil

6 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2025/05-1**

## 9 Items to be dealt with En Bloc

Nil

## 10 Officer Reports

### 10.1 Deputy Chief Executive Officer

<b>10.1.1</b>	<b>Proposed Second-Hand Dwelling &amp; Sea Container Outbuilding - 241 (Lot 96) Eliza Shaw Drive, White Peak</b>
<b>Department</b>	Development Service Planning
<b>Author</b>	Simon Lancaster
<b>Reference(s)</b>	A1419
<b>Attachment(s)</b>	1. Application [10.1.1.1 - 23 pages]

#### Voting Requirements

Simply Majority

#### Staff Recommendation

That Council grant formal planning approval for the siting of a second-hand transportable building and sea container upon 241 (Lot 96) Eliza Shaw Drive, White Peak and the undertaking of external and internal works to create a residence and outbuilding subject to the following conditions:

- 1 Development shall be in accordance with the attached approved plans dated 22 May 2025 and subject to any modifications required as a consequence of any condition(s) 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 All external works forming part of this development are to be completed within 12 months of the siting of either the second-hand building or sea container upon Lot 96, and must be completed to the satisfaction of the local government.
- 4 The exterior materials/colours of the development are to be consistent or complementary in colour with the surrounding natural landscape features, and to a finish, to the satisfaction of the local government.
- 5 Landscaping is required to be installed and maintained about the development for the purpose of softening the visual impact of the structure to the satisfaction of the local government.
- 6 The second hand building must not be occupied until it is compliant with the Class 1 requirements of the National Construction Code - Building Code of Australia.
- 7 The space between the ground level and the floor level shall be suitably enclosed with skirting materials that are consistent or complementary in colour with the building, and be to a finish, to the satisfaction of the local government.
- 8 All stormwater is to be disposed of on-site to the approval of the local government.
- 9 Any soils disturbed or deposited on site shall be stabilised to the satisfaction of the local government.
- 10 Any lighting devices must be positioned so as to not cause glare to neighbouring properties or vehicles on Eliza Shaw Drive to the satisfaction of the local government.
- 11 A bond of \$5,000 must be lodged by the applicant with the local government prior to the placement of either the second-hand building or sea container upon Lot 96 that will be returned by the local government to the applicant upon completion of the requirements pertaining to the abovementioned conditions within a period of 12 months, and in the event that the works described in the application are not carried out within the 12 month timeframe the bond shall be forfeited to the local government.

Advice Notes:

- (a) In regards to condition 11 should the bond be forfeited then Shire staff will present a report to Council for its consideration outlining how the forfeited bond monies should be expended to address the outstanding conditions.
- (b) If an 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.

### **Council Resolution**

**Moved:** Cr Elizabeth Elliott-Lockhart    **Seconded:** Cr Philip Blakeway

9:07 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council suspend the operation of the following clauses to allow sufficient discussion of item 10.1.1:

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

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

**Against** Nil

6 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2025/05-2**

Discussion was undertaken on the item.

### **Council Resolution**

**Moved:** Cr Trevor Royce    **Seconded:** Cr Philip Blakeway

9:14 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council reinstate the operation of the following clauses to allow sufficient discussion of item 10.1.1:

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

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

**Against** Nil

6 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2025/05-3**

### **Council Resolution**

**Moved:** Cr Katie Low    **Seconded:** Cr Emma Rodney

That Council grant formal planning approval for the siting of a second-hand transportable building and sea container upon 241 (Lot 96) Eliza Shaw Drive, White Peak and the undertaking of external and internal works to create a residence and outbuilding subject to the following conditions:

- 1 Development shall be in accordance with the attached approved plans dated 22 May 2025 and subject to any modifications required as a consequence of any condition(s) 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 All external works forming part of this development are to be completed within 12 months of the siting of either the second-hand building or sea container upon Lot 96, and must be completed to the satisfaction of the local government.
- 4 The exterior materials/colours of the development are to be consistent or complementary in colour with the surrounding natural landscape features, and to a finish, to the satisfaction of the local government.
- 5 Landscaping is required to be installed and maintained about the development for the purpose of softening the visual impact of the structure to the satisfaction of the local government.
- 6 The second hand building must not be occupied until it is compliant with the Class 1 requirements of the National Construction Code - Building Code of Australia.
- 7 The space between the ground level and the floor level shall be suitably enclosed with skirting materials that are consistent or complementary in colour with the building, and be to a finish, to the satisfaction of the local government.
- 8 All stormwater is to be disposed of on-site to the approval of the local government.
- 9 Any soils disturbed or deposited on site shall be stabilised to the satisfaction of the local government.
- 10 Any lighting devices must be positioned so as to not cause glare to neighbouring properties or vehicles on Eliza Shaw Drive to the satisfaction of the local government.
- 11 A bond of \$5,000 must be lodged by the applicant with the local government prior to the placement of either the second-hand building or sea container upon Lot 96 that will be returned by the local government to the applicant upon completion of the requirements pertaining to the abovementioned conditions within a period of 12 months, and in the event that the works described in the application are not carried out within the 12 month timeframe the bond shall be forfeited to the local government.

Advice Notes:

- (a) In regards to condition 11 should the bond be forfeited then Shire staff will present a report to Council for its consideration outlining how the forfeited bond monies should be expended to address the outstanding conditions.
- (b) If an 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.

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

**Against** Nil

**6 / 0**  
**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2025/05-4**

### Disclosure of Interest

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

### Background

Council is in receipt of an application proposing to site a second-hand transportable building upon 241 (Lot 96) Eliza Shaw Drive, White Peak and undertake external and internal works to create a residence. The applicant is also seeking to site a sea container to the side of the building, paint it and construct a freestanding carport between them.

The application has been advertised for public comment and no objections were received. This report recommends approval of the application subject to conditions including the lodgement of a bond by the applicant that would be returned upon completion of the proposed works.

### Comment

Lot 96 is a 1ha property with a 68.85m frontage on the eastern side of Eliza Shaw Drive and is located between the Hester Place and Brown Lane intersections. The rear/eastern corner of the property is situated approximately on the 108m contour and slopes downwards to approximately the 102m contour at its western-most corner.

**Figure 10.1.1.1 – Location Plan of 241 (Lot 96) Eliza Shaw Drive, White Peak**



**Figure 10.1.1.2 – Aerial Photo of 241 (Lot 96) Eliza Shaw Drive, White Peak**



**Figure 10.1.1.3 – View of Lot 96 looking east from Eliza Shaw Drive**



**Figure 10.1.1.4 – View of Lot 96 looking north-east from Eliza Shaw Drive**



The applicant is seeking to site a second-hand, single storey, 4.25m x 14.7m (62.475m<sup>2</sup>) building upon Lot 96 and clad the exterior of the building and construct a timber deck 73.5m<sup>2</sup> verandah at the front of the building and a timber deck 58.8m<sup>2</sup> patio at the rear.

The subsequent 194.8m<sup>2</sup> floor area of the residence would meet with the 200m<sup>2</sup> ancillary dwelling (more commonly known as a 'granny flat') requirements for the 'Rural Residential' zone, thereby providing future flexibility to build a main residence in front of what would later become the 'granny flat'.

The applicant is also seeking to site a sea container at a distance of 10.55m from the side/south of the second-hand building and paint it to match the residence. They also propose to site a rainwater tank and construct a freestanding 6m x 8m (48m<sup>2</sup>) carport between the second-hand building and the sea container.

The development would be sited on the highest point of Lot 96 in the rear/south-eastern corner, and would be setback 15m from the rear boundary and 15m from the side/southern boundary at its closest point.

The applicant has advised that the estimated time of completion for the development would be approximately 6 months.

A copy of the applicant's supporting letter, submitted plans and photographs of the second-hand building are provided as **Attachment 10.1.1.1** to this report.

There has been a mixed experience with second-hand buildings in the White Peak and Waggrakine area.

There are several examples of second-hand buildings being sited where the proposed external works have been completed in a timely manner. In these instances the final development is not considered to have had a negative impact on the amenity of the surrounding area which is dominated by new built form.

There have also been examples of second-hand buildings being sited upon properties without approval, and other instances where second-hand buildings have been approved subject to external improvement works and these have not been undertaken/completed for several years. This has led to complaints from neighbors and the need for the Shire to undertake legal action to resolve these matters.

In the event that Council were to approve the application, it is recommended that a condition be imposed requiring the applicant to lodge a bond with the Shire to provide motivation for the proposed external works to be completed in a timely fashion.

In applications such as this, it is reasonable to comment that a level of faith is required by Council that the applicant will complete the works as they have proposed, and in the timeframe as proposed. Where this does not occur, then the open, sloping nature of the locality will result in the development being highly visible to the surrounding landowners and passing local traffic who would have a level of expectation concerning their suburb and its amenity.

In the event that Council considers that the application should be refused then it may find the following wording appropriate:

*"That Council refuse the application to site a second-hand transportable building and sea container upon 241 (Lot 96) Eliza Shaw Drive, White Peak, and undertake external works/extensions for the following reasons:*

- 1 The development is considered contrary to Sections 9 & 37, Schedules 5 & 6 and Table 1 of the Shire of Chapman Valley Local Planning Scheme No.3.*

- 2 *The development is considered contrary to Clause 67 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.*
- 3 *Council is not satisfied that sufficient justification has been provided to warrant a consideration under the Shire of Chapman Valley Second Hand & Repurposed Buildings Local Planning Policy.*
- 4 *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 rural residential amenity of the locality.*

*Advice Note: If an 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**

The report complies with the requirements of the:

Shire of Chapman Valley Local Planning Policy

Shire of Chapman Valley Local Planning Scheme No.3

*Planning & Development (Local Planning Schemes) Regulations 2015*

241 (Lot 96) Eliza Shaw Drive, White Peak is zoned 'Rural Residential 1' under the Shire of Chapman Valley Local Planning Scheme No.3 ('the Scheme') the objectives for which are listed in Table 1 as being:

- *To provide for lot sizes in the range of 1 ha to 4 ha.*
- *To provide opportunities for a range of limited rural and related ancillary pursuits on rural-residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land.*
- *To set aside areas for the retention of vegetation and landform or other features which distinguish the land."*

The proposed development meets the definition of a 'Second Hand Dwelling' which is defined by the Scheme as follows:

*"second hand dwelling means a dwelling that has been in a different location, and has been dismantled and transported to another location, but does not include a new modular or transportable dwelling."*

'Second Hand Dwelling' is listed under the Scheme as a use that must be advertised for comment prior to being presented to Council for its determination in the 'Rural Residential' zone.

Section 9 of the Scheme states:

*"The aims of this Scheme are to –*

*(a) provide for a variety of lifestyle opportunities;...*

*...(d) protect, preserve and enhance the environment, natural and cultural heritage, and landscape and streetscape values."*

Section 37 'Appearance of Land and Buildings' of the Scheme states:

- (1) *Unless otherwise approved by the local government, no person shall erect any building or other structure which by reason of colour or type of*

- materials, architectural style, height or bulk, ornament or general appearance, has an exterior appearance which is out of harmony with existing buildings or the landscape character of the area.*
- (2) *All buildings and land on which they are located within the Scheme area shall be maintained in a manner, which preserves the amenity of the surrounding locality to the satisfaction of the local government.*
- (3) *Where in the opinion of the local government an activity is being undertaken that results in the appearance of the property having a deleterious effect on the amenity of the area in which it is located, the local government shall require the owner or occupier to restore or upgrade the conditions of that property to a standard commensurate with those generally prevailing in the vicinity.”*

Schedules 5 & 6 of the Scheme provides the site and development requirements relating to the Rural Residential zone, and notes the following of relevance to this application:

*“Schedule 5*

*Rural Residential*

(2) *Buildings*

- (b) *All buildings constructed on the land shall be sympathetic to existing landscape features, predominantly landform, vegetation and amenity in terms of their design, height, location, material and cladding colours....*
- ...(d) *Only one dwelling is permitted on any lot within the Rural Residential and Rural Smallholding zone, although the local government may, at its discretion, also approve one ancillary accommodation unit.*
- (e) *No dwelling shall be constructed or approved for construction unless an approved method of on-site effluent disposal suitable for long-term usage has been incorporated into the approved plans, and is in a location, to the satisfaction of the local government in consultation with the Department of Health.”*

*“Schedule 6*

*Rural Residential 1*

- (5) *Prior to the commencement of any development on any lot, the local government may require each lot owner to prepare a tree planting and maintenance program with the intention of screening building structures and rehabilitating and revegetating the land without restricting approved activities/operations.”*

Clause 67 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the following relevant matters to be considered by Council in considering a development application:

- “(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...*
- ...(g) any local planning policy for the Scheme area;*
- (h) any structure plan or local development plan that relates to the development;...*
- ...(m) the compatibility of the development with its setting including -*
- (i) the compatibility of the development with the desired future character of its setting; and*
- (ii) the relationship of the development 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 development;*
- (n) *the amenity of the locality including the following —*
    - (i) *environmental impacts of the development;*
    - (ii) *the character of the locality;*
    - (iii) *social impacts of the development;...*
  - ...(p) *whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;...*
  - (x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
  - ...(y) *any submissions received on the application;...*
  - ...(zb) *any other planning consideration the local government considers appropriate.”*

### **Policy/Procedure Implications**

A Policy or Procedure is affected:

Planning and Development Policy & Procedures

Part 2 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* 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.

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 the Council will 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 warrants a concession and the variation granted will not set an undesirable precedent for future development.

The Shire of Chapman Valley Second Hand & Repurposed Buildings Local Planning Policy has the following objectives:

- “3.1 *To ensure that any development proposing to use a second hand building or repurposed building or second hand cladding material meets acceptable aesthetic and amenity requirements in the locality for which it is proposed.*
- 3.2 *To ensure that any second hand building or repurposed building or second hand cladding does not detract from an existing (or reasonably desired) streetscape.*
- 3.3 *To enable the local government to retain such monies (bonds) to ensure the desired standard of development is achieved.*
- 3.4 *To address the issue of exposure risks from asbestos cement cladding.”*

A copy of the policy can be viewed on the Shire website at the following link:

[SoCV LPP 1 5 Second Hand and Repurposed Buildings.pdf](#)

The policy has the following general requirements:

- “5.1 *The use of second hand cladding materials and second hand and repurposed buildings can result in unacceptable development by reason of poor aesthetic result and by adversely affecting the amenity of an area.*

*The Local Government requires that an applicant demonstrate that the proposed use of a second hand or repurposed building and/or the use of second hand cladding material will not result in any adverse effect on the amenity or the aesthetics of the area within which it is proposed.”*

### **Financial Implications**

Section 6.3 of the Shire of Chapman Valley Second Hand & Repurposed Buildings Local Planning Policy notes that Council may require the applicant to lodge a bond, of at least 5% of the estimated value of an equivalent new building, to a maximum of \$5,000 and minimum of \$1,000. The policy also notes that bond moneys will only be refunded (if not forfeited) after works required to prevent forfeiture have been carried out to the satisfaction of the Shire.

### **Strategic Implications**

241 (Lot 96) Eliza Shaw Drive, White Peak is contained within Planning Precinct No.7 – South West in the Shire of Chapman Valley Local Planning Strategy. The Strategy provides a definition of ‘Rural Residential’ that assists with an understanding of the zone and the emphasis on the preservation of amenity and the planning and management of land use impacts associated with residential development.

*“Land used for residential purposes in a rural setting which provides for alternative residential lifestyle and which seeks to preserve the amenity of such areas and control land use impacts. The objective is to provide for planned and managed residential use in a rural setting. Lot sizes may range from 1 to 4 hectares.”*

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

#### **ENVIRONMENT & SUSTAINABILITY**

3.2 Maintain the rural identity of the Shire.

3.2.1 Develop western peri-urban environment in context to rural lifestyle.

#### **GOVERNANCE & ACCOUNTABILITY**

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

5.2.5 To ensure all residents can be engaged in communication and issue notifications, especially those not on social media.

### **Consultation**

The application was advertised for comment from 26 March 2025 until 17 April 2025 with the following actions being undertaken by the Shire:

- writing to the 9 surrounding landowners providing a copy of the application and inviting comment;
- placement of an advisory sign on site;
- placement of a copy of the application on the Shire website.

At the conclusion of the advertising period, 1 submission had been received from a neighbouring landowner, expressing support as follows:

*“We generally support development in the area. The important consideration for us is the development is in line with the area, and existing development. The development has been improved to not just be sea container and transportable house.”*

### **Risk Assessment**

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

## 10.2 Manager of Finance & Corporate Services

### 10.2.1 Financial Management Report

<b>Department</b>	Finance, Governance & Corporate Services Finance
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	307.00
<b>Attachment(s)</b>	1. Financial Management Report April 2025 [10.2.1.1 - 46 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council receives the Monthly Financial Management report supplied under separate cover for April 2025 including the following:

Statement of Financial Activities by Nature of Type  
Statement of Financial Activity Information and Notes  
Summary of Accounts Paid  
Bank Reconciliation  
Credit Card Statement

### Council Resolution

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

That Council receives the Monthly Financial Management report supplied under separate cover for April 2025 including the following:

Statement of Financial Activities by Nature of Type  
Statement of Financial Activity Information and Notes  
Summary of Accounts Paid  
Bank Reconciliation  
Credit Card Statement

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

**Against** Nil

6 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2025/05-5**

### Disclosure of Interest

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

## **Background**

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

## **Comment**

The financial position at the end of April 2025 is detailed in the monthly management report activity to be reported and presented to Council.

## **Statutory Environment**

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

## **Policy/Procedure Implications**

No Policy or Management Procedure affected.

## **Financial Implications**

No Financial Implications Identified.

## **Strategic Implications**

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

#### **GOVERNANCE & ACCOUNTABILITY**

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

## **Consultation**

Not applicable

## **Risk Assessment**

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

## 10.2.2 Differential Rating 2025-2026

<b>Department</b>	Finance, Governance & Corporate Services Finance
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	306.00
<b>Attachment(s)</b>	1. Local Public Notice [10.2.2.1 - 1 page] 2. Object and Reasons for Differential Rating [10.2.2.2 - 2 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council:

- Provides 21 days local public notice, as required by s6.36 (1) of the Local Government Act 1995, of its intention to impose differential rates for the 2025/2026 budget year as listed below.
- Agrees to staff using the following rates in the dollar and minimum rates as the basis for the preparation of the 2025/2026 Draft Annual Budget.

Differential Rating Category	Rate in \$	Minimum Rate
UV Rural	0.6984	\$ 460.00
UV Oakajee Industrial Estate	1.2781	\$ 460.00

### Council Resolution

**Moved:** Cr Trevor Royce **Seconded:** Cr Emma Rodney

That Council:

- Provides 21 days local public notice, as required by s6.36 (1) of the Local Government Act 1995, of its intention to impose differential rates for the 2025/2026 budget year as listed below.
- Agrees to staff using the following rates in the dollar and minimum rates as the basis for the preparation of the 2025/2026 Draft Annual Budget.

Differential Rating Category	Rate in \$	Minimum Rate
UV Rural	0.6984	\$ 460.00
UV Oakajee Industrial Estate	1.2781	\$ 460.00

**For** Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Katie Low, Cr

Emma Rodney and Cr Trevor Royce  
**Against Nil**

**6 / 0**  
**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2025/05-6**

## **Disclosure of Interest**

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

## **Background**

The ability to raise local government property rates is set out under the Local Government Act 1995 (LGA). Sections 6.33 and 6.34 of the Local Government Act 1995 allow local governments to impose differential rates and minimum payment. Section 6.36 requires local governments to give notice of certain rates before imposing. Council must consider the current Strategic Community Plan which communicates the vision for the Shire; the Corporate Business Plan describing how the vision will be achieved over the next four years along with the Long-Term Financial Plan for the next ten years. Information from all the informing documents forms part of the annual budget process. A significant component of the Shire's budget revenue is derived from property rates with the purpose of levying rates being to meet the budget requirement to deliver services and projects each budget year.

The Shire can apply a uniform rate or a differential rate for each of the valuation categories; it is the rate in the dollar imposed which determines whether there is a differential rate category. Local Governments under Section 6.33 of the Local Government Act 1995 have the power to implement differential rating in order to consider certain characteristics of the rateable land. These characteristics include:

- The purpose for which the land is zoned under the town planning scheme in force.
- The predominant use for which the land is held or used as determined by the local government; and
- Whether or not the land is vacant.

Differential rates may be applied according to any, or a combination of the above characteristics. However, local governments are constrained in the range of differential rates for which they may impose. That is, a local government may not impose a differential rate which is more than twice the lowest differential rate applied by that local government unless approval from the Minister is sought.

Before imposing a differential rate, a local government must provide local public notice (a copy of which is included) of its intention to do so and consider any resultant submissions. Section 6.36(3)(c) of the Local Government Act requires preparation of a document describing the objects of, and the reason for, each differential rate and minimum to be available for public inspection and for public submissions to be called and considered before imposing a differential rate (a copy of which is included).

Historically the Shire of Chapman Valley has imposed a different rate for the Unimproved Valued land contained in the Special Control Area of the Shire of Chapman Valley Town Planning Scheme set aside for the purpose of strategic industry and deep-water port known as the Oakajee Industrial Estate and buffer areas.

## Comment

The purpose of this report is to determine whether council wish to continue with this rating methodology for the preparation of the draft 2025/2026 Annual Budget. The objective of the proposed differential rate is to ensure there is consistency with the previous years of rating methodology. The Unimproved Value properties have an annual revaluation process which to date has yet to be implemented into the accounting software. This report has used the current values for each differential rate type and based on the 4.5% Long Term Financial Plan variable increase on the differential rate in the dollar and minimum rates.

The purpose of implementing a differential rate on Oakajee Industrial Estate properties is to ensure a fair and proportionate contribution from this sector towards the rates associated with the land managed by Landcorp. The differential rate aims to prevent any financial detriment to the Shire of Chapman Valley resulting from the acquisition and subsequent development of the land. To mitigate the impact of the Oakajee development on ratepayers, the Council previously proposed the introduction of a differential rate system.

The UV Oakajee Industrial Estate Buffer Zone category includes any property zoned Oakajee Industrial Estate and Buffer within Town Planning Scheme No.1. A proposes adjusted rate in the dollar on this category of Unimproved Values with a minimum of \$460 equates to a 4.50% increase to rate revenue from 2024/2025 and affects two (2) rateable assessments.

The balance component relating to the unimproved value rating area category encompasses the UV Rural General Rate, which is defined as follows: Any other property within the Shire of Chapman Valley that is designated as Rural according to the Shire of Chapman Valley Town Planning Scheme.

The advertising of a differential rate does not bind a local government to use the rate in the dollar at the time of adopting its' budget. The prime purpose of the advertisement is the opportunity for the public to prepare submissions on the existence of the differential rate category and its indicative level. If a differential general rate or minimum payment differs from the proposed rate the reasons are required to be disclosed in the relevant budget and rate notice information.

## Statutory Environment

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

The report complies with the requirements of the Local Government Act 1995 and Financial Management Regulations as below:

- S.6.32 States that a local government, in order to make up the budget deficiency, is to impose a general rate on rateable land that may be imposed uniformly or differentially.
- S6.33 (1) Provides that a local government may impose differential rates based upon characteristic of zoning, predominant land use, whether or not the land is vacant.
- S6.34 States that a local government cannot without the approval of the Minister yield a general rate that exceeds 100% of the budget deficiency or less than 90% of the budget deficiency.
- S6.35 States that a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.

- S6.35(4) States that a minimum payment is not to be imposed on more than the prescribed percentage of a) the number of separately rated properties in the district; or b) the number of properties in each category.
- FMR 5 s.52 States that the percentage prescribed for the purposes of s6.35 (4) is 50%.
- S6.36(1) States that before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so
- S6.36(2) States that a local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).
- S6.36(3) States that a notice referred to in subsection (1) —
  - (a) may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government's estimate of the budget deficiency;
  - (b) is to contain —
    - (i) details of each rate or minimum payment the local government intends to impose;
    - (ii) an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and
    - (iii) any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed;
  - and
  - (c) is to advise electors and ratepayers of the time and place where a document describing the objects of, and reasons for, each proposed rate and minimum payment may be inspected.
- S6.36(4) States that a local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.

## **Policy/Procedure Implications**

No Policy or Management Procedure affected.

## **Financial Implications**

### **Budgetary Implications**

The budget will be affected in the following ways:

If the council chooses not to endorse the differential rating category, the valuation component for two assessments will default to a general UV Rural-rated revenue. Consequently, in the rating for the 2024/2025 period, the absence of revenue from the UV Oakajee Industrial Estate category would have led to a reduction of around \$212,000.

## **Strategic Implications**

Section 6.2(2) of the Local Government Act requires council in formulating the budget, to have regard to the contents of the plan for the future of the district.

The proposed 4.50% rate revenue increase using differential rating remains within reasonable boundaries and consistent with the Long-Term Financial Plan (LTFP) endorsed at the May 2023 Ordinary Meeting of Council; regard should be given to a prudent and responsible budget to continue providing services into the future.

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

### **GOVERNANCE & ACCOUNTABILITY**

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

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

### **Consultation**

Public Notice of 21 days is to be given as required by s6.36 (1) of the Local Government Act 1995.

### **Risk Assessment**

A Minor Compliance Risk of Level 2 - Which will likely result in some temporary non-compliance.

## 10.3 Chief Executive Officer

### 10.3.1 Strategic Community Plan - Desktop Review 2025

<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	411.05
<b>Attachment(s)</b>	1. SCP 2025 Desktop Review V 1 [10.3.1.1 - 21 pages] 2. SCP Minor Review 2024 - Community Consultation Document [10.3.1.2 - 5 pages] 3. Strategic Community Plan - Submission [10.3.1.3 - 13 pages]

### Voting Requirements

Simply Majority

### Staff Amended Recommendation

That Council:

1. Note that for submissions (attached) that were received for the desktop review of the Strategic Community Plan and that Council respond, thanking them for their contribution and outcome.
2. Add the following items to Appendix 1: Community feedback of the Strategic Community Plan
  -
3. Adopt the revised Strategic Community Plan 2024-2034, subject to the proposed amendments as presented in Attachment 10.3.1.2
4. Authorise the CEO to incorporate the amendments into the Strategic Community Plan retaining the structure and format of the existing Strategic Community Plan.

### Council Resolution

**Moved:** Cr Elizabeth Elliott-Lockhart    **Seconded:** Cr Philip Blakeway

9:23 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council suspend the operation of the following clauses to allow sufficient discussion of item 10.3.1:

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

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

**Against** Nil

**6 / 0**  
**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2025/05-7**

Discussion was undertaken on the item.

### **Council Resolution**

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

9:52 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council reinstate the operation of the following clauses to allow sufficient discussion of item 10.3.1:

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

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

**Against** Nil

6 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2025/05-8**

### **Council Resolution**

**Moved:** Cr Emma Rodney    **Seconded:** Cr Katie Low

That Council:

1. Note that for submissions (attached) that were received for the desktop review of the Strategic Community Plan and that Council respond, thanking them for their contribution and outcome.
2. Add the following items to Appendix 1: Community feedback of the Strategic Community Plan
  - Re-activate Coronation Beach Master Plan
  - Art Installation
  - Mills Lookout beautification project
3. Adopt the revised Strategic Community Plan 2024-2034, subject to the proposed amendments as presented in Attachment 10.3.1.2
4. Authorise the CEO to incorporate the amendments into the Strategic Community Plan retaining the structure and format of the existing Strategic Community Plan.

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

**Against** Nil

6 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2025/05-9**

### **Disclosure of Interest**

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

## Background

A desktop review of Council’s current Strategic Community Plan (SCP) 2022-2032 has been undertaken with the draft changes presented to Council for adoption.

Council adopted its current Strategic Community Plan 2022-2032 in August 2022. It is a legislative requirement to conduct a major review of the SCP every four years, with the Department of Local Government, Sport and Cultural Industries’ Integrated Planning and Reporting Framework recommending a minor review every two years.

The item was re-introduced at the November 2024 OCM with Council commencing the review with a workshop session held at a concept forum in December 2024. Following the review process at the February 2025 OCM, a six week community consultation period took place between 21 February 2025 and 4 April 2025 & again from 29 April to 16 May 2025, where a briefing paper outlining the proposed changes was released and input from the community requested.

No submissions were received at the time of writing the agenda.

## Comment

The focus of the review was on making minor changes which centre on language corrections and updates to key messaging, statistics, referenced strategies, plans and legislation.

The intent of the document remains unchanged. No changes to the vision, values, aspirations outcomes and objectives have been identified.

Changes to the SCP’s vision, values, aspirations outcomes and objectives would typically only occur after a comprehensive community engagement program and not as part of a desktop review exercise.

At its workshop session in February, Council identified the following changes to the SCP:

- Amend the timeline of the Strategic Community Plan from 2022-2032 to 2024-2034
- A new President’s message
- Update Shire statistics
- Update linked strategies in the ‘Our Plan for the Future’ tables
- Update rates data and LTFFP projections
- Update staff numbers and new directorate structure
- Update advisory committees

Staff Changes to date:

Page No.	Section	Description
4	President’s message	New message from President
7	2021 Property Statistics	Update to 2024 data
14	Community Health & Lifestyle 1.1.3 1.5.1	2024 Status heading change  Status “add – contribute resources to assist volunteer groups” Status “delete – development in progress” & “add – Completed & implemented”
15	Economy & Population	2024 Status heading change

	2.1.1 2.2.3 2.3.3 2.5.1	Status “add – Develop Economic/Tourism Development Plan” Status “add – successful advocacy for mobile tower for Howatharra/Coronation area” Status “add - & Midwest Adventure Trail” Status “add – Develop Economic/Tourism Development Plan”
16	Environment & Sustainability 3.4.1  3.4.2	2024 Status heading change  Status “add – Continual education of landholders for weed & land management”  Status “add – Continual agency education of landholders for weed, land & vermin management”
17	Physical & Digital Infrastructure 4.3.1  4.4.1  4.5.1	2024 Status heading change  Status “add – successful advocacy for mobile tower for Howatharra/Coronation area” Status “add – continual advocating for SPS, preventative maintenance, improved community consultation & messaging Strategy – “incorrectly numbered” Status “add – advocating for improved regional water supply with potential Oakajee development
18	Governance & Accountability 5.2.5	2024 Status heading change Status “add – investigating alternate mediums such as email & other means.
19	Going Forward – Reviewing the Plan	Change final paragraph to “This Strategic Community Plan is currently undergoing a desktop review in 2024/25 as is required under legislation, and a full community re - engagement process will be conducted in 2026”.

## Statutory Environment

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

### 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.

Local Government (Administration) Regulations 1996

19C. Strategic community plans, requirements for

- (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/Procedure Implications**

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

## **Financial Implications**

No Financial Implications Identified.

## **Strategic Implications**

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

#### **GOVERNANCE & ACCOUNTABILITY**

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

5.2.2 Long Term Financial Management .

#### **GOVERNANCE & ACCOUNTABILITY**

5.3 Make informed decisions within resources and areas of responsibility.

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

5.3.2 Regular and relevant briefings to Elected Members.

## **Consultation**

A 4-week community consultation period commenced following the February 2025 OCM (Friday 21st Feb), concluding Friday 4 April 2025 & again from 29 April to 16<sup>th</sup> May 2025.

Engagement will occur via the following means:

- Advert in Geraldton Guardian in February 2025
- Minimum two news items on shire website (one at commencement of consultation period and the other at mid-point). Both news stories to be posted on Shire Facebook page.
- Notices on Shire notice boards
- Copy of briefing paper for community consultation to be available on website, Shire admin office and Shire Libraries.

## **Risk Assessment**

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

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

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

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

## 10.3.2 Council Policy & Procedure Review 2025

<b>Department</b>	Finance, Governance & Corporate Services Administration & Governance Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	411.01
<b>Attachment(s)</b>	<ol style="list-style-type: none"><li>1. 2025 Review [<b>10.3.2.1</b> - 6 pages]</li><li>2. Building &amp; Projects Manual [<b>10.3.2.2</b> - 16 pages]</li><li>3. EM &amp; Governance Manual [<b>10.3.2.3</b> - 88 pages]</li><li>4. Finance Manual [<b>10.3.2.4</b> - 69 pages]</li><li>5. HR &amp; Induction Manual [<b>10.3.2.5</b> - 90 pages]</li><li>6. Organisational Corporate Manual [<b>10.3.2.6</b> - 97 pages]</li><li>7. Planning &amp; Development Manual [<b>10.3.2.7</b> - 78 pages]</li></ol>

### Voting Requirements

Absolute Majority

### Staff Recommendation

That Council reviews the Policy documents, endorse amendments, deletions and additions (as required) to the following Shire of Chapman Valley Policies & Management Procedures as presented.

### Council Resolution

**Moved:** Cr Trevor Royce    **Seconded:** Cr Emma Rodney

That Council reviews the Policy documents, endorse amendments, deletions and additions (as required) to the following Shire of Chapman Valley Policies & Management Procedures as presented.

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

**Against** Nil

6 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2025/05-10**

### Disclosure of Interest

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

## **Background**

The Policy Manual records various matters that are either required by legislation, or are standing instructions of Council to staff on a range of legislative and internal processes. The Local Government Act 1995, section 2.7, provides that it is a role of Council to set (and adopt) the policies for the local government. Council is required to review and consider changes to the Shire Policy & Procedures Manuals that are attached.

At the April 2024 OCM the following was resolved:

**That Council reviews the Policy documents, endorse amendments, deletions and additions**

**(as required) to the following Shire of Chapman Valley Policies & Management Procedures**

**as presented.**

**1. Works & Services Manual**

**2. Building & Projects Manual**

**3. EM & Governance Manual**

**4. Finance Manual**

**5. HR & Induction Manual**

**6. Organisational Corporate Manual**

**7. Planning and Development Manual**

**NEW Policy - Financial Hardship Policy**

**IMP 020 - Midwest Regional Road Group (MWRRG) Significant Roads - addition of preapproved roads from infrastructure committee (Nabawa Yetna & Nolba Roads)**

## **Comment**

The Policies & Procedures are categories in the following areas, which will have separate Manuals for each area of responsibility i.e.

- Building
- Finance
- Governance
- HR Induction
- Organisational Corporate
- Planning & Development
- Works & Services

Each Manual has a designated Responsible Officer who is required for ensuring the policies & procedures relevant to their areas are communicated to staff under their management and

to present recommended updates, amendments, additions, etc. to the CEO for consideration as required.

Executive Staff have reviewed the documents with some changes recommended. All changes are listed under a separate attachment 10.3.1.1 - **2025 Policy Review**.

The following are the proposed major changes:

CMP-019 – Camping Areas – Modified to reflect new ticket machine and rules at Coronation.

CP-010 – Freedom of Information – Modified to delete reference to Landcare & Environment Advisory Group that doesn't exist.

Policies may be amended at any time by Council resolution. However, several require absolute majority, and several also require advertising of amendments (if changes are made). These requirements are advised within the Notes section of the relevant policies. None of these particular policies are proposed to be changed, hence, only a simple majority is required.

## **Statutory Environment**

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

The report complies with the requirements of the:  
Local Government Act 1995 – Section 2.7(2)(b)

Role of Council

1. 1. The council:
  - a. Governs the local government's affairs; and
  - b. Is responsible for the performance of the local government's function.
  - c.
2. Without limiting subsection (1), the council is to:
  - a. Oversee the allocation of the local government's finances and resources; and
  - b. Determine the local government policies.

The legislation has no specific period for the review of Policies, yet Council has attempted to undertake a review annually.

## **Policy/Procedure Implications**

A Policy or Procedure is affected:  
Organisational Corporate Policy & Procedures  
Elected Member Governance Policy & Procedures  
Planning and Development Policy & Procedures  
HR & Induction Policy & Procedures  
Finance Policy & Procedures  
Works and Services Policy & Procedures  
Building & Projects Policy & Procedures

## **Financial Implications**

No Financial Implications Identified.

## **Strategic Implications**

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

#### **GOVERNANCE & ACCOUNTABILITY**

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

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

#### **GOVERNANCE & ACCOUNTABILITY**

5.3 Make informed decisions within resources and areas of responsibility.

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

## **Consultation**

All Responsible Staff members have been given to opportunity to recommend to the CEO any amendments, deletions and additions to the existing policies & procedures, which forms the basis of the Staff Recommendation presented for Council consideration.

## **Risk Assessment**

A Minor Compliance Risk of Level 2 - Which will likely result in some temporary non-compliance.

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

## 11 Elected Members Motions

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

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

### Council Resolution

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

That Council accepts 1 item of new business of an urgent nature.

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

**Against** Nil

6 / 0

**CARRIED UNANIMOUSLY**  
Minute Reference OCM 2025/05-11

12.1 Local Government Elections 2025	
<b>Department</b>	Finance, Governance & Corporate Services Administration & Governance Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	402.00
<b>Attachment(s)</b>	1. LG E 2025 Cost Estimate Chapman Valley [12.2.1 - 3 pages] 2. 2019 Election motion [12.2.2 - 4 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council That Council, as per Minute Reference: 06/19-7 continue to utilise the WA Electoral Commission for the 2025 Ordinary Postal Election.

### **Council Resolution**

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

That Council, as per Minute Reference: 06/19-7 continue to utilise the WA Electoral Commission for the 2025 Ordinary Postal Election.

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

**Against** Nil

6 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2025/05-12**

### **Disclosure of Interest**

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

### **Background**

The next local government ordinary elections will be held on 21 October 2023. While this is still some distance in the future, the WA Electoral commission has enclosed an estimate for your next ordinary election (should you wish to hold a postal election) to assist in your 2023/2024 budget preparations.

The estimated cost for the 2025 election if conducted as a postal ballot is \$15,651 inc GST, which has been based on the following assumptions:

1. 1200 electors
2. response rate of approximately 40%
3. 4 vacancies
4. count to be conducted at the offices of the Shire of Chapman Valley
5. appointment of a local Returning Officer
6. regular Australia Post delivery service to apply.

An additional amount of \$250 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

The Commission is required by the Local Government Act to conduct local government elections on a full cost recovery basis. The price you have been quoted is an estimate only, and the final cost incurred may vary depending on a range of factors.

Costs not incorporated in this estimate include:

1. any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission incurred as part of an invalidity complaint lodged with the Court of Disputed Returns
2. the cost of any casual staff to assist the Returning Officer on election day or night
3. any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

## Comment

Council's recommendation at the June 2019 OCM Minute Reference: 06/19-7:

### **That Council:**

1. **Resolve, in accordance with section 4.61(2) of the Local Government Act 1995, the method of conducting all future Local Government Elections and Polls will be as Postal Election (Ordinary and Extraordinary);**
2. **Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Western Australian Electoral Commissioner to be responsible to conduct all future Local Government Election and Polls as Postal Elections (Ordinary and Extraordinary);**
3. **Council reserves the right to review this position at any time, subject to budgetary constraints and any decision to terminate the contract with the Western Australian Electoral Commissioner not being able to be made after the 80th day being the legislative cut-off period of an election process as any time after this date renders the services from the WAEC having already commenced.**

This automatically approves Postal Elections to be conducted by the WAEC, unless otherwise wishing to terminate the contract.

The 2013 was the first Council Ordinary Election conducted by postal election with the 2015, 2017 and 2019 also being Postal Elections. This has resulted in a significant increase in voter participation i.e.

2011	NE Ward 18.6% Participation (In-Person)
	SE Ward 23.9% Participation (In-Person)
2013	NE Ward 52.9% Participation (Postal)
	SE Ward 44.4% Participation (Postal)
2015	NE Ward – No Election
	SE Ward 37.28% Participation (Postal)

### **No Ward System**

2017	51.66% (Postal)
2019	55.00% (Postal)
2021	No Election
2023	35.42%

The above figures indicate a significant increase in voter participation between the last In-Person Election (2011) and the subsequent three Postal Elections (2013, 2015 & 2017) along with the fact the cost are basically the same when compared with staff time and resources to contracting the WAEC to undertake this function. This make it imperative to retain the Postal Election process for all future Elections to be continued. It would be disappointing for the Shire to revert back to the old In-Person procedure for conducting Local Government Elections as this would obviously minimise interest and participation in the elections.

The other important advantage with the WAEC being the contractor for the Postal Election process is the fact this distances the Chief Executive Officer and most Shire staff from the election process, therefore removing any accusations of staff influence throughout the

election process.

## Statutory Environment

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

Local Government Act 1995 and Local Government (Election) Regulations

### **4.20. CEO to be returning officer unless other arrangements made**

*A local government may, having first obtained the written agreement of the Electoral Commissioner, declare\* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.*

\* Absolute majority required.

### **4.61. Choice of methods of conducting election**

(1) The election can be conducted as a —

**postal election** which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or  
**voting in person** election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.

(2) The local government may decide\* to conduct the election as a postal election.

\* Absolute majority required.

(3) A decision under subsection (2) has no effect if it is made after the 80th day before Election Day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local Government.

(4) A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.

(5) A decision made under subsection (2) on or before the 80th day before election day cannot be rescinded after that 80th day.

(6) For the purposes of this Act, the poll for an election is to be regarded as having been held on election day even though the election is conducted as a postal election.

(7) Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election.

## **Policy/Procedure Implications**

No Policy or Management Procedure affected.

## **Financial Implications**

Budgetary Implications

The budget will be affected in the following ways:

The 2023 Postal Elections (last one held) cost \$18,000 with the estimated cost for this year to be \$15,651 (ex GST)

## **Strategic Implications**

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

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

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

1.1.2 Determine a whole of Shire community integration approach.

## **Consultation**

Informal discussions have occurred between the WAEC and Chief Executive Officer.

## **Risk Assessment**

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

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

Nil

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

### **Local Government Act 1995**

#### **Administration Part 5**

#### **Council meetings, committees and their meetings and electors'**

#### **meetings Division 2**

#### **s. 5.23**

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

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
  - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
  - (e) a matter that if disclosed, would reveal —
    - (i) a trade secret; or
    - (ii) information that has a commercial value to a person; or
    - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
  - (f) a matter that if disclosed, could be reasonably expected to —
    - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
    - (ii) endanger the security of the local government's property; or
    - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
  - (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and
  - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for.

The Council has no confidential items for consideration.

## **15 Closure**

The Shire President thanked Elected Members and Staff for their attendance and closed the Ordinary Council Meeting - 22 May 2025 at 10:00 am.