



Shire of
Chapman Valley
Love the Rural Life

ORDINARY COUNCIL MEETING

Notice is hereby given that an Ordinary Meeting
of Council will be held on Wednesday 18 November 2015
at the Council Chambers, Nabawa, commencing at 9:00am.

Maurice Battilana
CHIEF EXECUTIVE OFFICER

UNCONFIRMED MINUTES

NOVEMBER 2015

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.



Maurice Battilana
CHIEF EXECUTIVE OFFICER

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6.0 DISCLOSURE OF INTEREST

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

Section 5.60A:

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

Section 5.60B:

*"a person has a **proximity interest** in a matter if the matter concerns –*

(a) a proposed change to a planning scheme affecting land that adjoins the person's land; or

(b) a proposed change to the zoning or use of land that adjoins the person's land; or

(c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land."

Regulation 34C (Impartiality):

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

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ORDER OF BUSINESS:

1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

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

2.0 LOYAL TOAST

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

3.1 Present

a. Councillors

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

b. Staff

Officer	Position
Mr Maurice Battilana	Chief Executive Officer
Mr Simon Lancaster	Manager of Planning
Mrs Karen McKay	Executive Assistant (Minute Taker)
Mrs Dianne Raymond	Manager of Finance & Corporate Services (from 9.32am to 10.08am)
Mrs Kristy Williams	Accountant (from 9.32am to 10.08am)

c. Visitors

Name	
Stuart Watson	Triton Building (from 9.00am to 9.17am)

3.2 Apologies

Name	
Nil	

4.0 PUBLIC QUESTION TIME

4.1 Questions On Notice

Nil

4.2 Questions Without Notice

Nil

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6.0 DISCLOSURE OF INTEREST

Cr Maluish declared an impartiality interest in item 9.1.5 as he is a member of the Parkfalls Residents Association.

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

8.1 Ordinary Meeting of Council held on Wednesday 14 October 2015

COUNCIL RESOLUTION

MOVED: CR FORRESTER

SECONDED: CR FARRELL

That the minutes of the Ordinary Meeting of Council held Wednesday 14 October 2015 be confirmed as a true and accurate record.

Voting 8/0

CARRIED

Minute Reference: 11/15-1

8.2 Special Meeting of Council held on Monday 19 October 2015

COUNCIL RESOLUTION

MOVED: CR FARRELL

SECONDED: CR HUMPHREY

That the minutes of the Special Meeting of Council held Monday 19 October 2015 be confirmed as a true and accurate record.

Voting 8/0

CARRIED

Minute Reference: 11/15-2

9.0 OFFICERS REPORTS

9.1 Manager of Planning November 2015

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- 9.1.3 Morrell Rezoning - Lot 9 Chapman Valley Road, Narra Tarra
- 9.1.4 Proposed Road Naming
- 9.1.5 Bill Hemsley Park Management Committee

AGENDA ITEM:	9.1.1
SUBJECT:	PROPOSED RESIDENCE
PROPONENT:	TRITON BUILDING COMPANY FOR ARDMONA HOLDINGS
SITE:	LOT 74 COFFEE POT DRIVE, WAGGRAKINE
FILE REFERENCE:	A1769
PREVIOUS REFERENCE:	N/A
DATE:	9 NOVEMBER 2015
AUTHOR:	SIMON LANCASTER

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council is in receipt of an application for a residence upon Lot 74 Coffee Pot Drive, Waggrakine. The application is presented to Council as the proposed location is outside of the building envelope as shown upon the Coffee Pot Drive Subdivision Guide Plan, and also due to the proposed location for the residence being behind the existing outbuilding upon Lot 74. This report recommends refusal of the application. An alternative recommendation is provided in the event that Council consider that the application should be approved.

COMMENT

Lot 74 is a rectangular 2.0001ha property with frontage on its northern boundary to Coffee Pot Drive, and the rear/southern boundary abuts Chapman Valley Road (a restrictive covenant prevents direct vehicular access onto Chapman Valley Road).

Figure 9.1.1(a) – Location Plan for Lot 74 Coffee Pot Drive, Waggrakine



Lot 74 has been previously cleared but contains some remnant vegetation along the Ego Creek watercourse that runs east/west through the middle of the property and an area of native trees about a stable that is located approximately 42m back from Coffee Pot Drive.

Scheme Amendment No.40 to Shire of Chapman Valley Local Planning Scheme No.1 was approved by the Minister of Planning on 28 January 2009. The Scheme Amendment No.40 documentation included the Coffee Pot Drive Subdivision Guide Plan (copy provided as **Attachment 9.1.1(a)**) that was endorsed by the Western Australian Planning Commission ('WAPC') on 12 October 2009, as part of the process for WAPC subdivision approval no.139655 which led to the creation of Lot 74 Coffee Pot Drive. Deposited Plan of Survey 67939 that created Lot 74 Coffee Pot Drive also established a restrictive covenant that advised of the existence of building envelopes.

Figure 9.1.1(b) – Aerial Photograph of Lot 74 Coffee Pot Drive, Waggrakine



Figure 9.1.1(c) – View of Lot 74 looking south from Coffee Pot Drive



The Scheme Amendment No.40 documentation reveals some of the rationale behind the placement of the building envelope in relation to Lot 74 as follows:

“5.5 Visual Amenity

Predominantly half of the subject area to the west is developed with minimal visual impact on the Moresby Ranges. An exception to this is the eastern portion that consists of Lot 1455 that has been extensively cleared for farming purposes and carries a high level of visual and landscape amenity associated with the Moresby Ranges.

To address this extensive tree planting and environmental repair is to be undertaken through the subdivision and development processes, as has already occurred within the eastern portion of the subject area.

Additionally land management provisions are included as part of Appendix 6 of the Town Planning Scheme No.1, which includes the designation of building envelopes on each lot, restrictions on buildings above the 140 metre AHD and revegetation of lots as part of the development process. In recent times the Shire has also taken a

pro-active position in regulating the use of building materials and colours to further address visual impact concerns associated with the Moresby Ranges.

The inclusion of these provisions will ensure that the visual amenity and integrity of the subject land is maintained at the foot slopes of the Moresby Ranges.”

“5.7.1 Access

Notwithstanding the existing settlement pattern, all future subdivision within the subject area will continue to be serviced by Coffee Pot Drive and the extension there to as shown on the Subdivision Concept Plan provided as part of this Amendment.

With regard to individual lot access the siting of development on all proposed allotments will be guided by the placement of designated building envelopes to avoid crossing and maintain a minimum setback from the Ego Creek.

Further, this amendment does not advocate access to be taken from Chapman Valley Road.”

“5.7.4 Effluent Disposal

The capability of the area for absorption of nutrients has already been identified as suitable given that the subject land is currently zoned Special Rural and the surrounding land is well developed and utilised for Special Rural uses.

In order to protect Ego Creek, however septic systems will be required to be located a minimum of 30 metres from the watercourse as required under the Health Act 1911 (as amended).

The location of effluent disposal systems will be carefully assessed by the Local Authority’s Environmental Health section at the Development Application stage, where there may be a requirement for alternative treatment units to be installed.”

The Shire is in receipt of an application for a single storey, two bedroom, one bathroom residence with colorbond roof and wall cladding upon Lot 74 Coffee Pot Drive that is proposed to be sited outside of the building envelope. A copy of the submitted application including a site plan illustrating the proposed residence location in relation to the building envelope, along with elevation and floor plans have been included as **Attachment 9.1.1(b)**. A copy of supporting correspondence submitted by the applicant has also been included as **Attachment 9.1.1(c)**.

If, after reviewing the supporting information provided by the applicant, Council considers that the application should be approved it may consider the following alternative wording appropriate in its determination on the application:

“That Council grant formal planning approval for an residence upon Lot 74 Coffee Pot Drive, Waggrakine subject to compliance with the following conditions:

- 1 Development shall be in accordance with the approved plans dated 18 November 2015 and subject to any modifications required as a consequence of any conditions of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.*
- 2 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.*
- 3 The walls and roof of the proposed residence are to be clad in coated metal sheeting (i.e. colorbond) of complementary colours to the existing outbuilding to the approval of the local government.*
- 4 All stormwater is to be disposed of on-site to the approval of the local government.*
- 5 The residence must be serviced by an approved method of on-site effluent disposal suitable for long-term usage, and in a location sufficiently setback from the Ego*

Creek watercourse, to the approval of the local government in consultation with the Health Department of WA.

- 6 This approval is valid for a period of two (2) years from the date of approval and will be deemed to have lapsed if the development has not substantially commenced before the expiration of this period.

Advice Notes:

- (i) Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.
- (ii) If the applicant is aggrieved by this determination there is a right pursuant to the Planning and Development Act 2005 to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination."

Figure 9.1.1(d) – View looking north-east across development site



Figure 9.1.1(e) – View looking west across development site



STATUTORY ENVIRONMENT

Lot 74 Coffee Pot Drive, Waggrakine is zoned 'Rural Residential 2' under Shire of Chapman Valley Local Planning Scheme No.2 ('the Scheme').

Section 4.2.5 of the Scheme lists the objectives of the 'Rural Residential' zone as being:

- (a) Provide for residential development within a low-density environment;
- (b) Provide for other land-uses compatible with a high level of residential amenity;
- (c) Prevent the establishment of land-uses more appropriately undertaken in commercial and/or industrial areas; and
- (d) Protect the environmental and landscape values of the land."

Schedule 11 of the Scheme notes the following for the 'Rural Residential 2' zone:

- "1 Subdivision and land use shall be generally in accordance with a Structure Plan adopted by the Local Government and endorsed by the Western Australian Planning Commission.*
- 2 All dwellings shall be sited in accordance with the setback requirements specified in the Scheme for the Rural Residential Zone, except where for specific lots, building envelopes are shown on the Structure Plan. Where building envelopes are shown then all dwellings, associated structures and effluent disposal systems must be located within that envelope.*
- 3 All buildings constructed on the land shall be sympathetic to existing landscape elements, namely landform, vegetation and amenity, in terms of their design, height, location, materials and cladding colours."*

Section 5.11 of the Scheme states:

"5.11 Building Envelopes

- 5.11.1 Where a building envelope is identified on a subdivision guide, structure or fire management plan, all development shall be contained within the designated envelope area.*
- 5.11.2 No development of any structures shall occur within any area/s identified as 'Development Exclusion Area', 'Re-vegetation Area', 'Remnant Vegetation' or similar on the subdivision guide, structure or fire management plan;*
- 5.11.3 Notwithstanding the requirements of Clause 9.1 of the Scheme, where a building envelope exists on a particular lot an application for planning approval to change or relocate the building envelope shall be accompanied by relevant building plans and information addressing visual amenity, privacy and screening, vegetation loss, access, and proximity to natural features.*
- 5.11.4 In considering an application to relax the requirements of Clause 5.11.2 and 5.11.3 the Local Government shall, in addition to the general matters set out in Clause 5.5, give particular consideration to:*
 - (a) unacceptable visual clutter, especially in elevated areas of high landscape quality or visually exposed locations;*
 - (b) unnecessary clearing of remnant native vegetation;*
 - (c) visual obtrusiveness and/or impact on an adjoining property by way of privacy, noise, odour or light spill;*
 - (d) suitability for landscape screening using effective screening vegetation; and*
 - (e) compliance with the land-use, setback, building height, development exclusion, vegetation protection, bushfire requirements and other pertinent provisions of the Local Planning Scheme and associated Local Planning Policies."*

Section 10.2 of the Scheme lists the following relevant matters to be considered by Council in considering this development application:

- "(f) any Local Planning Policy adopted by the Local Government under clause 2.4, any heritage policy statement for a designated heritage area adopted under clause 7.2.2, and any other plan or guideline adopted by the Local Government under the Scheme;...*
- ...(i) the compatibility of a use or development with its setting;...*
- ...(l) the likely effect of the proposal on the natural environment and any means that are proposed to protect or to mitigate impacts on the natural environment;*
- (m) whether the land to which the application relates is unsuitable for the proposal by reason of it being, or being likely to be, subject to flooding, tidal inundation, subsidence, landslip, bush fire or any other risk;*
- (n) the preservation of the amenity of the locality;*

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

POLICY IMPLICATIONS

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

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

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

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

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

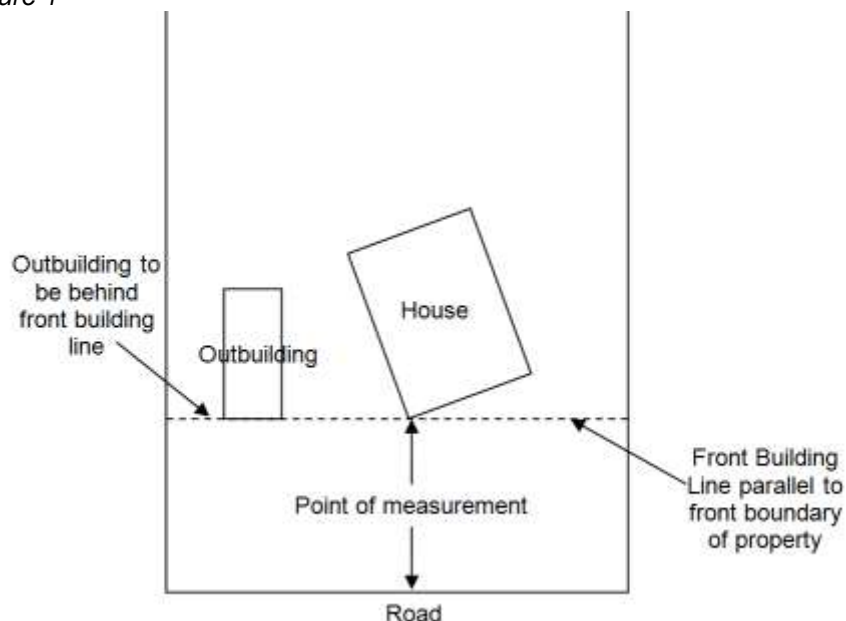
With regards to the criteria listed in Section 4.3 of the policy, it is noted that the application does not propose the clearing of vegetation and the proposed building materials and colours are considered to be complementary to the natural landscape of the area. The proposed residence would be obscured from Coffee Pot Drive by existing and the relocation would not unduly increase the development's visibility from Chapman Valley Road.

Section 4.7 of Shire of Chapman Valley Local Planning Policy 'Outbuildings' states that:

"4.7 An outbuilding is required to be sited behind the 'front building line' of a dwelling on lots less than 4ha in area in all zones, unless sufficient justification has been provided by the applicant and the building is consistent in design and materials with the existing dwelling."

Note: For the purpose of this statement the 'front building line' is to be measured from the closest point of the house to the front boundary drawn parallel to the boundary as illustrated below:

Figure 1



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.

FINANCIAL IMPLICATIONS

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

- **Long Term Financial Plan:**

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

STRATEGIC IMPLICATIONS

It is considered that the primary motives underpinning the positioning of the building envelopes upon the Coffee Pot Drive Subdivision Guide Plan were to ensure that development was located away from the Ego Creek watercourse and the steeper slopes of the Moresby Range, and to prevent direct vehicle access onto Chapman Valley Road. Another, whether intended or not, consequence of the Coffee Pot Subdivision Guide Plan is that it lends purchasers into the subdivision a level of certainty on where future development may occur upon the neighbouring lots and the impact this may have on their outlook. The direction that Council resolves to undertake in relation to this application will impact, either by reinforcing, or weakening, the way in which the Coffee Pot Drive Subdivision Guide Plan is perceived and implemented.

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

- **Strategic Community Plan:**

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

CONSULTATION

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

Section 4.11 of the Shire's 'Outbuildings' Local Planning Policy notes that applications that propose variation require consultation by means of the Shire writing directly to the surrounding landowners inviting comment.

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

The Shire wrote to the 4 surrounding landowners on 8 October 2015 providing details of the application and inviting comment upon the proposal prior to 30 October 2015, a sign was also erected on-site to advise of the received application and the opportunity for comment during this period.

At the conclusion of the advertising period 2 submissions had been received, both expressing support for the application. Both submissions have been provided as Attachment 9.1.1(d) and it is noted that the one of the respondents is the subdivider, who is also the adjoining landowner to the west of Lot 74, and the landowner of Lot 74 and therefore the applicant in this instance (on behalf of the prospective purchaser of Lot 74).

RISK ASSESSMENT

Not Applicable.

VOTING REQUIREMENTS

Simple majority required.

COUNCIL RESOLUTION / STAFF RECOMMENDATION

MOVED: CR FORRESTER

SECONDED: CR MALUISH

That Council refuse planning approval for a residence upon Lot 74 Coffee Pot Drive, Waggrakine for the following reasons:

- 1 The development is located outside of the building envelope as shown upon the Coffee Pot Drive Subdivision Guide Plan endorsed by the Western Australian Planning Commission on 12 October 2009.
- 2 The development proposes to site a residence to the rear of an existing outbuilding which is contrary to Section 4.7 of the Shire of Chapman Valley Local Planning Policy 'Outbuildings' which requires that an outbuilding be sited behind the front building line of a dwelling on lots less than 4ha.

- 3 Council is not satisfied that sufficient justification has been provided to warrant a concession being granted in this instance to the requirements under Section 5.11 'Building Envelopes' and Schedule 11 'Rural Residential 2' of the Shire of Chapman Valley Local Planning Scheme No.2 and Section 4.7 of the Shire of Chapman Valley Local Planning Policy 'Outbuildings'; &
- 4 Approval of this application may well set an undesirable precedent for continued variation to the Shire's statutory and policy requirements, which in time could prove to be detrimental to the rural residential amenity and lifestyle opportunities of the locality.

Advice Note:

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

MOTION WITHDRAWN

COUNCIL RESOLUTION / STAFF RECOMMENDATION

MOVED: CR WOOD

SECONDED: CR MALUISH

That Council refuse planning approval for a residence upon Lot 74 Coffee Pot Drive, Waggrakine for the following reasons:

- 1 The development is located outside of the building envelope as shown upon the Coffee Pot Drive Subdivision Guide Plan endorsed by the Western Australian Planning Commission on 12 October 2009.
- 2 The development proposes to site a residence to the rear of an existing outbuilding which is contrary to Section 4.7 of the Shire of Chapman Valley Local Planning Policy 'Outbuildings' which requires that an outbuilding be sited behind the front building line of a dwelling on lots less than 4ha.
- 3 Council is not satisfied that sufficient justification has been provided to warrant a concession being granted in this instance to the requirements under Section 5.11 'Building Envelopes' and Schedule 11 'Rural Residential 2' of the Shire of Chapman Valley Local Planning Scheme No.2 and Section 4.7 of the Shire of Chapman Valley Local Planning Policy 'Outbuildings'; &
- 4 Approval of this application may well set an undesirable precedent for continued variation to the Shire's statutory and policy requirements, which in time could prove to be detrimental to the rural residential amenity and lifestyle opportunities of the locality.

Advice Note:

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

Voting 4/4

President's Casting Vote - MOTION LOST

Minute Reference: 11/15-3

COUNCIL RESOLUTION

MOVED: CR FARRELL

SECONDED: CR FORRESTER

That Council grant formal planning approval for an residence upon Lot 74 Coffee Pot Drive, Waggrakine subject to compliance with the following conditions:

- 1 Development shall be in accordance with the approved plans dated 18 November 2015 and subject to any modifications required as a consequence of any conditions of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.

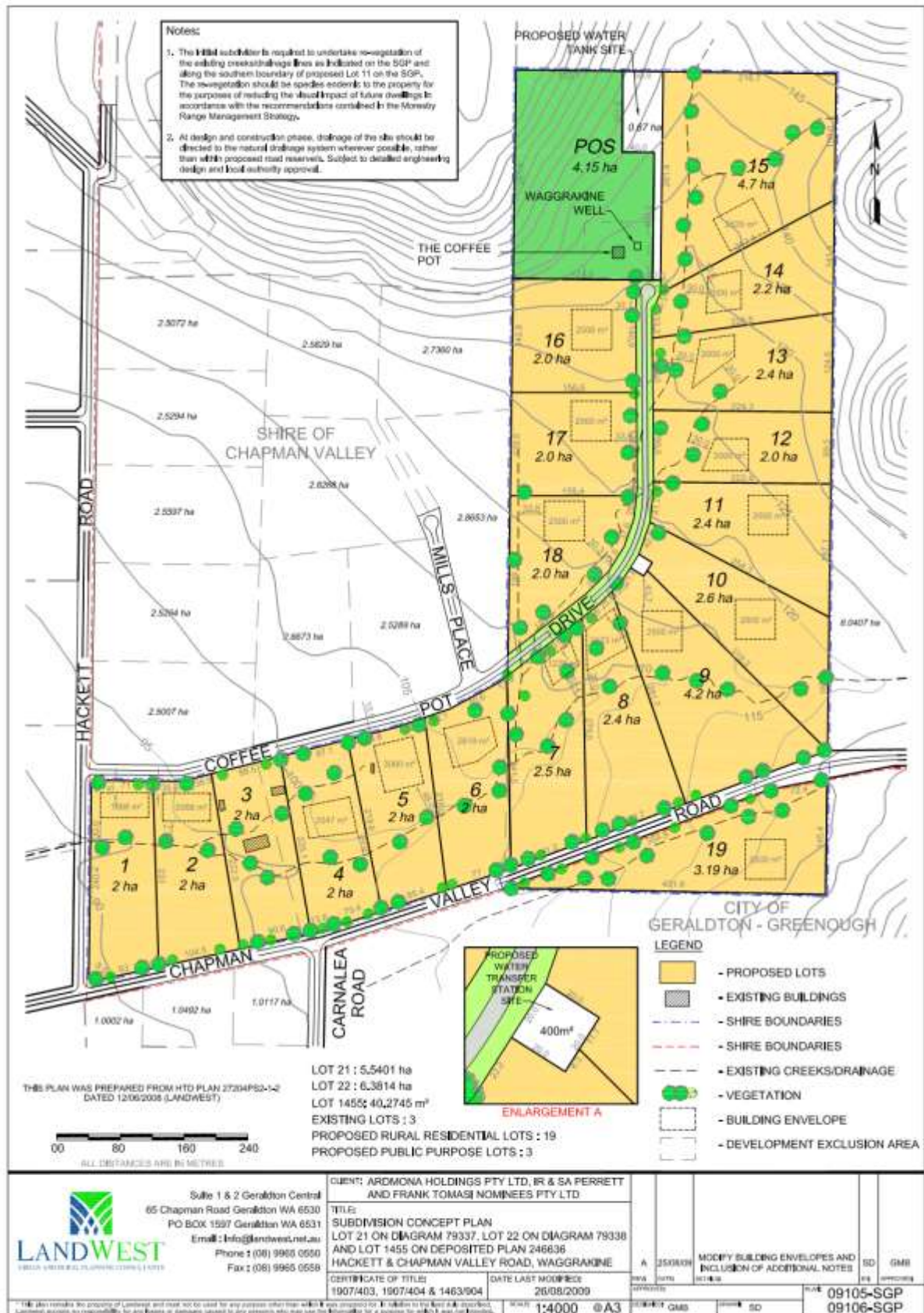
- 2 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.
- 3 The walls and roof of the proposed residence are to be clad in coated metal sheeting (i.e. colorbond) of complementary colours to the existing outbuilding to the approval of the local government.
- 4 All stormwater is to be disposed of on-site to the approval of the local government.
- 5 The residence must be serviced by an approved method of on-site effluent disposal suitable for long-term usage, and in a location sufficiently setback from the Ego Creek watercourse, to the approval of the local government in consultation with the Health Department of WA.
- 6 This approval is valid for a period of two (2) years from the date of approval and will deemed to have lapsed if the development has not substantially commenced before the expiration of this period.

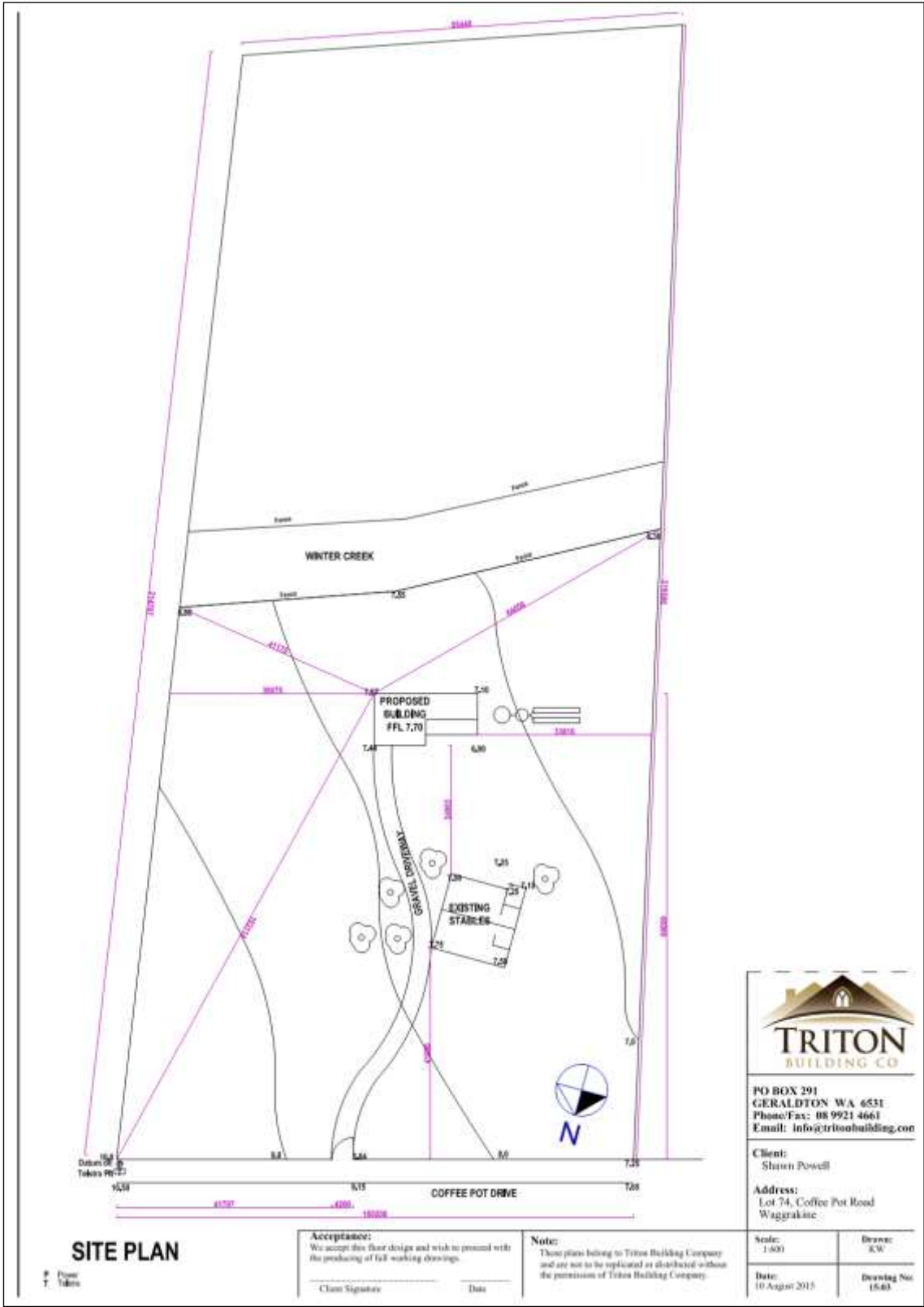
Advice Notes:

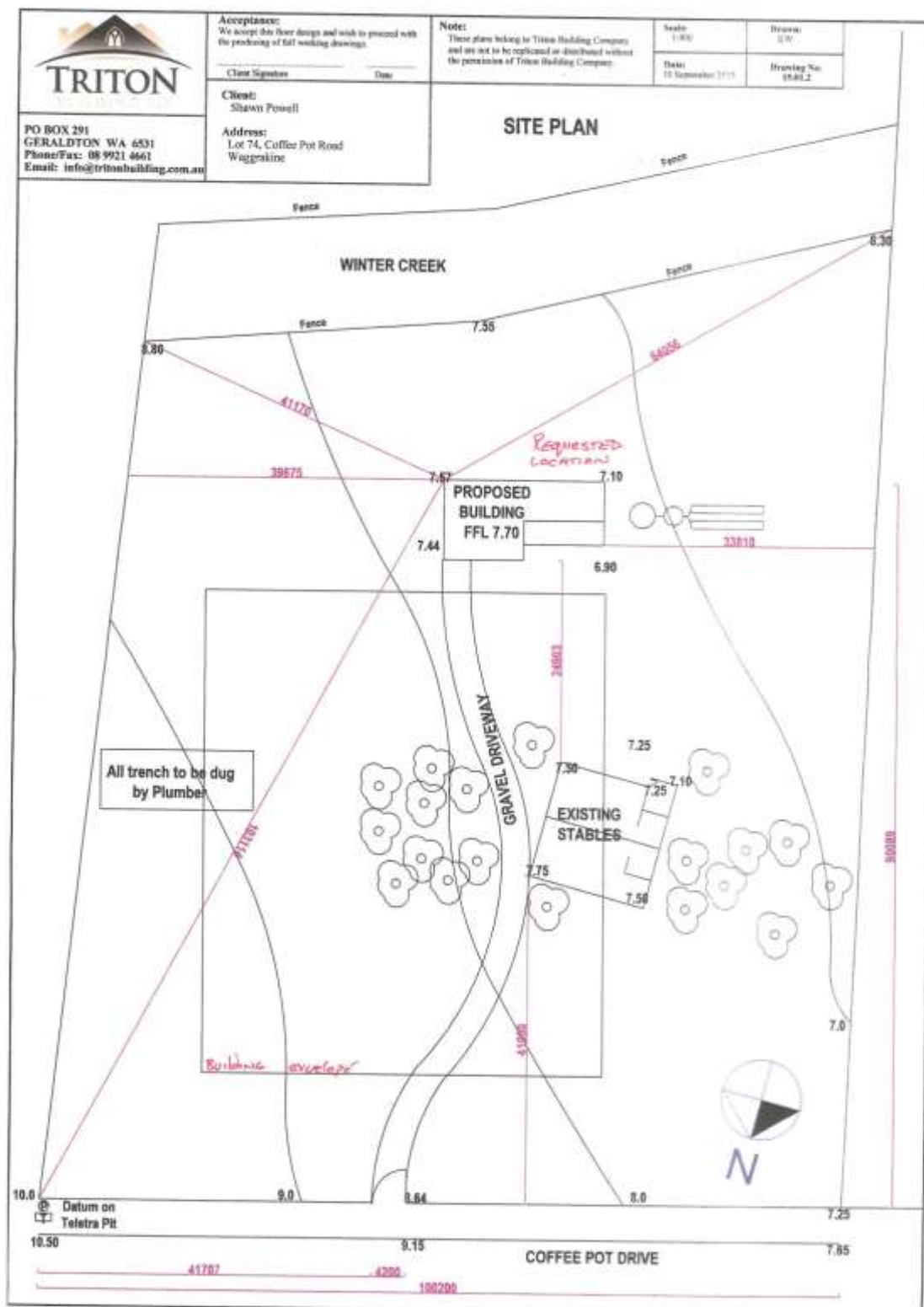
- (i) Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.
- (ii) If the applicant is aggrieved by this determination there is a right pursuant to the Planning and Development Act 2005 to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

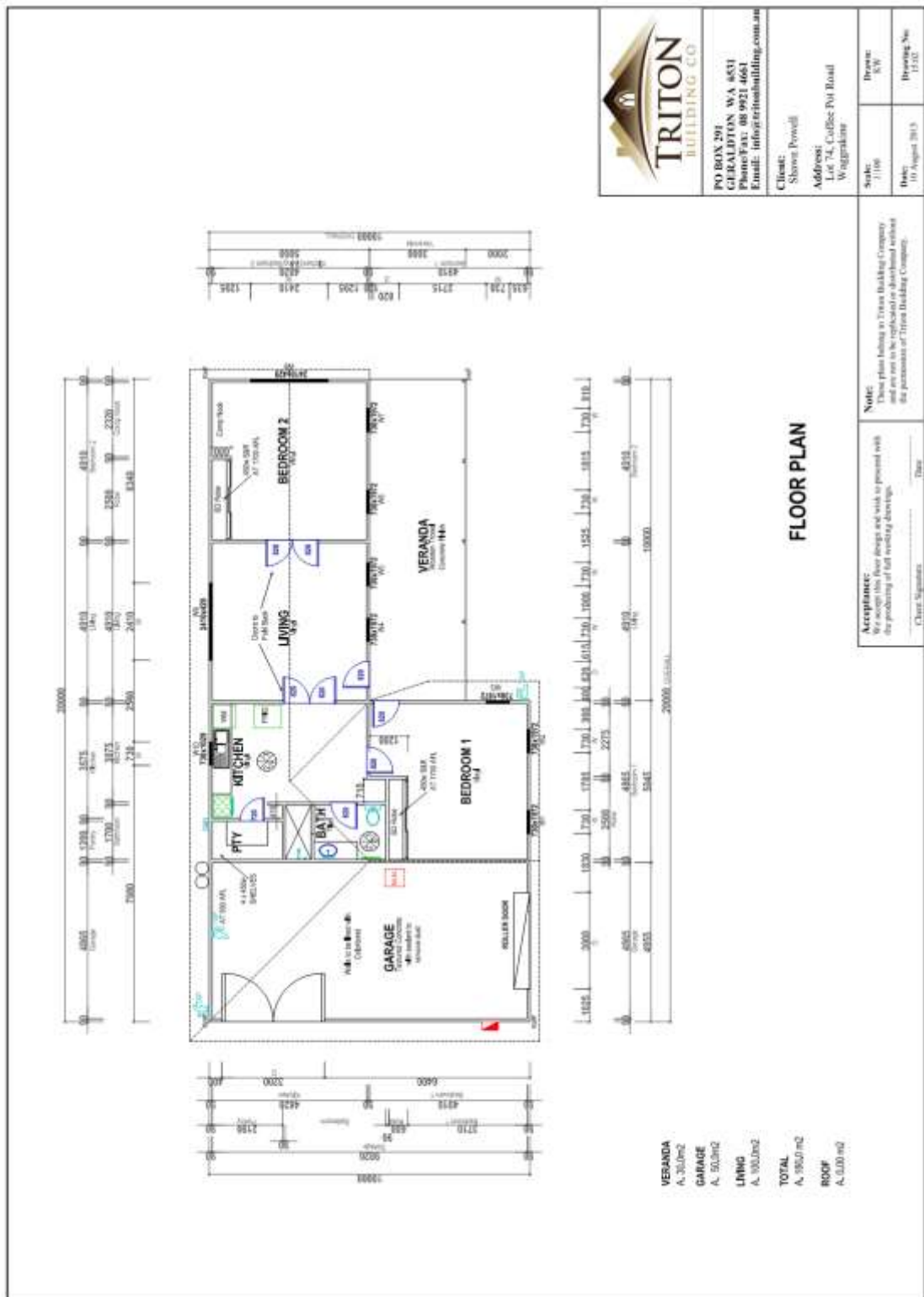
Voting 4/4
President's Casting Vote - MOTION CARRIED
Minute Reference: 11/15-4

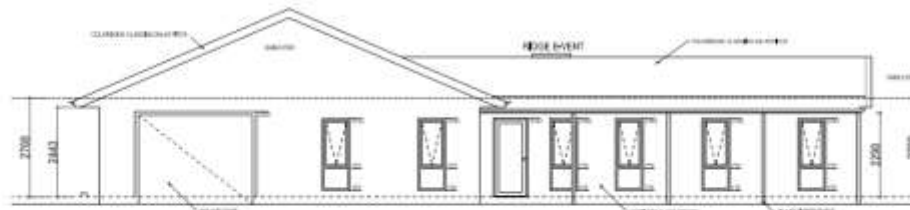
Mr Watson left Chambers at 9.17am



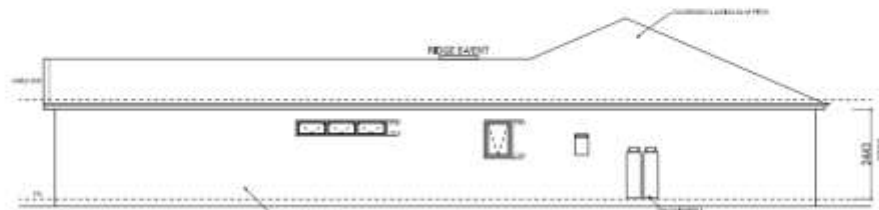




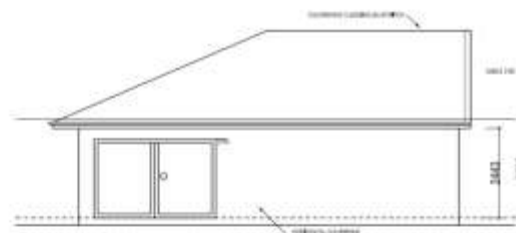




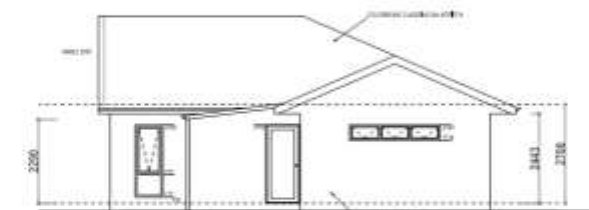
ELEVATION 1



ELEVATION 2



ELEVATION 3



ELEVATION 4

ELEVATION PLAN

Acceptance:
We accept this floor design and seek to proceed with the producing of full working drawings.

Client Signature _____ Date _____

Note:
These plans belong to Triton Building Company and are not to be replicated or distributed without the permission of Triton Building Company.

	
PO BOX 291 GERALDTON WA 6531 Phone/Fax: 08 9921 4661 Email: info@tritonbuilding.com.au	
Client: Sharon Powell	
Address: Lot 74, Coffee Pot Road Waggrakine	
Scale: 1:100	Drawn: SCW
Date: 10 August 2013	Drawing No: 1503

Building Colours

Site: Lot 74, Coffee Pot Drive, Waggrakine

Surfmist



Mangrove



Pale Eucalypt





View of field from house



View of field from house



View of field from house



View of field from house



23 September 2015

Shire President
Shire of Chapman Valley

Re: Lot 74 Coffee Pot Drive, Waggrakine

We would like to seek planning approval for the desired location of proposed home for Lot 74 Coffee Pot Drive, Waggrakine.


1. We wish to construct the house two meters behind the building envelope. This would put the rear of the building 12 meters behind the building envelope. We would like to make the following points for consideration:
 - The building envelope is approximately 25% covered by established trees. Removal of the trees is not desired and would deplete the natural ambiance of the location. Also building close to the trees would increase any threat from fire.
 - Subdivision concept plan refers to "Reducing the visual impact of future dwellings in accordance with the recommendations contained in the Moresby Range Management Strategy" by placing the dwelling behind the existing trees we can achieve this.
 - The preferred location will keep the new dwelling well away from the home on the eastern side. If we were to place the dwelling within the building envelope, but to the East so that we have separation from the existing treed area the dwelling would be more visible from the road and place it very close to the adjoining family's pool and entertaining area. This would reduce privacy between the two properties, increase noise and light impact to both properties.
 - By building behind the building envelope we can maintain the area of established vegetation.
 - If the home is moved forward into the building envelope the separation to the nearest trees would be 5 metres at the garage and only 4 metres from the veranda. This would put the home at a higher fire risk. Where we want to place the home it will have 16 metres separation from both the front and rear.
 - Utilising the front half of the building envelope would place the home close to the road (Coffee Pot Drive) and all other homes on both sides of the street are set back further.
 - Being placed close to the street detracts from the whole point of purchasing a 2ha property. Dr Powell wants to have distance between him, the neighbours and the traffic.
 - The requested location places the home well away from existing trees and any fire risk caused by them.
 - The home will be hidden in part from the road by the existing trees keeping with the rural feel of the area.
 - The proposed home is only 20 metres wide by 10 metres deep, 180 metres square including the veranda and therefore will cause low impact on the area.
 - The colorbond cladding and roof colours are to be *Roof Surfmist, Walls Pale Eucalyptus. With Bargeboards framing and windows to be Mangrove* and therefore blending with the landscape and being non obtrusive.
 - The home will be further from the neighbour to the east if put in our preferred location.
 - The young boy on the eastern property rides his motorbike around the perimeter of their buildings. Building the home on the eastern side within the building envelope will place Dr Powell closer to the noise and dust created by the motorbike. The existing motorbike is low powered but as the boy gets older the impact of a larger bike could have detrimental impact on Dr Powell and the peacefulness at his home. There is a motor bike scramble track at the rear of the eastern property therefore we should assume that the use of off road motorbikes may be an ongoing thing. By building in our preferred location we can maintain maximum separation.

ACN 089 675 678/ABN 62 089 675 678
PO Box 291, GERALDTON WA 6531 Ph/Fax: 08 9921 4661 info@tritonbuilding.com.au www.tritonbuilding.com.au

- The proposed separation will provide plenty of room for sensible planting of screening trees and shrubs between the neighbours to provide relief from easterly winds. Should we have to build on the eastern side screening trees will need to be planted close to the firebreaks to maintain maximum separation from the home. Planting vegetation close to the firebreaks could reduce their effectiveness during high risk seasons.
 - Septic and leach drain will be adequately distanced from watercourse (Winter Creek).
2. Locate dwelling behind outbuilding.
- There is an existing stable in amongst the treed area of the block.
 - Dr Powell owns two horses. The stable will be utilised for the horses and are a contributing factor why Dr Powell is purchasing the property.
 - As Dr Powell wishes to keep the existing stables and the local planning policy for outbuildings requires that the front of the dwelling be the furthestmost part of any building, (stable to be behind the front of the dwelling) this would reduce the available building area to less than 40 meters from the front boundary. As noted on satellite drawing of site.
 - The existing stables are located in amongst established trees. These trees provide shading for animals (horses) from the sun, wind and rain. Therefore the stables are in an ideal location.
 - If we demolished the stables and relocated them close to the Winter Creek, to enable use of the rear half of the building envelope. They would lose the natural protection (trees).
 - Having the stables in the rear half of the Lot is not suitable as access will be reduced in winter when the creek is flowing and would also be outside the building envelope.
 - If the stables were placed at the rear of the building envelope they would be more visible to the neighbour on the eastern side. If relocated within the allowed building envelope and behind the proposed dwelling having the stables close to their pool and veranda areas would not be beneficial to the adjoining neighbour.
 - The young boy on the eastern property rides his motorbike around the perimeter of their buildings. This may spook the horses if the stables are relocated close to the rear eastern boundary.
 - The existing location of the stables provides the best camouflaging amongst the established trees.
 - The stable is constructed from colorbond mist green and the corral copper logs. It is not a large structure and would be maintained in its present configuration to ensure safety, durability and fit for purpose.

We have attached signed neighbour consent form from Lot 73 Coffee pot Drive. The property owners at Lot 75 have not signed a consent form.

The property is being sold with the intent that a home be constructed and a semi-rural lifestyle can be enjoyed. We feel that the current building restrictions impede this and therefore cordially request Council to approve the proposed position for the development of Dr Powell's home and allow the existing stables to remain.



Stuart Watson
Registered builder 10563



Dr Shawn Powell
Property purchaser.



Shire of
Chapman Valley
Love the Rural Life

RECEIVED
13 OCT 2015

Record No CR1510827

DEVELOPMENT APPLICATION SUBMISSION FORM

Ref: A1769

PROPOSED RESIDENCE – LOT 74 COFFEE POT DRIVE, WAGGRAKINE

Name: ARDMONA HOLDINGS PTY LTD TANA SHEYL PERRETT

Postal Address: 18 COFFEE POT DRIVE WAGGRAKINE

Phone Number: 0419040314 9938495

SUBMISSION: ☒ Support ☐ Object ☐ Indifferent

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

This is a position that is less intrusive to Kim Duncans View.

The next option of removing the stables and building the house within the envelope would be more intrusive on Kim Duncans View.

Signature: Tana Sheyl Perrett Date: 10.10.2015

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

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

Submissions Close: 4pm Friday 30 October 2015



Shire of
Chapman Valley
Love the Rural Life

DEVELOPMENT APPLICATION SUBMISSION FORM

Ref: A1769

PROPOSED RESIDENCE – LOT 74 COFFEE POT DRIVE, WAGGRAKINE

Name: Peter + Heather Hobbs

Postal Address: 27 Coffee Pot Ave Geraldton

Phone Number: 0429382130

SUBMISSION: ☒ Support ☐ Object ☐ Indifferent

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

Signature: Heather Hobbs Date: 11-10-15

Please return to: Chief Executive Officer
Shire of Chapman Valley
PO Box 1
NABAWA WA 6532

or dceo@chapmanvalley.wa.gov.au
or (fax) 9920 5155

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

Submissions Close: 4pm Friday 30 October 2015

AGENDA ITEM:	9.1.2
SUBJECT:	PROPOSED OUTBUILDINGS EXTENSION
PROPONENT:	D & K DUPEROUZEL
SITE:	5 (LOT 50) ELIZA SHAW DRIVE, WHITE PEAK
FILE REFERENCE:	A1227
PREVIOUS REFERENCE:	Nil
DATE:	30 OCTOBER 2015
AUTHOR:	SIMON LANCASTER

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council is in receipt of an application to construct an outbuilding upon 5 (Lot 50) Eliza Shaw Drive, White Peak. The application has been placed before Council as it exceeds the delegation limits of the Shire's 'Outbuildings' Local Planning Policy. This report recommends approval of the application. An alternative recommendation is provided in the event that Council consider that the application should be refused.

COMMENT

Lot 50 is a flat, cleared 1.9543ha rectangular property located immediately east of the North West Coastal Highway and on the north side of Eliza Shaw Drive with a 75.58m frontage and 265.8m depth.

Figure 9.1.2(a) – Location Plan for Lot 50 Eliza Shaw Drive, White Peak



The property contains a two storey residence setback 24m from the Eliza Shaw Drive/southern property boundary and 25m from the North West Coastal Highway/western property boundary with a swimming pool to the north of the residence. Two outbuildings are located 6m north-east of the residence and are set back 50m from the Eliza Shaw Drive/southern property boundary, 55m from the North West Coastal Highway/western property boundary and 5m from the nearest/eastern property boundary.

The western of the two outbuildings is 109.92m² (9.04m wide x 12.16m deep) with a 5m wall height, and the eastern outbuilding is 89.98m² (7.4m wide x 12.16m deep) with a 5m wall height, both outbuildings are clad in blue colorbond to match the roof of the adjacent residence.

The applicant is seeking approval for a 42.56m² outbuilding extension that would infill the 3.5m wide and 12.16m deep area between the two outbuildings, and would utilise matching wall and roof cladding. The proposed outbuilding extension would increase the total outbuilding area upon Lot 50 from 199.9m² to 242.46m² and would exceed the 200m² maximum aggregate area under which Shire staff may approve applications under delegated authority and has therefore been presented to Council for its consideration.

A copy of the site plan has been included as **Attachment 9.1.2** for Council's information.

Figure 9.1.2(b) – Aerial Photograph of Lot 50 Eliza Shaw Drive, White Peak



Figure 9.1.2(c) – View of existing residence & outbuildings upon Lot 50 Eliza Shaw Drive



It is considered that in this particular instance the proposed development can be supported based on the following:

- the development is minor in nature seeking merely to infill a 3.5m gap between two existing structures with matching wall and roof sheeting and roof height and profile;
- the development complies with the setback requirements of the Shire's Local Planning Scheme and Outbuildings Local Planning Policy;
- the development would not impact upon the views of any of the surrounding landowners;
- the subject property is 2ha in area and set amidst similarly sized rural residential properties creating a low density of built form that would not be impacted by the proposed development, it is noted that the closest existing residences are 150m to the north-east, and the next closest is 225m to the west on the opposite side of the North West Coastal Highway, and only one other residence could be located closer than this in future upon adjoining Lot 51, and the outbuilding infill extension would be obscured from that property by the existing outbuilding;
- the alteration to the outbuilding as proposed by this development would not be readily apparent as viewed from the highway, being obscured by the existing outbuilding to the west, and being situated 75m away from the actual highway;

- the creation of one outbuilding in place of two outbuildings, as viewed from Eliza Shaw Drive, may be considered a visual improvement, or of minor impact given it would be setback 58m from the actual carriageway (a before and after visual comparison is provided in **Attachments 9.1.2(d) & 9.1.2(e)**)

Figure 9.1.2(d) – Current view of Lot 50 looking north from Eliza Shaw Drive



Figure 9.1.2(e) – Proposed view of Lot 50 looking north from Eliza Shaw Drive



- the proposed outbuilding would not appear excessive in size given its immediate proximity to a substantial two storey residence;
- the proposed development would not impact upon driver sightlines on either North West Coastal Highway or Eliza Shaw Drive;
- by adjoining the North West Coastal Highway, Lot 50 does serve an informal 'buffer role' between the highway and the Parkfalls Estate, and an outbuilding of a slightly greater area in this context can be viewed as appropriate;
- the proposed development will provide an improved planning and visual outcome to correct an unusual situation arising from a past anomaly in the Shire's Outbuilding Local Planning Policy. In 2006 the Shire's Outbuildings Local Planning Policy stipulated a maximum outbuilding area of 150m² per building, but a total aggregate area of 200m². The landowner desired a 200m² outbuilding but due to the policy requirements of the time was required to construct two separate outbuildings to be compliant but proved less than ideal in terms of practical usage. As a result of this development a review of the Shire's Outbuildings Local Planning Policy was undertaken that addressed this issue by allowing for a maximum aggregate area of 200m². If the current policy requirements had been in place at the time of the outbuildings' initial development the landowner

would not have been required to construct two outbuildings, and an unusual built form that is not considered an ideal entrance to the Parkfalls Estate could have been avoided. It is considered that this application is seeking to provide a solution that better suits the landowner's internal use of the outbuilding area, and provide a more standardised built form at the main entrance to the Parkfalls Estate.

STATUTORY ENVIRONMENT

Lot 50 Eliza Shaw Drive, White Peak is zoned 'Rural Residential 1' under Shire of Chapman Valley Local Planning Scheme No.2 ('the Scheme').

Section 4.2.5 of the Scheme lists the objectives of the 'Rural Residential' zone as being:

- "(a) Provide for residential development within a low-density environment;*
- (b) Provide for other land-uses compatible with a high level of residential amenity;*
- (c) Prevent the establishment of land-uses more appropriately undertaken in commercial and/or industrial areas; and*
- (d) Protect the environmental and landscape values of the land."*

Part 4 of Schedule 11 of the Scheme notes the following for the 'Rural Residential 1' zone:

"All buildings constructed on the land shall be sympathetic to existing landscape elements, namely landform, vegetation and amenity, in terms of their design, height, location, materials and cladding colours."

Section 5.8 of the Scheme states:

"5.8 Appearance of Land and Buildings

5.8.1 Unless otherwise approved, 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.

5.8.2 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.

5.8.3 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."

Section 10.2 of the Scheme lists the following relevant matters to be considered by Local Government in considering a development application:

- "(f) any Local Planning Policy adopted by the Local Government under clause 2.4, any heritage policy statement for a designated heritage area adopted under clause 7.2.2, and any other plan or guideline adopted by the Local Government under the Scheme;...*
- ...(i) the compatibility of a use or development with its setting;...*
- ...(n) the preservation of the amenity of the locality;*
- (o) the relationship of the proposal to development on adjoining land or on other land in the locality including but not limited to, the likely effect of the height, bulk, scale, orientation, and appearance of the proposal;...*
- ... (v) 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;...*

(za) any other planning consideration the Local Government considers relevant.”

POLICY IMPLICATIONS

The proposed outbuilding extension upon Lot 50 would increase the total outbuilding area from 199.9m² to 242.46m². Shire of Chapman Valley Local Planning Policy ‘Outbuildings’ lists the maximum total aggregate area for Lot 50 as being 200m². Given the proposed development exceeds this policy requirement by 42.46m² (21.23%) the application cannot be determined under delegated authority and is required to be presented to Council for its consideration.

The Shire’s Outbuildings Local Planning Policy sets a maximum wall height of 4.5m for the ‘Rural Residential’ zone and a maximum total height of 5.5m, the existing outbuilding has a wall height of 5m and the infill extension (being proposed to match the wall and roof profile) would not comply with the wall height requirements of the policy but would comply with the overall 5.5m roof height requirement.

The objectives of the ‘Outbuildings’ Local Planning Policy are as follows:

- “3.1 To allow for a regional variation to Section 5.4.3 of State Planning Policy 3.1 - Residential Design Codes.*
- 3.2 To provide a clear definition of what constitutes an “outbuilding”.*
- 3.3 To ensure that outbuildings are not used for habitation, commercial or industrial purposes by controlling building size and location.*
- 3.4 To limit the visual impact of outbuildings.*
- 3.5 To encourage the use of outbuilding materials and colours that complement the landscape and amenity of the surrounding areas.*
- 3.6 To ensure that the outbuilding remains an ancillary use to the main dwelling or the principle land use on the property.”*

The Shire of Chapman Valley ‘Outbuildings’ Local Planning Policy has the following purpose and scope:

“Purpose

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

Scope

A Local Planning Policy is not part of the Scheme and 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.

Council has approved only one variation to the aggregate outbuilding area in the Parkfalls Estate, this being the approval at the 20 August 2014 meeting for the extension of a 200m² outbuilding with a 20.2m² open sided balcony upon 230 (Lot 93) Eliza Shaw Drive.

In the event that Council considers that the application should be refused it may consider the following alternative wording appropriate in its determination on the application:

"That Council refuse planning approval for an outbuilding extension upon 5 (Lot 50) Eliza Shaw Drive, White Peak for the following reasons:

- 1 The development proposes an outbuilding in excess of the 200m² total aggregate area as specified under the Shire of Chapman Valley Local Planning Policy 'Outbuildings' for the 'Rural Residential' zone.*
- 2 The proposed development is not considered consistent with the objectives of the Shire of Chapman Valley Local Planning Policy 'Outbuildings';*
- 3 The proposed development is not considered consistent with Section 5.8 'Appearance of Land and Buildings' of the Shire of Chapman Valley Local Planning Scheme No.2;*
- 4 Council is not satisfied that sufficient justification has been provided to warrant a concession being granted in this instance; &*
- 5 Approval of this application may well set an undesirable precedent for continued variation to the Shire's statutory and policy requirements, which in time could prove to be detrimental to the rural residential amenity and lifestyle opportunities of the locality.*

Advice Note:

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

FINANCIAL IMPLICATIONS

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

- **Long Term Financial Plan:**

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

STRATEGIC IMPLICATIONS

- **Strategic Community Plan:**

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

CONSULTATION

Council may when considering an application that adjoins the North West Coastal Highway refer the matter to Main Roads WA for comment. However, in this instance Main Roads WA were not approached for comment as the property gains vehicular access via Eliza Shaw Drive and not the North West Coastal Highway, and the proposed outbuilding infill extension will not be apparent to passing highway traffic or impact upon driver visibility.

Council may when considering an application that proposes a variation to any part of its Local Planning Policy resolve to undertake consultation with surrounding landowners. However, in this instance surrounding landowners were not contacted for comment, as the outbuilding infill extension would not

be readily apparent to surrounding landowners or impact upon any surroundings landowners' outlook as the proposed development seeks to infill a 3.5m gap between two existing structures with matching wall and roof sheeting and roof height and profile. The closest existing residences are 150m to the north-east, and the next closest is 225m to the west on the opposite side of the North West Coastal Highway.

RISK ASSESSMENT

Not Applicable.

VOTING REQUIREMENTS

Simple majority required.

COUNCIL RESOLUTION / STAFF RECOMMENDATION

MOVED: CR WOOD

SECONDED: CR MALUISH

That Council grant formal planning approval for a 42.56m² (5m wall height) outbuilding infill extension upon 5 (Lot 50) Eliza Shaw Drive, White Peak subject to compliance with the following conditions:

- 1 Development shall be in accordance with the approved plans dated 18 November 2015 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 The outbuilding is required to be externally clad in a complementary colour to the existing outbuilding(s) to the approval of the local government.
- 4 The outbuilding is only to be used for general storage purposes associated with the predominant use of the land and must not be used for habitation, commercial or industrial purposes.
- 5 Landscaping is required to be installed and maintained between the outbuilding and the Eliza Shaw Drive frontage for the purpose of softening the visual impact of the structure upon the land to the approval of the local government.

Advice Notes:

- (i) Council notes in its determination on this outbuilding extension that the subject property adjoins the North West Coastal Highway and serves in this capacity as a 'buffer' lot between the highway and the Parkfalls Estate, that the outbuilding extension represents an infill development between two existing developments and will not therefore impact on the amenity or outlook of surrounding properties, and the proposed development will provide an improved planning and visual outcome to correct a highly unusual situation arising from a past anomaly in the Shire's Outbuilding Local Planning Policy. Council further notes that on this basis that this decision should not be viewed as a precedent for applications seeking relaxation of the outbuilding area requirements under the Shire's Outbuildings Local Planning Policy.
- (ii) If the applicant is aggrieved by any aspect of 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.

Voting 4/4
President's Casting Vote - MOTION LOST
Minute Reference: 11/15-5

COUNCIL RESOLUTION

MOVED: CR ROYCE

SECONDED: CR HUMPHREY

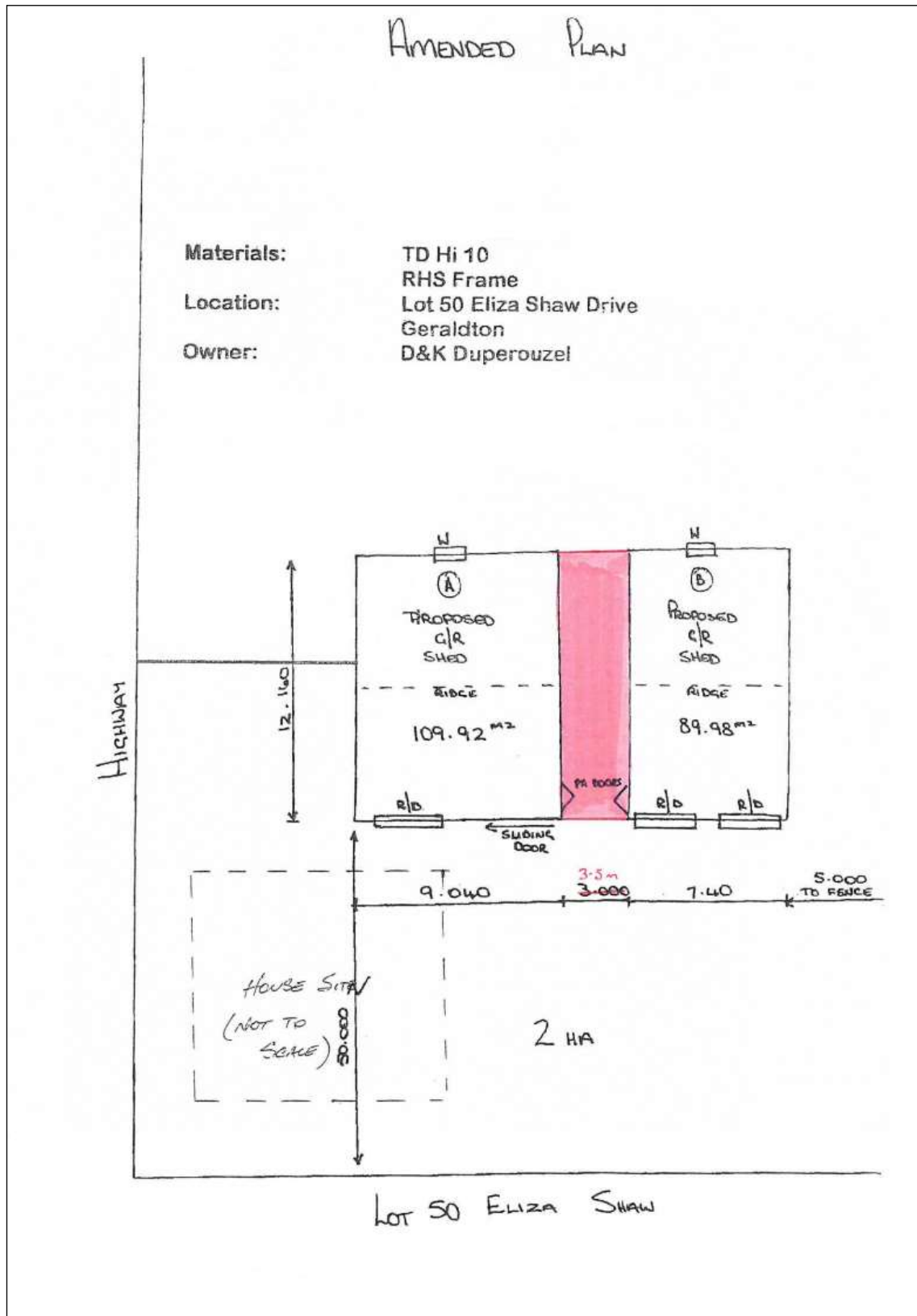
That Council refuse planning approval for an outbuilding extension upon 5 (Lot 50) Eliza Shaw Drive, White Peak for the following reasons:

- 1 The development proposes an outbuilding in excess of the 200m² total aggregate area as specified under the Shire of Chapman Valley Local Planning Policy 'Outbuildings' for the 'Rural Residential' zone.
- 2 The proposed development is not considered consistent with the objectives of the Shire of Chapman Valley Local Planning Policy 'Outbuildings';
- 3 The proposed development is not considered consistent with Section 5.8 'Appearance of Land and Buildings' of the Shire of Chapman Valley Local Planning Scheme No.2;
- 4 Council is not satisfied that sufficient justification has been provided to warrant a concession being granted in this instance; &
- 5 Approval of this application may well set an undesirable precedent for continued variation to the Shire's statutory and policy requirements, which in time could prove to be detrimental to the rural residential amenity and lifestyle opportunities of the locality.

Advice Note:

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

Voting 4/4
President's Casting Vote - MOTION CARRIED
Minute Reference: 11/15-6



AGENDA ITEM:	9.1.3
SUBJECT:	PROPOSED REZONING
PROPONENT:	LANDWEST FOR MUMBEMARRA PTY LTD
SITE:	LOT 9 CHAPMAN VALLEY ROAD, NARRA TARRA
FILE REFERENCE:	A337 & 204.04.01
PREVIOUS REFERENCE:	05/15-3
DATE:	9 NOVEMBER 2015
AUTHOR:	SIMON LANCASTER

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council resolved at its 20 May 2015 meeting to initiate the rezoning of Lot 9 Chapman Valley Road, Narra Tarra from the 'General Farming' zone to the 'Rural Smallholding' zone as Scheme Amendment No.1. The required advertising has now been concluded and this report recommends Council's adoption of Scheme Amendment No.1.

COMMENT

Lot 9 is a 54.81ha property, with its western boundary fronting Chapman Valley Road, Chapman River running along its eastern boundary, and its northern boundary abutting the Shalom Pet Sematary.

Figure 9.1.3(a) – Location Plan for Lot 9 Chapman Valley Road, Narra Tarra



Lot 9 is a vacant property that has been previously cleared except for some minor remnant vegetation sited along a tributary line that runs west/east through the middle of the lot feeding storm event runoff from the Moresby Range footslopes into the Chapman River. The majority of the property is generally flat with some fall from the 75m contour at the western (Chapman Valley Road) frontage to a 70m contour height at the eastern (Chapman River) boundary.

Figure 9.1.3(b) – Aerial Photograph of Lot 9 Chapman Valley Road, Narra Tarra



The applicant has prepared an Indicative Subdivision Guide Plan (included as **Attachment 9.1.3(a)**) proposing that Lot 9 be subdivided into 2 lots as divided by the tributary line.

A copy of the submitted Scheme Amendment No.1 documentation was provided to Councillors as a separate attachment to the 20 May 2015 Council Agenda.

Figure 9.1.3(c) – View of Lot 9 looking north-east along tributary line



Lot 9 has a 1.5km road frontage, and an on-site meeting between the applicant and Shire staff identified a number of locations where vehicle crossover points might be safely located. The section of Chapman Valley Road from Hackett Road to Morrell Road is under the management of the Shire and is approved for vehicles to a maximum length of 20m.

In assessing this application it is considered that the proposal has some merit, as follows:

- The rezoning of the subject property presents no environmental constraints;
- The rezoning of the subject property presents no heritage constraints;
- The rezoning of the subject property, and subsequent subdivision with application of building envelopes, presents no bushfire hazard constraints;

- The rezoning of the property presents the opportunity for a degraded area of land to be rehabilitated through the application of conditions at time of subdivision relating to building envelopes, native vegetation rehabilitation and fencing from stock;
- The 1.5km road frontage provides opportunity for 2 vehicle access points to be located with good visibility and sight lines;
- The land parcel due to its 54.81ha size, elongated shape and location between Chapman Valley Road and Chapman River that isolates it from other landholdings does not lend itself to broadacre farming practices and the subdivision of the land would enable rural lifestyle, rural tourism and intensive agriculture opportunities to be better explored;
- The Oakajee Narngulu Infrastructure Corridor ('ONIC') alignment studies conducted since the formulation of the Local Planning Strategy confirm that the property is not impacted by the ONIC land area requirements;
- The ONIC studies also confirm that the strip of land (of which Lot 9 forms part) that is located between the Moresby Range Precinct and the Chapman River is not directly impacted by the ONIC alignment and should therefore be considered as a logical southern extension back towards the Greater Geraldton urban area of the Rural Smallholding precinct along the tourist and community artery of the Chapman Valley Road;
- The proposed lots are consistent in size with the lots in the surrounding area;
- The subject area has frontage to the existing sealed road network;
- The lot does not front a section of road identified for heavy haulage;
- The advertising confirmed no objection to the rezoning or Subdivision Guide Plan from the Environmental Protection Authority, Department of Aboriginal Affairs, Department of Fire & Emergency Services, Department of Water, Main Roads WA, service authorities and neighbouring landowners;
- The subdivision that would be enabled by the rezoning process would present the opportunity to the Department of Water and/or Department of Parks & Wildlife to seek further widening of the Chapman River reserve if it considered this necessary to improve flora and wildlife corridor linkages;
- The rezoning and subdivision proposals are considered to meet many of the objectives of State Planning Policy 2.5 Land Use Planning in Rural Area relating to promoting regional development and sustainable settlement adjacent to urban areas.

STATUTORY ENVIRONMENT

Lot 9 Chapman Valley Road, Narra Tarra is zoned 'General Farming' under the Shire of Chapman Valley Local Planning Scheme No.2 ('the Scheme').

The Scheme objectives for the 'Rural Smallholding' zone, that Lot 9 is proposed to become, are as follows:

"4.2.5 Rural Smallholding Zone

The objectives of the Rural Smallholding Zone are to:

- Provide for residential development within a low density environment and integrated with a variety of agricultural/rural activities, including agricultural/rural activities undertaken on a commercial basis;*
- Provide for other land-uses compatible with the predominant use of the land;*
- Prevent the establishment of land-uses more appropriately undertaken in commercial and/or industrial areas; and*
- Protect the environmental and landscape values of the land."*

Part 5 of the *Planning & Development Act 2005* provides for the amendment of a Scheme.

Schedule 12 of the Scheme lists the following conditions relevant to the 'Rural Smallholding 2' zone:

"1 Subdivision

- Subdivision, development and land use shall generally be in accordance with the Structure Plan as adopted by the Local Government and endorsed by the Western Australian Planning Commission.*
- The minimum lot size shall be 20 hectares*

2 Building

- Buildings shall be confined to the building envelope as identified on the Structure Plan.*

- (b) *All buildings shall be sympathetic to existing landscape elements, namely landform, vegetation and amenity, in terms of their design, height, location, materials and cladding colours.*
 - (c) *All stormwater and runoff from buildings and other impervious surfaces shall be disposed of within each lot so as to avoid scouring and erosion.*
 - (d) *All building development shall accord with the Local Government's Rural Bushfire Policy & FESA requirements.*
 - (e) *All property boundaries for new lots shall be fenced to a minimum standard of 6 strand ring lock in a uniform manner.*
- 3 **Stock Control**
- (a) *The keeping of animals (other than domestic pets) shall accord with the maximum stocking rates as prescribed by the Department of Agriculture and Food.*
 - (b) *Application for approval to increase the stocking rate above the minimum prescribed is to be submitted to and determined by the local government. The Local Government in determining an application for an increase in the stocking rate may consult with Department of Agriculture and Food and affected surrounding land owners on desirable rates and applicable pasture types.*
 - (c) *Notwithstanding a) above, the local government may reduce or vary the limit on stocking or place any other conditions in light of prevailing seasonal conditions to prevent overstocking, erosion, or other practices detrimental to the environment or amenity of the neighbouring properties.*
- 4 **Vegetation Protection**
- (a) *Prior to subdivision, all remnant vegetation (excluding areas for fire control, driveway access and servicing) shall be protected from livestock by means of fencing to an appropriate standard as prescribed by the local government.*
 - (b) *Remnant vegetation is not to be cleared outside the building envelopes.*
- 5 **Servicing**
- (a) *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 to the satisfaction of the local government in consultation with the Health Department of WA.*
 - (b) *The Local Government may request the Western Australian Planning Commission impose a condition at the time of subdivision that requires the subdivider provide fire fighting facilities (or a financial contribution in-lieu of) in accordance with the local government's Rural Bushfire Policy requirements.*
 - (c) *The Local Government or Main Roads WA may request the WA Planning Commission impose a condition at the time of subdivision that requires the subdivider construct and/or upgrade any roads required to provide adequate vehicular access to the proposed lots, including the immediate local road network.*
 - (d) *Construction of a single dwelling on any proposed lot shall be supported by a minimum roof catchment area of 300m² from all building/s and a rain water storage tank of at least 100,000 litres to sustain a potable water supply for domestic and fire fighting use in accordance with the local government's Rural Bushfire Policy requirements.*
 - (e) *The local government may request the Western Australian Planning Commission impose a condition at the time of subdivision requiring the subdivider to demonstrate the quantity and quality of ground water, with this data to be made available to the local government and prospective purchasers of the land.*
 - (f) *No vehicle access is permitted onto or from Chapman Valley Road and Morrell Road.*
- 6 **Land Use**
- (a) *Landowners shall not proceed with any form of development or change in land use without having first obtained planning consent from the local government.*
 - (b) *Vehicle and pedestrian crossings over watercourses shall be designed and constructed to minimise impact on their natural form and function.*
 - (c) *Construction of a dam or soak on the property shall be subject to formal planning consent being granted by the local government.*

- (d) *Dams constructed upon the property shall have provision to bypass summer flows in the watercourse to downstream users.*

7 *Advice to Purchasers*

The local government may request that the Western Australian Planning Commission impose a condition at the time of subdivision that requires the subdivider to ensure that prospective purchasers and successors in title are advised of:

- (a) The local planning scheme provisions which relate to the use and management of the land;*
- (b) The constraints associated with the use of ground and surface water for intensive agricultural pursuits, and the need to liaise with the Department of Water regarding ground water licensing requirements for commercial use.*
- (c) The recommendations detailed in any Aboriginal Heritage Survey that may have been prepared as a requirement of the rezoning process."*

POLICY IMPLICATIONS

Lot 9 Chapman Valley Road, Narra Tarra is located within Precinct No.3 – Chapman Valley of the Shire of Chapman Valley Local Planning Strategy (2008) the vision for which is:

"a diverse range of rural pursuits and incidental tourist developments that complement the sustainable use of agricultural resources."

Figure 7 of the Local Planning Strategy does not identify Lot 9 as within the area designated for 'Proposed Rural Smallholdings (20-40ha)' and the rezoning application may therefore not be considered to accord with the strategic direction of the Shire's Local Planning Strategy.

However, it may be worth considering that the Strategy pre-dates the relocation of the proposed ONIC alignment from west of Chapman River in the vicinity of Lot 9 to the other/eastern side of Chapman River and the previous/now outdated ONIC alignment (as shown on the Local Planning Strategy Map) would have had some influence on the Strategy's direction.

Figure 9.1.3(d) – extract from Local Planning Strategy Precinct No.3 Map

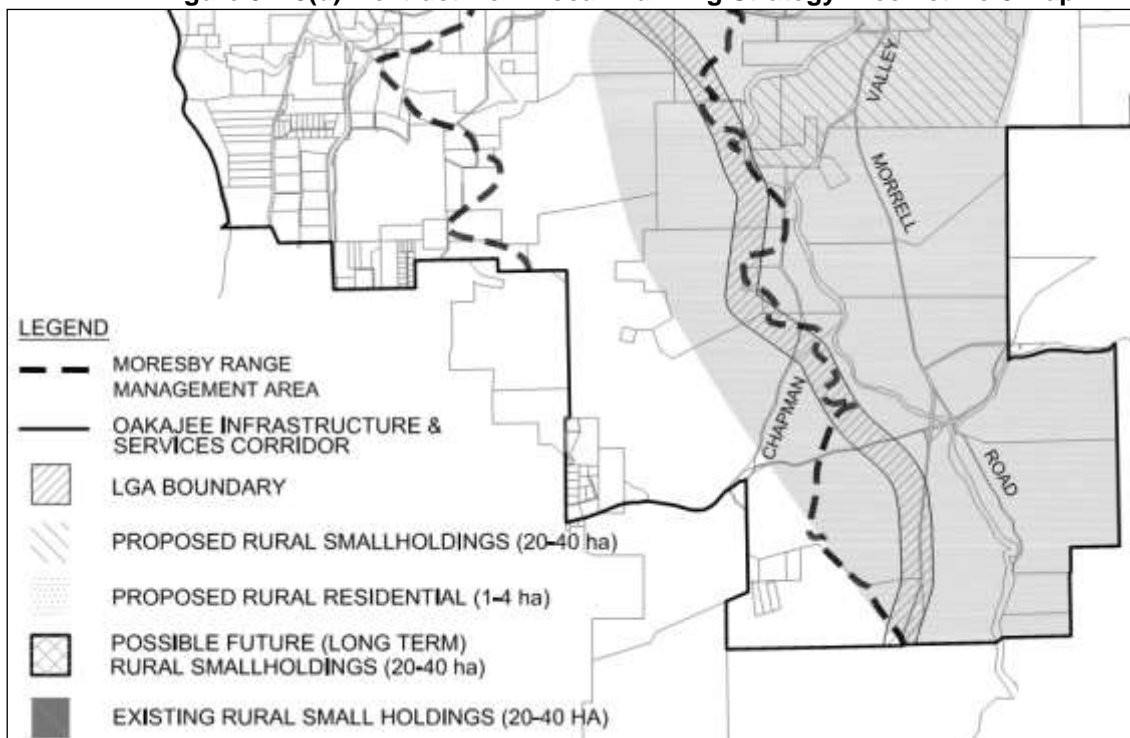
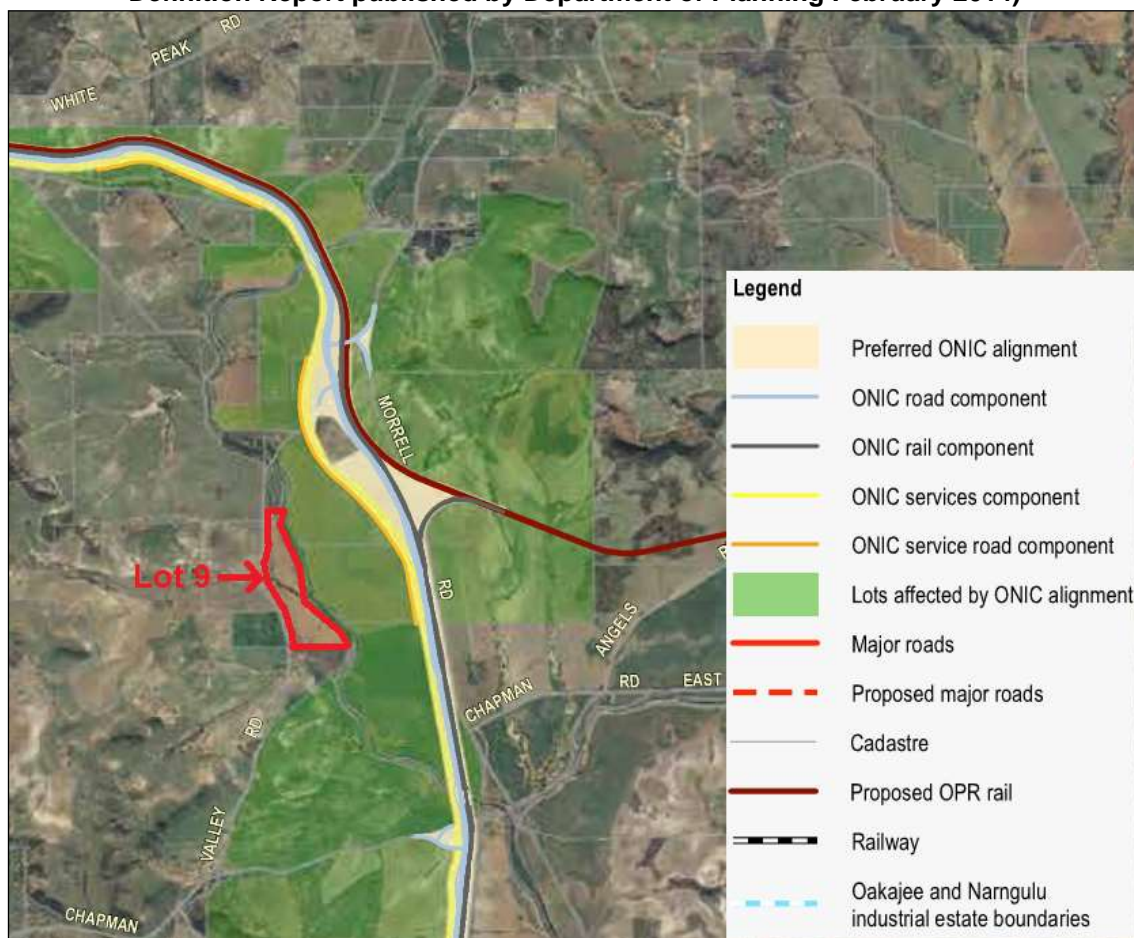


Figure 9.1.3(e) – Proposed ONIC alignment in relation to Lot 9 and surrounding area (alignment as provided within the Oakajee Narngulu Infrastructure Corridor Draft Alignment Definition Report published by Department of Planning February 2014)



The rezoning application might be considered to accord with the following community objective for Precinct 3 of the Local Planning Strategy:

“3.1.1 Ensure that the rezoning and subdivision of rural land into Rural Smallholdings maximises and reflects the agricultural potential of the land, and can accommodate a range of agricultural pursuits coupled with lifestyle opportunity.”

The rezoning application does not accord with the following community objective for Precinct 3 of the Local Planning Strategy:

“3.1.5 Encourage the rezoning and subdivision of land into Rural Smallholdings and Rural Residential lots in accordance with Section 3.5 and Figure 3.”

The rezoning application has the potential to better meet the following environmental objective for Precinct 3 of the Local Planning Strategy through conditions attached to the subsequent subdivision of Lot 9 that would follow any rezoning:

- “3.3.1 Encourage revegetation and retention of existing vegetation in order to minimise soil erosion and salinity levels.*
- 3.3.2 Protect and enhance existing catchments, botanical linkages and vegetation/wildlife corridors, with particular emphasis on the Chapman River.”*

The rezoning application can be considered to accord with the following infrastructure objectives for Precinct 3 of the Local Planning Strategy:

- “3.4.2 Ensure adequate levels of servicing and infrastructure, as determined by Council, exist or will be provided when supporting proposals for a change in land use, rezoning, development or subdivision, to avoid burden (financial or otherwise) on the Council’s resources.*
- 3.4.3 Identify, support and facilitate the efficient and coordinated use of existing road linkages.”*

The Strategy also notes of Precinct 3 as follows:

“Consideration will be given to the objectives of the precinct when determining land use and subdivision proposals.

Council may support other land uses and/or subdivision proposals not listed within this Precinct by reference to the Precinct objectives and the provisions in Councils Town Planning Scheme and policies. Council may refer the proposal to other relevant Authorities for comment. Guidelines for preparation and assessment of proposals are contained in Appendix D.

To enable Council to make informed decisions on certain land use and subdivision proposals, supporting information detailing the capability and suitability of the land for the proposed use may be required including a survey of the site. Council should be consulted regarding these requirements prior to lodging such proposals.”

FINANCIAL IMPLICATIONS

The applicant was charged the \$3,558.50 (GST inc.) fee for a request to Council for the initiation of a (minor) Scheme Amendment under the Shire of Chapman Valley 2014/2015 Planning Service Fees.

- **Long Term Financial Plan:**

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

STRATEGIC IMPLICATIONS

The Geraldton Region Plan was released in 1999 by the Western Australian Planning Commission (‘WAPC’) to provide a framework for the future management, protection and coordination of regional planning in the region. The Region Plan incorporates a Structure Plan for the Greater Geraldton area which identifies Lot 9 as ‘Rural’.

The Greater Geraldton Structure Plan was updated in 2011 by the WAPC to account for a number of strategic planning directions, including the relocation of the ONIC. The Plan identifies Lot 9 as still being ‘Rural’, although it does now also identify land to the north of the subject area as being ‘Development Investigation Area 2 - Yetna’ noting that:

“This area is identified as ‘rural’ with general farming currently being the predominant land use. It will be considered for future intensification. It is acknowledged that in the Shire of Chapman Valley Local Planning Strategy the subject area is proposed for rural living purposes.

The area is bisected by the proposed Oakajee Narngulu Infrastructure Corridor. Finalisation of the alignment of the corridor and resolution of its associated buffers will effectively inform the extent of this precinct.

An amendment to the local planning scheme will be necessary for any eventual change in zoning. This may require an environmental assessment to be undertaken by the Environmental Protection Authority.”

The proposed alignment for the ONIC has been realigned so that it is now proposed to run 1km to the east of Lot 9 on the other side of the Chapman River.

If Council does not consider that the rezoning application should be supported then it may consider the following wording appropriate in its formulation of a resolution:

“That Council resolve to not proceed with the rezoning of Lot 9 Chapman Valley Road, Narra Tarra after having given regard to the Shire of Chapman Valley Local Planning

Strategy which requires that Council may generally only support the subdivision of land within Precinct No.3 – Chapman Valley where it has been identified for such purposes by the Strategy. Council further advises that the Local Planning Strategy will be reviewed to have regard for several strategic planning studies undertaken since the Local Planning Strategy's adoption in 2008 (including the relocation of the proposed alignment for the Oakajee Narngulu Infrastructure Corridor) and that the implications of these studies will inform and allow for review of the Council's strategic planning direction for the area in which Lot 9 is located."

Lot 9 falls outside the area identified as 'Range Precinct' by the Moresby Range Management Plan (2010) and 'Special Control Area 2-Moresby Range Landscape Protection' by the Scheme.

- **Strategic Community Plan:**

The Shire of Chapman Valley Strategic Community Plan 2013-2023 was adopted by Council at its 19 June 2013 meeting. It may be considered that support for this rezoning, and subsequent subdivision applications by Council would assist in addressing the community strategy of *'Make the right land available to increase housing'* with the outcome of *'More people and families move into the Shire'* and the environmental objective of *'We want to make the most of our environment, including the ranges, rivers and coastline'* with the strategy of *'Explore opportunities to utilise key areas in the Shire by showcasing their natural and environmental characteristics'* as outlined by the Shire's Strategic Community Plan.

CONSULTATION

Scheme Amendment No.1 was referred to the Environmental Protection Authority ('EPA') on 23 May 2015 for its assessment as per Section 81 of the *Planning & Development Act 2005*. The EPA advised on 22 June 2015 that the Amendment did not warrant assessment under Part IV Division 3 of the *Environmental Protection Act 1986*.

The WAPC were advised of the EPA determination on 22 July 2015 and on 13 August 2015 the WAPC advised that under Section 84 of the *Planning & Development Act 2005* the Shire may proceed with advertising, although the inconsistency of the proposal with State Planning Policy 2.5(5.6)(a) was noted:

"The following policy measures shall apply to WAPC decision making for rural living proposals.

(a) The rural living precinct is part of a settlement hierarchy established in a WAPC endorsed planning strategy."

Scheme Amendment No.1 was advertised in accordance with the provisions of the *Planning & Development Act 2005* from 3 September 2015 until 3 November 2015 inclusive of the following actions:

- newspaper notice placed in the Mid West Times on 3 September 2015;
- sign placed on-site,
- copy of the Scheme Amendment No.1 documentation made available for viewing at the Shire office/library;
- letters being sent to the private landowners of the 5 surrounding lots within 1km inviting comment; and
- letters being sent to Alinta Energy, Department of Aboriginal Affairs, Department of Agriculture and Food, Department of Fire and Emergency Services, Department of Water, Main Roads WA, Telstra, Water Corporation, Western Power and Westnet Energy inviting comment.

At the conclusion of the advertising period 7 submissions had been received all from government agencies, with 6 of these offering no objection, and 1 objection received from the Department of Agriculture and Food.

A copy of the Scheme Amendment No.1 Schedule of Submissions that is required to be forwarded to the WAPC is included as **Attachment 9.1.3(b)**. The Schedule of Submissions identifies the respondents, the nature of their submissions, and provides individual comment upon any raised issues. Copies of the received submissions can be provided to Councillors upon request.

RISK ASSESSMENT

Not applicable.

VOTING REQUIREMENTS

Simple majority of Council

COUNCIL RESOLUTION / STAFF RECOMMENDATION

MOVED: CR HUMPHREY

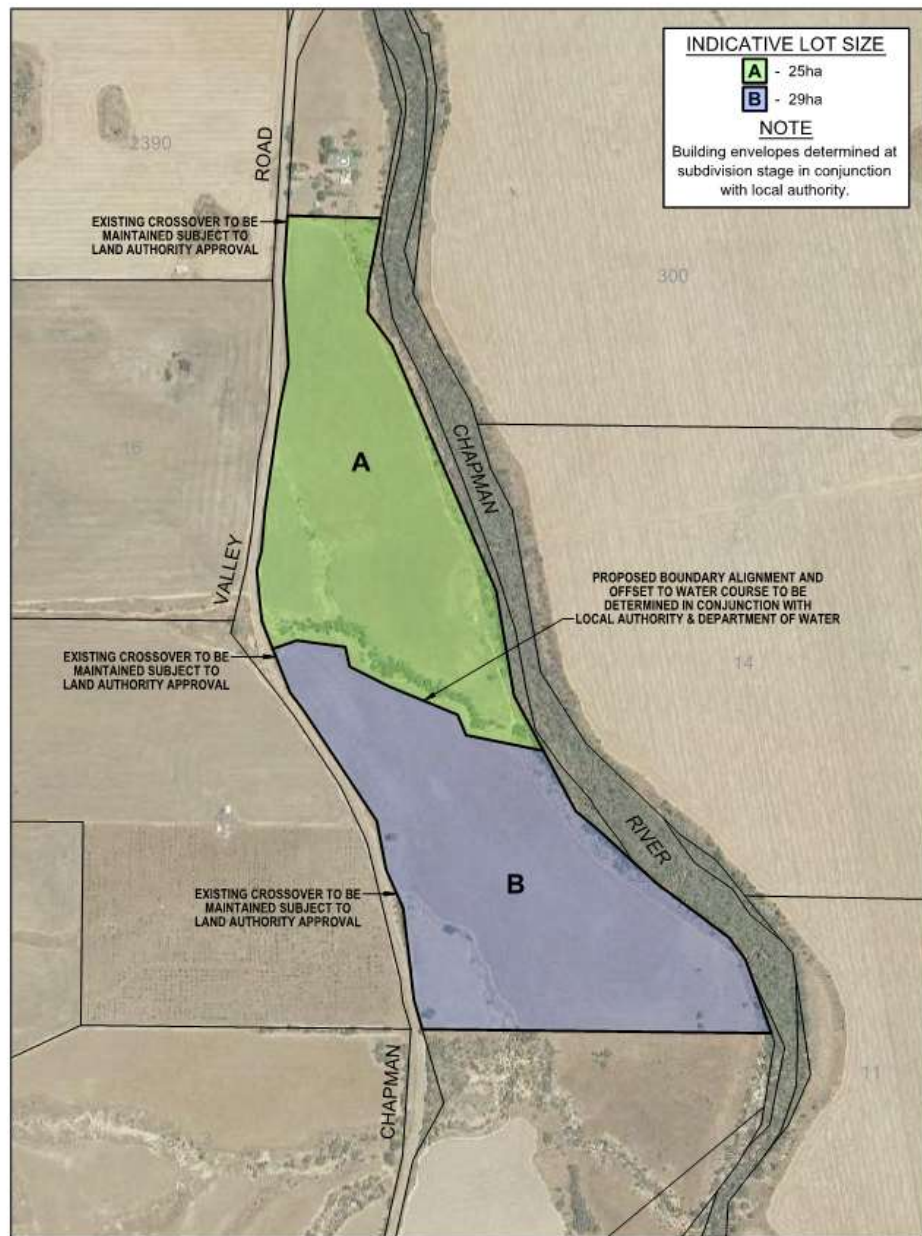
SECONDED: CR FARRELL


That Council:

- 1 Receive the submissions as outlined in the 'Schedule of Submissions' included as Attachment 9.1.3(b);
- 2 Adopt for final approval Scheme Amendment No.1 to Shire of Chapman Valley Local Planning Scheme No.2, pursuant to Part 5 of the *Planning and Development Act 2005*, as follows:
 - (a) Rezoning Lot 9 Chapman Valley Road, Narra Tarra from 'Rural' to 'Rural Smallholding' (RS2);
 - (b) Modifying the Description of Land column for RS2 in Schedule 12 by replacing the words "and 13/14" with ", 13/14 and 14/14";
 - (c) Modifying Condition 5(f) for RS2 in Schedule 12 by replacing the words "Chapman Valley Road and Morrell Road" with "any road within a Major Road Reserve"; and
 - (d) Labelling Lot 9 Chapman Valley Road, Narra Tarra on the Scheme Map as RS2.
- 3 Seek final approval of Scheme Amendment No.1 from the Minister for Planning.
- 4 Adopt the Subdivision Guide Plan as contained within the advertised version of the Scheme Amendment No.1 documentation and included as Attachment 9.1.3(a).
- 5 Advise the Western Australian Planning Commission that should it be considering recommending refusal of Scheme Amendment No.1, that Council requests that the WAPC place its determination on-hold, pending the advancement of the review of the Shire of Chapman Valley Local Planning Strategy that will take place in 2015-2016 that will enable the strategic review of the Rural Smallholding zone in relation to the superseding Oakajee Narngulu Infrastructure Corridor alignment and further discussion with all relevant parties (including the Department of Agriculture & Food) during the Local Planning Strategy review process.

**Voting 8/0
CARRIED**

Minute Reference: 11/15-7



 <p>8 Anzac Terrace Geraldton WA 6530 PO BOX 1597 Geraldton WA 6531 Email : info@landwest.net.au Phone : (08) 9965 0550 Fax : (08) 9965 0559</p>	CLIENT: MUMBEMARRA PTY LTD							
	TITLE: INDICATIVE SUBDIVISION GUIDE PLAN LOT 9 ON DIAGRAM 52787 CHAPMAN VALLEY ROAD, NARRA TERRA							
	CERTIFICATE OF TITLE: 1643-87	DATE LAST MODIFIED: 01/04/2015	REV:	DATE:	DETAILS:	BY:	APPROVED:	
	DESIGNED: GMB	DRAWN: SD	APPROVED:		SCALE: 1:10000	@ A4		
<p>* This plan remains the property of Landwest and must not be used for any purpose other than which it was prepared for, in relation to the land duly described. Landwest accepts no responsibility for any losses or damages caused to any person/s who may use the information for a purpose for which it was not intended.</p>							PLAN: 14143-SGP	

Shire of Chapman Valley Local Planning Scheme No.2 - Scheme Amendment No.1				
Schedule of Submissions				
Submission No. & Date Rec'd	Respondent	Nature of Submission	Comment	Recommendation
1 (3/9/15)	Western Power Locked Bag 2520 PERTH WA 6001	<i>No objection</i> Western Power will review the proposal with respect to any impact on its network and respond within an appropriate timeframe if required. Where detailed investigations are needed to support accurate advice Western Power will advise the Shire of additional information requirements within the advertising period.	No further correspondence received from Western Power and therefore considered that Western Power raise no objection. Section 3.6 of the Scheme Amendment report notes: <i>"The subject land is not presently serviced...Proposed lots would require lots to be connected to reticulated power supply."</i> Section 6.4 of the Scheme Amendment report notes: <i>"Reticulated power will be required as prescribed by legislation at time of subdivision."</i>	Note submission
2 (17/9/15)	Department of Aboriginal Affairs PO Box 3153 EAST PERTH WA 6892	<i>No objection</i> Review of the Register of Aboriginal Places and Objects as well as the DAA Aboriginal Heritage Database concludes that there is 1 registered place within the proposed amendment, DA30063-Chapman River. DAA notes that consultation was conducted with local indigenous people and that the proponent is aware of DAA30063. Therefore based on the information held by DAA no statutory approvals under the <i>Aboriginal Heritage Act 1972</i> are required. For any proposed future works DAA suggest that developers refer to the State's Aboriginal Heritage Due Diligence Guidelines.	The subject area is alongside, but does not include, the Chapman River. Future development upon the land would be setback from the Chapman River, with Section 6.3 of the Scheme Amendment report noting that: <i>"At subdivision stage, development exclusion areas will be defined in conjunction with the local authority and Department of Water. This will ensure that vertical and horizontal setbacks to Chapman River and other water courses are achieved, protection of remnant vegetation and sufficient building setback from bushfire hazard."</i> Section 3.8 of the Scheme Amendment report notes: <i>"In the preparation of the Moresby Range Management Strategy, consultation with representatives from local indigenous groups identified several areas of interest to local indigenous people (shown on Map 6 of the Strategy). None of these were located on or near the land subject of this Amendment. A review of the Department of Indigenous Affairs' Aboriginal Heritage Inquiry System shows no recorded sites of Aboriginal heritage significance on the subject land. However, the adjacent Chapman River is a Registered Aboriginal Site of historical and mythological type. ID 30063."</i>	Note submission
3 (22/9/15)	Water Corporation PO Box 43 GERALDTON WA 6531	<i>No objection</i> The subject area falls outside a planned water scheme area and therefore a reticulated potable water supply is not immediately available.	Section 3.6 of the Scheme Amendment report notes: <i>"The subject land is not presently serviced. At time of future subdivision/development, the proponent would be required to demonstrate capability for potable water capture and storage."</i>	Note submission

Shire of Chapman Valley Local Planning Scheme No.2 - Scheme Amendment No.1				
Schedule of Submissions				
Submission No. & Date Rec'd	Respondent	Nature of Submission	Comment	Recommendation
4 (30/10/15)	Telstra Locked Bag 2525 PERTH WA 6001	<p><i>No objection</i></p> <p>Developers are now responsible for telecommunications infrastructure on all developments, i.e. conduits, pits and the cost of the cable installation by Telstra or another carrier.</p> <p>Telstra can provide a quote for the pit and pipe and/or cable. This is explained on the Telstra Smart Community website. The owner/developer will have to submit an application before construction is due to start to NBN Co. (for greater than 100 lots or living units in a 3 year period) or Telstra (less than 100 lots or living units).</p>	No additional comment, this would be a matter to be addressed at a future subdivision stage (were the rezoning to be approved).	Note submission
5 (3/11/15)	Department of Agriculture & Food PO Box 110 GERALDTON WA 6531	<p><i>Objection</i></p> <p>The proposed subdivision does not comply with WAPC Planning Policy 2.5 'Land Use Planning in Rural Areas' which states that the WAPC will only support subdivision for Rural-Residential and Rural Smallholdings where the land has been appropriately zoned within the town planning scheme.</p> <p>In this case, the land is zoned 'Rural' under the Shire's Scheme. Lot 9 is located south of the proposed 'Rural Smallholdings' zone and surrounded by productive broadacre farmland. DAFWA does not support unplanned subdivision in rural zoned areas.</p> <p>Additionally, the proposed subdivision does not comply with the WAPC DC3.4 'Subdivision of Rural Land' Section 3 - Rural living policy. This states that the subdivision of rural land for rural living land uses must be properly planned through preparation and endorsement of strategies and schemes and be accordingly zoned in local planning schemes prior to subdivision, this requirement is not met by the proposal.</p> <p>Section 3.5 of the submission (Land Capability) the area is incorrectly identified as the Moresby footslopes. This is an understandable error as the lot in question is located on the boundary of two land resource surveys and it is difficult to clearly confirm from land resource surveys alone. The correct map unit description of this area is:</p>	<p>The Local Planning Strategy does not identify Lot 9 as being within the area designated for 'Proposed Rural Smallholdings (20-40ha)' and the rezoning application may therefore not be considered to accord with the strategic direction of the Shire's Local Planning Strategy and therefore WAPC SPP2.5 and DC3.4</p> <p>However, it should also be considered that the Shire's Local Planning Strategy pre-dates the relocation of the proposed Oakajee-Narrungulu Infrastructure Corridor ('ONIC') alignment from west of Chapman River in the vicinity of Lot 9 to the other/eastern side of Chapman Rover and the previous/outdated ONIC alignment (as shown on the Local Planning Strategy Map) would have had some influence on the Strategy's direction.</p> <p>Council has made budgetary allocation to review its Local Planning Strategy to ensure that it references, and is not at odds with, several strategic planning documents that have been prepared since the Strategy was endorsed by the WAPC in 2007.</p> <p>The Local Planning Strategy review will enable the superseding ONIC alignment to be referenced and this will provide the context for the re-consideration of the identification of Rural Smallholding in the area isolated by the ONIC alignment from the rural area further east.</p> <p>It is noted that less than a kilometre to the north of Lot 9, and further away from the Geraldton urban area, the</p>	<p>Note submission and, in the event that the WAPC should be considering refusal of Scheme Amendment No.1, request that the WAPC place its determination on-hold, pending the advancement of the Local Planning Strategy review that will enable the strategic review of the Rural Smallholding zone in relation to the superseding ONIC alignment and further discussion with DAFWA during the Local Planning Strategy review process.</p>

Shire of Chapman Valley Local Planning Scheme No.2 - Scheme Amendment No.1			
Schedule of Submissions			
Submission No. & Date Rec'd	Respondent	Nature of Submission	Comment
		<p>Alluvial flats and terraces (Greenough subsystem 5, Bootenall well-drained phase); and capability ratings are similar or better than those presented in the rezoning submission for the Moresby footslopes. The area has minor risk of localised flooding, water erosion and phosphorous export due to its proximity to the Chapman River.</p> <p>This area was identified as being high quality for agriculture in 1990. In the more recent DAFWA report: Identification of high quality agricultural land in the Mid West region, this area, as part of the Northampton-Chapman agricultural land area, was identified as Class 1 – 2 land and is highly productive for broadacre (wheat) production. It has an estimated yield capacity of approximately 2.5 – 3 tonnes per hectare, and suggest there are high yielding soils and good rainfall for broadacre production with niche opportunities for intensive agriculture. This agricultural land area extends southward into the City of Greater Geraldton where it has recently been highlighted as Higher Versatility Agricultural Land in the current Rural Land Strategy Plan (2015) for its productive capability.</p> <p>Most of the parcel appears to overly alluvial sediments associated with the Chapman River. The alluvial sediments form a river bed aquifer that contributes groundwater to base flow in the Chapman River. In recent drier years the watertable has periodically receded and base flow has ceased in sections along the river. This suggests that, while the water is suitable for stock and domestic use, it may not be reliable or suitable as a source of water for commercial niche irrigation projects.</p>	<p>Greater Geraldton Structure Plan (2011) identifies Development Investigation Area 2 in Yetna, which identifies that this area will be considered for future intensification/rural living purposes.</p> <p>The strategic directions of the Greater Geraldton Structure Plan and ONIC alignment which have been set subsequent to the 2007 Local Planning Strategy, along with the context to Chapman Valley Road (west of Morrell Road) will inform the extent of the Rural Smallholding precinct in the Local Planning Strategy review.</p>
6 (30/10/15)	Main Roads WA PO Box 165 GERALDTON WA 6531	<p><i>No objection</i></p> <p>The scheme amendment would facilitate the future subdivision of the site to create 2 lots that would front Chapman Valley Road. Given the status of this section of the road, it is considered unlikely that any future development or subdivision of the site would have a significant detrimental impact on the level of service, amenity or safety of users of the Main Roads network.</p>	<p>The proposed rezoning would facilitate the creation of an additional lot, and with it an additional direct vehicle access point, onto Chapman Valley Road. The 1.5km frontage provides for potential access locations with good visibility in both directions. The subject lot is west of the Morrell Road/Chapman Valley Road intersection and is therefore not on a heavy vehicle network.</p> <p>In addition to proposing amending the Scheme Map to</p>
			Note submission

Shire of Chapman Valley Local Planning Scheme No.2 - Scheme Amendment No.1				
Submission No. & Date Rec'd	Respondent	Nature of Submission	Comment	Recommendation
7 (3/11/15)	Department of Water PO Box GERALDTON WA 6531	<p>Main Roads acknowledges that restricting direct access from a lot onto this section of Chapman Valley Road is no longer warranted. However, restricting direct access onto Morrell Road and Chapman Valley Road Straight Line Kilometre 9.6 onwards remains warranted due to the high level of heavy vehicles travelling along these roads. As a result Main Roads considers that the proposed rewording of condition 5(f) for Rural Smallholding No.2 zone on Schedule 12 achieves such an effect.</p> <p>No objection</p>	<p>rezone Lot 9 from 'Rural' to 'Rural Smallholding 2' the Scheme Amendment also proposes to amend the Scheme text by modifying Condition 5(f) in Schedule 12 'Rural Smallholding 2' by replacing the words "No vehicle access is permitted onto or from Chapman Valley Road and Morrell Road" with "No vehicle access is permitted onto or from any road within a Major Road Reserve".</p> <p>This text correction would continue to require that new lots created through rezoning/subdivision would not be permitted to have direct access onto the Main Roads network (except where Main Roads have given specific approval) within the 'Rural Smallholding 2' zone, but would permit the Shire to give consideration on-ment, at rezoning/subdivision stage, for that section of Chapman Valley Road between the western Shire boundary and Morrell Road within the 'Rural Smallholding 2' zone.</p> <p>Section 6.1 of the Scheme Amendment report notes: <i>"The Indicative Local Structure Plan shows the proposed subdivision of the subject land into two rural smallholdings lots with indicative lot sizes of 29.5 ha and 24.3 ha. The final lot areas will be determined at subdivision stage and subject to onsite survey and delineation of suitable setback to water courses (to be determined in conjunction with the Department of Water). The proposed lot boundary reflects the location of the minor tributary of the Chapman River that traverses the subject land. The proposed boundary ensures that the tributary and the foreshore environs are contained wholly with a proposed lot. This assists with land management."</i></p>	Note submission

AGENDA ITEM:	9.1.4
SUBJECT:	PROPOSED ROAD NAMING
PROPONENT:	P & K COLE
SITE:	LOT 9501 CHAPMAN VALLEY ROAD, NARRA TARRA
FILE REFERENCE:	A2021
PREVIOUS REFERENCE:	02/03-7, 4/07-6, 08/08-9 & 12/09-24
DATE:	9 NOVEMBER 2015
AUTHOR:	SIMON LANCASTER

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The landowner of Lot 9501 Chapman Valley Road, Narra Tarra has suggested a road name for a new road that will be created as part of their Carney Hill Estate subdivision. This report recommends that Council endorse the name 'Beaufort Bomber Close' and forward this road name to the Department of Lands for approval.

COMMENT

The Carney Hill Estate was rezoned from 'Rural' to 'Rural Smallholding' through Scheme Amendment No.37 to Shire of Chapman Valley Town Planning Scheme No.1 on 27 October 2009. The landowner received approval from the Western Australian Planning Commission ('WAPC') to subdivide their property into 16 lots on 7 April 2010 and proceeded with Stage 1 (4 lots) and Stage 2 (4 lots) of their Carney Hill Estate subdivision in 2011 and 2012 respectively. Plans illustrating the Carney Hill Estate staging have been included as **Attachments 9.1.4(a)** and **9.1.4(b)**.

The final stages of the Carney Hill Estate subdivision will require the subdivider to create and construct a new 474.29m cul-de-sac road (road design included as **Attachment 9.1.4(c)**) leading eastwards off Chapman Valley Road and the landowner has suggested that the name 'Beaufort Bomber Close' be applied to this new road, providing the following information:

"With regard to the road name for our subdivision In March 1943 towards the end of the second world War an RAAF Beaufort Bomber crashed on the hill in the middle of Lot 9501 killing quite a few people so because of this Kath and I would like to name the road BEAUFORT BOMBER CLOSE. We hope this meets with council approval."

A search of the Australian Military Aircraft Serials and History indicates that 7 people were killed on 15 March 1943 when Aircraft A9-173 of the No.14 Squadron of the Royal Australian Air Force crashed into a hill 2 miles east of Yetna. Research into the event undertaken by Geraldton historian Stan Gratte confirmed that an 8th serviceman was aboard the plane.

The Department of Veterans' Affairs World War 2 Roll provides the following information on the 8 men, and it is considered appropriate that this event and the persons serving be commemorated through the application of the suggested road name of 'Beaufort Bomber Close'.

Sergeant Donald Ashby Waite
Born: Wynyard, Tasmania, 31 October 1920
Enlisted: Sydney, 21 June 1941
Died: Accidental, Yetna, 15 March 1943, aged 23

Sergeant Edward Watling
Born: Armadale, Western Australia, 25 July 1912
Enlisted: Perth, 1 July 1940
Died: Accidental, Yetna, 15 March 1943, aged 30

Sergeant Charles Vincent Patching
Born: Yarrawonga, Victoria, 21 October 1912
Enlisted: Pearce, 6 November 1929
Died: Accidental, Yetna, 15 March 1943, aged 30

Sergeant Robert Ambrose Redman
Born: Adelaide, South Australia, 20 November 1919
Enlisted: Adelaide, 3 March 1941
Died: Accidental, Yetna, 15 March 1943, aged 23

Leading Aircraftman George Louis Pedrotta
Born: Mount Magnet, Western Australia, 5 October 1910
Enlisted: Perth, 9 April 1942
Died: Accidental, Yetna, 15 March 1943, aged 32

Aircraftman Class 1 Godfrey Carter
Born: Devonshire, England, 22 June 1908
Enlisted: Perth, 3 June 1942
Died: Accidental, Yetna, 15 March 1943, aged 34

Leading Aircraftman Herbert Spencer Kilpatrick
Born: Adelaide, South Australia, 5 September 1915
Enlisted: Perth, 22 October 1940
Died: Accidental, Yetna, 15 March 1943, aged 27

Pilot Officer George Bishop
Born: Medindie, South Australia, 28 September 1920
Enlisted: Adelaide, 6 December 1941
Died: 15 March 1943, aged 22

Figure 9.1.4 – Beaufort Bomber



(Source: Australian War Memorial)

STATUTORY ENVIRONMENT

The Department of Land's Geographic Names Committee are responsible for the final approval of road names and ensuring that road names are not duplicated wherever possible. The Geographic Names Committee deem under their road naming guidelines that the following are not suitable:

- names of living persons;
- first names;
- derogatory or discriminatory names;

- company or commercialised names;
- names that are duplicated or similar to existing road names within a 50km radius.

Council are required to forward its suggested road names to the Department of Land's Geographic Names Committee for consideration and final approval as per Section 26A of the *Land Administration Act 1997*:

“26A New subdivisions, names of roads and areas in

- (1) If a person delivers a diagram or plan of survey of a subdivision of land approved by the Planning Commission to a local government, and the proposed subdivision includes the provision of a road for use by the public, that person must also deliver to the local government the name proposed to be given to the road.*
- (2) The local government may require the person so subdividing the land —*
 - (a) to propose a name for the proposed road or, if a name has already been proposed, to alter that name; and*
 - (b) to propose a name for the area the subject of the proposed subdivision, or if a name has already been proposed, to alter that name.*
- (3) If the local government approves a name proposed under subsection (1) or (2), the local government is to forward the proposal to the Minister.*
- (4) The Minister may —*
 - (a) approve the proposed name; or*
 - (b) direct the local government to reconsider the proposed name, having regard to such matters as the Minister may mention in the direction; or*
 - (c) refuse to approve the proposed name.*
- (5) A person must not —*
 - (a) assign a name to the area or road unless the name is first approved by the Minister;*
 - (b) alter or change a name that has been so assigned, whether initially or from time to time, to the area or road unless the Minister first approves of the alteration or change of that name.*

Penalty: \$1,000 and a daily penalty of \$100.”

POLICY IMPLICATIONS

Shire Policy 15.210 'Road Names' (**Attachment 9.1.4(d)**) provides a Council pre-approved list of road names for application in the Shire of Chapman Valley and Council may wish to select a name from this list (and an alternative should the initial choice prove unacceptable to the Department of Lands) for application to the proposed road.

Council may also wish to consider an alternative road name that could derive from the surname of a person or family that has made a notable contribution to the surrounding area, or a name of local significance such as local flora and fauna, or a notable landscape or built form feature, or a local event.

Shire Policy 15.210 'Road Names' states:

“Objective - To allow for the efficient allocation of appropriate names to new roads being created in the Shire, or to existing unnamed roads.”

“Policy Statement - In the case of new roads being created by subdivision, Council is supportive of proposed road names, which meet one or more of the following criteria -

Any name which derives from a pioneer of the locality, a previous owner of the land, a traditional name for the property, a physical feature within, adjacent to, or nearby the land.

Where more than three new roads are being created as part of a subdivision; names that follow a consistent theme (where this option is taken at least three new roads must follow the same thematic approach); or

Any name on the reserved list”

In addition to the actual road name a road type (e.g. street, road, terrace etc.) will also need to be applied and a list of these has been included as **Attachment 9.1.4(e)** for Council's information.

FINANCIAL IMPLICATIONS

The decision of Council arising from this report will not have a budgetary impact.

- **Long Term Financial Plan:**

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

STRATEGIC IMPLICATIONS

The recognition of notable landmarks, local identities, local flora, local heritage places and events as road names will assist in promoting the heritage and appeal of the Shire of Chapman Valley rather than the application of more generic titles.

- **Strategic Community Plan:**

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

CONSULTATION

The Shire contacted the Chapman Valley Historical Society enquiring whether they had further information on this event, and the response has been included as **Attachment 9.1.4(f)**.

RISK ASSESSMENT

Not Applicable.

VOTING REQUIREMENTS

Simple Majority required.

COUNCIL RESOLUTION / STAFF RECOMMENDATION

MOVED: CR ROYCE

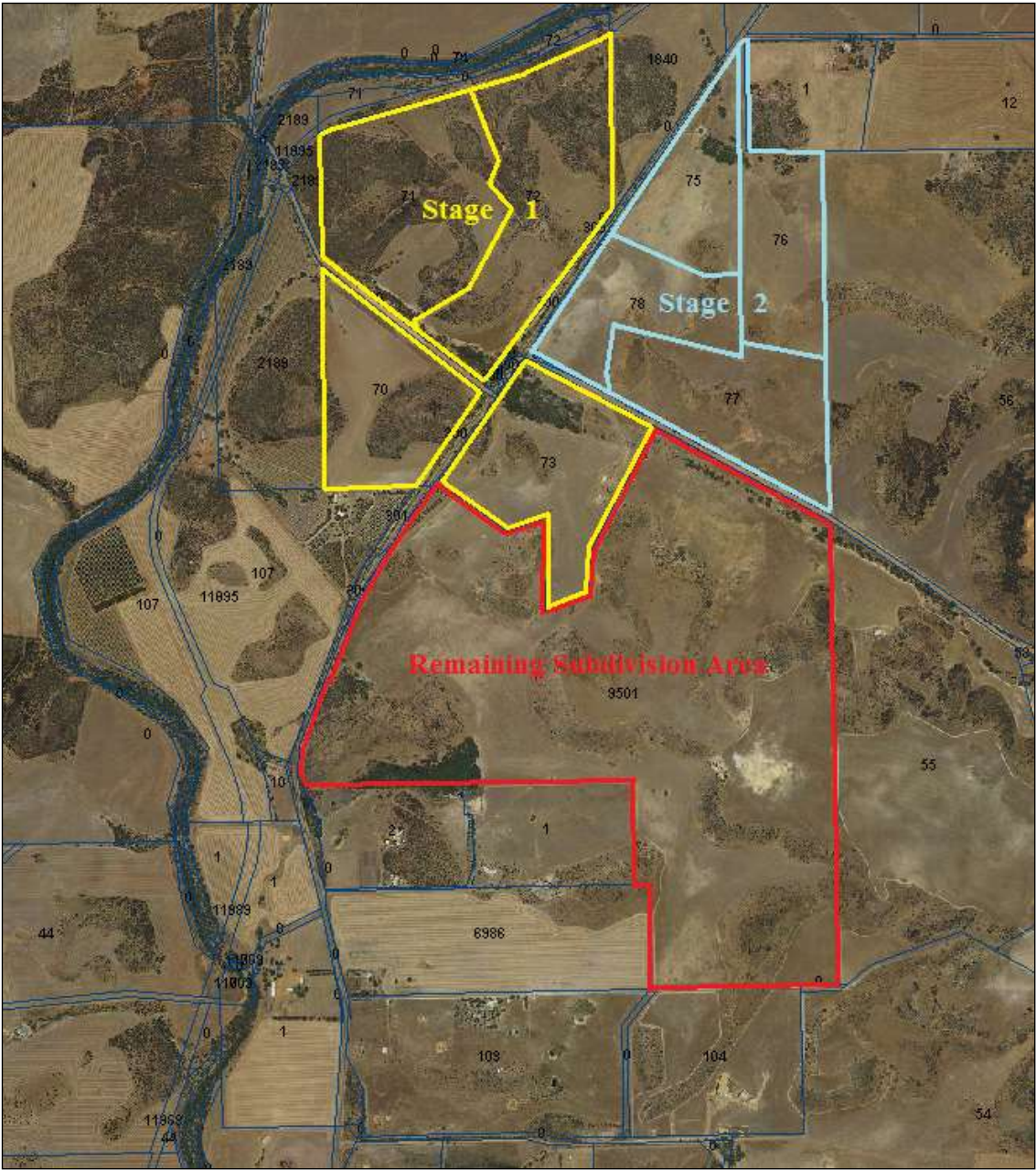
SECONDED: CR WOOD

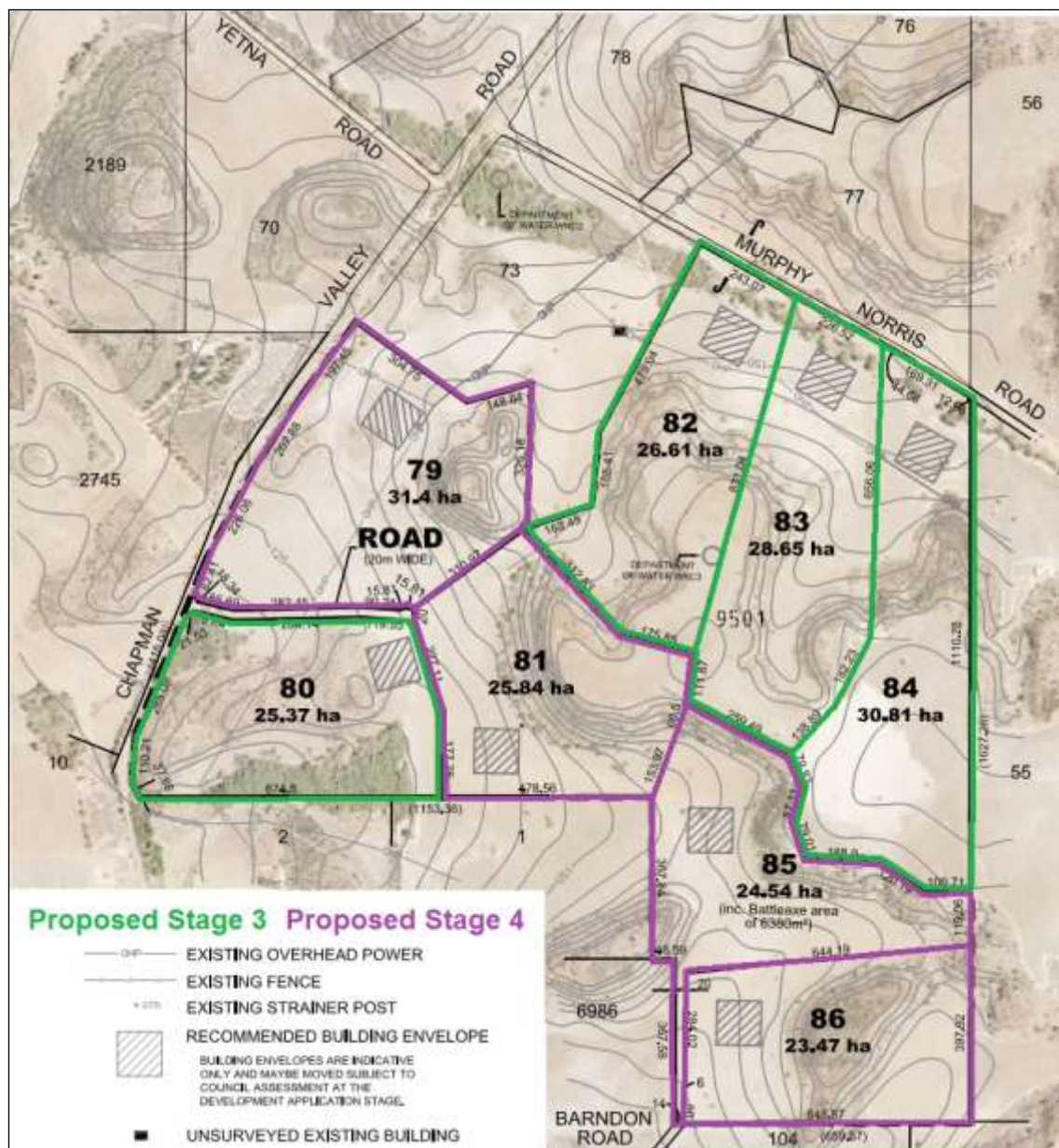
That Council advise the Department of Land's Geographic Names Committee that it supports the assignation of the road name 'Beaufort Bomber Close' to the cul-de-sac road to be created through the subdivision of Lot 9501 (and the name 'Carney Hill Close' as an alternative in the event that the preferred choice is not acceptable to the Department of Lands).

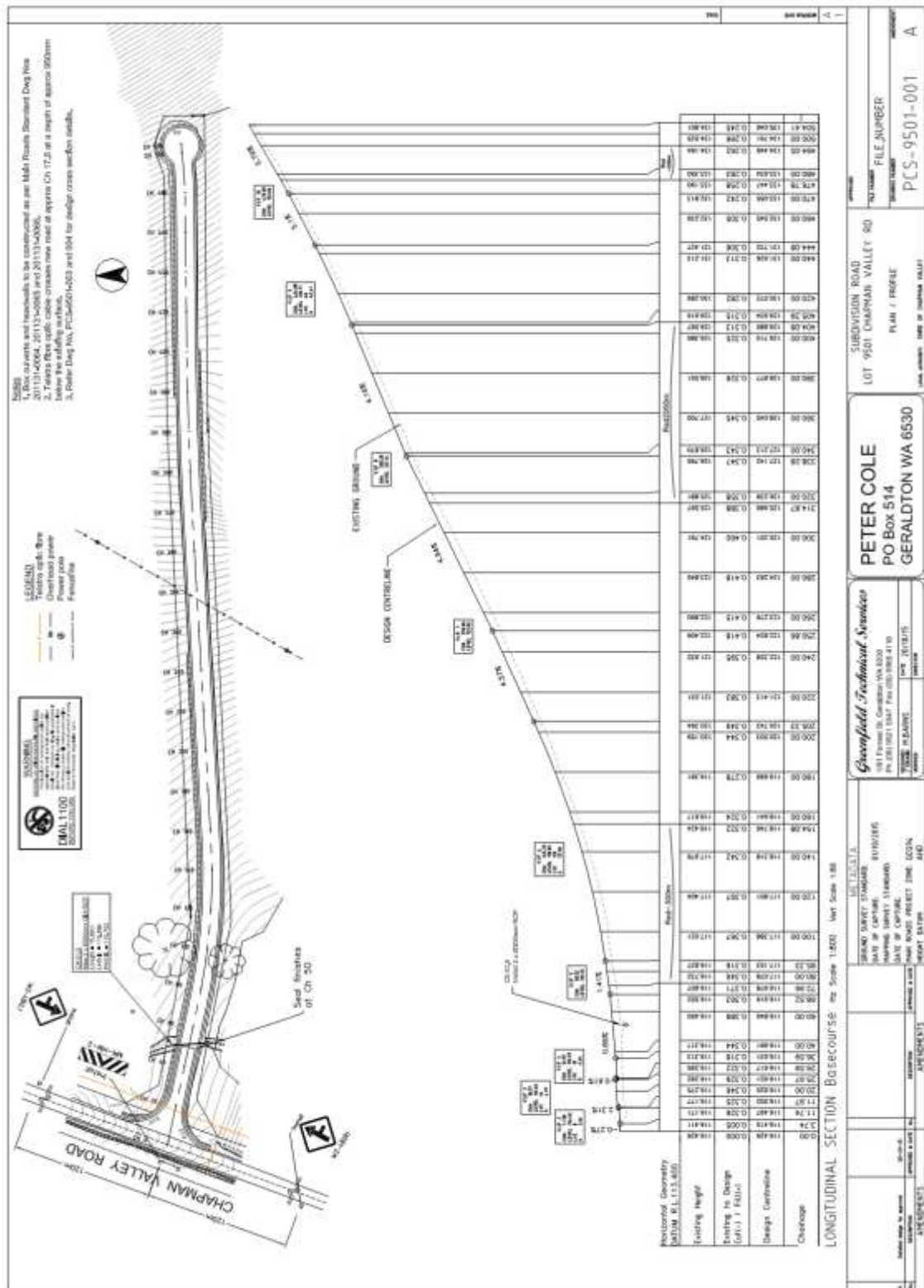
Voting 8/0

CARRIED

Minute Reference: 11/15-8







POLICY NO	CP-012
POLICY	ROAD NAMES
RESPONSIBLE DIRECTORATE	PLANNING
PREVIOUS POLICY No.	15.210
LEGISLATION	PLANNING & DEVELOPMENT ACT, 2005
RELEVANT DELEGATIONS	

OBJECTIVES:

To allow for the efficient allocation of appropriate names to new roads being created in the Shire, or to existing unnamed roads

The assignment of road names is determined by the Geographic Names Committee, which is a branch of the Department of Lands. In administering this responsibility the Geographic Names Committee have regard to an extensive set of criteria, which may be summarised as follows:

1. Name duplication within local governments or adjoining local governments shall be avoided. If possible, it should also be avoided within the State.
2. Names of living individuals shall not be used.
3. Names characterised as follows are to be avoided: incongruous; given/first names; given/first and surname combinations; double names; qualified names; corrupted, unduly cumbersome or difficult to pronounce names; obscene, derogatory, racist or discriminatory names; company names; or, commercialised names.
4. Preferred sources of names include: aboriginal names; pioneers of the State or area; war casualty lists; or thematic names e.g. fauna, ships etc.

Whilst ultimate responsibility for the naming of roads rests with the Geographic Names Committee, they undertake consultation with local authorities as part of the process of assigning names. To assist this process a local authority can develop policies to guide their advice to the Geographic Names Committee. Such policies may, and usually do, include a list of reserved names pre-approved by the Geographic Names Committee.

POLICY STATEMENT/S:

In the case of new roads being created by subdivision, Council is supportive of proposed road names, which meet one or more of the following criteria-

Any name which derives from a pioneer of the locality, a previous owner of the land, a traditional name for the property, a physical feature within, adjacent to, or nearby the land.

Where more than three new roads are being created as part of a subdivision; names that follow a consistent theme (where this option is taken at least three new roads must follow the same thematic approach); or

Any name on the reserved list outlined below-

LOCALITY	ROAD NAME
Nabawa	ALLENDER
Nanson & Yuna	ASCIONE
Naraling	BARCLAY
Nanson	BOOTH
Nabawa & Nanson	CREAM
Yuna	DONALD
Nabawa	EAKINS
Yuna & Naraling	EXTEN
Nabawa	FARMER
South West	FAWCETT
Naraling	FOAT
Nanson	FORBES
Nabawa	HEINSEN
East Yuna	HIGGINS
Yuna	HIGGINS
Narra Tarra & Nabawa	KEYHOE
Nanson	L'HUILLIER
Nolba	LIPPLE
Durawah	MAYNARD
South West	MCLUSKY
South West	MEEHAN
Buller (Wokarena Heights)	COASTAL
Buller (Wokarena Heights)	DUSK
Buller (Wokarena Heights)	ELEVATION
Buller (Wokarena Heights)	ENDLESS
Buller (Wokarena Heights)	ETERNAL
Buller (Wokarena Heights)	EVENTIDE
Buller (Wokarena Heights)	INFINITY
Buller (Wokarena Heights)	OVERLOOK
Buller (Wokarena Heights)	SKYLINE

In the case of other roads, which require names, Council is supportive of road names, which meet one or more of the following criteria-

Any name which derives from a pioneer of the locality, a previous owner of the land, a traditional name for the property, a physical feature within, adjacent to, or nearby the land;

Names that have traditionally been applied by residents of the area to the road and which is suggested by a person owning land adjacent to the road; or

Any name on the reserved list outlined in above.

With regard to the reserved list outlined above, whenever the list is reduced to less than ten names, Council shall work with the Geographic Names Committee to place additional names on the list.

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

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	10/05-5A
	03/06-10
	07/13-3
	05/15-23
	06/15-18

AS/NZS 4819:2011

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APPENDIX A
ROAD TYPES—AUSTRALIA

(Normative)

The road type shall be selected from those specified as suitable for open ended roads, culs-de-sac, or pedestrian only roads (see Clauses 4.3, 4.6.2, 7.2 and 8.3.2(a)).

Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Ally	Usually narrow roadway in cities or towns, often through city blocks or squares.	✓	✓	
Approach	App	Roadway leading to an area of community interest (e.g. public open space, commercial area, beach etc.)	✓		
Arcade	Arc	Passage having an arched roof, or any covered passageway, especially one with shops along the sides.			✓
Avenue	Av	Broad roadway, usually planted on each side with trees.	✓		
Boardwalk	Bwlk	Promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront.			✓
Boulevard	Bvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	✓		
Break	Brk	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	✓		
Bypass	Byps	Alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.	✓		
Chase	Ch	Roadway leading down to a valley.	✓	✓	
Circuit	Cct	Roadway enclosing an area.	✓		
Close	Cl	Short, enclosed roadway.		✓	
Concourse	Con	Roadway that runs around a central area (e.g. public open space or commercial area).	✓		
Court	Ct	Short, enclosed roadway.		✓	
Crescent	Cr	Crescent-shaped thoroughfare, especially where both ends join the same thoroughfare.	✓		
Crest	Crst	Roadway running along the top or summit of a hill.	✓	✓	
Drive	Dr	Wide thoroughfare allowing a steady flow of traffic without many cross-streets.	✓		
Entrance	Ent	Roadway connecting other roads.	✓		
Esplanade	Esp	Level roadway, often along the seaside, lake or a river.	✓		

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Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Firetrail	Ftr	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	✓		
Freeway	Fwy	Express, multi-lane highway, with limited or controlled access.	✓		
Glade	Gld	Roadway usually in a valley of trees.	✓	✓	
Grange	Gra	Roadway leading to a country estate, or focal point, public open space, shopping area etc.	✓		
Grove	Gr	Roadway that features a group of trees standing together.	✓	✓	
Highway	Hwy	Main road or thoroughfare, a main route.	✓		
Lane	Lane	Narrow way between walls, buildings or a narrow country or city roadway.	✓	✓	
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	✓		
Mall	Mall	Sheltered walk, promenade or shopping precinct.			✓
Mews	Mews	Roadway in a group of houses.		✓	
Parade	Pde	Public promenade or roadway that has good pedestrian facilities along the side.	✓		
Parkway	Pwy	Roadway through parklands or an open grassland area.	✓		
Passage	Psg	Narrow street for pedestrians.			✓
Path	Path	Roadway used only for pedestrian traffic.			✓
Place	Pl	Short, sometimes narrow, enclosed roadway.		✓	
Plaza	Plza	Roadway enclosing the four sides of an area forming a market place or open space.		✓	
Promenade	Prom	Roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking.	✓		
Quays	Qys	Roadway leading to a landing place alongside or projecting into water.	✓		
Ramp	Ramp	Access road to and from highways and freeways.	✓		
Retreat	Rtt	Roadway forming a place of seclusion.		✓	
Ridge	Rdge	Roadway along the top of a hill.	✓		
Rise	Rise	Roadway going to a higher place or position.	✓	✓	
Road	Rd	Open way or public passage primarily for vehicles.	✓		
Square	Sq	Roadway bounding the four sides of an area to be used as an open space or a group of buildings.	✓	✓	
Steps	Stps	Route consisting mainly of steps.			✓

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Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Street	St	Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.	✓		
Subway	Shwy	Underground passage or tunnel that pedestrians use for crossing under a road, railway, river etc.			✓
Terrace	Tce	Roadway usually with houses on either side raised above the road level.	✓	✓	
Track	Trk	Roadway with a single carriageway. A roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways, whereas in many areas (e.g. Tasmania) these are often associated with walking rather than vehicular movement.	✓		
Trail	Tri	See "Track".			
View	View	Roadway commanding a wide panoramic view across surrounding areas.	✓	✓	
Vista	Vsta	Roadway with a view or outlook.	✓	✓	
Walk	Walk	Thoroughfare with restricted access used mainly by pedestrians.			✓
Way	Way	Roadway affording passage from one place to another. Usually not as straight as an avenue or street.	✓		
Wharf	Whrf	A roadway on a wharf or pier.	✓	✓	✓

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BEAUFORT BOMBER AIRCRAFT CRASH.
15TH March 1943 – 2 miles east of Yetna.

At 0615 hours in very foggy and overcast conditions Beaufort Bomber A9-173 crashed into a flattop hill on the north side of Murphy Norris Road. The aircraft departed from Geraldton on its way to Carnarvon in very overcast conditions. It would appear the aircraft was unable to climb above the fog and the pilot decided to return to Base. The aircraft was heading south west when it struck the hill.

The occupants were all killed and the aircraft destroyed. All are buried in the War Portion of the Utakarra Cemetery, Geraldton.

P/O G Bishop
 Sgt Redman
 Sgt Watling
 ACI Carter
 Sgt Waite
 LAC Kilpatrick
 LAC Pedrotti
 Sgt Patching.

Various people have written about this crash – **Stan Gratte** (of Geraldton Historical Society) has written an article about Wartime Plane Crashes, also a letter to the Editor of Heritage Times in April 2000 in which he and Bob Bandy state they have placed a steel picket on the exact spot. He also gave the City of Geraldton a copy of his findings.

Charlie Brooks has an interesting story of a watch belonging to one of the airman.

Doug Brenkley published a book on plane crashes and the Geraldton Aerodrome and makes mention of this crash – also has pictures of the crashed plane (page 257) – a copy of this book is at Chapman Valley Museum.

I (**Delma Attrill**) write of this incident in my Red Hill (Murphy) Story and state that the horrific experience was with Lawrence for a long time as he couldn't get the visions and smell of burning rubber and flesh out of his mind for a long time.

From all parts of the farm aeroplanes could be heard and it wasn't long before everyone could distinguish what type of plane was overhead, so it was with dismay that they heard early one morning (in fact before daylight) a Beaufort Bomber flying really low and then heard an almighty explosion. Lawrence was still eating his breakfast and realized it was very close, he grabbed his .44 rifle and saddled his white horse, Bluey and rode to the main homestead to check on his mother. Once establishing all was well there he took off down the "desert road" (Murphy Norris Road) with a pair of big pliers, where he could hear explosions of bullets and then could see smoke coming from a flat topped hill on Norman Burgess's property. Using the pliers he cut through the fence and rode up towards the plane but with bullets still going off. When he realized he couldn't help the air crew he rode back towards the main road (Chapman Valley Road) and stopped Vern Jupp. He alerted the Aerodrome and the Road Board at Nanson sent a truck to the site and they cleared a track to the wreckage but once the officials arrived from the RAAF the site was cordoned off and no one else could enter for some weeks.

The aircraft was heading for Carnarvon with the sky overcast and the pilot decided to return to Geraldton as he couldn't climb above the fog. The 8 crew were killed instantly as the plane crashed into the hill. The date of the crash was 15th March 1943.

I believe the "gossip" at the time does say that it was overloaded, with an extra man on board. Stan Gratte lists P/O Bishop as an extra person to your seven.

I personally commend Peter in wanting to name a Road in honour of these airmen. Over the years family members have visited Geraldton, the crash site and contacted various members of the Murphy family.

Cheers Delma Attrill

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Photo from Austen Lee

27 Course Wings 5-2-1943



Back Row W Gordon, V Hobbs, V Ferry,
 J Wells, R Hutchinson, † A Davey, G Otte, † J Fraser, R Shearer, W Bruce, † E McBeath, C Mason, R Black, J Smith, A Shepherd, B Eassie, V Shakespeare
 Mid E Reid, P Allen, N Stehn, C Clifton, A Peirce, M Clayton, S Kelly, T Henderson, N McKnight, M Powell, D Cameron, R Pedler, C Veryard, G Low
 K Matthews, A Lee, N Conway, J Gilbert, G Glendinning, D Johnston, M Farmer, T Bishop, K Miller, K McAtee, J Thompson, D Keiller

5th March 1942 S/Ldr. Truscott arrived. From CBC balcony we watched the Kittyhawks do a "very" low run through the harbour entrance then straight for the Yanks jetty, pulling up then out to the aerodrome. (see also 28th)

15th March Beaufort Crash two miles east of Yetna; eight people killed.

Beaufort A-9-173 Crash Yetna 15-3-1943



It is common for fog to form some mornings when conditions are right in the area at this time of the year.

The aircraft departed early morning for Camarvon the sky was completely overcast. It would appear the aircraft was unable to climb above the fog and the pilot decided to return to Base. The aircraft was heading south west when it struck the hill.

The Murphy family were having breakfast and heard the crash, they alerted authorities.

This photo looks towards East North East



(extract from 'RAAF Historical Record of No.4 Service Flying Training Geraldton WA' compiled by Doug Brenkley)

Cr Maluish declared an impartiality interest as a member of the Parkfalls Residents Association

Mrs Williams and Mrs Raymond entered Chambers at 9.32am

AGENDA ITEM:	9.1.5
SUBJECT:	BILL HEMSLEY PARK
PROPONENT:	BILL HEMSLEY PARK MANAGEMENT COMMITTEE
SITE:	RESERVE 49641 ELIZA SHAW DRIVE, WHITE PEAK
FILE REFERENCE:	R49641
PREVIOUS REFERENCE:	02/14-10, 02/14-11, 02/14-12, 02/14-13, 06/14-6, 08/14-5 & 11/14-7, 12/14-19-21, 02/15-13, 03/15-4, 03/15-5, 06/15-9 & 09/15-2-8
DATE:	10 NOVEMBER 2015
AUTHOR:	SIMON LANCASTER

DISCLOSURE OF INTEREST

Nil

BACKGROUND

A meeting of the Bill Hemsley Park Management Committee was held on 10 November 2015 and this report recommends that Council receive the unconfirmed minutes from the Management Committee meeting and adopt the recommendations arising out of the meeting.

COMMENT

The ninth Bill Hemsley Park Management Committee meeting was held on 10 November 2015 and the unconfirmed minutes from the meeting are included as **Attachment 9.1.5(a)**.

Council previously resolved at its 16 September 2015 meeting:

"That Council receive the Unconfirmed Minutes of the 2 September 2015 Bill Hemsley Park Management Committee meeting."

"That Council adopt the Bill Hemsley Park Concept Plan provided as Attachment 1 within the Bill Hemsley Park Management Committee 2 September 2015 Unconfirmed Minutes."

"That Council write to all parties who made a submission on the Bill Hemsley Park Concept Plan thanking them for their interest and advising of Council's decision to adopt the plan."

"That Council request Urbis to prepare the itemised costings for the Bill Hemsley Park Concept Plan in accordance with the agreed scope of works."

"That Council:

- 1 Instruct Shire staff to seek external funding (matched from the Bill Hemsley Park Trust account) for the development of a fitted bore and tank upon Bill Hemsley Park; and*
- 2 Instruct Shire staff to investigate costings for the provision of scheme water connection to the park."*

"That Council authorise the expenditure of matching funds from the Bill Hemsley Park Trust account in the event that a water grant application is successful."

"That Council:

- 1 Instruct Shire staff to seek quotes for the detailed design of the nature playground; and*
- 2 Issue delegated authority to the Shire Chief Executive Officer to appoint a firm (as recommended by the Management Committee) funded from Account 2642 to undertake the detailed design of the nature playground."*

STATUTORY ENVIRONMENT

Reserve 49641 Eliza Shaw Drive, White Peak is zoned 'Parks & Recreation' under Shire of Chapman Valley Local Planning Scheme No.2.

The legal agreement between the developer of the Parkfalls Estate and the Shire provided the terms for the transfer of the park and payment of funds by the developer to the Shire to be held in trust for expenditure on the park.

The Management Committee Agreement provides for the ongoing management of Bill Hemsley Park and the process by which recommendations to Council on the expenditure of the trust funds must be made.

Part 3 of the agreement states:

"3 Decisions not binding on Shire

The parties acknowledge and agree that the decisions and recommendations of the Management Committee are advisory only, and are not binding on the Shire or the Shire's Council."

Part 4 of the Management Agreement states:

"4.1 Use of Trust Payment

The Shire covenants and agrees to deposit the Trust Payment into a trust fund in accordance with the provisions of the Local Government Act 1995, and to only use such funds for construction and development upon the Recreation Site.

4.2 Acknowledgement

The parties covenant and agree that the expenditure of the trust fund can only be approved by the Council of the Shire based on the recommendations of the Management Committee provided such expenditure is for construction and development upon the Recreation Site."

POLICY IMPLICATIONS

Section 5.70 of the Shire of Chapman Valley Policy Manual 2014/2015 notes that in accordance with Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Financial Management Regulations 1996*, monthly reporting will be provided for trust accounts.

FINANCIAL IMPLICATIONS

The developer made payment of \$300,000 (GST inclusive) to the Shire on 3 March 2014 and this amount was deposited in a specifically created trust account for the purpose of expenditure upon Bill Hemsley Park. Trust Account 18 contains \$285,478.41 (GST exclusive) as of 11 August 2015.

The 2015/2016 Council budget lists an expenditure allocation of \$500,000 for the Bill Hemsley Park within Account 2834, to be drawn from a combination of the developer contribution (\$300,000), \$100,000 grant and/or community funds, and \$100,000 Shire resources.

The Council budget notes that this capital expenditure is subject to the finalisation of the Bill Hemsley Park Concept Plan, and grant funding being received. The Management Committee will also be required to recommend the expenditure from Trust Account 18 and this must then be subsequently endorsed by Council (as per Section 4.2 of the Management Committee Agreement).

The itemised costings have been received from Urbis and were provided to the Management Committee for review, and a copy has been provided as **Attachment 9.1.5(b)**.

The costings provide an estimate on the likely total cost were the project to be undertaken by private contractors, and this figure provides a basis for future budgeting and applications for external funding. The provided costings should be regarded as indicative only, and would be expected to be subject to variation depending on subsequent decisions including timing of works, level of community in-kind

contribution, use of prison labour, and later more detailed design work on the meeting room/arbour building.

The estimated total project cost, and current external funding climate, indicates that delivery of the Bill Hemsley Park concept plan may require staged delivery and the Management Committee have identified priority items to allow for the early delivery on-ground of some of the most demanded aspects to meet the level of community expectation.

The 2015/2016 Council budget also includes an allocation of \$10,000 within Account 2642 for the design of the nature playground.

- **Long Term Financial Plan:**

The Shire of Chapman Valley Long Term Financial Plan received by Council at its 18 September 2013 meeting identifies this as a major project to be determined by the Management Committee. The Plan also identifies that the project can only proceed if the majority of funds can be obtained from grants and should not proceed until all funding and a contract price is secured. With the payment of the developer contribution of \$300,000 (GST inclusive) on 3 March 2014 a key funding contribution was secured, and this can be increased through Council budgetary allocation, pursuit of grants/external funding and community financial and in-kind contribution.

STRATEGIC IMPLICATIONS

The development of Bill Hemsley Park as a recreation and community node will capitalise on the Parkfalls Estate's radial network of bridle paths and roads that should lead to utilisation of the site as it would be relatively easy to access for the community it will serve.

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

The Shire of Chapman Valley Strategic Community Plan 2013-2023 adopted by Council at its 19 June 2013 meeting lists developing community facilities to provide gathering places as a Community Strategy to achieve the outcome of stronger, inclusive communities across the Shire.

CONSULTATION

The preparation of the Bill Hemsley Park Concept Plan was informed by a community survey undertaken by the Parkfalls Residents Association of 215 White Peak landowners that sought to ascertain what facilities the community wanted, and did not want, to see developed upon the park site. 62 surveys were returned (29% response rate) and the results of the community survey were presented to the Management Committee at its 15 August 2013 meeting.

Council resolved at the 20 August 2014 meeting the following:

- "2 *Accept the revised concept plan included as Attachment 1 in the Unconfirmed Minutes of the 25 July 2014 Bill Hemsley Park Management Committee meeting (which includes all the preferences listed in the community survey, and a meeting room and public toilets to cater for expected demand)."*
- "5 *A Draft Concept Plan produced by the drafting company will be sent out to all individual landowners in the Parkfalls Estate seeking their feedback on this draft plan or any other design for the park. Council will consider all feedback prior to finally endorsing the concept plan."*

The draft Bill Hemsley Park Concept Plan was advertised from 30 June 2015 until 24 July 2015 and the consultation period include the following actions:

- direct mail-out of the concept plan to all landowners in the Parkfalls Estate;
- placement of the concept plan on the Shire website;
- placement of a notice in the Shire E-News;
- placement of a sign on-site; &
- placement of a notice on the Parkfalls Estate noticeboard.

There are 222 lots in the Parkfalls Estate owned by 211 landowners, at the conclusion of the consultation period 42 submissions had been received, representing a response rate of 18.96% (this percentage figure discounts 1 of the 2 supporting submissions that were received from the same address, and 1 supporting submission from the Parkfalls Residents Association).

RISK ASSESSMENT

Not Applicable.

VOTING REQUIREMENTS

Simple Majority required.

COUNCIL RESOLUTION / STAFF RECOMMENDATION

MOVED: CR MALUISH

SECONDED: CR WOOD

That Council:

- 1 Receive the Unconfirmed Minutes of the 10 November 2015 Bill Hemsley Park Management Committee meeting as provided as Attachment 9.1.5(a).
- 2 Note the Management Committee's selection of Ecoscape to undertake the Nature Playground design, and that these plans be presented to the Management Committee for review and Council for endorsement.
- 3 Receive the Bill Hemsley Park Concept Plan itemised estimated costs as an initial basis for future budgeting and making application for external funding.
- 4 Endorse the Management Committee's recommendation that the following items be considered priorities for the development of the Bill Hemsley Park:
 - Bore, tank, power, scheme water connection;
 - Community Building/Pavilion/Viewing Decks (meeting room/toilets) (concept plan legend no.8, 9);
 - Nature Playground (concept plan legend no.12, 17, 18, 19, 20);
 - Walk Trail around Nature Playground (concept plan legend no.3);
 - Turfed Play Area and BBQ/Shelter (concept plan legend no.11, 22, 15);
 - Car Park (concept plan legend no.14);
 - Entry Statement/Sign & Mrs Hemsley's Tree (concept plan legend no.7)
- 5 Endorse the Management Committee's recommendation that funds from the Bill Hemsley Park trust account be referenced as a matching contribution in any external funding or Shire financial contribution for the items listed in part 4.
- 6 Instruct Shire staff to seek external funding (matched from the Bill Hemsley Park trust account) for the development Bill Hemsley Park as per the items listed in part 4.
- 7 Endorse the Management Committee's suggestion that a budget allocation of \$20,000 be provided for the drafting of building plans for the meeting room/gazebo/Shire building (funded by \$10,000 from Bill Hemsley Park trust account, \$10,000 from 2015/2016 budget - account 2834).
- 8 Authorise the Shire Chief Executive Officer to appoint a drafting firm to undertake the drafting of building plans for the meeting room/gazebo/Shire building, and that these plans be presented to the Management Committee for review and Council for endorsement.

Voting 5/3

CARRIED

Minute Reference: 11/15-9

Cr Wood requested that the votes be recorded in the minutes

For: Cr Collingwood, Cr Maluish, Cr Wood, Cr Forrester, Cr Royce

Against: Cr Warr, Cr Farrell and Cr Humphrey

FORESHADOWED MOTION

MOVED: CR HUMPHREY

That Council:

- 1 Receive the Unconfirmed Minutes of the 10 November 2015 Bill Hemsley Park Management Committee meeting as provided as Attachment 9.1.5(a).
- 2 Establish a water supply in the first instance before any further development is considered at the Bill Hemsley Park.

Due the Substantive motion being carried the Foreshadowed Motion lapsed.



BILL HEMSLEY PARK MANAGEMENT COMMITTEE MEETING

VENUE: Shire of Chapman Valley Chambers
3270 Chapman Valley Road, Nabawa
DATE: Tuesday 10 November 2015
TIME: 8:04am – 10:12 am

UNCONFIRMED MINUTES

Order of Business

1 Welcome by the Chair – Councillor Trevor Royce

The Chairman welcomed those in attendance and opened the meeting of the Bill Hemsley Park Management Committee at 8:04am.

2 Record of Attendance

Committee Members:

Trevor Royce (Chairman & Councillor - Shire of Chapman Valley)
Veronica Wood (Councillor - Shire of Chapman Valley)
Tom Davies (Parkfalls Residents Association)
Ian Maluish (Parkfalls Residents Association)
Peter Sukiennik (Developer)

Observers:

Maurice Battilana (Chief Executive Officer - Shire of Chapman Valley)
Nicole Batten (Community Development Officer - Shire of Chapman Valley)
Simon Lancaster (Minute Taker - Shire of Chapman Valley)

3 Apologies

Ian Wheatland (Developer)

Bill Hemsley Park Management Committee Meeting Unconfirmed Minutes – 10/11/15 - Page 1 of 8



4 Disclosure of Interest

Nil

5 Confirmation of Previous Meeting Minutes – 2 September 2015

Management Committee Resolution:

"That the minutes of the previous meeting held on 2 September 2015 be confirmed as a true and accurate record."

Moved: Veronica Wood Seconded: Tom Davies
Voting 5/0
CARRIED

6 Items for discussion

6.1 Selection of Nature Playground Design consultant

Council resolved at its 16 September 2015 meeting to adopt the Bill Hemsley Park Concept Plan as forwarded by the Management Committee.

Council also resolved to:

- "1 Instruct Shire staff to seek quotes for the detailed design of the nature playground; and*
- 2 Issue delegated authority to the Shire Chief Executive Officer to appoint a firm (as recommended by the Management Committee) funded from Account 2642 to undertake the detailed design of the nature playground."*

The concept plan identifies a nature playground to be developed at Bill Hemsley Park and the community survey that was undertaken as part of the process leading to the development of the concept plan listed a playground as one of the highest priorities.

With the adoption of the concept plan, the intended location and general land area/footprint of the nature playground is now established within the context of the overall development of the park. The preparation of a detailed design for the nature playground is now required to be able to advance to the construction stage.



The Shire wrote to 17 firms specialising in nature playgrounds on 23 September 2015 inviting their submission of quotations to prepare a detailed design for a nature playground at Bill Hemsley Park, that can be used as a basis for construction. The correspondence advised that the design should be compliant with Australian Playground Safety Standards and also include an attached probable costing for construction.

The correspondence advised that the fee estimate should provide any examples of similar projects that have been undertaken and structured as follows:

- | | |
|---------|---|
| Stage 1 | visit to the site (this figure to include any disbursements e.g. travel, accommodation etc.) and meeting with the Bill Hemsley Park Management Committee; |
| Stage 2 | initial drafting of nature playground design; |
| Stage 3 | modifications to nature playground design based upon feedback of Management Committee & Council, and delivery of final design and itemised probable costings. |

Quotes were invited to be submitted prior to 4pm Friday 30 October 2015, at the conclusion of which 9 expressions of interest had been received.

Copies of the received submissions were provided as attachments with the agenda for the review of the Management Committee, and to subsequently discuss, with a view to identifying a preferred submission.

A summary of the submitted fee estimates is provided as follows, firms are listed in alphabetical order not in preferential order and all figures GST exclusive:

- Blackwell & Associates, \$10,846
- Childscapes, \$10,000
- Ecoscape, \$10,500
- Emerge Associates, \$14,370 (propose some local input through use of Stephen Vigilante who is based in Geraldton)
- Epcad, \$26,900
- Josh Byrne & Associates, \$30,000 (tender review services and project management at construction stage can be provided as additional item)
- Nature Based Play, \$14,800
- Urbis, \$22,000
- Workroom, \$22,360 (+\$5,400 if required for project monitoring at construction stage)



The Management Committee discussed at length the submitted quotes with regard to design examples, quoted amount, disbursements etc.

Management Committee Recommendation:

That the Management Committee recommend that Ecoscape undertake the Nature Playground design, thereby enabling the Shire CEO under delegated authority to appoint the recommended consultant as per the 16 September 2015 resolution of Council.

Moved: Veronica Wood Seconded: Tom Davies
Voting 5/0
CARRIED

6.2 Concept Plan costings

Council resolved at its 16 September 2015 meeting as follows:

"That Council adopt the Bill Hemsley Park Concept Plan provided as Attachment 1 within the Bill Hemsley Park Management Committee 2 September 2015 Unconfirmed Minutes."

"That Council write to all parties who made a submission on the Bill Hemsley Park Concept Plan thanking them for their interest and advising of Council's decision to adopt the plan."

"That Council request Urbis to prepare the itemised costings for the Bill Hemsley Park Concept Plan in accordance with the agreed scope of works."

The itemised costings have been received from Urbis and were circulated to the Management Committee on 20 October 2015 for review, and were also provided as an attachment with the Agenda.

The costings provide an estimate on the likely total cost were the project to be undertaken by private contractors, and this figure provides a basis for future budgeting and applications for external funding. The provided costings should be regarded as indicative only, and would be expected to be subject to variation depending on subsequent decisions including timing of works, level of community in-kind contribution, use of prison labour, and later more detailed design work on the meeting room/arbour building.

The Management Committee discussed at length the submitted costings, itemised items, value of in-kind labour etc.



Management Committee Recommendation:

That the Management Committee receive the Bill Hemsley Park Concept Plan itemised estimated costs as an initial basis for future budgeting and making application for external funding.

Moved: Veronica Wood Seconded: Trevor Royce
Voting 5/0
CARRIED

6.3 Priorities for park development

The estimated total project cost, and current external funding climate, indicates that delivery of the Bill Hemsley Park concept plan may require staged delivery and the Management Committee discussed a program of works that would allow for the early delivery on-ground of some of the most demanded aspects to meet the level of community expectation.

The findings of the Parkfalls Residents Association community survey from 2013 were included with the Agenda and used to provide some guidance to assist the Management Committee in identifying the priorities.

Management Committee Recommendation:

That the Management Committee support the following items for the development of the Bill Hemsley Park, and the inclusion of funds from the Bill Hemsley Park trust account as a matching contribution to be referenced in any external funding or Shire financial contribution to assist in its early delivery:

*Bore, tank, power, scheme water connection
Community Building/Pavilion/Viewing Decks (meeting room/toilets) (concept plan legend no.8, 9)
Nature Playground (concept plan legend no.12, 17, 18, 19, 20)
Walk Trail around Nature Playground (concept plan legend no.3)
Turfed Play Area and BBQ/Shelter (concept plan legend no.11, 22, 15)
Car Park (concept plan legend no.14)
Entry Statement/Sign & Mrs Hemsley's Tree (concept plan legend no.7)*

Moved: Ian Maluish Seconded: Veronica Wood
Voting 5/0
CARRIED



Management Committee Recommendation:

The Management Committee seek Council's expenditure of a budget allocation of \$20,000 for the drafting of building plans for the meeting room/gazebo/Shire building (funded by \$10,000 from Bill Hemsley Park trust account, \$10,000 from 2015/2016 budget (Account 2834).

Moved: Ian Maluish Seconded: Veronica Wood
Voting 5/0
CARRIED

6.4 Update on water external funding

Council resolved at its 16 September 2015 meeting as follows:

"That Council

- 1 Instruct Shire staff to seek external funding (matched from the Bill Hemsley Park Trust account) for the development of a fitted bore and tank upon Bill Hemsley Park; and*
- 2 Instruct Shire staff to investigate costings for the provision of scheme water connection to the park."*

"That Council authorise the expenditure of matching funds from the Bill Hemsley Park Trust account in the event that a water grant application is successful."

Shire staff have identified a potential related external funding opportunity in the Department of Water's Community Water Supply program. Applications for funding can be up to \$100,000 with Shire contributing 30% (in-kind and/or cash). Timeline – grants close 31 December 2015, project approval May 2016, projects finalised by June 2017. Key elements to enable our project to meet criteria: Project must aim to reduce ongoing cost of water. The water must be accessible for fire fighting purposes and farmlands during drought.

Management Committee discussed the issues pertaining to groundwater upon the park at length.

6.5 Other funding opportunities

The Department of Local Government & Communities' Community Garden Grants. Applications for funding can be up to \$20,000 available and this must involve



community in a hands-on role to be eligible. Timeline – grants close 17 December 2015, projects approved early April 2016, project finalised by end June 2017. Part of the criteria is that funding for water infrastructure must be sourced elsewhere.

6.6 Business Plan for external funding applications

Ian Maluish requested that the preparation of a Business Plan for grant applications to the Mid West Development Commission and Lotteries etc. be listed for discussion by the Management Committee.

Management Committee discussed which grants (and at what scale) may require the preparation of a business plan.

6.7 Park Dedication Event/Tree Planting/Temporary Signage

Councillor Veronica Wood requested that a Park Dedication and some temporary signage identifying the park be listed for discussion by the Management Committee, with consideration given to inviting Mrs. Anne Hemsley to attend and plant a tree.

Management Committee discussed whether Community Garden Grants program would be a suitable source of funding for this proposal (also discussion that entry statement/sign & Mrs Hemsley's tree were included in the items listed in the Management Committee recommendation arising from Item 6.3, thereby facilitating applications for funding to be lodged).

6.8 Construction/Contract documentation

Urbis have provided an example of contract and construction documentation that was prepared for another park development and made enquiry whether the Management Committee/Shire would seek them to prepare similar for the Bill Hemsley Park.

This documentation was provided separately as an attachment for the information and consideration of the Management Committee.

General agreement amongst the Management Committee that this may not be a service that is required at this time with discussion on staging, priorities and assignment of roles for elements of the park still required.



For example, it is suggested that the Shire has some capacity to attend to project management of certain works within the park (e.g. car park, bore tank, BBQ/small gazebos) and that contractors on an individual basis would be engaged to undertake certain works (e.g. walking trails) under supervision of the Shire, and a building company would be appointed to project manage the meeting room/arbour, and the nature playground might also be project managed by a landscape architect.

7 General Discussion

General discussion amongst Management Committee that consideration be now given to further detail on meeting room and arbour building, including materials, colours and floor plan layout/function.

General discussion amongst Management Committee in relation to use of prison labour services for specific tasks/roles upon park.

8 Next Meeting

To be advised (potentially following appointment of drafting company should 2nd Management Committee recommendation relating to Item 6.3 be supported by Council).

9 Close

The Chairman thanked everyone for their attendance and declared the meeting closed at 10:12am.

ITEM	DESCRIPTION	UNIT	RATE	QTY	COST
1 Preliminaries					
1.1	Site preparation	Allow for site preparation and mobilization	Item	\$ 2,815.00	1 \$ 2,815.00
1.2	Fine Grading	Allow for survey set-out for all landscape works	sq.m	\$ 3,000.00	1 \$ 3,000.00
1.3	Fine Grading	Allow for trimming and fine grading to all landscape areas	sq.m	\$ 1.50	7,500 \$ 11,250.00
1.4	Clearing	Allow for clearing and removal of existing vegetation in construction areas	Item	\$ 3,000.00	1 \$ 3,000.00
Subtotal					\$ 20,065.00
2 Soft Works					
2.1	Rehabilitation Area South	Allow for the supply and installation of tubestock @2 plants per sq.m and seed to re-vegetation areas	sq.m	\$ 8.00	15,000 \$ 120,000.00
2.2	Park Planting Area	Allow for the supply and installation of tubestock @3 plants per sq.m to park planting area	sq.m	\$ 14.00	2,500 \$ 35,000.00
2.3	Botanic Park	Allow for the supply and installation of tubestock @5 plants per sq.m to botanic garden	sq.m	\$ 25.00	5,000 \$ 125,000.00
2.4	Turfed 'kickabout/play' Area	Allow for the supply and installation of roll-on lawn	sq.m	\$ 7.00	2,900 \$ 20,300.00
2.5	Temporary Turf Area	Allow for the supply and installation of seeding to temp turf area	sq.m	\$ 7.00	1,750 \$ 12,320.00
2.6	Mulch	Allow for the supply and installation of site mulch	sq.m	\$ 2.50	7,500 \$ 18,750.00
2.7	Trees (100L)	Allow for the supply and installation of 100 litre trees	No.	\$ 240.00	12 \$ 2,880.00
2.8	Trees (45L)	Allow for the supply and installation of 45 litre trees	No.	\$ 110.00	78 \$ 8,580.00
2.9	Trees (100L) in Rehabilitation Area North	Allow for the supply and installation of 45 litre trees	No.	\$ 240.00	8 \$ 1,920.00
2.10	Trees (45L) in Rehabilitation Area North	Allow for the supply and installation of 45 litre trees	No.	\$ 110.00	92 \$ 10,120.00
2.11	Rehabilitation Area North	Allow for the supply and installation of tubestock @2 plants per sq.m and seed to re-vegetation areas	sq.m	\$ 8.00	16,800 \$ 134,400.00
2.12	Trees (Mature Tree)	Allow for the supply and installation of mature tree (Mrs Hemslays tree) 1000 litre trees	No.	\$ 3,000.00	1 \$ 3,000.00
2.13	Earth Mounding	Allow for the supply and installation of earth mounding	sq.m	\$ 5.00	3,000 \$ 15,000.00
2.14	Dryland Grass Field	Allow for the supply and installation of dryland grass field	sq.m	\$ 7.00	34,100 \$ 238,700.00
Subtotal					\$ 342,830.00
3 Hard Works					
3.1	Road Surface / Parking	Allow for the supply and installation of asphalt	sq.m	\$ 110.00	400 \$ 44,000.00
3.2	Compacted Limestone Path (Walk trail)	Allow for the supply and installation of 1.5m wide cement stabilised limestone path	sq.m	\$ 40.00	850 \$ 34,000.00
3.3	Road Surface Gravel	Allow for the supply and installation of gravel road entry	sq.m	\$ 50.00	780 \$ 39,000.00
3.4	In-situ Concrete Pavement	Allow for the supply and installation of in-situ concrete pavement to hardcourt play area	sq.m	\$ 100.00	35 \$ 3,500.00
3.5	Viewing Decks	Allow for the supply and installation of boardwalk	sq.m	\$ 1,500.00	50 \$ 75,000.00
Subtotal					\$ 195,500.00
4 Walls					
4.1	Amphitheatre	Allow for the supply and installation of limestone retaining wall	lin.m	\$ 800.00	50 \$ 40,000.00
4.2	Entry Statement	Allow for the supply and installation of entry statement wall	Item	\$ 5,000.00	1 \$ 5,000.00
Subtotal					\$ 45,000.00
5 Natural Playground					
5.1	Climbing net set	Allow for the supply and installation of climbing net set	Item	\$ 3,000.00	1 \$ 3,000.00
5.2	Rope Climb	Allow for the supply and installation of rope climb	Item	\$ 1,100.00	1 \$ 1,100.00
5.3	Stepped Log	Allow for the supply of stepped log	Item	\$ 2,100.00	3 \$ 6,300.00
5.4	Swing Bridge	Allow for the supply and swing bridge	Item	\$ 2,600.00	1 \$ 2,600.00
5.5	Timber Frame Dizzy Swing	Allow for the supply of timber frame dizzy swing	Item	\$ 6,900.00	1 \$ 6,900.00
5.6	Tunnel	Allow for the supply and installation of concrete tunnel (2.44m)	Item	\$ 700.00	3 \$ 2,100.00
5.7	Tangled Logs	Allow for the supply and installation of timber play logs (300dia. X 4m length set of 4)	Item	\$ 1,900.00	1 \$ 1,900.00
5.8	Sand Pit Play Area	Allow for the supply and installation of sand pit to playground	sq.m	\$ 20.00	50 \$ 1,000.00
5.9	Ht to Ht Wall	Allow for the supply and installation of fit-up concrete wall including floating and hardcourt play area including line marking and hoop	Item	\$ 20,000.00	1 \$ 20,000.00
5.10	Compacted gravel fines mound	Allow for the supply and installation of compacted gravel mound to natural play area	sq.m	\$ 25.00	500 \$ 12,500.00
5.11	Rock Works Spalling	Allow for the supply and installation of rock work 'Spalling' to play	lin.m	\$ 50.00	120 \$ 6,000.00
5.12	Soft Fall Mulch	Allow for the supply and installation of 300mm Soft Fall mulch including but not limited to all ground preparation, compaction, membranes etc. refer to spec and details.	sq.m	\$ 50.00	800 \$ 40,000.00
6.13	Sand Pit Sand	Allow for the supply and installation of 500mm Sand pit sand including but not limited to all ground preparation, compaction, membranes etc. refer to spec and details.	sq.m	\$ 50.00	20 \$ 1,000.00
Subtotal					\$ 104,400.00
6 Fitness Station					
6.1	Pull Up	Allow for the supply and installation of fitness equipment Pull Up	Item	\$ 4,500.00	1 \$ 4,500.00
6.2	Back N Abs	Allow for the supply and installation of fitness equipment Back N Abs	Item	\$ 6,100.00	1 \$ 6,100.00
6.3	Leg Press	Allow for the supply and installation of fitness equipment Leg Press	Item	\$ 9,000.00	1 \$ 9,000.00
6.4	Push Up M	Allow for the supply and installation of fitness equipment Push Up M	Item	\$ 2,500.00	1 \$ 2,500.00
6.5	Chest	Allow for the supply and installation of fitness equipment Chest	Item	\$ 8,000.00	1 \$ 8,000.00
6.6	Airwalker	Allow for the supply and installation of fitness equipment Airwalker	Item	\$ 7,000.00	1 \$ 7,000.00
6.7	Rope Wall	Allow for the supply and installation of fitness equipment Rope Wall	Item	\$ 12,000.00	1 \$ 12,000.00
6.8	Dip Bar	Allow for the supply and installation of fitness equipment Dip Bar	Item	\$ 4,000.00	1 \$ 4,000.00
6.9	Rubber Soft Fall	Allow for the supply and installation of multi coloured Rubber Softfall including but not limited to all ground preparation, compaction, membranes etc. refer to spec and details.	sq.m	\$ 150.00	200 \$ 30,000.00
Subtotal					\$ 83,100.00
7 Furniture					
7.1	Picnic Seating	Allow for the supply and installation of picnic seating	Item	\$ 1,650.00	2 \$ 3,300.00
7.2	Bench seating	Allow for the supply and installation of bench seating	Item	\$ 1,250.00	4 \$ 5,000.00
7.3	Electric BBQ	Allow for the supply and installation of 2 plate electric BBQ	Item	\$ 11,500.00	2 \$ 23,000.00
7.4	Bins	Allow for the supply and installation of bins	Item	\$ 2,000.00	2 \$ 4,000.00
7.5	Shade Structure	Allow for the supply and installation of shade structure	Item	\$ 15,000.00	3 \$ 45,000.00
7.6	Fencing	Allow for the supply and installation of conservation fencing	lin.m	\$ 55.00	50 \$ 2,750.00
7.7	Drinking fountain	Allow for the supply and installation of drinking fountains	Item	\$ 1.00	5,000 \$ 5,000.00
7.8	Bike Rack	Allow for the supply and installation of bike racks	Item	\$ 3.00	800 \$ 2,400.00
Subtotal					\$ 90,450.00
8 Community Building / Pavilion					
8.1	Community Building / Pavilion	Allow for the supply and installation of community building / Pavilion (meeting room, toilets)	Item	\$ 200,000.00	1 \$ 200,000.00
Subtotal					\$ 200,000.00
9 Water Storage Inground Tank					
9.1	Water Storage Inground Tank	Allow for the supply and installation of 10,000lt water storage inground tank	Item	\$ 15,000.00	1 \$ 15,000.00
Subtotal					\$ 15,000.00
10 Irrigation					
10.1	Irrigation	Allow for the supply and installation of irrigation system to turf and botanica garden areas (provisional sum)	Item	\$ 30,000.00	1 \$ 30,000.00
Subtotal					\$ 30,000.00
Sub Total Landscape Works					\$ 1,126,345.00
11 Provisional Sums					
11.1	Contingency	10% of construction cost	Item	\$ 112,634.50	1 \$ 112,634.50
11.2	Consolidation	13 week consolidation period	Item	\$ 1,100.00	13 \$ 14,300.00
11.3	Revegetation Planting	Allow for supply and installation of tubestock and seed planting at the start of winter for two years	Item	\$ 15,000.00	1 \$ 15,000.00
11.4	Installation of furniture fitness and Playground items	including freight to site	Item	\$ 24,000.00	1 \$ 24,000.00
11.5	Maintenance	Allow for maintenance over two summers at \$600 a week	Item	\$ 600.00	104 \$ 62,400.00
Subtotal					\$ 165,934.50
LUMP SUM TOTAL - (EXCL. GST)					\$ 1,292,279.50
POPC does not include the following:					
1.0	Bulk earthworks				
2.0	Signage				
3.0	Car bays				
4.0	Road Pavements Kerbs				
5.0	Lighting or Electrical pick ups				
6.0	Potable pick ups				
7.0	Sewer reticulation				
8.0	Potable and non-potable water reticulation installation				
9.0	Irrigation Budget should be confirmed				
10.0	GST				

9.2 Finance November 2015

Contents

9.2 AGENDA ITEMS

9.2.1 Financial Reports for October 2015

AGENDA ITEM:	9.2.1
SUBJECT:	FINANCIAL REPORTS FOR OCTOBER 2015
PROPONENT:	SHIRE OF CHAPMAN VALLEY
SITE:	SHIRE OF CHAPMAN VALLEY
FILE REFERENCE:	307.04
PREVIOUS REFERENCE:	N/A
DATE:	18 NOVEMBER 2015
AUTHOR:	KRISTY WILLIAMS & DIANNE RAYMOND

DISCLOSURE OF INTEREST

Nil

BACKGROUND

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

COMMENT

Attached to this report are the monthly financial statements for October 2015 for Council's review.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

POLICY IMPLICATIONS

Policy 5.70 Significant Accounting Policies

Extract:

"2. Monthly Reporting

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

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

FINANCIAL IMPLICATIONS

As presented in October 2015 financial statements.

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

No significant affect on the LTFP

STRATEGIC IMPLICATIONS

Nil

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

Nil

CONSULTATION

Not applicable

RISK ASSESSMENT

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

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION / STAFF RECOMMENDATION

MOVED: CR FARRELL

SECONDED: CR MALUISH

That Council receives the financial report supplied under separate attachment for the month of October 2015 comprising the following:

- Summary of Payments
- Summary of Financial Activity,
- Net Current Assets
- Detailed Statement of Financial Activity,
- Details of Cash and Investments,
- Statement of Significant Variations,
- Summary of Outstanding Debts
- Reserve Funds
- Information on Borrowings
- Disposal of Assets
- Acquisition of Assets
- Rating Information
- Trust Fund Reconciliations
- Bank Reconciliation

**Voting 8/0
CARRIED**

Minute Reference: 11/15-10

Mrs Raymond and Mrs Williams left Chambers at 10.08am

Meeting adjourned at 10.08am

Meeting recommenced at 10.15am

9.3

Chief Executive Officer

November 2015

Contents

9.3 AGENDA ITEMS

- 9.3.1 Annual Charge – Post Office Boxes Nabawa
- 9.3.2 Community Growth Fund Committee
- 9.3.3 Purchasing Policy Amendments

AGENDA ITEM:	9.3.1
SUBJECT:	ANNUAL CHARGE – POST OFFICE BOX (NABAWA)
PROPOSER:	CHIEF EXECUTIVE OFFICER
SITE:	NABAWA POSTAL AGENCY
FILE REFERENCE:	704.04
PREVIOUS REFERENCE:	BUDGET ADOPTION – MINUTE REF: SC 07/15-2
DATE:	18 NOVEMBER 2015
AUTHOR:	MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The following was resolved by Council at the Special Meeting held on the 29th July 2015 as part of adopting the 2015/2016 Budget:

Recommendation 8:

ADOPTION OF 2015/2016 SCHEDULE OF FEES AND CHARGES

- *That Council adopt the 2015/2016 Schedule of Fees and Charges including revised “Building Permit Charges” as presented.*

The Schedule of Fees & Charges adopted by Council included an amount of \$55 (GST Inclusive) as an annual fee/charge for the use of a Post Box at Nabawa.

COMMENT

As reported to the October 2015 Forum Session, at the time Council adopted the fees and charges for the 2015/2016 Budget the Post Office Box annual fee for the Nabawa Postal Service was increase from \$22 to \$55 (both figures GST inclusive).

Since the invoices were sent out to those using the Post Box service at Nabawa there has been three complaints on the significant increase and suggesting Council should look into introducing reduced annual fee(s) for Pensioners.

I have responded to the complaints identifying the increases over the past eight years equate to approximately \$5.00 per annum, whilst conceding the increase this year was significant if taken in isolation i.e.

Year	Fee Charged	\$ Increase
2007	15.00	
2008	15.00	0
2009	15.00	0
2010	20.00	5
2011	20.00	0
2012	20.00	0
2013	20.00	0
2014	22.00	2
2015	55.00	33

(Note: The above figures are GST Inclusive)

I have also investigated what the annual PO Box fees are in other location and compared these to the fee being charges at Nabawa i.e.

Location	Annual Fee	Comments
Northampton	\$25	
Mingenew	\$30	
Walkaway	\$32	
Dongara	\$47	Non-Townsite Resident with no Street delivery Option
	\$144	Townsite Resident with Street delivery option

Nabawa	\$55	
Bluff Point	\$120	

The Table below indicates the income Council receives from the annual PO Box fees and what the affect would be if reduced Pensioner rates were introduced:

CURRENT SITUATION			
		Annual Fee	Revenue (GST Excl)
Number of Boxes Currently being used	61	\$50.00	\$3,050.00
REDUCED PENSIONER RATE SCENARIO			
Non Pensioner	47	\$50.00	\$2350.00
25% Pensioner Discount (Rate Eligibility Criteria)	3	\$37.50	\$112.50
50% Pensioner Discount (Rate Eligibility Criteria)	11	\$25.00	\$275.00
Total			\$2,737.50

The above figures are based on the actual PO Boxes being use (i.e. 61) whereas there are 63 Boxes available (i.e. two are currently not being used).

It will be noted, under the current situation, the loss in revenue in the event reduced Pensioner Annual Fees were introduced for the PO Boxes would be \$312.50, which is not a significant amount.

The basis of introducing reduced Pensioner Annual Fee for the use of PO Boxes is eligibility would be based upon the person being also eligible for a Rate Rebate in accordance with legislation. This would remove any ambiguity if such a situation was introduced.

STATUTORY ENVIRONMENT

Below are the sections of Local Government Act 1995 that requires fees and charges to be reviewed and adopted i.e.

6.16. Imposition of fees and charges

- (1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

** Absolute majority required.*

- (2) *A fee or charge may be imposed for the following —*
- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
 - (b) supplying a service or carrying out work at the request of a person;*
 - (c) subject to section 5.94, providing information from local government records;*
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a license, permit, authorisation or certificate;*
 - (e) supplying goods;*
 - (f) such other service as may be prescribed.*

- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*

- (a) imposed* during a financial year; and*
- (b) amended* from time to time during a financial year.*

** Absolute majority required.*

6.17. Setting the level of fees and charges

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*
 - (a) *the cost to the local government of providing the service or goods;*
 - (b) *the importance of the service or goods to the community; and*
 - (c) *the price at which the service or goods could be provided by an alternative provider.*
- (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*
- (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
 - (a) *under section 5.96;*
 - (b) *under section 6.16(2)(d); or*
 - (c) *prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*
- (4) *Regulations may —*
 - (a) *prohibit the imposition of a fee or charge in prescribed circumstances; or*
 - (b) *limit the amount of a fee or charge in prescribed circumstances.*

6.18. Effect of other written laws

- (1) *If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —*
 - (a) *determine an amount that is inconsistent with the amount determined under the other written law; or*
 - (b) *charge a fee or charge in addition to the amount determined by or under the other written law.*
- (2) *A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.*

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) *its intention to do so; and*
- (b) *the date from which it is proposed the fees or charges will be imposed.*

Section 6.19 will take effect if Council resolves to amend the existing adopted fees and charges.

POLICY/MANAGEMENT PROCEDURE IMPLICATIONS

No existing Policy or Management Procedure affected.

FINANCIAL IMPLICATIONS

As reported above, the impact on Council's finances if a Pensioner Rate for the use of Post Boxes at Nabawa was introduced is insignificant (i.e. approximate reduction in income of \$300 per annum).

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

No effect on the Shire's LTFP.

STRATEGIC IMPLICATIONS

It is appropriate to establish appropriate controls over the use of Council owned/controlled facilities (e.g. Management Licences).

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

We need good services to support our development as a Shire	Maintain existing services and facilities	Provide and maintain community buildings and facilities, including roads
---	---	--

CONSULTATION

There have been three formal complaints from constituents using the Pox Box service about the significant increase in the charge this financial year. Correspondence has been sent to these people explain the history of the increases for this service and that discussion will be held with Council on the option of introducing a Pensioner Rate for the use of Post Boxes at Nabawa.

This matter was also presented to the October 2015 Forum Session with the consensus being an item be brought to Council to formally consider a review of the Post Box annual fee.

RISK ASSESSMENT

Risk is low in the event a change is (or isn't) made to the existing fee/charges adopted by Council.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION

MOVED: CR FORRESTER

SECONDED: CR FARRELL

Council amend the adopted fees and charges set at Minute Reference SC 07/15-2 for the Annual fee for the use of post box at Nabawa to \$30.00 GST inclusive.

Voting 3/5

LOST

Minute Reference: 11/15-11

Cr Forrester requested that the votes be recorded in the minutes

For: Cr Forrester, Cr Collingwood, Cr Farrell

Against: Cr Maluish, Cr Wood, Cr Humphrey, Cr Warr & Cr Royce

COUNCIL RESOLUTION / STAFF RECOMMENDATION

MOVED: CR ROYCE

SECONDED: CR MALUSH

1. Council amend the adopted fees and charges set at Minute Reference SC 07/15-2 for the Annual fee for the use of post box at Nabawa as follows:

Non Pensioner	\$50.00 (GST Exclusive)
25% Pensioner Discount (Based on Rate Eligibility Criteria)	\$37.50(GST Exclusive)
50% Pensioner Discount (Based on Rate Eligibility Criteria)	\$25.00(GST Exclusive)

These fees will take effect from the 1st July 2015 with refunds being made to those affected.

2. Council advertises the amended fees and charges as required by Section 6.19 of the Local Government Act, 1995.

**Voting 6/2
CARRIED**

Minute Reference: 11/15-12

AGENDA ITEM:	9.3.2
SUBJECT:	COMMUNITY GROWTH FUND - APPLICATIONS
PROPONENT:	VARIOUS APPLICANTS
SITE:	SHIRE OF CHAPMAN VALLEY
FILE REFERENCE:	403.10
PREVIOUS REFERENCE:	NOT APPLICABLE
DATE:	18th NOVEMBER 2015
AUTHOR:	MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council included in the 2015/2016 Budget an amount of \$30,000 for a Community Growth Fund (CGF) with the purpose of the fund being as follows:

COMMENT

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

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

Chief Executive Officer
Manager Finance & Corporate Services
Community Development Officer

The purpose of the Advisory Group is as follows:

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

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

Applications received for the 2015/2016 round of the CGF included:

Project Name	Applicant	CGF Request	Total Project	Project Timeline	Project Summary	Project Partners
Power to the new Machinery Shed	Chapman Valley Historical Society (1)	\$2,750	\$3,250	November 2015	Need power to the shed to assist with general cleaning and maintenance. Power to the shed would also mean CVHS would be able to provide a slide show of the many photos they have in the museum collection.	Shire of Chapman Valley & Chapman Valley Historical Society
Significance Workshop with Cathy Day	Chapman Valley Historical Society (2)	\$2,850	\$3,450	30 November 2015	Workshop with Cathy Day who is a Heritage Consultant and will work with members to group collections in categories and look at the Museums	Shire of Chapman Valley In-kind

					documentation and work on a Significance Assessment Report	
Signage for the Shed	Chapman Valley Men's Shed	\$1,110	\$1,621	before the opening on 12 December 2015	Want to install 2 x big signs (3x1m) on the east and west side of the shed and a street sign on Chapman Valley road	Shire of Chapman Valley In-kind contribution & Landcorp
Park & Pay Fencing	Chapman Valley Agricultural Society	\$3,915	\$4,594	20 June 2016	Park & Pay fencing to ease the high traffic situation on Show Day	Shire of Chapman Valley & In-kind

STATUTORY ENVIRONMENT

Not relevant

POLICY IMPLICATIONS

Council has approved the CGF Operational Procedures, and this was the basis upon which the Group evaluated the applications received.

FINANCIAL IMPLICATIONS

Council has allocated \$30,000 towards the CGF in the 2015/2016 Budget. The CGF Advisory Group recommendation come within this Budget amount (i.e. total grants of \$10,625), therefore there will be no effect on the 2015/2016 financial position.

The intention of the annual allocation of CGF in the Budget is that any residual amount unallocated at 30th June each year will not be carried over into the new financial year (i.e. will not accumulate). All unallocated CGF budgeted amounts at the 30th June each year will form part of Council's end of financial year position and consideration will be made by Council in the new Budget on what is to be allocated in the forthcoming year to the CGF.

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

No affect envisaged on Council's LTFP

STRATEGIC IMPLICATIONS

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

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

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

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

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION / ADVISORY GROUP RECOMMENDATION**MOVED: CR FORRESTER****SECONDED: CR FARRELL**

Council endorses the following funding allocation under the Shire of Chapman Valley's Community Growth Funds for 2015/2016:

Project Name	Applicant	CGF Grant (GST Excl)	Additional Conditions of Approval (in addition to existing CGF Grant Conditions)
Park & Pay Fencing	Chapman Valley Agricultural Society	\$3,915	i. The CGF allocation is to be used first to undertake the necessary work for the establishment of carpark fencing and ticket box; ii. CEO is to utilise funds allocated in the 2015/2016 Budget for this same purpose at his discretion and only if required to ensure the project is fully completed; iii. Application Form to be signed.
Signage for the Shed	Chapman Valley Men's Shed	\$1,110	i. MRWA approval required for directional sign on Chapman Valley Rd; ii. Application Form to be signed;
Power to the new Machinery Shed	Chapman Valley Historical Society (1)	\$2,750	Nil
Significance Workshop with Cathy Day	Chapman Valley Historical Society (2)	\$2,850	Nil
Total		\$10,625	

**Voting 8/0
CARRIED**

Minute Reference: 11/15-13



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UNCONFIRMED MINUTES

**COMMUNITY GROWTH FUND ADVISORY
GROUP MEETING
MONDAY 28TH OCTOBER 2015
COUNCIL CHAMBERS NABAWA
2.00PM**

The Community Growth Fund Advisory Group is comprised of:-

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

Chief Executive Officer
Manager Finance & Corporate Services
Community Development Officer

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.



Maurice Battilana
CHIEF EXECUTIVE OFFICER

AGENDA

COMMUNITY GROWTH FUND ADVISORY GROUP MEETING TO BE HELD IN THE COUNCIL CHAMBERS, NABAWA MONDAY 28TH OCTOBER 2015 AT 2.00PM

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

ORDER OF BUSINESS

1.0 Election of Presiding Member and Deputy Presiding Member (only if considered necessary) of Shire of Chapman Valley Community Growth Fund Advisory Group (S5.12 Local Government Act)

Mr Battilana opened the meeting at 2.00pm and called for the Election of Presiding Member of Shire of Chapman Valley Community Growth Fund Advisory Group (S5.12 Local Government Act).

Mr Battilana Nominated Cr Warr as Presiding Member. There being no further nominations Cr Warr accepted the nomination and was declared Presiding Member and took the Chair.

Deputy Presiding Member not considered necessary.

2.0 Declaration of Opening / Announcements of Visitors

The Presiding Member Cr Warr welcomed everyone to the meeting.

3.0 Record of Attendance

3.1 Present

Member	
Cr Kirrilee Warr	Presiding Member
Maurice Battilana	Chief Executive Officer
Dianne Raymond	Manager of Finance & Corporate Services
Nicole Batten	Community Development Officer

3.2 Apologies

Name	
Cr Anthony Farrell	Member
Cr Ian Maluish	Proxy

4.0 Petitions / Deputations / Presentations

Nil

5.0 Declarations of Interest

Cr Warr declared an impartiality interest being a member of the Chapman Valley Agricultural Show.

6.0 Agenda Items

6.1 Consideration of Applications Received and Recommendation to Council.

- A copy of the Council approved "Community Growth Fund Operational Procedures – Policy 5.20" is attached for Committee guidance in evaluating applications.

Community Growth Fund Submission Summary

Project Name	Applicant	CGF Request	Total Project	Project Timeline	Project Summary	Project Partners
Power to the new Machinery Shed	Chapman Valley Historical Society (1)	\$2,750	\$3,250	November 2015	Need power to the shed to assist with general cleaning and maintenance. Power to the shed would also mean CVHS would be able to provide a slide show of the many photos they have in the museum collection.	Shire of Chapman Valley & Chapman Valley Historical Society
Significance Workshop with Cathy Day	Chapman Valley Historical Society (2)	\$2,850	\$3,450	30 November 2015	Workshop with Cathy Day who is a Heritage Consultant and will work with members to group collections in categories and look at the Museums documentation and work on a Significance Assessment Report	Shire of Chapman Valley * In-kind
Signage for the Shed	Chapman Valley Men's Shed	\$1,110	\$1,621	before the opening on 12 December 2015	Want to install 2 x big signs (3x1m) on the east and west side of the shed and a street sign on Chapman Valley road	Shire of Chapman Valley , In-kind contribution & Landcorp
Park & Pay Fencing	Chapman Valley Agricultural Society	\$3,915	\$4,549	20 June 2016	Park & Pay fencing to ease the high traffic situation on Show Day	Shire of Chapman Valley & In-kind

ADVISORY GROUP RECOMMENDATION

Council endorses the following funding allocation under the Shire of Chapman Valley's Community Growth Funds for 2015/2016:

Project Name	Applicant	CGF Grant (GST Excl)	Additional Conditions of Approval (in addition to existing CGF Grant Conditions)
Park & Pay Fencing	Chapman Valley Agricultural Society	\$3,915	i. The CGF allocation is to be used first to undertake the necessary work for the establishment of carpark fencing and ticket box; ii. CEO is to utilise funds allocated in the 2015/2016 Budget for this same purpose at his discretion and only if required to ensure the project is fully completed; iii. Application Form to be signed.
Signage for the Shed	Chapman Valley Men's Shed	\$1,110	i. MRWA approval required for directional sign on Chapman Valley Rd; ii. Application Form to be signed;
Power to the new Machinery Shed	Chapman Valley Historical Society (1)	\$2,750	Nil
Significance Workshop with Cathy Day	Chapman Valley Historical Society (2)	\$2,850	Nil
Total		\$10,625	

CARRIED
Voting 4/0
Minute Ref: CGF 10/15-01

7.0 General Business

7.1 Standard of Applications

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

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

It was understood the CGF process is in its infancy; however, it was considered important the process is improved for future grant funding round to minimise the possibility of applications being rejected due to non-compliance with application process.

8.0 Closure

The chairman thanked the Committee members and staff for their attendance and declared the meeting closed at 2:59pm.



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**COMMUNITY GROWTH FUND
OPERATIONAL PROCEDURES**

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Criteria FINAL.Doc

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INTRODUCTION

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

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

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

AIM

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

1. OBJECTIVES

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

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

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

2. RESPONSIBILITY

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

3. CRITERIA

A criterion for the assessment of applications to the Fund includes the promotion and development of activities, events, infrastructure and services in the Shire of Chapman Valley such as:

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

4. ESSENTIAL ELIGIBILITY CRITERIA

In order to be eligible for funding an organisation must:

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

- Detailed financial information about the Club or Organisation will also need to be provided. Such information will need to include financial statements.

In order to be eligible for funding an individual must:

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

5. APPLICATIONS

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

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

6. FUNDING REQUIREMENTS

A. MINOR GRANTS - Requests under \$2000

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

- amount requested;
- grant purpose;

Other documents we require are:

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

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

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

Some applications for grants in excess of \$10,000 may be deemed inappropriate under the Community Growth Fund guidelines and redirected to other funding avenues, such as the Ministry of Sport and Recreation 'Community Sporting and Recreation Facilities Fund' (CSRFF), or Lotterywest. Please discuss grant applications for major capital works (e.g. clubroom renovations/upgrades, new facilities) with the Community Services Manager.

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

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

Please discuss your event plans with the Community Development Officer.

C. WHAT WON'T BE FUNDED

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

7. ASSESSMENT AND APPROVAL PROCESS**ACKNOWLEDGMENT OF APPLICATIONS**

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

ASSESSMENT PROCESS

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

ASSESSMENT CRITERIA

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

- Ability to achieve tangible and/or measurable outcomes for the benefit of the Shire of Chapman Valley community;
- Effort for cooperative and partnership arrangements with others;

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

NOTIFICATION OF OUTCOME

All applicants will be notified in writing of the success or otherwise of their application, as soon as Council has finalised its funding commitment. Commencement of the project or expenditure of expected funds must not take place until this notification is received in writing.

PUBLICITY

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

FREEDOM OF INFORMATION

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

8. DISBURSEMENT OF GRANTS

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

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

9. GRANT CONDITIONS**PERIOD OF FUNDING**

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

PURPOSE OF GRANT

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

UNSPENT FUNDS

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

ABN/GST REGISTERED

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

10. EVALUATION AND ACQUITTAL

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

Information to be provided will include:

FINANCIAL REPORT

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

GRANT EVALUATION

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

- | | |
|--|--|
| • Be a non-profit organisation and, depending on amount of grant requested, be able to supply audited accounts and annual reports. | • Demonstrate a substantial degree of community support and representation. |
| • The level of public awareness of their activity or project. | • Reflect the objectives and strategy of the larger association (Local, Regional, State or National). |
| • Public presentations (number held/attendance levels). | • Agree to complete a specified evaluation report. <i>Failure to do so may render the applicant ineligible for future funding.</i> |
| • Amount/type of media coverage generated. | • Maximum Government (State and Federal) funding has been obtained. |
| • Involvement of volunteers. | |

-
- Undertake to give due recognition to the Shire of Chapman Valley for its contribution to their activities
 - Demonstrated that Council funding is necessary to the success of the project
 - To be used for projects upon land under the care, or control, of Council; unless it otherwise determines

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

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

403.10



Shire of
Chapman Valley
Love the Rural Life

Record No CR1510808

APPLICATION FORM – COMMUNITY GROWTH FUND

Contact Details

Name of Organisation: Chapman Valley Historical Society

Contact Person: Pam Batten

Contact number/s: 0899230695 or 0428828441

Address: 18 Champion Bay Rise, Bluff Point WA 6530

Postal Address: P.O. Box 3403, Bluff Point WA 6530

Website: [Click here to enter text.](#)

Email: chapmanvalleyhs@gmail.com

Organisation Business Details

Please select

Is your organisation an incorporated body? <i>If yes please attach proof</i>	Yes <input checked="" type="checkbox"/> X	No <input type="checkbox"/>
If no, have you attached a letter from a sponsoring committee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you registered for GST?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X
Do you have "Public Liability Insurance" <i>If yes, please attach a copy of "Certificate of Currency"</i>	Yes <input checked="" type="checkbox"/> X	No <input type="checkbox"/>
Have you applied for funding from the Shire for this project previously? <i>If yes, in what year was the application made? Please attach information</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X
Is the project dependant on Shire funding to proceed?	Yes <input checked="" type="checkbox"/> X	No <input type="checkbox"/>
Has the Shire previously assisted your organisation? <i>If yes, please attach information</i>	Yes <input checked="" type="checkbox"/> X	No <input type="checkbox"/>
Have you applied or are you intending to apply for other funding sources for this project? <i>If yes, please provide details under "Project Summary"</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X

Banking Details

ABN:	Click here to enter text.
Name of Account:	Chapman Valley Historical Society Inc
Name of Bank:	Bendigo Bank
BSB:	633000
Account Number:	145537924
Branch Name:	Geraldton
Account Holders Signature:	John Stokes, Barbara Shields, Delma Attrill and Pam Batten are signatories

Please provide a brief description of your organisation:

In 2015 the Chapman Valley Historical Society has 38 financial members. Volunteers clean and open the Museum on Wednesdays from 9.00am until noon and on Sundays from 1pm until 4 pm. Members manage the acquisitioning and displaying of objects. They undertake small maintenance in and around the seven sheds, the heritage listed Road Board building, railway carriage and the Ted Porter Cottage. Machinery has been restored by members.

Project Summary

Project Title:	Power to the new Machinery Shed
Proposed Start Date:	November 2015
Proposed Finish Date:	November 2015
<i>(must be prior to 30th June)</i>	
Location/Venue:	CVHS Museum Machinery Shed

Please provide a brief description of the project that you require funding assistance for and its objectives (attach extra sheet if you need more space):

The new machinery shed was completed in June 2015. We need power in the new shed to assist with general cleaning and maintenance. Power to the shed would also mean we would be able to provide a slide show of the many photos we have in the Museum collection. Power to the shed is essential.

1. Community Growth Fund Grants must be eligible projects as identified in the Shire of Chapman Valley *Community Growth Fund Operational Procedures* (copy attached). Please identify eligibility criteria(s) relevant to your application below.

The CVHS is a voluntary organisation in the Shire of Chapman Valley. The Museum provides a venue to research history of the pioneer families and learn of the history of the Chapman Valley district.

2. Please describe how the outcomes of the project will be measured.

General maintenance able to be carried out.

3. Has your organisation secured or made attempts to secure financial assistance from other sources such as fundraising, other grants, commercial sponsorship etc. for this project? Please outline below and include details in the budget.

No.

Acknowledgement

Recipients of a Community Growth Fund Grant must recognise the Shire of Chapman Valley sponsorship in any advertising, promotion and media publicity related to its grant funding (e.g. newspaper article, flyers, invites, verbal recognition). How will your organisation acknowledge the Shire of Chapman Valley funding?

Through a computer slide once we have the power to do so. Acknowledgement on display board.

Financial Information

It is important to show how you plan to spend the grant and whether you expect any other income to support your project.

Use the table below to show where the money for your project is coming from and how it will be spent. **Include the Community Growth Fund Grant in these tables and specifically outline where the grant will be spent.**

Income		
Funding Source	\$ (EX. GST)	Confirmed Y/N
Amount Requested from the Shire of Chapman Valley	\$2750	N/A
Amount Contributed by your Organisation (Cash)	\$500	\$
Amount Contributed by other Grants or Sponsorships:	\$	\$
•	\$	\$
•	\$	\$
•	\$	\$
In-Kind Contribution (e.g.: volunteer time @ \$15 hour)	\$	\$
•	\$	\$
•	\$	\$
*TOTAL	\$3250	\$
Expenditure (please specifically outline how Shire funds will be used)		
Project Costs	\$3250 (inc. GST)	Confirmed Yes
In-Kind Contribution (Matched to income above)	\$	\$
Shire funding (please itemise below):	\$2750	\$
• Quote Miralec Electrical \$3250.00	\$	\$
•	\$	\$
•	\$	\$
Other (please list below):	\$500	\$
• Cash Contribution CVHS	\$	\$
•	\$	\$
•	\$	\$
*TOTAL	\$3250	\$

NB: Income and expenditure totals should be the same.

Authorisation by President/Secretary

I Pam Batten (Secretary) authorise this application for a Community Growth Fund Grant to be considered for approval.

If approved, I acknowledge that the project must be acquitted within 1 month of project completion.

I also authorise to being contacted by the Shire's and consent for the Shire using images of me and quotes provided by me for promotional purposes, including but not limited to news reports, articles, media releases and the Shire website.

Pam Batten
Signature

Day/Month/Year

Date 7th October 2015

Pam Batten



Before you send your application – please ensure that you have completed the following.

Please tick off each item when it has been completed or attached.

- ☒ Completed all questions in the application form, including a detailed Budget that indicates where Shire funds will be spent.
- ☒ Application has been signed by President/Secretary. Where an application is being submitted by a non-incorporated organisation that has a sponsoring organisation, please ensure the sponsoring organisation signs the Declaration.
- ☒ A copy of this application has been retained for your records.
- ☒ Proof of Incorporation (or letter from sponsoring organisation).
- ☐ Public Liability Insurance (Certificate of Currency). *Shire has this*
- ☒ Quotes (optional).
- ☐ Support letters or testimonials (optional).

For any assistance, please contact:

Shire of Chapman Valley's Community Development Officer

Phone: (08) 99 205011

Email: community@chapmanvalley.wa.gov.au

Application submission

By post: Chief Executive Officer
Shire of Chapman Valley
PO Box 1
Nabawa WA 6532

Email: community@chapmanvalley.wa.gov.au

Hand delivery: Shire Offices - Reception
3270 Chapman Valley Road, Nabawa, WA 6532
9.00am – 4.00pm

Closing date

All applications must be received by **9 OCTOBER 2015**.

SHIRE OFFICE USE ONLY

Outcome of the Assessment Recommendation to Council by Shire of Chapman Valley Community Growth Fund Committee:

☐ Approved for receipt of Community Growth Fund Grant ☐ Declined for receipt of Community Growth Fund Grant

Amount of Funds released \$

FILE No.:

Name of Authorised Officer

Signature and Stamp

Date

DUPLICATE

AB21966

Form 5



Certificate of Incorporation

Associations Incorporation Act 1895-1982
Section 3 (3)

These are to Certify that CHAPMAN VALLEY HISTORICAL SOCIETY (INC)

has this day been incorporated as an Association under the provisions of
the Associations Incorporation Act, 1895-1982.

Dated this Thirtieth day of October 1985.




DEPUTY COMMISSIONER FOR CORPORATE
AFFAIRS

[illegible]



APPLICATION FORM – COMMUNITY GROWTH FUND

Contact Details	
Name of Organisation:	Chapman Valley Historical Society Inc
Contact Person:	Secretary Pam Batten
Contact number/s:	0899230695 Mobile 0428828441
Address:	18 Champion Bay Rise, Bluff Point WA 6530
Postal Address:	Post Office Box 3355, Bluff Point WA 6530
Website:	Click here to enter text.
Email:	chapmanvalleyhs@gmail.com

Organisation Business Details	Please select	
Is your organisation an incorporated body? <i>If yes please attach proof</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If no, have you attached a letter from a sponsoring committee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you registered for GST?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Do you have "Public Liability Insurance" <i>If yes, please attach a copy of "Certificate of Currency"</i> <i>The Chapman Valley Shire has this for the Society</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Have you applied for funding from the Shire for this project previously? <i>If yes, in what year was the application made? Please attach information</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is the project dependant on Shire funding to proceed?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Has the Shire previously assisted your organisation? <i>If yes, please attach information</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Have you applied or are you intending to apply for other funding sources for this project? <i>If yes, please provide details under "Project Summary"</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Banking Details

ABN:	Click here to enter text.
Name of Account:	Chapman Valley Historical Society Inc
Name of Bank:	Bendigo Bank
BSB:	633000
Account Number:	145537924
Branch Name:	Geraldton
Account Holders Signature:	John Stokes, Barbara Shields, Delma Attrill and Pam Batten are signatories

Please provide a brief description of your organisation:

In 2015 the Chapman Valley Historical Society Inc has 38 financial members. Volunteers clean and open the Museum on Wednesday's from 9.00am until 12 noon and on Sundays from 1pm until 4pm. Members manage the acquisitioning and displaying of objects. They undertake small maintenance in and around the seven sheds, the heritage listed Road Board building, railway carriage and the Ted Porter Cottage. Machinery has been restored by the members.

Project Summary

Project Title:	Significance Workshop with Cathy Day
Proposed Start Date:	28th November 2015
Proposed Finish Date:	30th November 2015
(must be prior to 30th June)	
Location/Venue:	Chapman Valley Historical Society Museum

Please provide a brief description of the project that you require funding assistance for and its objectives (attach extra sheet if you need more space):

We wish to have a workshop with Cathy Day who is a Heritage Consultant. Cathy will address members and people within the Chapman Valley community who have an interest in history and the CVHS collection. Participants will learn about 'Significance' and why it is important to assess it as part of collection management. Over the weekend Cathy will work with members to group the collection into categories. Cathy will look at the Museum's documentation and also work on a Significance Assessment Report which will include recommendations for the future.

1. Community Growth Fund Grants must be eligible projects as identified in the Shire of Chapman Valley *Community Growth Fund Operational Procedures* (copy attached). Please identify eligibility criteria(s) relevant to your application below.

Voluntary organisation in the Shire of Chapman Valley. The Museum provides a venue to research history of the pioneer families and learn of the history of the Chapman Valley District.

2. Please describe how the outcomes of the project will be measured.

Help with a new Constitution, Vision Statement, Donor Forms and Collection Policy. Implementing the necessary documentation and identifying 'Significant Objects' at the Museum.

3. Has your organisation secured or made attempts to secure financial assistance from other sources such as fundraising, other grants, commercial sponsorship etc. for this project? Please outline below and include details in the budget.

No.

Acknowledgement

Recipients of a Community Growth Fund Grant must recognise the Shire of Chapman Valley sponsorship in any advertising, promotion and media publicity related to its grant funding (e.g. newspaper article, flyers, invites, verbal recognition). How will your organisation acknowledge the Shire of Chapman Valley funding?

Acknowledgement on the invitation to the weekend workshop. Acknowledgement when everyone is welcomed to the workshop. Acknowledgement of the weekends report and through any publicity gained through the workshop. Report in the Valley Vibes.

Financial Information

It is important to show how you plan to spend the grant and whether you expect any other income to support your project.

Use the table below to show where the money for your project is coming from and how it will be spent. **Include the Community Growth Fund Grant in these tables and specifically outline where the grant will be spent.**

Income		
Funding Source	\$ (incl. GST)	Confirmed Y/N
Amount Requested from the Shire of Chapman Valley	\$2850	N/A
Amount Contributed by your Organisation (Cash)	\$	\$
Amount Contributed by other Grants or Sponsorships:	\$	\$
•	\$	\$
•	\$	\$
•	\$	\$
In-Kind Contribution (e.g.: volunteer time @ \$15 hour)	\$	\$
• Billet, transport and provide all meals for Cathy	\$500.00	\$
• Morning & afternoon tea provided by CVHS members	\$100.00	\$
*TOTAL	\$3450	\$
Expenditure (please specifically outline how Shire funds will be used)		
Project Costs	\$ (incl. GST)	Confirmed Y/N
In-Kind Contribution (Matched to income above)	\$600.00	\$
Shire funding (please itemise below):	\$2850.00	\$
• Daily Fee \$750 per day	\$	\$
• Airfares from Perth to Geraldton & Return \$600	\$	\$
•	\$	\$
Other (please list below):	\$	\$
•	\$	\$
•	\$	\$
•	\$	\$
*TOTAL	\$3450.00	\$

NB: Income and expenditure totals should be the same.

Authorisation by President/Secretary


I Pam Batten (Secretary) authorise this application for a Community Growth Fund Grant to be considered for approval.

If approved, I acknowledge that the project must be acquitted within 1 month of project completion.

I also authorise to being contacted by the Shire's and consent for the Shire using images of me and quotes provided by me for promotional purposes, including but not limited to news reports, articles, media releases and the Shire website.

Click here to enter text.

Day/Month/2014

Signature 
Date 18th August 2015



Before you send your application – please ensure that you have completed the following.

Please tick off each item when it has been completed or attached.

- ☐ Completed all questions in the application form, including a detailed Budget that indicates where Shire funds will be spent.
- ☐ Application has been signed by President/Secretary. Where an application is being submitted by a non-incorporated organisation that has a sponsoring organisation, please ensure the sponsoring organisation signs the Declaration.
- ☐ A copy of this application has been retained for your records.
- ☐ Proof of Incorporation (or letter from sponsoring organisation).
- ☐ Public Liability Insurance (Certificate of Currency).
- ☐ Quotes (optional).
- ☐ Support letters or testimonials (optional).

For any assistance, please contact:

Shire of Chapman Valley's Community Development Officer

Phone: (08) 99 205011

Email: community@chapmanvalley.wa.gov.au

Application submission

By post: Chief Executive Officer
Shire of Chapman Valley
PO Box 1
Nabawa WA 6532

Email: community@chapmanvalley.wa.gov.au

Hand delivery: Shire Offices - Reception
Lot 7 Chapman Valley Road, Nabawa, WA 6532
9.00am – 4.00pm

Closing date

All applications must be received by _____ 20__.

SHIRE OFFICE USE ONLY

Outcome of the Assessment Recommendation to Council by Shire of Chapman Valley Community Growth Fund Committee:

☐ Approved for receipt of Community Growth Fund Grant

☐ Declined for receipt of Community Growth Fund Grant

Amount of Funds released \$

FILE No.:

Name of Authorised Officer

Signature and Stamp

Date



APPLICATION FORM – COMMUNITY GROWTH FUND

Contact Details	
Name of Organisation:	Chapman Valley Menshed
Contact Person:	Ralf Mulks
Contact number/s:	99205480
Address:	Lot 29 Chapman Valley Road
Postal Address:	Po Box 52 Nabawa 6532
Website:	cvms.org.au
Email:	cv.menshed@gmail.com

Organisation Business Details	Please select	
Is your organisation an incorporated body? <i>If yes please attach proof</i>	yes	<input type="checkbox"/>
If no, have you attached a letter from a sponsoring committee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you registered for GST?	<input type="checkbox"/>	No <input type="checkbox"/>
Do you have "Public Liability Insurance" <i>If yes, please attach a copy of "Certificate of Currency"</i>	Yes <input type="checkbox"/>	<input type="checkbox"/>
Have you applied for funding from the Shire for this project previously? <i>If yes, in what year was the application made? Please attach information</i>	<input type="checkbox"/>	No <input type="checkbox"/>
Is the project dependant on Shire funding to proceed?	Yes <input type="checkbox"/>	<input type="checkbox"/>
Has the Shire previously assisted your organisation? <i>If yes, please attach information</i>	Yes <input type="checkbox"/>	<input type="checkbox"/>
Have you applied or are you intending to apply for other funding sources for this project? <i>If yes, please provide details under "Project Summary"</i>	Yes	<input type="checkbox"/>

Banking Details

ABN:	13 765 367 334
Name of Account:	Chapman Valley Menshed
Name of Bank:	ANZ
BSB:	016650
Account Number:	209321446
Branch Name:	Geraldton
Account Holders Signature:	Ralf Mulks
Please provide a brief description of your organisation:	
Chapman Valley Menshed Inc provides a reason to come together, motivating and inspiring others within the community to become involved in all aspects of community. This leaves a long legacy of community wellbeing, leadership and increased levels of community spirit.	

Project Summary

Project Title:	Signs for the shed
Proposed Start Date:	a.s.a.p
Proposed Finish Date:	Before the opening on the 12.0f Dec 2015
(must be prior to 30th June)	
Location/Venue:	The Shed
Please provide a brief description of the project that you require funding assistance for and its objectives (attach extra sheet if you need more space):	
We want to install 2 big signs (3x1m) on the east and west side of the shed. and a street sign on Chapman Valley Road to make it easier to find the shed in the future	

1. Community Growth Fund Grants must be eligible projects as identified in the Shire of Chapman Valley *Community Growth Fund Operational Procedures* (copy attached). Please identify eligibility criteria(s) relevant to your application below.

Health ,mental health, seniors, Upgrading Community facilities

2. Please describe how the outcomes of the project will be measured.

People will be able to find the shed .

3. Has your organisation secured or made attempts to secure financial assistance from other sources such as fundraising, other grants, commercial sponsorship etc. for this project? Please outline below and include details in the budget.

Landcorp will give \$200 for the project and our income from the smoothy stall at the show will help to archive this goal.

Acknowledgement

Recipients of a Community Growth Fund Grant must recognise the Shire of Chapman Valley sponsorship in any advertising, promotion and media publicity related to its grant funding (e.g. newspaper article, flyers, invites, verbal recognition). How will your organisation acknowledge the Shire of Chapman Valley funding?

Mentioning on our website on facebook etc, in the shed and elsewhere.

Financial Information

It is important to show how you plan to spend the grant and whether you expect any other income to support your project.

Use the table below to show where the money for your project is coming from and how it will be spent. **Include the Community Growth Fund Grant in these tables and specifically outline where the grant will be spent.**

Income		
Funding Source	\$ (EX. GST)	Confirmed Y/N
Amount Requested from the Shire of Chapman Valley	1110\$	N/A
Amount Contributed by your Organisation (Cash)	\$	131\$
Amount Contributed by other Grants or Sponsorships:	\$	\$
• Landcorp	\$	200\$
•	\$	\$
•	\$	\$
In-Kind Contribution (e.g.: volunteer time @ \$15 hour)	\$	\$
• Mounting of the signs 4 people 3 hours	\$	180\$
•	\$	\$
*TOTAL	1110\$	511\$
Expenditure (please specifically outline how Shire funds will be used)		
Project Costs	\$ (EX. GST)	Confirmed Y/N
In-Kind Contribution (Matched to income above)	311\$	\$
Shire funding (please itemise below):	1110\$	\$
•	\$	\$
•	\$	\$
•	\$	\$
Other (please list below):	\$	\$
• Landcorp	200\$	\$
•	\$	\$
•	\$	\$
*TOTAL	1621\$	\$

NB: Income and expenditure totals should be the same.

Authorisation by President/Secretary

I Ralf Mulks(Acting President) authorise this application for a Community Growth Fund Grant to be considered for approval.

If approved, I acknowledge that the project must be acquitted within 1 month of project completion.

I also authorise to being contacted by the Shire's and consent for the Shire using images of me and quotes provided by me for promotional purposes, including but not limited to news reports, articles, media releases and the Shire website.

Ralf Mulks
Signature

11.9.2015

Date



Before you send your application – please ensure that you have completed the following.

Please tick off each item when it has been completed or attached.

- ☐ Completed all questions in the application form, including a detailed Budget that indicates where Shire funds will be spent.
- ☐ Application has been signed by President/Secretary. Where an application is being submitted by a non-incorporated organisation that has a sponsoring organisation, please ensure the sponsoring organisation signs the Declaration.
- ☐ A copy of this application has been retained for your records.
- ☐ Proof of Incorporation (or letter from sponsoring organisation).
- ☐ Public Liability Insurance (Certificate of Currency).
- ☐ Quotes (optional).
- ☐ Support letters or testimonials (optional).

For any assistance, please contact:

Shire of Chapman Valley's Community Development Officer

Phone: (08) 99 205011

Email: community@chapmanvalley.wa.gov.au

Application submission

By post: Chief Executive Officer
Shire of Chapman Valley
PO Box 1
Nabawa WA 6532

Email: community@chapmanvalley.wa.gov.au

Hand delivery: Shire Offices - Reception
3270 Chapman Valley Road, Nabawa, WA 6532
9.00am – 4.00pm

Closing date

All applications must be received by **9 OCTOBER 2015**.

SHIRE OFFICE USE ONLY

Outcome of the Assessment Recommendation to Council by Shire of Chapman Valley Community Growth Fund Committee:

☐ Approved for receipt of Community Growth Fund Grant

☐ Declined for receipt of Community Growth Fund Grant

Amount of Funds released \$

FILE No.:

Name of Authorised Officer

Signature and Stamp

Date



APPLICATION FORM – COMMUNITY GROWTH FUND

Contact Details	
Name of Organisation:	Chapman Valley Agricultural Society Inc.
Contact Person:	Alicia Pawelski
Contact number/s:	99311012
Address:	380 Wandin Road, Yuna 6532
Postal Address:	PO Box 394, Geraldton 6531
Website:	www.chapmanvalleyshow.com.au
Email:	secretary@chapmanvalleyshow.com.au

Organisation Business Details	Please select	
Is your organisation an incorporated body? <i>If yes please attach proof</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If no, have you attached a letter from a sponsoring committee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you registered for GST?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Do you have "Public Liability Insurance" <i>If yes, please attach a copy of "Certificate of Currency"</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Have you applied for funding from the Shire for this project previously? <i>If yes, in what year was the application made? Please attach information</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is the project dependant on Shire funding to proceed?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Has the Shire previously assisted your organisation? <i>If yes, please attach information</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Have you applied or are you intending to apply for other funding sources for this project? <i>If yes, please provide details under "Project Summary"</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Banking Details	
ABN:	65602401982
Name of Account:	Chapman Valley Agricultural Society Inc.
Name of Bank:	Bendigo Bank
BSB:	633000
Account Number:	154267058
Branch Name:	Geraldton
Account Holders Signature:	Patricia Kupsch
Please provide a brief description of your organisation:	
<p>The Chapman Valley Agricultural Society (CVAS) is a non for profit group which aims to promote the agricultural, horticultural, recreational and community resources of the Chapman Valley Shire. CVAS is responsible for delivering the annual Chapman Valley Agricultural Show in September. This is the premier event in the Chapman Valley Shire attracting thousands of visitors annually. Agriculture, arts and entertainment are on offer for every age. CVAS volunteers strive with passion to show off Chapman Valley assets, with a touch of country hospitality. This is a popular event, well regarded by distinguished guests and locals alike. The Chapman Valley Show is an incentive for visitors to enjoy the delightful drive into 'the valley' from all roads leading to the Nanson Showgrounds.</p>	

Project Summary

Project Title:	Park & Pay Fencing
Proposed Start Date:	June 1st
Proposed Finish Date:	June 20th
(must be prior to 30th June)	
Location/Venue:	Nanson Showgrounds
Please provide a brief description of the project that you require funding assistance for and its objectives (attach extra sheet if you need more space):	
<p>It is essential to ease the high traffic situation on show day, therefore safeguarding the visitors, volunteers and tourists who desire the attractions of the Chapman Valley Agricultural Show and the scenic drive. CVAS have made improvements in 2014 and 2015 (both financial and voluntary), easing the traffic jam from Chapman Valley Road but after record numbers (7000+) in 2015, there is an urgency in providing visitors a safer access to the showgrounds.</p> <p>The committee have agreed that the ideal remedy is to have a 'Park & Pay' system. To make this happen CVAS have identified the need to add fencing to the areas as outlined in red on Map #1. This will include a high stock-lock fence with two barbs at the top running the length of the boundary with CV Golf Club and replace the northern border</p>	

where a small fence now stands. With a continuous flow of traffic this will ensure drivers abide traffic rules and arrive in a safe and pleasant manner to the Chapman Valley Agricultural Show.

CVAS propose the Shire of Chapman Valley purchase the materials needed for CVAS volunteers to erect this secure fence, before 2016 show day.

1. Community Growth Fund Grants must be eligible projects as identified in the Shire of Chapman Valley *Community Growth Fund Operational Procedures* (copy attached). Please identify eligibility criteria(s) relevant to your application below.

The attendance in 2015 is indicative of the support given to the Chapman Valley Show, making it the premier agricultural show in the Midwest. With record stall holders in 2015 the show provides a platform for local groups to benefit from fundraising as well as supporting small business.

Chapman Valley Show is on local, state and national calendars and we need to ensure the show remains a safe venue for all. This project will guarantee the movement of traffic off the Chapman Valley Road and moving in a flowing manner towards the showground. Maintaining road safety also aids the experience for visitors and tourists (who may find themselves locked in to a traffic jam), ensuring the Shire of Chapman Valley is an appealing place to visit.

The addition of high quality fencing to the showgrounds, it is indicative of the professional presentation of council's community development projects.

By creating a 'Park & Pay' system, it would also ease the strain on volunteers. CVAS endeavour to grow and increase efficiency throughout the ten months of the year, when the society is active. Park & Pay would require less volunteers on show day, therefore allowing more areas to be supported by our helpers on show day.

2. Please describe how the outcomes of the project will be measured.

The success of this project will be seen immediately on show day. The waiting traffic on Chapman Valley Road, which can incur a wait of over twenty minutes with lines to the Nanson town site, will cease.

If this project can go ahead, it will allow our group to alleviate the pressure on our valued volunteers. We will be able to reduce the amount of helpers allocated to the role at showgrounds entry. For instance in 2015, there were 12 volunteers working during peak time at the gate. These can be a highly stressful role, volunteers working in the sun often having to deal with tense drivers.

The positive experience of visitors upon arrival will also be gauged when they come through the ticket booth after parking.

CVAS believe if the traffic situation is not remedied it may damage the popularity of the Chapman Valley Show, reducing the people travelling in the shire. Though we cannot change the personal attitudes of individuals we hope to ease the tension, caused by

visitors having to queue on the Chapman Valley Road, with the 'Park & Pay' system.

3. Has your organisation secured or made attempts to secure financial assistance from other sources such as fundraising, other grants, commercial sponsorship etc. for this project? Please outline below and include details in the budget.

CVAS began improvements to show grounds fencing and access in 2014. Through voluntary contributions of trucks, trailers, loader, posthole digger, diesel, shovels and manpower. The CVAS paid for the materials and erected the 250m of fencing in one day. With a professional finish the CVAS again will use personal heavy equipment and expertise to erect the fence to the value of in kind donation of \$635.00 (as per the fencing contracting rate of \$1000 per km).

Acknowledgement

Recipients of a Community Growth Fund Grant must recognise the Shire of Chapman Valley sponsorship in any advertising, promotion and media publicity related to its grant funding (e.g. newspaper article, flyers, invites, verbal recognition). How will your organisation acknowledge the Shire of Chapman Valley funding?

If CVAS is successful in its full submission; the Shire of Chapman Valley logo will be added to our television advertisement in 2016. We will also promote the Shire of Chapman Valley as a major sponsor in our popular show schedule and on our website. The Shire of Chapman Valley logo will also be recognised on our promotional poster which is professionally designed and sent to event websites, local news, media and facebook.

Financial Information

It is important to show how you plan to spend the grant and whether you expect any other income to support your project.

Use the table below to show where the money for your project is coming from and how it will be spent. **Include the Community Growth Fund Grant in these tables and specifically outline where the grant will be spent.**

Income		
Funding Source	\$ (EX. GST)	Confirmed Y/N
Amount Requested from the Shire of Chapman Valley	\$4349.50	N/A
Amount Contributed by your Organisation (Cash)	\$	\$
Amount Contributed by other Grants or Sponsorships:	\$	\$
•	\$	\$
•	\$	\$
•	\$	\$
In-Kind Contribution (e.g.: volunteer time @ \$15 hour)	\$635.00	\$
•	\$	\$
•	\$	\$
*TOTAL	\$4984.50	\$
Expenditure (please specifically outline how Shire funds will be used)		
Project Costs	\$ (EX. GST)	Confirmed Y/N
In-Kind Contribution (Matched to income above)	\$635.00	\$
Shire funding (please itemise below):	\$	\$
• Fencing Materials	\$4349.50	\$
•	\$	\$
•	\$	\$
Other (please list below):	\$	\$
•	\$	\$
•	\$	\$
•	\$	\$
*TOTAL	\$4984.50	\$

NB: Income and expenditure totals should be the same.

Authorisation by President/Secretary

I, Jayne Vlahov (Secretary) authorise this application for a Community Growth Fund Grant to be considered for approval.

If approved, I acknowledge that the project must be acquitted within 1 month of project completion.

I also authorise to being contacted by the Shire's and consent for the Shire using images of me and quotes provided by me for promotional purposes, including but not limited to news reports, articles, media releases and the Shire website.

Click here to enter text.
Signature

09/10/2015
Date



Before you send your application – please ensure that you have completed the following.

Please tick off each item when it has been completed or attached.

- ☐ Completed all questions in the application form, including a detailed Budget that indicates where Shire funds will be spent.
- ☐ Application has been signed by President/Secretary. Where an application is being submitted by a non-incorporated organisation that has a sponsoring organisation, please ensure the sponsoring organisation signs the Declaration.
- ☐ A copy of this application has been retained for your records.
- ☐ Proof of Incorporation (or letter from sponsoring organisation).
- ☐ Public Liability Insurance (Certificate of Currency).
- ☐ Quotes (optional).
- ☐ Support letters or testimonials (optional).

For any assistance, please contact:

Shire of Chapman Valley's Community Development Officer

Phone: (08) 99 205011

Email: community@chapmanvalley.wa.gov.au

Application submission

By post: Chief Executive Officer
Shire of Chapman Valley
PO Box 1
Nabawa WA 6532

Email: community@chapmanvalley.wa.gov.au

Hand delivery: Shire Offices - Reception
3270 Chapman Valley Road, Nabawa, WA 6532
9.00am – 4.00pm

Closing date

All applications must be received by **9 OCTOBER 2015**.

SHIRE OFFICE USE ONLY

Outcome of the Assessment Recommendation to Council by Shire of Chapman Valley Community Growth Fund Committee:

☐ Approved for receipt of Community Growth Fund Grant

☐ Declined for receipt of Community Growth Fund Grant

Amount of Funds released \$

FILE No.:

Name of Authorised Officer

Signature and Stamp

Date

AGENDA ITEM:	9.3.3
SUBJECT:	PURCHASING POLICY (CP-024) PURCHASING AUTHORITY DELEGATION (3004)
PROPONENT:	CHIEF EXECUTIVE OFFICER
SITE:	SHIRE OF CHAPMAN VALLEY
FILE REFERENCE:	411.01
PREVIOUS REFERENCE:	MINUTE REFERENCE: 06/15-18
DATE:	18th NOVEMBER 2015
AUTHOR:	MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The State Government passed legislation and formally gazetted these changes in September 2015 introducing amendments to the Local Government (Functions & General) Regulations, 1996, for the provision of goods and services, which deals with tenders for providing goods and services to a local government authority.

COMMENT

As a result of the legislative amendments to the Regulations it is now necessary to amend any policies and/or procedures affected by these changes. The existing Purchasing Policy (CP-024) and Purchasing Authority Delegation (3004) are affected by the legislative amendments. **Attachments 1 & 2** indicates the tracked changes recommend to these documents to recognise the recent legislative amendments.

It will be noted in the recommended amendments to Delegated Authority 3004 where the Senior Staff titles have been brought in line with the current approved Council Policy (i.e. CP-011).

STATUTORY ENVIRONMENT

Local Government (Functions & General) Regulations, 1996

The amendments to the Regulations include:

- a) Increase to the tender threshold increased from \$100,000 to \$150,000;
- b) Introduction of *Panels of Pre-Qualified Suppliers*. This will require a Panel Policy to be adopted by the local government authority. WALGA is currently working on a model Panel Policy, which I will bring to Council if Pre-Qualified Panels for the provision of goods and services to the Shire is considered necessary;
- c) Introduction of the following additional tender exemptions:
 - ~ \$250,000 - Registered Aboriginal Businesses published by the Small Business Development Corporation established under the *Small Business Development Corporation Act 1983*;
 - ~ No Threshold - Australian Disability Enterprises
- d) A purchasing policy must make provision in respect of:
 - (a) the form of quotations acceptable; and
 - (ba) the minimum number of oral quotations and written quotations that must be obtained; &
 - (b) the recording and retention of written information, or documents, in respect of:
 - (i) all quotations received; and
 - (ii) all purchases made.
- e) the contract is a renewal or extension of the term of a contract (the original contract) where:

- (i) the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and
 - (ii) the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and
 - (iii) the original contract contains an option to renew or extend its term; and
 - (iv) the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;
- f) Technical drafting amendments to improve understanding of Regulations:
- ~ Exemptions relating to former employees of a LGA has been deleted;
 - ~ Clarifying rules regarding anti-avoidance by reason of entering into 2 or more contracts to avoid tendering;
 - ~ Clarifying the date and time after which tenders cannot be submitted;
- g) Increase to abandoned vehicle and disposition of property thresholds:
- ~ Disposal threshold increased to \$75,000.

*(For example: Vehicle **X** is sold for \$50,000 and Vehicle **Y** is purchased with that sale money. If the total cost of vehicle **Y** is \$75,000 or less, then vehicle **X** is an exempt disposition.)*

POLICY IMPLICATIONS

As mentioned, Purchasing Policy (CP-024) and Purchasing Authority Delegation (3004) need to be amended to reflect the legislative amended recently introduced to the Local Government (Functions & General) Regulations, 1996 and to update Senior Staff titles. **Attachments 1 & 2** shows recommended tracked changes to these documents.

The Staff Recommendations indicate the revised Policy and Delegated Authority with all Tracked Changes accepted.

FINANCIAL IMPLICATIONS

No affect on Council's finances are expected.

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

Nil

STRATEGIC IMPLICATIONS

The changes in legislation will make it less administratively onerous for the acquisition of goods and services for the Shire, specifically the increase in the threshold from \$100,000 to \$150,000 before legally needing to call tenders and the increase in the threshold for the deposition of abandoned vehicle and property to \$75,000.

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

Objective	Strategy	Actions
We want a representation and governance model that reflects our community's unique attributes	The President and Councillors to be representative of the community and provide strong leadership	Develop Council appropriate policies that enable good: governance, development, services and growth

CONSULTATION

The Department of Local Government & Communities and the Western Australian Local Government Association would have approached local government seeking comments and feedback on any

proposed legislative amendments. This process has been many years in the making and I am unsure if this Shire made any comments/submission to the process at the time they were requested.

RISK ASSESSMENT

Low (or no) risk envisaged with the introduction of the legislative changes. There would be a minimal risk of the Shire not having an up to date purchasing policy and delegated authority, which reflects the legislative changes (e.g. non-compliance).

VOTING REQUIREMENTS

Staff Recommendation 1 (Policy Amendments) - **Simple Majority**

Staff Recommendation 2 (Delegated Authority Amendments) - **Absolute Majority**

COUNCIL RESOLUTION / STAFF RECOMMENDATION 1 – (Simple Majority)

MOVED: CR FARRELL

SECONDED: CR ROYCE

Council endorse amended Purchasing Policy CP-024 as follows:

POLICY NO	CP-024
POLICY	PURCHASING
RESPONSIBLE DIRECTORATE	FINANCE
PREVIOUS POLICY No.	5.90
LEGISLATION	LOCAL GOVERNMENT ACT, 1995 LOCAL GOVERNMENT (FUNCTIONS & GENERAL) REGULATIONS, 1996
RELEVANT DELEGATIONS	DELEGATION No. 3004

OBJECTIVES:

- To provide compliance with the **Local Government Act 1995** and the **Local Government (Functions and General) Regulations 1996**.
- To deliver best practice approach and internal purchasing processes for the Shire of Chapman Valley.
- To ensure consistency for all purchasing activities within the Shire of Chapman Valley.

POLICY STATEMENT/S:

Why do we need a Purchasing Policy?

The local government is committed to setting up efficient, effective, economical and sustainable processes in all purchasing activities.

This policy:

- Provides the local government with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the local government receives value for money in its purchasing.
- Ensures that the local government considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the local government is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.

- Uphold respect from the public and industry for the local government's purchasing practices that withstand probity.

Ethics and Integrity

All officers and employees of the local government shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the local government.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money.
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the local government policies and Code of Conduct.
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements.
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.
- any information provided to the local government by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

Value for Money

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the local government. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

Sustainable Procurement

"Sustainable Procurement" is defined as the procurement of goods and services that have less

environmental and social impacts than competing products and services.

The Shire of Chapman Valley is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Chapman Valley's sustainability objectives.

Practically, sustainable procurement means the Shire of Chapman Valley shall endeavour at all times to identify and procure products and services that:

- have been determined as necessary.
- demonstrate environmental best practice in energy efficiency and/or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- demonstrate environmental best practice in water efficiency.
- are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage.
- where products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- for motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range.
- for new buildings and refurbishments – where available use renewable energy and technologies.

Supporting local industry

The Shire of Chapman Valley recognises that it has a role in the economic development of the local community and in assisting local industry in accessing opportunities to conduct business with the Shire.

In supporting or encouraging local industry, matters relating to:

- Value for money;
- Environmental performance;
- National Competition Policy; and
- Transparency of decision-making must be addressed.

In order to assist local industry to conduct business with the Shire, the following steps shall be undertaken:

- Procurement shall be undertaken in accordance with the Procurement Policy and within the guidelines for “Purchasing Thresholds” of this Policy.
- All tenders and requests for expressions of interest shall be advertised in **The Geraldton Guardian** newspaper, placed on noticeboards in the Shire's libraries and administration centre.
- All tenders and requests for expressions of interest will be available to access and, where applicable, download through the Shire's website.
- A Request for Quotation process shall be investigated that will enable effective communication with the local business community of the Shire's upcoming requests for quotation.

The major considerations in accepting any tender or quotation for provision of goods or service shall be:

- Capacity to deliver the goods or services according to the Shire's specification and the contract conditions; and
- Value for money.

Any canvassing of the Shire's Elected Members or staff shall disqualify businesses seeking to do business with the Shire.

Local Purchasing

Local businesses may be used for the supply of goods and services in accordance with the Shire's *Regional Price Preference Policy (CP-025)*.

Purchasing Thresholds

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

	Amount of Purchase	Purchase Conditions	Recording Conditions
Standard Purchases			
A	Up to \$5,000	Direct purchase from suppliers	Standard Purchase Order
B	\$5,001 - \$15,000	Obtain two verbal quotations.	Endorse Purchase Order verbal quotes obtained
C	\$15,001 - \$40,000	Obtain at least three verbal or written quotations.	Verbal - Endorse Purchase Order verbal quotes obtained; or Written Quotes – Copies Attached to Purchase Order
D	\$40,001 - \$50,000	Obtain at least three written quotations.	Written Quotes – Copies Attached to Purchase Order
E	\$50,001 - \$149,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).	Written Quotes – Copies Attached to Purchase Order
F	\$150,000 and above	Conduct a public tender process or use the WALGA Preferred Suppliers process.	Tender Register Requirements & Filing of Tender Documents
Registered Aboriginal Business – Local Government (Function & General Reg. 11(h))			
G	Up to \$5,000	Direct purchase from suppliers	Standard Purchase Order
H	\$5,001 - \$15,000	Obtain two verbal quotations.	Endorse Purchase Order verbal quotes obtained verbal quotes obtained
I	\$15,001 - \$40,000	Obtain at least three verbal or written quotations.	Verbal - Endorse Purchase Order verbal quotes obtained; or Written Quotes – Copies Attached to Purchase Order
J	\$40,001 - \$50,000	Obtain at least three written quotations.	Written Quotes – Copies Attached to Purchase Order
K	\$50,001 - \$249,999	Obtain at least three written quotations containing price and	Written Quotes – Copies Attached to Purchase Order

		specification of goods and services (with procurement decision based on all value for money considerations).	
L	\$250,000 and above	Conduct a public tender process or use the WALGA Preferred Suppliers process.	Tender Register Requirements & Filing of Tender Documents
Australian Disability Enterprises - Local Government (Function & General Reg. 11(i))			
M	Up to \$5,000	Direct purchase from suppliers	Standard Purchase Order
N	\$5,001 - \$15,000	Obtain two verbal quotations.	Endorse Purchase Order verbal quotes obtained verbal quotes obtained
O	\$15,001 - \$40,000	Obtain at least three verbal or written quotations.	Verbal - Endorse Purchase Order verbal quotes obtained; or Written Quotes – Copies Attached to Purchase Order
P	\$40,001 - \$50,000	Obtain at least three written quotations.	Written Quotes – Copies Attached to Purchase Order
Q	> \$50,001	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).	Written Quotes – Copies Attached to Purchase Order

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the legislated thresholds. If a decision is made to seek public tenders for contracts of less than legislated thresholds, a “Request for Tender” process that entails all the processes for tendering outlined in this policy must be followed in full.

Purchasing value not greater than \$5,000

Where the value of procurement of goods or services does not exceed \$5,000, purchase is subject to budget allocation. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained. This purchasing method is suitable where the purchase is relatively small and low risk.

Purchasing value between \$5001 and \$15,000

This category is for the procurement of goods or services where the value of such procurement ranges between \$5001 and 15,000. At least two verbal quotations are required. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement/specification is clearly understood by the local government employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

Record keeping requirements must be maintained in accordance with record keeping policies.

The ***Local Government Purchasing and Tender Guide*** contains sample forms for recording verbal and written quotations.

Purchasing value between \$15,001 and \$40,000

For the procurement of goods or services where the value exceeds \$15,001 but is less than \$40,000, it is required to obtain at least three verbal or written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

The ***Local Government Purchasing and Tender Guide*** contains sample forms for recording verbal and written quotations.

Purchasing value between \$40,001 and \$50,000

For the procurement of goods or services where the value exceeds \$40,001 but is less than \$50,000 it is required to obtain three written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

The ***Local Government Purchasing and Tender Guide*** contains sample forms for recording written quotations.

Purchasing value between:

- ~ ***\$50,001 and \$149,999 (Standard Purchases)***
- ~ ***\$50,001 and \$249,999 (Registered Aboriginal Businesses Purchases)***
- ~ ***> \$50,000 (Australian Disability Enterprises Purchases)***

For the procurement of goods or services for the abovementioned value ranges it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

For this procurement range, the selection should not be based on price alone, and consideration shall be given to qualitative factors such as quality, stock availability, environmental performance, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the legislated threshold. If a decision is made to seek public tenders for Contracts of less than the legislated threshold, a Request for Tender process that entails all the processes for tendering outlined in this policy must be followed in full.

Purchasing value:

- ~ ***\$150,001 (Standard Purchases)***
- ~ ***\$250,001 (Registered Aboriginal Businesses Purchases)***

Public tender process to be undertaken in accordance with legislations and this Policy.

OR

Obtain quotations directly from a tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.

The general principles for verbal and written quotations shall be followed as noted in this Policy.

General principles for obtaining verbal quotations

- Ensure that the requirement / specification is clearly understood by the Shire of Chapman Valley employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- The responsible officer shall demonstrate due diligence when seeking quotes and shall comply with the Shire's record keeping policies and audit requirements.

All documents relating to the quotation process must be saved in the Shire's Electronic Management System (i.e. SYNERGY).

General principles relating to written quotations

- The request for written quotation should include as a minimum: An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - o Written Specification
 - o Selection Criteria to be applied
 - o Price Schedule
 - o Conditions of responding
 - o Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The **Local Government Purchasing and Tender Guide** produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

(Amended ref 21/03-10)

Regulatory Compliance

- *Tender Exemption*

In the following instances public tenders or quotation processes are not required regardless of the value of expenditure):

- o An emergency situation as defined by the **Local Government Act 1995**.
- o The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another local government.
- o The purchase is under auction which has been authorised by Council.

- o The contract is for petrol, oil, or other liquid or gas used for internal combustion engines.
- o Any of the other exclusions under Regulation 11 of the *Local Government (Functions and General) Regulations 1996* apply.

Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

Anti-Avoidance

The Shire of Chapman Valley shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of any legislated threshold, thereby avoiding the need to publicly tender.

Tender Criteria

The Chief Executive Officer shall determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established by the Chief Executive Officer

Advertising Tenders

Tenders are to be advertised in a state wide publication, e.g. *The West Australian* under the "Local Government Tenders" section, with preference on a Wednesday or Saturday.

The tender must remain open for at least fourteen (14) days after the date the tender is advertised. Care must be taken to ensure that fourteen (14) **full** days are provided as a minimum.

The notice must include:

- a brief description of the goods or services required
- information as to where and how tenders may be submitted
- the date and time after which tenders cannot be submitted
- particulars identifying a person from who more detailed information as to tendering may be obtained
- detailed information shall include:
 - such information as the local government decides should be disclosed to those interested in submitting a tender
- detailed specifications of the goods or services required
- the criteria for deciding which tender should be accepted
- whether or not the local government has decided to submit a tender
- whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addenda or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire of Chapman Valley not to compromise its Duty to be fair.

Tender Deadline

A tender that is not received in full in the required format by the advertised tender deadline shall be rejected.

Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the tender deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Council officer. The details of all tenders received and opened shall be recorded in the "Tenders Register".

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as "commercial-in-confidence" to the local government. Members of the public are entitled to be present.

The tenderer's offer form, price schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two local government officer's present at the opening of tenders.

No Tenders Received

Where the Shire of Chapman Valley has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained
- the process follows the guidelines for seeking quotations between \$40,000 & \$99,999 (listed above)
- the specification for goods and/or services remains unchanged
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

Tender Evaluation

Tenders that have not been rejected shall be assessed by the Shire of Chapman Valley by means of a written evaluation against the pre-determined criteria. The tender evaluation panel (as determined by the Chief Executive Officer) shall assess each tender that has not been rejected to determine which tender is most advantageous.

Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire of Chapman Valley may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire of Chapman Valley and tenderer have entered into a contract, a minor variation may be made by the Shire. A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation
- Internal documentation
- Evaluation documentation
- Enquiry and response documentation
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation
- Internal documentation
- Order forms and requisitions.

Register of Policies

Record retention shall be in accordance with the minimum requirements of the **State Records Act 2000**, and the Shire of Chapman Valley's internal records management policy.

ADDITIONAL EXPLANATORY NOTES:

(Note: all figures mentioned in this Policy are to be considered as GST Exclusive)

ADOPTED/REVIEWED (OTHER THAN ANNUAL REVIEW OF ALL POLICIES):

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	21/03-10
	09/13-9
	05/15-23
	06/15-18

Voting 8/0
CARRIED
Minute Reference: 11/15-14

COUNCIL RESOLUTION / STAFF RECOMMENDATION 2 – (Absolute Majority)**MOVED: CR FARRELL****SECONDED: CR HUMPHREY**

Council endorse Delegated Authority 3004 as follows:

DELEGATION NUMBER	-	3004
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Council Purchasing Authority
DELEGATE	-	CHIEF EXECUTIVE OFFICER

The Chief Executive Officer is authorised to carry out “authorised purchasing” on behalf of Council and within budgetary constraints.

SUB DELEGATION (Section 5.44):*The following thresholds for delegated & sub-delegated authorised purchasing are:*

	POSITION	LIMIT
EXECUTIVE		
1	CHIEF EXECUTIVE OFFICER	NO LIMIT
SENIOR STAFF		
2	DEPUTY CHIEF EXECUTIVE OFFICER	\$50,000
3	MANAGER WORKS & SERVICES	\$50,000
4	MANAGER FINANCE & CORPORATE SERVICES	\$50,000
5	BUILDING SURVEYOR / PROJECT OFFICER	\$15,000
AUTHORISED OFFICERS – NON SENIOR		
6	SENIOR RANGER	\$2,500
7	PLANNING OFFICER	\$2,500
8	WORKS ADMINISTRATION OFFICER	\$2,500
9	CONSTRUCTION LEADING HAND	\$2,500
10	EXECUTIVE ASSISTANT	\$2,500

(Note: all figures mentioned are to be considered as GST Exclusive)

Voting 8/0
CARRIED
Minute Reference: 11/15-15

POLICY NO	CP-024
POLICY	PURCHASING
RESPONSIBLE DIRECTORATE	FINANCE
PREVIOUS POLICY No.	5.90
LEGISLATION	LOCAL GOVERNMENT ACT, 1995 LOCAL GOVERNMENT (FUNCTIONS & GENERAL) REGULATIONS, 1996
RELEVANT DELEGATIONS	DELEGATION No. 3004

OBJECTIVES:

- To provide compliance with the **Local Government Act 1995** and the **Local Government (Functions and General) Regulations 1996** ~~as amended in March 2007~~.
- To deliver best practice approach and internal purchasing processes for the Shire of Chapman Valley.
- To ensure consistency for all purchasing activities within the Shire of Chapman Valley.

POLICY STATEMENT/S:

Why do we need a Purchasing Policy?

The local government is committed to setting up efficient, effective, economical and sustainable processes in all purchasing activities.

This policy:

- Provides the local government with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the local government receives value for money in its purchasing.
- Ensures that the local government considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the local government is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the local government's purchasing practices that withstand probity.

Ethics and Integrity

All officers and employees of the local government shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the local government.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money.
- all purchasing practices shall comply with relevant legislation, regulations, and

requirements consistent with the local government policies and Code of Conduct.

- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements.
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.
- any information provided to the local government by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

Value for Money

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the local government. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

Sustainable Procurement

"Sustainable Procurement" is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The Shire of Chapman Valley is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Chapman Valley's sustainability objectives.

Practically, sustainable procurement means the Shire of Chapman Valley shall endeavour at all times to identify and procure products and services that:

- have been determined as necessary.
- demonstrate environmental best practice in energy efficiency and/or consumption which can be demonstrated through suitable rating systems and eco-labelling.

- demonstrate environmental best practice in water efficiency.
- are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage.
- where products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- for motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range.
- for new buildings and refurbishments – where available use renewable energy and technologies.

Supporting local industry

The Shire of Chapman Valley recognises that it has a role in the economic development of the local community and in assisting local industry in accessing opportunities to conduct business with the Shire.

In supporting or encouraging local industry, matters relating to:

- Value for money;
- Environmental performance;
- National Competition Policy; and
- Transparency of decision-making must be addressed.

In order to assist local industry to conduct business with the Shire, the following steps shall be undertaken:

- Procurement shall be undertaken in accordance with the Procurement Policy and within the guidelines for “Purchasing Thresholds” of this Policy.
- All tenders and requests for expressions of interest shall be advertised in **The Geraldton Guardian** newspaper, placed on noticeboards in the Shire's libraries and administration centre.
- All tenders and requests for expressions of interest will be available to access and, where applicable, download through the Shire's website.
- A Request for Quotation process shall be investigated that will enable effective communication with the local business community of the Shire's upcoming requests for quotation.

The major considerations in accepting any tender or quotation for provision of goods or service shall be:

- Capacity to deliver the goods or services according to the Shire's specification and the contract conditions; and
- Value for money.

Any canvassing of the Shire's Elected Members or staff shall disqualify businesses seeking to do business with the Shire.

Local Purchasing

Local businesses ~~will may~~ be used for the supply of goods and services in accordance with the Shire's Regional Price Preference Policy (CP-025) ~~where the price of such goods and services is within 10% of any quote from outside the Shire of Chapman Valley.~~

Purchasing Thresholds

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

<u>Amount of Purchase</u>	<u>Model Policy</u>
<u>Up to \$3,000</u>	<u>Direct purchase from suppliers</u>
<u>\$3,001 – \$9,999</u>	<u>Obtain two verbal quotations.</u>
<u>\$10,000 – \$29,999</u>	<u>Obtain at least three verbal or written quotations.</u>
<u>\$30,000 – \$39,999</u>	<u>Obtain at least three written quotations.</u>
<u>\$40,000 – \$99,999</u>	<u>Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).</u>
<u>\$100,000 and above</u>	<u>Conduct a public tender process.</u>

	<u>Amount of Purchase</u>	<u>Purchase Conditions</u>	<u>Recording Conditions</u>
<u>Standard Purchases</u>			
<u>A</u>	<u>Up to \$5,000</u>	<u>Direct purchase from suppliers</u>	<u>Standard Purchase Order</u>
<u>B</u>	<u>\$5,001 - \$15,000</u>	<u>Obtain two verbal quotations.</u>	<u>Endorse Purchase Order</u> <u>verbal quotes obtained</u>
<u>C</u>	<u>\$15,001 - \$40,000</u>	<u>Obtain at least three verbal or written quotations.</u>	<u>Verbal - Endorse Purchase Order verbal quotes obtained;</u> <u>or</u> <u>Written Quotes – Copies Attached to Purchase Order</u>
<u>D</u>	<u>\$40,001 - \$50,000</u>	<u>Obtain at least three written quotations.</u>	<u>Written Quotes – Copies Attached to Purchase Order</u>
<u>E</u>	<u>\$50,001 - \$149,999</u>	<u>Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).</u>	<u>Written Quotes – Copies Attached to Purchase Order</u>
<u>F</u>	<u>\$150,000 and above</u>	<u>Conduct a public tender process or use the WALGA Preferred Suppliers process.</u>	<u>Tender Register Requirements & Filing of Tender Documents</u>
<u>Registered Aboriginal Business – Local Government (Function & General Reg. 11(h))</u>			
<u>G</u>	<u>Up to \$5,000</u>	<u>Direct purchase from suppliers</u>	<u>Standard Purchase Order</u>
<u>H</u>	<u>\$5,001 - \$15,000</u>	<u>Obtain two verbal quotations.</u>	<u>Endorse Purchase Order</u> <u>verbal quotes obtained verbal quotes obtained</u>
<u>I</u>	<u>\$15,001 - \$40,000</u>	<u>Obtain at least three verbal or written quotations.</u>	<u>Verbal - Endorse Purchase Order verbal quotes obtained;</u> <u>or</u>

			Written Quotes – Copies Attached to Purchase Order
J	\$40,001 - \$50,000	Obtain at least three written quotations.	Written Quotes – Copies Attached to Purchase Order
K	\$50,001 - \$249,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).	Written Quotes – Copies Attached to Purchase Order
L	\$250,000 and above	Conduct a public tender process or use the WALGA Preferred Suppliers process.	Tender Register Requirements & Filing of Tender Documents
Australian Disability Enterprises - Local Government (Function & General Reg. 11(i))			
M	Up to \$5,000	Direct purchase from suppliers	Standard Purchase Order
N	\$5,001 - \$15,000	Obtain two verbal quotations.	Endorse Purchase Order verbal quotes obtained verbal quotes obtained
O	\$15,001 - \$40,000	Obtain at least three verbal or written quotations.	Verbal - Endorse Purchase Order verbal quotes obtained; or Written Quotes – Copies Attached to Purchase Order
P	\$40,001 - \$50,000	Obtain at least three written quotations.	Written Quotes – Copies Attached to Purchase Order
Q	> \$50,001	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).	Written Quotes – Copies Attached to Purchase Order

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the ~~\$100,000~~[legislated thresholds \(excluding GST\)](#). If a decision is made to seek public tenders for contracts of less than ~~\$100,000~~[legislated thresholds](#), a "Request for Tender" process that entails all the processes for tendering outlined in this policy must be followed in full.

Purchasing value not greater than ~~\$3,000~~[\\$5,000](#)

Where the value of procurement of goods or services does not exceed ~~\$3,000~~[\\$5,000](#), purchase is subject to budget allocation. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained. This purchasing method is suitable where the purchase is relatively small and low risk.

Purchasing value between ~~\$3,001 and \$9,999~~[\\$5001 and \\$15,000](#)

This category is for the procurement of goods or services where the value of such procurement ranges between ~~\$3,001 and \$9,999~~[\\$5001 and 15,000](#). At least two verbal quotations are required. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement/specification is clearly understood by the local government employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

Record keeping requirements must be maintained in accordance with record keeping policies.

The **Local Government Purchasing and Tender Guide** contains sample forms for recording verbal and written quotations.

Purchasing value between ~~\$10,000 – \$29,999~~ \$15,001 and \$40,000

For the procurement of goods or services where the value exceeds ~~\$10,000~~ \$15,001 but is less than ~~\$29,999~~ \$40,000, it is required to obtain at least three verbal or written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

The **Local Government Purchasing and Tender Guide** contains sample forms for recording verbal and written quotations.

Purchasing value between ~~\$30,000 – \$39,999~~ \$40,001 and \$50,000

For the procurement of goods or services where the value exceeds ~~\$30,000~~ \$40,001 but is less than ~~\$39,999~~ \$50,000 it is required to obtain three written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

The **Local Government Purchasing and Tender Guide** contains sample forms for recording written quotations.

Purchasing value ~~between \$40,000 and \$99,999~~ between

~ \$50,001 and \$149,999 (Standard Purchases)

~ \$50,001 and \$249,999 (Registered Aboriginal Businesses Purchases)

~ > \$50,000 (Australian Disability Enterprises Purchases)

For the procurement of goods or services ~~where the value exceeds \$40,000 but is less than \$100,000 for the abovementioned value ranges~~ it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

For this procurement range, the selection should not be based on price alone, and consideration shall be given to qualitative factors such as quality, stock availability, environmental performance, accreditation, time for completion or delivery, warranty conditions, technology, maintenance

requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the ~~\$100,000 legislated~~ threshold ~~(excluding GST)~~. If a decision is made to seek public tenders for Contracts of less than ~~\$100,000~~ the legislated threshold, a Request for Tender process that entails all the processes for tendering outlined in this policy must be followed in full.

Purchasing value:

>\$150,001 (Standard Purchases)

>\$250,001 (Registered Aboriginal Businesses Purchases)

Public tender process to be undertaken in accordance with legislations and this Policy.

OR

Obtain quotations directly from a tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.

The general principles for verbal and written quotations shall be followed as noted in this Policy.

General principles for obtaining verbal quotations

- Ensure that the requirement / specification is clearly understood by the Shire of Chapman Valley employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- The responsible officer shall demonstrate due diligence when seeking quotes and shall comply with the Shire's record keeping policies and audit requirements.

All documents relating to the quotation process must be saved in the Shire's Electronic Management System (i.e. SYNERGY).

General principles relating to written quotations

- The request for written quotation should include as a minimum: An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - o Written Specification
 - o Selection Criteria to be applied
 - o Price Schedule
 - o Conditions of responding
 - o Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.

- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The **Local Government Purchasing and Tender Guide** produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

(Amended ref 21/03-10)

Regulatory Compliance

- **Tender Exemption**

In the following instances public tenders or quotation processes are not required regardless of the value of expenditure):

- o An emergency situation as defined by the **Local Government Act 1995**.
- o The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another local government.
- o The purchase is under auction which has been authorised by Council.
- o The contract is for petrol, oil, or other liquid or gas used for internal combustion engines.
- o Any of the other exclusions under Regulation 11 of the *Local Government (Functions and General) Regulations 1996* apply.

Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

Anti-Avoidance

The Shire of Chapman Valley shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of ~~\$100,000~~ any legislated threshold, thereby avoiding the need to publicly tender.

Tender Criteria

The ~~Shire of Chapman Valley~~ Chief Executive Officer shall, ~~before tenders are publicly invited,~~ determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established by the Chief Executive Officer ~~prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.~~

~~For requests with a total estimated (excluding GST) price of:~~

- ~~Between \$40,000 and \$99,999, the panel must contain a minimum of two members.~~
- ~~\$100,000 and above, the panel must contain a minimum of three members.~~

Advertising Tenders

Tenders are to be advertised in a state wide publication, e.g. **The West Australian** under the "Local

Government Tenders" section, with preference on a Wednesday or Saturday.

The tender must remain open for at least fourteen (14) days after the date the tender is advertised. Care must be taken to ensure that fourteen (14) **full** days are provided as a minimum.

The notice must include:

- a brief description of the goods or services required
- information as to where and how tenders may be submitted
- the date and time after which tenders cannot be submitted
- particulars identifying a person from who more detailed information as to tendering may be obtained
- detailed information shall include:
 - such information as the local government decides should be disclosed to those interested in submitting a tender
 - detailed specifications of the goods or services required
 - the criteria for deciding which tender should be accepted
 - whether or not the local government has decided to submit a tender
 - whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addenda or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire of Chapman Valley not to compromise its Duty to be fair.

Tender Deadline

A tender that is not received in full in the required format by the advertised tender deadline shall be rejected.

Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the tender deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Council officer. The details of all tenders received and opened shall be recorded in the "Tenders Register".

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as "commercial-in-confidence" to the local government. Members of the public are entitled to be present.

The tenderer's offer form, price schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two local government officer's present at the opening of tenders.

No Tenders Received

Where the Shire of Chapman Valley has invited tenders, however no compliant submissions have

been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained
- the process follows the guidelines for seeking quotations between \$40,000 & \$99,999 (listed above)
- the specification for goods and/or services remains unchanged
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

Tender Evaluation

Tenders that have not been rejected shall be assessed by the Shire of Chapman Valley by means of a written evaluation against the pre-determined criteria. The tender evaluation panel ([as determined by the Chief Executive Officer](#)) shall assess each tender that has not been rejected to determine which tender is most advantageous.

Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire of Chapman Valley may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire of Chapman Valley and tenderer have entered into a contract, a minor variation may be made by the Shire. A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation
- Internal documentation
- Evaluation documentation
- Enquiry and response documentation
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation
- Internal documentation
- Order forms and requisitions.

Register of Policies

Record retention shall be in accordance with the minimum requirements of the **State Records Act 2000**, and the Shire of Chapman Valley's internal records management policy.

ADDITIONAL EXPLANATORY NOTES:

[*\(Note: all figures mentioned in this Policy are to be considered as GST Exclusive\)*](#)

ADOPTED/REVIEWED (OTHER THAN ANNUAL REVIEW OF ALL POLICIES):

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	21/03-10
	09/13-9
	05/15-23
	06/15-18

DELEGATION NUMBER - 3004

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT - Council Purchasing Authority

DELEGATE - CHIEF EXECUTIVE OFFICER

The Chief Executive Officer is authorised to carry out "authorised purchasing" on behalf of Council and within budgetary constraints.

SUB DELEGATION (Section 5.44):

The following thresholds for delegated & sub-delegated authorised purchasing are:

	POSITION	LIMIT
EXECUTIVE		
1	CHIEF EXECUTIVE OFFICER	NO LIMIT
SENIOR STAFF		
2	MANAGER OF PLANNING <u>DEPUTY CHIEF EXECUTIVE OFFICER</u>	\$45,000 <u>\$50,000</u>
3	WORKS SUPERVISOR <u>MANAGER WORKS & SERVICES</u>	\$45,000 <u>\$50,000</u>
4	OFFICE MANAGER <u>MANAGER FINANCE & CORPORATE SERVICES</u>	\$45,000 <u>\$50,000</u>
5	BUILDING SURVEYOR / PROJECT OFFICER	\$7,000 <u>\$15,000</u>
AUTHORISED OFFICERS – NON SENIOR		
4	OFFICE MANAGER	\$45,000
5	BUILDING SURVEYOR / PROJECT OFFICER	\$7,000
6	SENIOR RANGER	\$2,500
7	PLANNING OFFICER	\$2,500
8	WORKS ADMINISTRATION OFFICER	\$2,500
9	CONSTRUCTION LEADING HAND	\$2,500
10	EXECUTIVE ASSISTANT	\$2,500

(Note: all figures mentioned are to be considered as GST Exclusive)

Amended 21.05.2014
Minute Reference 05/14-13

10.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

11.1 Elected Member Reports

Cr Wood gave an update of the telecommunication issues in the Dolby Creek area.

Cr Collingwood briefed Councillors on meeting with Ministers in Geraldton

Telecommunication towers update

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

Cr Forrester left Chambers at 10.36am

FINANCE & AUDIT COMMITTEE

Cr Warr has formally resigned as Council representative from the Finance & Audit Committee

Cr Royce nominated himself

MOVED: CR FARRELL SECONDED: CR WOOD

That Cr Royce be endorsed as a Council Representative to the Finance & Audit Committee.

Voting 7/0

CARRIED

Minute Ref: 11/15-16

Cr Forrester re-entered Chambers at 10.38am

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

Nil

14.0 CLOSURE

The Chairman thanked the Elected Members and Staff for their attendance and the meeting was closed at 11.10am