



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

# **UNCONFIRMED MINUTES**

**19 OCTOBER 2015**

**SPECIAL COUNCIL MEETING**

**Notice is hereby given that a special meeting  
of Council will be held on Monday 19 October 2015  
at the Council Chambers Nabawa, starting at 6:00pm**

Maurice Battilana  
**CHIEF EXECUTIVE OFFICER**

## DISCLAIMER



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

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.



Maurice Battilana  
**CHIEF EXECUTIVE OFFICER**

**SHIRE OF CHAPMAN VALLEY**  
**AGENDA FOR THE SPECIAL MEETING OF COUNCIL TO BE HELD IN THE COUNCIL**  
**CHAMBERS NABAWA ON MONDAY 19 OCTOBER 2015 AT 6:12pm**

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**Disclaimer (To be provided to Visitors Present)**

**Order of Business:**

**1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

The Chief Executive Officer, Mr Maurice Battilana welcomed Elected Members and Staff and declared the meeting open at 6.12pm.

**2.0 LOYAL TOAST**

The Chief Executive Officer proposed a loyal toast to her Majesty the Queen.

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

Present

a. Councillors

<b>Member</b>	<b>Ward</b>
Cr John Collingwood	North East Ward
Cr Anthony Farrell	North East Ward
Cr Pauline Forrester	North East Ward
Cr Kirrilee Warr	North East Ward
Cr Trevor Royce	North East Ward
Cr Veronica Wood	South West Ward
Cr Ian Maluish	South West Ward
Cr Peter Humphrey	South West Ward

b. Staff

<b>Officer</b>	<b>Position</b>
Mr Maurice Battilana	Chief Executive Officer
Mr Simon Lancaster	Manager of Planning
Mrs Karen McKay	Executive Assistant (Minute Taker)

c. Visitors

<b>Name</b>	
Nil	

Apologies

<b>Councillor</b>	<b>Ward</b>
Nil	

**4.0 SWEARING IN OF COUNCILLORS**

The Chief Executive Officer to conduct the swearing in of Councillors:

Cr Anthony Farrell	North East Ward
Cr Pauline Forrester	North East Ward
Cr Trevor Royce	North East Ward
Cr Peter Humphrey	South West Ward

## 5.0 ELECTIONS

### 5.1 President – 2 year term

The Chief Executive Officer advised that the following nomination had been received (and accepted) for the position of President:

- Cr Collingwood

The Chief Executive Officer called for further nominations of which none were forthcoming.

In accordance with legislation Cr Collingwood was declared as President of the Shire of Chapman Valley for a two year period expiring October 2017 and undertook the declaration in accordance with the Local Government (Constitution) Regulation 1998.

The CEO vacated the chair and the newly elected President presided over the remainder of the meeting.

### 5.2 Deputy President – 2 year term

The President advised that the following nominations had been received (and accepted) for the position of Deputy President:

- Cr Farrell
- Cr Wood

The President called for further nominations of which none were forthcoming.

After conducting a secret ballot in accordance with legislation Cr Farrell was declared as Deputy President of the Shire of Chapman Valley for a two year period expiring October 2017 and undertook the declaration in accordance with the Local Government (Constitution) Regulation 1998.

## 6.0 COMMITTEES

The President to call for nominations from Councillors for the following Committees, Working Groups, Advisory Groups, External Organisations, etc.:

<b>Council Committees - Council Members Only - LG Act – Section 5.9(2)(a)</b>			
<b>Description</b>	<b>Purpose/Delegations</b>	<b>New Structure</b> <i>As Resolved by Council (Min Ref: 05/15-13)</i>	<b>New Representatives (Appointed by Resolution)</b>
Building & Disability Services Committee	<p>Will meet at least annually to inspect all Shire Buildings/Properties and then subsequently to:</p> <ul style="list-style-type: none"> <li>~ Review preliminary costings for proposed works for consideration in draft Council Budget;</li> <li>~ Review the Capital &amp; Building Works Program;</li> <li>~ Disability Access &amp; Inclusion Plan; and</li> <li>~ Any other building/property items referred to the Committee by Council.</li> </ul> <p><b>Delegation – Nil</b></p>	<p>4 x Councillors</p> <p><u>Observers:</u> CEO Building Surveyor</p>	<p>Nominations Received:</p> <ul style="list-style-type: none"> <li>• Cr Farrell</li> <li>• Cr Wood</li> <li>• Cr Maluish</li> <li>• Cr Forrester</li> <li>• Cr Humphrey</li> </ul> <p><b>Moved: Cr Wood Secoded: Cr Warr</b> That this Committee be increased to five (5) Elected Members:</p> <ul style="list-style-type: none"> <li>• Cr Farrell</li> <li>• Cr Wood</li> <li>• Cr Maluish</li> <li>• Cr Forrester</li> <li>• Cr Humphrey</li> </ul> <p style="text-align: right;">CARRIED Voting 8/0 SCM Minute Ref: 10/15-1</p>
Finance & Audit Committee	<p>Will meet on an annual basis to provide a review of Council's ongoing financial situation, provide a forum for ongoing review of strategic management plan for Council operations and discuss the Audit System.</p> <p><b>Delegation – Nil</b></p>	<p>4 x Councillors</p> <p><u>Observers:</u> CEO Manager Finance &amp; Corporate Services Accountant</p>	<p>Nominations Received:</p> <ul style="list-style-type: none"> <li>• Cr Collingwood</li> <li>• Cr Wood</li> <li>• Cr Forrester</li> <li>• Cr Warr</li> </ul> <p><b>Moved: Cr Farrell Secoded: Cr Warr</b> Elected Committee Members:</p> <ul style="list-style-type: none"> <li>• Cr Collingwood</li> <li>• Cr Wood</li> <li>• Cr Forrester</li> <li>• Cr Warr</li> </ul> <p style="text-align: right;">CARRIED Voting 8/0 SCM Minute Ref: 10/15-2</p>

Road Infrastructure Committee	<p>Undertake an annual review the following:</p> <ul style="list-style-type: none"> <li>~ Road Works Program;</li> <li>~ Road Hierarchy;</li> <li>~ Heavy Haulage Vehicle Permit Roads; and</li> <li>~ Any other works infrastructure item referred to the Committee by Council.</li> <li>~ Review the plant replacement program</li> </ul> <p><b>Delegation – Nil</b></p>	<p>All Councillors</p> <p><u>Observers:</u>  CEO  Manager Works &amp; Services  DCEO  Works Leading Hand</p>	<p>Nominations Received:  All Councillors</p> <p><b>Moved Cr Forrester Seconded: Cr Farrell</b>  Elected Committee Members:  All Councillors</p> <p style="text-align: right;">CARRIED  Voting 8/0  SCM Minute Ref: 10/15-3</p>
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<b>Groups - Steering, Advisory, Working, etc.</b>			
Bush Fire Brigades Group Management Advisory Committee	<p>Meet at least annually to:</p> <ul style="list-style-type: none"> <li>~ Elect Office Bearers;</li> <li>~ Review previous year fire season;</li> <li>~ Review the Shire's Fire Notice;</li> <li>~ Liaise with external organisations (e.g. DFES, DPAW);</li> <li>~ Review the DFES Capital &amp; Operational Grants;</li> <li>~ Any other bush fire related items referred to the Committee by Council.</li> </ul> <p><b>Delegation – Nil</b></p>	<p>Shire President (Presiding Member)  1 x Councillors</p> <p>CBFCO  DCBFCO  All Brigade FCOs  CEO  Senior Ranger</p> <p><u>Observers</u>  1 x DFES Rep.  1 x DPAW Rep.</p>	<p>Nominations Received:</p> <ul style="list-style-type: none"> <li>• Cr Collingwood as Presiding Member</li> <li>• Cr Forrester</li> <li>• Cr Wood</li> </ul> <p>As there were more nominations than vacancies a secret ballot was conducted and the following Councillors elected to this Committee:</p> <p><b>Moved Cr: Warr Seconded: Cr Forrester</b>  Elected Committee Members:</p> <ul style="list-style-type: none"> <li>• Cr Collingwood (Presiding Member)</li> <li>• Cr Forrester</li> </ul> <p style="text-align: right;">CARRIED  Voting 8/0  SCM Minute Ref: 10/15-4</p>

<p>Regional Local Emergency Management Committee</p>	<p>Meet as required in accordance with legislation and Council endorsed Local Emergency Management Arrangements (LEMA) to:</p> <ul style="list-style-type: none"> <li>~ Review the LEMA &amp; Recovery Plan;</li> <li>~ Implement Emergency Exercises as required;</li> <li>~ Any other emergency management related items referred to the Committee by Council.</li> </ul> <p><b>Delegation – Nil</b></p>	<p>President <b>1 x Councillor;</b></p> <p>CEO</p> <p><i>(Note: This may be subject to change after discussions with other LGA's in the Regional LEMC)</i></p>	<p>Nominations Received:</p> <ul style="list-style-type: none"> <li>• Cr Humphrey</li> <li>• Cr Wood</li> </ul> <p>As there were more nominations than vacancies a secret ballot was conducted and the following Councillor elected to this Committee:</p> <p><b>Moved Cr Royce Seconded Cr Forrester</b> Elected Committee Member:</p> <ul style="list-style-type: none"> <li>• Cr Humphrey</li> </ul> <p style="text-align: right;">CARRIED Voting 8/0 SCM Minute Ref: 10/15-5</p>
<p>Bill Hemsley Park Management Committee</p>	<p>The role of the Bill Hemsley Park Management Committee (Formerly Parkfalls Management Committee) as agreed at the 17 April 2013 Council meeting is to make recommendation to Council for its consideration as to development and expenditure within the park</p> <p><b>Delegation – Nil</b> <b>Note: Cannot delegate to such Groups).</b></p>	<p>2 x Councillors</p> <p>2 x Parkfalls Res Assoc. 1x Developer</p> <p><u>Observers:</u> CEO DCEO</p>	<p>Nominations Received:</p> <ul style="list-style-type: none"> <li>• Cr Royce</li> <li>• Cr Wood</li> <li>• Cr Humphrey</li> </ul> <p>As there were more nominations than vacancies a secret ballot was conducted and the following Councillor elected to this Committee:</p> <p><b>Moved Cr Farrell Seconded Cr Warr</b> Elected Committee Members:</p> <ul style="list-style-type: none"> <li>• Cr Royce</li> <li>• Cr Wood</li> </ul> <p style="text-align: right;">CARRIED Voting 8/0 SCM Minute Ref: 10/15-6</p> <p>Cr Forrester nominated Cr Royce as Chairman of this Committee and as there were no further nominations forthcoming was elected unopposed.</p> <p><b>Moved Cr Forrester Seconded Cr Warr</b> That Cr Royce be appointed Chairman of the Bill Hemsley Park Management Committee</p> <p style="text-align: right;">CARRIED Voting 8/0 SCM Minute Ref: 10/15-7</p>

<p>Landcare &amp; Environmental Advisory Group</p>	<p>To apply for grant funding from third party sources to finance appropriate projects within the Shire of Chapman Valley:</p> <p>a) Delegate authority to the Chief Executive Officer to endorse grant applications/projects if funding resources are available within the Council's adopted budget;</p> <p>b) If funding resources are not available within the adopted Council Budget for specific grant applications/projects, present the application to Council for endorsement, if possible, prior to the closure dates for the grant funding programs. Otherwise retrospective Council endorsement to commit funding resources will be required.</p> <p>All applications submitted, which require Council endorsement for additional funding resources, will be subject Council endorsement (i.e. the Committee does not have delegated authority to commit Council funding resources)."</p> <p>c) Provide advice and assistance to the Chief Executive Officer and Shire staff in the managing of the Landcare Grant funds.</p> <p>d) Provide recommendations to Council on any Landcare Contracts and Consultancy agreements.</p> <p>e) Provide a Draft Annual Budget for Landcare to Council for consideration as part of the Annual Budget process.</p>	<p>3 x Councillors</p> <p><u>Observers</u>  CEO  DCEO  NACC Rep.  Landcare &amp; Environment Consultant</p>	<p>Nominations Received:</p> <ul style="list-style-type: none"> <li>• Cr Wood</li> <li>• Cr Forrester</li> <li>• Cr Farrell</li> </ul> <p><b>Moved: Cr Farrell Seconded: Cr Warr</b></p> <p>Elected Committee Members:</p> <ul style="list-style-type: none"> <li>• Cr Wood</li> <li>• Cr Forrester</li> <li>• Cr Farrell</li> </ul> <p style="text-align: right;">CARRIED  Voting 8/0  SCM Minute Ref: 10/15-8</p>
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<p>Community Growth Fund Advisory Group</p>	<p>Evaluate application received for funding under the Shire of Chapman Valley Community Growth Fund program in accordance with guideline, policies and procedures set by Council and make recommendations to Council to allocate funds</p> <p><b>Delegation – Nil</b> <b>Note: Cannot delegate to such Groups)</b></p>	<p>2 x Councillors (1 x Councillor Proxy)</p> <p>CEO Manager Finance &amp; Corp Svc Comm. Develop. Officer</p>	<p>Nominations Received:</p> <ul style="list-style-type: none"> <li>• Cr Farrell</li> <li>• Cr Warr</li> <li>• Cr Maluish</li> </ul> <p>As there were more nominations than vacancies a secret ballot was conducted with it being agreed beforehand that the nominee receiving the least votes being appointed as Proxy. Therefore the following Councillor elected to this Committee:</p> <p><b>Moved: Cr Farrell Seconded: Cr Maluish</b> Elected Committee Members:</p> <ul style="list-style-type: none"> <li>• Cr Farrell</li> <li>• Cr Warr</li> <li>• Cr Maluish (Proxy)</li> </ul> <p style="text-align: right;">CARRIED Voting 8/0 SCM Minute Ref: 10/15-9</p>
<p>Tourism &amp; Events Working Group</p>	<p>Will meet on an 'as needs' basis only to:</p> <ul style="list-style-type: none"> <li>~ 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;</li> <li>~ Assist with coordinating the annual Australia Day function(s);</li> <li>~ Discuss all other item(s) referred to them by Council in the areas of tourism and events.</li> </ul> <p><b>Delegation – Nil</b> <b>Note: Cannot delegate to such Groups)</b></p> <p>This is a merger of the existing "Tourism &amp; Events Committee" and "Australia day Awards Selection Panel"</p>	<p>3 x Councillors CEO DCEO Comm. Develop. Officer 2 x Community Representatives for Australia Day award nominations (recommend past winner as one rep.)</p>	<p>Nominations Received:</p> <ul style="list-style-type: none"> <li>• Cr Warr</li> <li>• Cr Forrester</li> <li>• Cr Collingwood</li> </ul> <p><b>Moved: Cr Forrester Seconded: Cr Royce</b> Elected Committee Members:</p> <ul style="list-style-type: none"> <li>• Cr Warr</li> <li>• Cr Forrester</li> <li>• Cr Collingwood</li> </ul> <p style="text-align: right;">CARRIED Voting 8/0 SCM Minute Ref: 10/15-10</p>

<p>Chapman Valley Safety Team</p>	<p>Will meet every three months to discuss Occupational Health and Safety issues in accordance with requirement of Occupational Health and Safety Act 1984 and make recommendations to Council.  <b>Delegation – Nil</b>  <b>Note: Cannot delegate to such Groups)</b></p>	<p>1 x Councillors  Chief Executive Officer  Works Supervisor  Administration Rep.  Works Crew Rep.  Ranger/Builder/Gardener Rep.  Regional Risk Coordinator</p>	<p>Nominations Received:</p> <ul style="list-style-type: none"> <li>• Cr Wood</li> <li>• Cr Humphrey</li> </ul> <p>As there were more nominations than vacancies a secret ballot was conducted and the following Councillor elected to this Committee:</p> <p><b>Moved: Cr Farrell Seconded: Cr Maluish</b>  Elected Committee Member:</p> <ul style="list-style-type: none"> <li>• Cr Wood</li> </ul> <p style="text-align: right;">CARRIED  Voting 8/0  SCM Minute Ref: 10/15-11</p>
<p>Yuna Community Centre – Working Group</p>	<p>To oversee and steer the Yuna Community Centre Project under the condition any major variation to the project are to be brought back to Council for consideration.  <b>Delegation – Nil</b>  <b>Note: Cannot delegate to such Groups)</b></p>	<p>2 x Councillors  Chief Executive Officer  Building Surveyor (Project Facilitator)  Comm. Develop. Officer  2 x CABY Reps.</p>	<p>Nominations Received:</p> <ul style="list-style-type: none"> <li>• Cr Forrester</li> <li>• Cr Farrell</li> </ul> <p><b>Moved Cr Humphrey Seconded Cr Royce</b>  Elected Committee Members:</p> <ul style="list-style-type: none"> <li>• Cr Forrester</li> <li>• Cr Farrell</li> </ul> <p style="text-align: right;">CARRIED  Voting 8/0  SCM Minute Ref: 10/15-12</p>
<p>Nabawa Revitalisation Plan – Working Group</p>	<p>To oversee and steer the establishment of a Plan and associated activities that will produce a dynamic and inviting streetscape for residents and visitors and provide for greater connectivity between the facilities and the people of the town. The Plan is to be presented to Council for consideration.  <b>Delegation – Nil</b>  <b>Note: Cannot delegate to such Groups)</b></p>	<p>2 x Councillors  Community Representatives  Chief Executive officer  DCEO  Consultant (Josh Byrne &amp; Ass)  Department of Planning</p>	<p>Nominations Received:</p> <ul style="list-style-type: none"> <li>• Cr Forrester</li> <li>• Cr Warr</li> </ul> <p><b>Moved Cr Humphrey Seconded Cr Farrell</b>  Elected Committee Members:</p> <ul style="list-style-type: none"> <li>• Cr Forrester</li> <li>• Cr Warr</li> </ul> <p style="text-align: right;">CARRIED  Voting 8/0  SCM Minute Ref: 10/15-13</p>

<p>Coastal Management Strategy Steering Group</p>	<p>To undertake the review of the Shire of Chapman Valley Coastal Management Strategy.</p> <p><b>Delegation – Nil (No Change)</b>  <b>Note: Cannot delegate to such Groups)</b></p>	<p>2 x Councillors  Chief Executive Officer  DCEO  Comm. Develop. Officer  Landcorp  Mid West Port Authority  NACC  Department of Planning  Consultant (Land Insights)  Community  Representatives</p>	<p>Nominations Received:</p> <ul style="list-style-type: none"> <li>• Cr Collingwood</li> <li>• Cr Warr</li> </ul> <p><b>Moved Cr Farrell Seconded Cr Forrester</b>  Elected Committee Members:</p> <ul style="list-style-type: none"> <li>• Cr Collingwood</li> <li>• Cr Warr</li> </ul> <p style="text-align: right;">CARRIED  Voting 8/0  SCM Minute Ref: 10/15-14</p>
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<b>Representatives on External Organisations</b>			
<p>Northern Country Zone (WALGA)</p>	<p>Not Applicable</p> <p><b>Delegation – Nil</b>  <b>Note: Cannot delegate to such Groups)</b></p>	<p>2 x Councillors  Chief Executive Officer</p>	<p>Nominations Received:</p> <ul style="list-style-type: none"> <li>• Cr Collingwood</li> <li>• Cr Farrell</li> <li>• Cr Wood</li> </ul> <p>As there were more nominations than vacancies a secret ballot was conducted and the following Councillor elected to this Committee:</p> <p><b>Moved Cr Forrester Seconded Cr Warr</b>  Elected Committee Members:</p> <ul style="list-style-type: none"> <li>• Cr Collingwood</li> <li>• Cr Farrell</li> </ul> <p style="text-align: right;">CARRIED  Voting 8/0  SCM Minute Ref: 10/15-15</p> <p>No nominations were received for Zone President, Deputy President and WALGA State Council Representative for NCZ.</p>

Sub-Regional Road Group Committee	Not Applicable  <b>Delegation – Nil</b> <b>Note: Cannot delegate to such Groups)</b>	2 x Councillors Chief Executive Officer Manager Works & Services	Nominations Received: <ul style="list-style-type: none"> <li>• Cr Collingwood</li> <li>• Cr Farrell</li> </ul> <b>Moved Cr Forrester Seconded Cr Royce</b> Elected Committee Members: <ul style="list-style-type: none"> <li>• Cr Collingwood</li> <li>• Cr Farrell</li> </ul> <p style="text-align: right;">CARRIED Voting 8/0 SCM Minute Ref: 10/15-16</p>
Chapman Valley Landcare District Committee	Not Applicable  <b>Delegation – Nil</b> <b>Note: Cannot delegate to such Groups)</b>	1 x Councillor	Nominations Received: <ul style="list-style-type: none"> <li>• Cr Royce</li> </ul> <b>Moved Cr Maluish Seconded: Cr Forrester</b> Elected Committee Members: <ul style="list-style-type: none"> <li>• Cr Royce</li> </ul> <p style="text-align: right;">CARRIED Voting 8/0 SCM Minute Ref: 10/15-17</p>
Chapman Valley Agricultural Society	Not Applicable  <b>Delegation – Nil</b> <b>Note: Cannot delegate to such Groups)</b>	1 x Councillors	Nominations Received: <ul style="list-style-type: none"> <li>• Cr Warr</li> </ul> <b>Moved: Cr Wood Seconded: Cr Humphrey</b> Elected Committee Members: <ul style="list-style-type: none"> <li>• Cr Warr</li> </ul> <p style="text-align: right;">CARRIED Voting 8/0 SPC Minute Ref: 10/15-18</p>

<p>Mid West Development Assessment Panel (DAP)</p>	<p>Not Applicable</p> <p><b>Delegation – Nil</b></p> <p><b>Note: Cannot delegate to such Groups</b></p>	<p>2 x Councillors</p> <p>2 x Councillors (Proxies)</p>	<p>Nominations Received:</p> <ul style="list-style-type: none"> <li>• Cr J Collingwood (Member)</li> <li>• Cr P Forrester (Member)</li> <li>• Cr A Farrell (Proxy)</li> <li>• Cr K Warr (Proxy)</li> </ul> <p><b>Moved Cr Maluish Seconded Cr Forrester</b></p> <p>Elected Committee Members:</p> <ul style="list-style-type: none"> <li>• Cr J Collingwood (Member)</li> <li>• Cr P Forrester (Member)</li> <li>• Cr A Farrell (Proxy)</li> <li>• Cr K Warr (Proxy)</li> </ul> <p style="text-align: right;">CARRIED Voting 8/0 SPC Minute Ref: 10/15-19</p>
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## **7.0 CLOSURE**

Cr Collingwood congratulated the re-elected members and thanked all Elected Members for their continued support.

The President declared the meeting closed at 7.15pm.