



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

# **UNCONFIRMED MINUTES**

## **APRIL 2013**

### **ORDINARY COUNCIL MEETING**

Notice is hereby given that an Ordinary Meeting  
of Council will be held on Wednesday 20 March 2013  
at the Council Chambers, Nabawa, commencing at 10:00am.

## 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.

  
Stuart Billingham  
**CHIEF EXECUTIVE OFFICER**

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**12.0 GENERAL BUSINESS**

**(Of an urgent nature introduced by decision of meeting)**

**13.0 CLOSURE**

## 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 10.10am

### 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 Peter Batten – Deputy President	North East Ward
Cr Anthony Farrell	North East Ward
Cr Beverly Davidson	North East Ward
Cr David Bell	South West Ward
Cr Peter Humphrey	South West Ward
Cr Trevor Royce	North East Ward
Cr Pauline Forrester	North East Ward

##### b. Staff

Officer	Position
Mr Stuart Billingham	Chief Executive Officer
Mr Simon Lancaster	Manager of Planning
Mrs Karen McKay	Executive Assistant (Minute Taker)
Mrs Debby Barndon	Accountant (from 10.40am to 11.50am)
Mrs Dianne Raymond	Senior Finance /Office Manager (from 10.40am to 11.00am)
Ms Nicole Siemon	Landcare & Environmental Coordinator (from 10.40am to 11.00am)

##### c. Visitors

Name	
Mrs Veronica Wood	Parkfalls Residents Association
Mr Ian Maluish	Parkfalls Residents Association
Mr Gavin Williams	

#### 3.2 Apologies

Councillor	Ward
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**

Nil

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

Nil

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

8.1 Ordinary Meeting of Council held on Wednesday 20 March 2013

### **COUNCIL RESOLUTION**

**MOVED: CR BATTEN**

**SECONDED: CR FORRESTER**

**That the minutes of the Ordinary Meeting of Council held Wednesday 20 March 2013 be confirmed as a true and accurate record.**

**Voting 8/0**

**CARRIED**

**Minute Reference 13/4-1**

## **9.0 OFFICERS REPORTS**

# **Manager of Planning April 2013**

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## **Contents**

### **9.1 AGENDA ITEMS**

- 9.1.1 Proposed Residence – Crabbe Road, Durawah
- 9.1.2 Request for Extension of Approval Period
- 9.1.3 Lime Kilns and Stone Ruin, Oakajee
- 9.1.4 Parkfalls Park Management Agreement

<b>AGENDA ITEM:</b>	<b>9.1.1</b>
<b>SUBJECT:</b>	<b>PROPOSED RESIDENCE – CRABBE ROAD, DURAWAH</b>
<b>PROPONENT:</b>	<b>L &amp; A BLAKE</b>
<b>SITE:</b>	<b>LOT 78 CRABBE ROAD, DURAWAH</b>
<b>FILE REFERENCE:</b>	<b>A450</b>
<b>PREVIOUS REFERENCE:</b>	<b>N/A</b>
<b>DATE:</b>	<b>9 APRIL 2013</b>
<b>AUTHOR:</b>	<b>KATHRYN JACKSON</b>

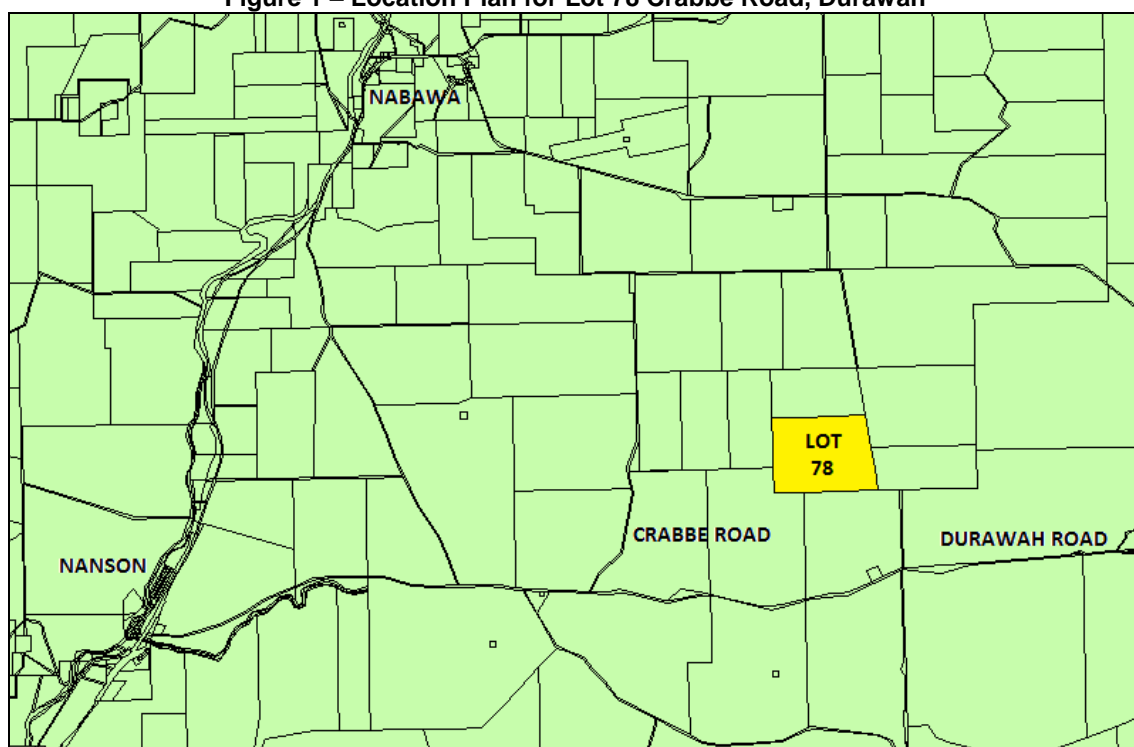
#### **DISCLOSURE OF INTEREST**

Nil.

#### **BACKGROUND**

Council is in receipt of an application for a residence to be constructed upon Lot 78 Crabbe Road, Durawah. This application has been placed before Council as the applicant proposes to construct the residence out of four (4) second hand transportable units. This report recommends conditional approval of the application.

**Figure 1 – Location Plan for Lot 78 Crabbe Road, Durawah**



#### **COMMENT**

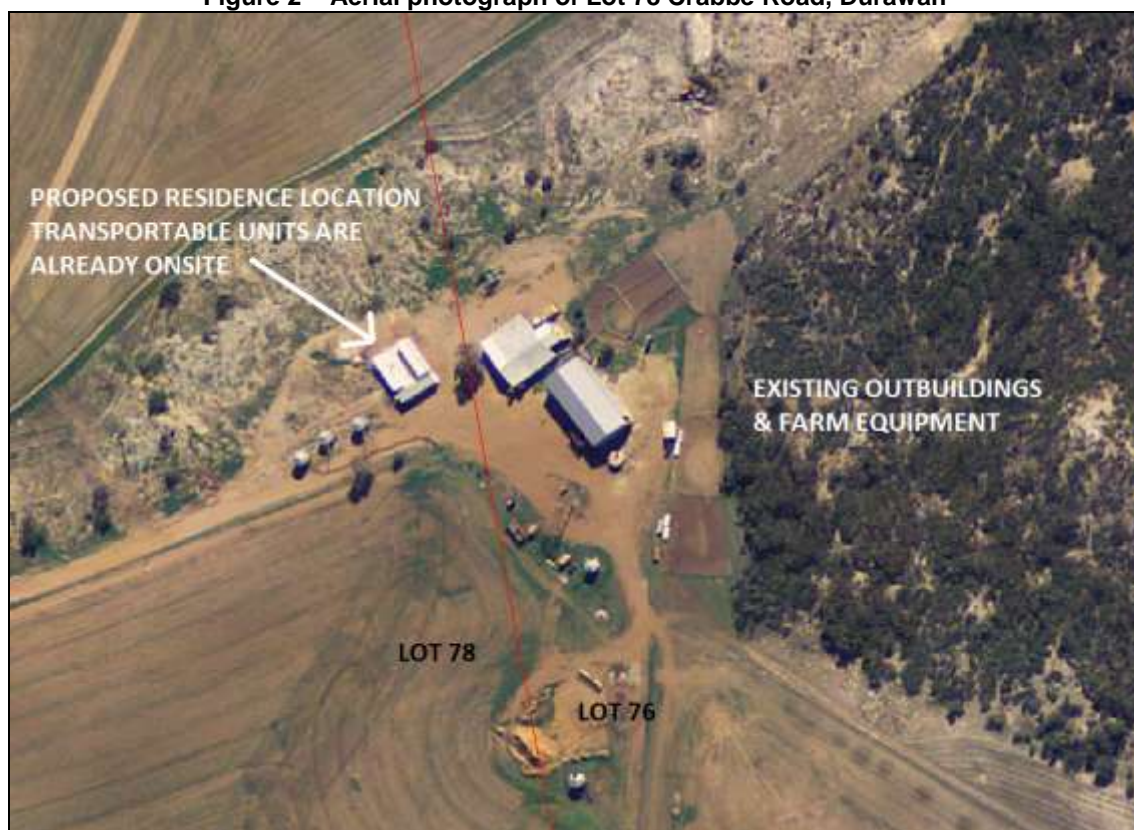
The proposed dwelling is to be located approximately 10m from the eastern (side) property boundary amongst a cluster of existing storage sheds, silos and other farm equipment. It is proposed that the dwelling be constructed out of four (4) second hand transportable units sited in a rectangle arrangement with a large covered area in the centre.

To improve the visual appearance of the buildings it has been proposed by the applicant that a skillion roof be pitched over the top of the four (4) units and a verandah constructed on the western, eastern and northern elevations of the new building. The earth has been backfilled under and between the units so that the finished floor level of the units will be the same level as the surrounding earth (i.e. no space between the floor of the units and the ground). This will enable a concrete pad to be laid in the middle of the units at the same finished floor level linking all floor plans together into one habitable building. The external walls of the units will be clad in coated metal sheeting (i.e. colorbond) of earth tone colours and the skillion and verandah rooves will be clad in uncoated metal sheeting i.e. zincalume) to match with the existing outbuildings.



A copy of the applicant's submitted site, floor and elevation plans have been included as **Attachment 1** to this report, along with photographs of the transportable units.

**Figure 2 – Aerial photograph of Lot 78 Crabbe Road, Durawah**



Shire staff, after having taken into consideration the merits of this application and undertaken a site inspection at the property, recommend approval for the following reasons:

- The proposed dwelling will comply with the requirements of the Shire's Town Planning Scheme No.1;
- The application meets the requirements of the Shire's 'Relocated Buildings' Local Planning Policy;
- The location of the dwelling is not visible from any public roads or neighbouring properties;
- The dwelling will be clustered with other existing built development upon Lot 78 and adjoining Lot 76 (which is under the same ownership and managed as one farm);
- It is not considered that approval of this application will set an undesirable precedent for the locality; &
- It is not considered that the dwelling upon completion of the additional works will affect the amenity or character of the locality.

#### **STATUTORY ENVIRONMENT**

Lot 78 Crabbe Road, Durawah is zoned 'General Farming' under Shire of Chapman Valley Town Planning Scheme No.1, the Policy Statement for which reads:

*"This zone embraces the broad acre farming areas of the Shire. It is intended to protect the economic viability of those areas generally and to preserve the rural character and appearance of the area. The lot sizes shall be at the discretion of Council based on what is locally accepted as a viable farm unit, or where a non-farming use is proposed on the amount of land required for that purpose."*

Section 1.3.1 sets out the general objects of the Scheme, for which Council should have regard for, and this includes:

- "(c) To make provisions as to the nature and location of buildings and the size of lots when used for certain purposes;*
- (d) The preservation of places of natural beauty, of historic buildings and objects of historical and scientific interest."*

Section 1.3.2 sets out the particular objects of the Scheme, and this includes:

- “(e) To protect from inappropriate development the scenic qualities of the Moresby Ranges and associated valleys.”*

Section 3.1.7 of the Scheme states:

*“Appearance of Buildings and the Land on which they are Located.*

*All buildings and the land on which they are located shall be maintained to the satisfaction of Council and in a manner which preserves the amenity of the surrounding area.*

*No person shall without the written approval of the Council erect a building which by virtue of colour or type of materials, architectural style, height or bulk, ornamental or general appearance, has an exterior design which is out of harmony with existing buildings or the landscape character of the area.”*

Lot 78 is a 114.4ha parcel of land farmed in conjunction with other large lots in the landholding (total farm area 516ha) and it is proposed that the new residence would be clustered with other existing outbuildings upon Lot 78 and adjoining Lot 76.

It is important that proposed development complies with and is in keeping with the requirements of the Scheme and the overall intent of the area to ensure the amenity and appearance of the locality remains consistent and provides for a rural lifestyle and opportunities. It is considered that this application meets the criteria of the Scheme and that approval subject to conditions would not detrimentally affect the amenity or appearance of the area as the transportable will be clustered with existing buildings and set well back from public view.

## **POLICY IMPLICATIONS**

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.

Council Local Planning Policy 16.30 ‘Relocated Buildings’ notes that:

*“A relocated building is a dwelling or outbuilding that has previously been constructed on a different lot yet has the ability to be dismantled in whole or in part for the purpose of being transported and sited on another property. A purpose designed transportable home, however, is not considered a relocated dwelling for the purposes of this policy...”*

Policy 16.30 also states:

- “4 The Council at its discretion may impose conditions requiring the relocated building to be re-roofed, re-clad and/or re-painted within a specified time frame to ensure the building presentation is of an acceptable standard to the Council.”*

## **FINANCIAL IMPLICATIONS**

Nil, however should Council refuse this application and the applicant proceed to exercise their right of appeal a further cost is likely to be imposed on the Shire through its involvement in the appeal process.

## STRATEGIC IMPLICATIONS

Lot 78 Crabbe Road, Durawah is located within Precinct No.2 – East Chapman of the Shire of Chapman Valley Local Planning Strategy (2008). Council needs to be satisfied that the proposed development will not conflict with the stated vision of Precinct No.2 – East Chapman:

*“Utilising opportunities for agricultural diversification whilst ensuring the continued sustainable production of broad-acre agriculture.”*

It is considered that approval of the application for the construction of a new residence will be of benefit to the continued broad-acre farming opportunities of the property.

## VOTING REQUIREMENTS

Simple majority of Council.

## STAFF RECOMMENDATION

That Council grant formal planning approval for the construction of a residence made from four (4) transportable units upon Lot 78 Crabbe Road, Durawah subject to compliance with the following conditions:

- 1 Development shall be in accordance with the approved plans dated 17 April 2013 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 If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.
- 3 Any additions to or change of use of any part of the application (not the subject of this consent/approval) requires further application and planning approval for that use/addition.
- 4 The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise.
- 5 The walls of the relocated buildings shall be clad in coated metal sheeting (i.e. colorbond) in uniform earth tone colours (cream, green or red-brown) that complement the surrounding landscape values of the area to the satisfaction of the Local Government.
- 6 The provision of a detailed report on the structural integrity of the relocated buildings prepared by a qualified Building Surveyor or a certified structural engineer prior to the approval of a building licence.

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

## COUNCIL RESOLUTION

**MOVED: CR FORRESTER**

**SECONDED: CR BELL**

**That Council grant formal planning approval for the construction of a residence made from four (4) transportable units upon Lot 78 Crabbe Road, Durawah subject to compliance with the following conditions:**

- 1 Development shall be in accordance with the approved plans dated 17 April 2013 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 If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.
- 3 Any additions to or change of use of any part of the application (not the subject of this consent/approval) requires further application and planning approval for that use/addition.
- 4 The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise.
- 5 The walls of the relocated buildings shall be clad in coated metal sheeting (i.e. colorbond) in uniform earth tone colours (cream, green or red-brown) that complement the surrounding landscape values of the area to the satisfaction of the Local Government.
- 6 The provision of a detailed report on the structural integrity of the relocated buildings prepared by a qualified Building Surveyor or a certified structural engineer prior to the approval of a building licence.

**Notes:**

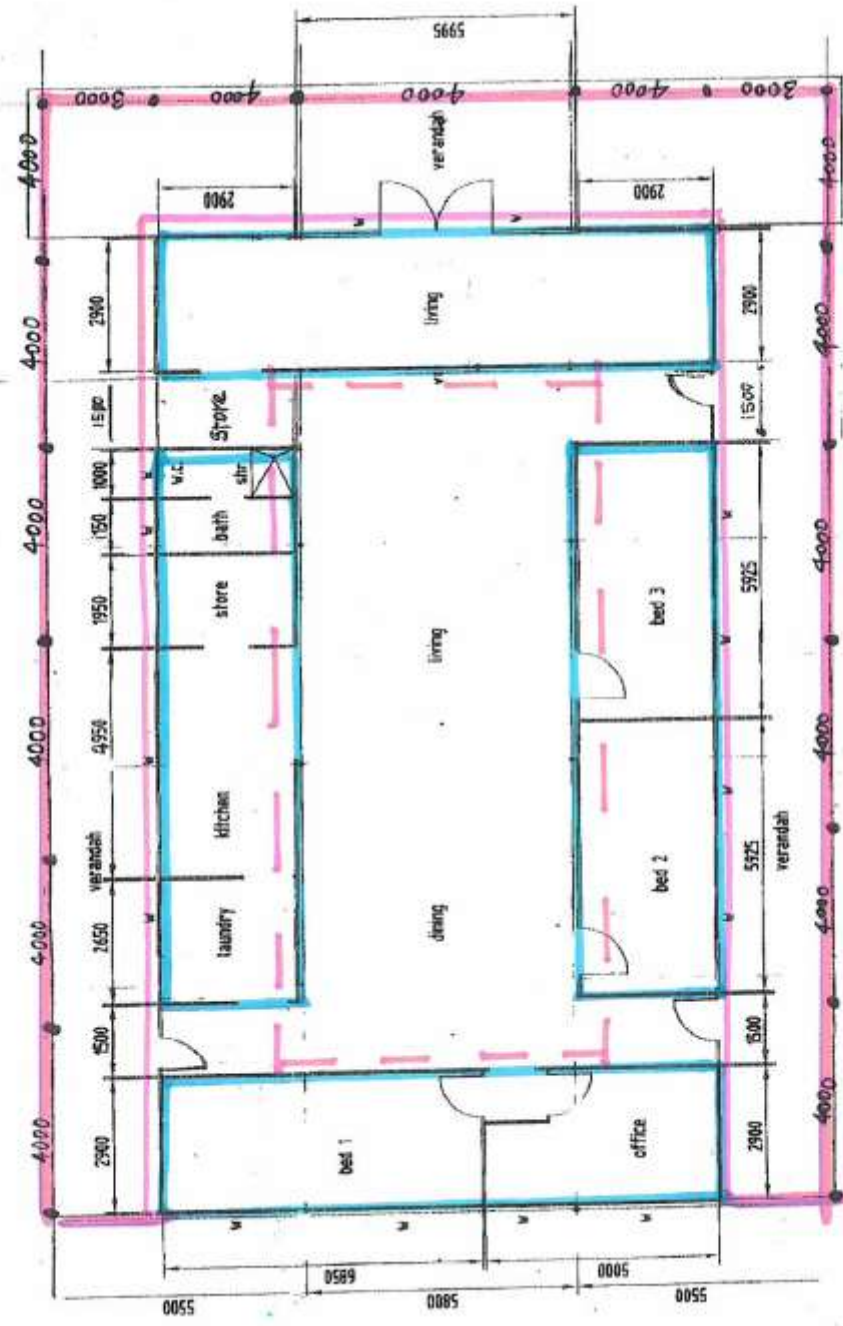
- iii. Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.
- iv. If an applicant is aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*)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

Voting 8/0  
CARRIED  
Minute Reference 13/4-2

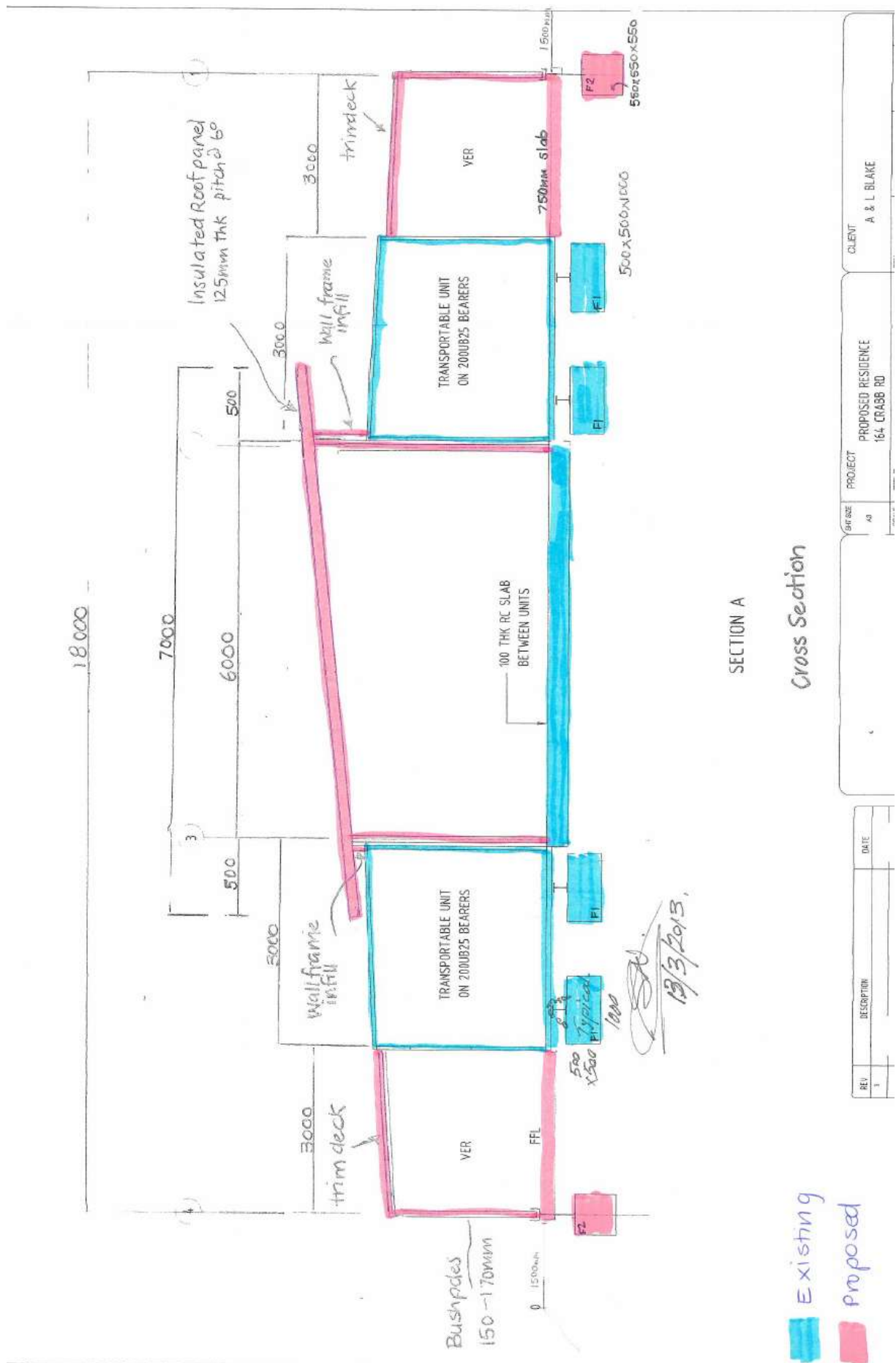
Existing

- Proposed verandah all 300mm max.

- Proposed Bondo roof.



FLOOR PLAN











<b>AGENDA ITEM:</b>	<b>9.1.2</b>
<b>SUBJECT:</b>	<b>REQUEST FOR EXTENSION OF APPROVAL PERIOD</b>
<b>PROPONENT:</b>	<b>C. BONNER &amp; M. THOMAS</b>
<b>SITE:</b>	<b>LOTS 7 &amp; 9 NORTH WEST COASTAL HIGHWAY, BULLER</b>
<b>FILE REFERENCE:</b>	<b>A67 &amp; A97</b>
<b>PREVIOUS REFERENCE:</b>	<b>02/06-21, 8/11-18, 8/11-19, 11/11-13 &amp; 08/12-6</b>
<b>DATE:</b>	<b>8 APRIL 2013</b>
<b>AUTHOR:</b>	<b>SIMON LANCASTER</b>

## DISCLOSURE OF INTEREST

Nil.

## BACKGROUND

Council is in receipt of correspondence seeking an extension of the current planning approvals for the following:

- 8 Chalets upon Lots 7 & 9 North West Coastal Highway, Buller;
- Residence & Outbuilding upon Lot 7 North West Coastal Highway, Buller; &
- Pearl Gallery & Outbuilding upon Lot 9 North West Coastal Highway, Buller.

This report recommends extension of the timeframe for commencement of these developments.

## COMMENT

Lot 9 is a 9.0561ha rectangular property with frontage at its eastern end to the North West Coastal Highway and the coastal reserve at its western end, the lot is 130m wide and 670m in length. Lot 9 contains a main residence, two clustered outbuildings and a swimming pool at its eastern end all situated at about the 30m contour height, a second residence is located approximately 100m east of the main residence further down the slope at approximately the 20m contour height. Lot 9 slopes significantly down a limestone ridge to the west of the second residence to a 5m contour height flat area before rising westwards into the coastal dunes.

Lot 7 is a vacant 8.0344ha rectangular property with frontage at its eastern end to the North West Coastal Highway and the coastal reserve at its western end, the lot is 119.55m wide and 681.62m in length. The eastern area of Lot 7 fronting the highway is set at approximately the 35m contour height, after which the property slopes down over the next 175m to a contour height of approximately 20m at which point a limestone ridge drops away to a 5m contour height flat area before rising westwards into the coastal dunes.

**Figure 1 – Location Plan for Lots 7 & 9 North West Coastal Highway, Buller**



Council approved an application for a residence and outbuilding upon Lot 7 and for a gallery and store/workshop upon Lot 9 at its 17 August 2011 meeting.

Council approved an application for the 'Chapman Valley Beach Villas' development comprising of 3 (two bedroom) villas and 1 (three bedroom) caretakers villa upon Lot 7, and 3 (two bedroom) villas and 1 (three bedroom) caretakers villa upon Lot 9 at its 16 November 2011 meeting.

Council subsequently received an application for a further 4 chalets to be established upon Lot 8 North West Coastal Highway that adjoins Lots 7 and 9 to the north. The 4 chalets were proposed to be of the same design and operate as a complementary extension to the 8 chalets approved by Council at the 16 November 2011 meeting. Council approved the 4 chalets upon Lot 8 at its 16 May 2012 meeting and the approval was subject to matching conditions of approval to those applied in the approval for Lots 7 and 9. The applicants for the original 8 chalets upon Lots 7 & 9 then applied to Council for an extension of their approval period from 16 November 2013 to align with the later expiry date for Lot 8, thereby establishing a common approval period for the total 'Chapman Valley Beach Villas' development of 16 May 2014, this application was supported by Council at its 15 August 2012 meeting.

**Figure 2 – Approved Site Plan overlaid upon Aerial Photograph of Lots 7 & 9**



**Figure 3 – Approved Buller Chalet design for Lots 7 & 9**



The landowners of Lots 7 & 9 have now written to Council seeking a 2 year extension of their approval period for the developments upon their property and a copy of the received correspondence has been included as **Attachment 1** to this report.

It is considered reasonable that an extension be issued for the previously approved developments upon Lots 7 & 9, the applications in themselves remain unchanged from those that Council has previously been satisfied with and issued conditional approval for. The applicants are of the opinion that the delays in the rezoning of the area and the subsequent preparation of the structure plan and

ability to then subdivide or strata the site have proved to be commercially problematic for their venture.

Shire of Chapman Valley Local Planning Scheme No.2 proposes to rezone the 13 lots that are west of the North West Coastal Highway, north of Drummond Cove Road and south of the Buller River to 'Development' zone with an overlying 'Development Contribution Area 1'. This action is in accordance with the strategic direction set for the area by the Western Australian Planning Commission ('WAPC') which identifies the area as 'Future Urban' in the Geraldton Region Plan.

The Environmental Protection Authority ('EPA') issued instruction on 17 May 2007 that this matter warranted Environmental Review, and the EPA advised on 9 July 2010 that the Environmental Review document (inclusive of Level 2 Fauna Survey) had been prepared in accordance with the instruction of the EPA.

The concurrent advertising period for the Buller Environmental Review and Scheme No.2 ran from 23 November 2010 until 23 February 2011 and all submissions received that related to the proposed Buller 'Development' zone were forwarded to the EPA for its consideration and a decision on this aspect of the Scheme.

The EPA advertised on 7 June 2011 that it had made recommendation in relation to the Buller 'Development' Zone Environmental Review. In summary, the EPA decision identified a 70.85ha Special Control Area in the 196ha Buller 'Development' zone equating to 36.15% of the total area. The EPA recommendation is that clearing of remnant native vegetation within the Special Control Area would not be permitted unless for the following purposes:

- fire management;
- vehicular access to the western 'island' portion of the 'Development' zone (this is to be limited to one access point in the north and one in the south);
- clearing allowed under the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*; and
- trees that are diseased or dangerous.

The Shire and 7 landowners lodged appeals with the Office of Appeals Convenor by the closing date of 21 June 2011 objecting to the overly restrictive EPA Recommendation. Shire representatives and landowners who had lodged objection met with representatives from the Office of Appeals Convenor on 28 July 2011.

Given the ever lengthening timeframe that this process has imposed upon the Shire and all landowners (not just the 11 Buller landowners but all landowners in the Scheme area who have remained in limbo awaiting resolution of this matter) the Shire wrote to the Office of Appeals Convenor on 9 January 2012 seeking an update on what stage this appeal was at, and an estimated timeframe on when the matter might be concluded. The Shire also wrote directly to the previous Minister of Environment on 25 June 2012, 26 October 2012 and 25 January 2013 enquiring on the progress of this matter.

Following the recent state election a new Minister of Environment has been appointed and the Shire wrote to the new Minister on 28 March 2013 seeking an update on when this matter might be resolved so that it may relay this information back to the affected landowners. The Shire has formed the view that the subject area did not warrant the imposition of an Environmental Review in the first place, and that it certainly did not warrant the additional imposition of a Level 2 Fauna Survey at significant cost and delay. The Shire also has concern over the manner in which the recommendation was formulated by the EPA, the level of communication by the EPA with the parties over whose land its recommendation is impacting, and the continuing lengthy delays.

It is understood that several of the affected Buller landowners, including those from Lots 7 & 9, have approached various state politicians to raise their concerns with this process.

Given that this matter has now been running since 17 May 2007 when the EPA issued instruction for an Environmental Review, and the appeal itself has now been running for well over 18 months it is considered fair and reasonable that an extension for the planning approvals previously issued for Lots 7 & 9 by Council be granted whilst the issue of the appeals and rezoning are resolved. The applicants have requested a 2 year extension of their current approval period, however, the officer recommendation is that the period of consent be extended for 5 years. The Environmental Review process has been running for almost 6 years now, and the timeframe for resolution of this matter is beyond the control of Council. Further, once the decision is made concerning the Buller 'Development' Zone appeals by the Minister of Environment, the Shire's Scheme No.2 is then required to be approved by the Minister of Planning, and should the outcome be one that Council is

satisfied with then a Structure Plan must be prepared to guide subdivision and further development of the Buller area. Whilst Council has been proactive in initiating the Buller 'Development' Zone Structure Plan and engaging a consultant at its 21 September 2011 meeting the Structure Plan process will be a challenging one in having to address the requirements of the EPA, Main Roads WA (amongst other government agencies) and the desires of 11 separate landowners, and the Structure Plan approval ultimately rests with the WAPC. It is considered that a timeframe for a resolution to these issues is uncertain, particularly given that the decision on these matters rests outside of the Council's control, and it is suggested therefore that an extension period of 5 years rather than 2 years would be appropriate in this instance.

The original Council approvals relevant to each of the development applications upon Lot 7 & 9 subject to the request for extension have been included as **Attachment 2**.

A complete copy of the original extensive development application for the 'Chapman Valley Beach Villas' that addressed issues of access, servicing, fire management, environmental conditions, marketing, ownership and management, along with site, floor and elevation plans for the chalets that was provided to Councillors with the 16 November 2011 Agenda can again be provided to Councillors upon request.

A copy of the relevant sections from the Confirmed Minutes of the 17 August 2011 and 16 November 2011 Council meetings can also be provided to Councillors upon request to provide additional background information if required.

## **STATUTORY ENVIRONMENT**

Section 5.3.4 of the Shire of Chapman Valley Town Planning Scheme No.1 states:

*"Where the Council approves an application for planning consent under this Scheme the time for which that consent remains valid, is two (2) years, unless otherwise stated on Council's decision on application for planning consent."*

Section 10.5 within Appendix B of the *Town Planning Regulations 1967* states:

### *"10.5 Term of planning approval*

*10.5.1 Where the local government grants planning approval for the development of land —*

- (a) the development approved is to be substantially commenced within 2 years, or such other period as specified in the approval, after the date of the determination; and*
- (b) the approval lapses if the development has not substantially commenced before the expiration of that period.*

*10.5.2. A written request may be made to the local government for an extension of the term of planning approval at any time prior to the expiry of the approval period in clause 10.5.1."*

This section of the *Town Planning Regulations 1967* is replicated within draft Shire of Chapman Valley Town Planning Scheme No.2, which having now been advertised should therefore be considered as a 'seriously entertained' document.

The Confirmed Minutes of the 17 August 2011 (Minute References 8/11-18 & 8/11-19) and 16 November 2011 (Minute Reference 11/11-13) Council meetings provide the previously stated statutory information in relation to the subject development applications.

## **POLICY IMPLICATIONS**

No further policy information to that contained within the 17 August 2011 (Minute References 8/11-18 & 8/11-19) and 16 November 2011 Council Minutes (Minute Reference 11/11-13).

## **FINANCIAL IMPLICATIONS**

An extension of planning approval incurs a fee of \$105 (+GST) under the 2012/2013 Shire of Chapman Valley Planning Fee Schedule, and the applicants would be invoiced for this amount relevant to each of the applications should Council resolve to grant an extension.

## **STRATEGIC IMPLICATIONS**

No further strategic information to that contained within the 17 August 2011 (Minute References 8/11-18 & 8/11-19) and 16 November 2011 Council Minutes (Minute Reference 11/11-13).

## **VOTING REQUIREMENTS**

Simple majority of Council

## **STAFF RECOMMENDATION**

That Council, pursuant to Section 10.5 within Appendix B of the *Town Planning Regulations 1967* and Shire of Chapman Valley Town Planning Scheme No.2 resolve the following:

- 1 Grant a 5 year extension (new expiry date 17 April 2018) to the following:
  - (a) Planning Permit 2011/042 for the development of a pearl gallery and store/workshop upon Lot 9 North West Coastal Highway, Buller subject to the original conditions of Planning Permit 2011/042;
  - (b) Planning Permit 2011/043 for the development of a residence and shed upon Lot 7 North West Coastal Highway, Buller subject to the original conditions of Planning Permit 2011/043;
  - (c) Planning Permit 2011/066 for the development of 8 chalets upon Lots 7 and 9 North West Coastal Highway, Buller subject to the original conditions of Planning Permit 2011/066.
- 2 Advise the applicants that should the developments not be substantially commenced by 17 April 2018 that fresh applications will be required to be submitted to Council for consideration.

## **COUNCIL RESOLUTION**

**MOVED: CR BATTEN**

**SECONDED: CR FORRESTER**

That Council, pursuant to Section 10.5 within Appendix B of the *Town Planning Regulations 1967* and Shire of Chapman Valley Town Planning Scheme No.2 resolve the following:

- 1 Grant a 5 year extension (new expiry date 17 April 2018) to the following:
  - (a) Planning Permit 2011/042 for the development of a pearl gallery and store/workshop upon Lot 9 North West Coastal Highway, Buller subject to the original conditions of Planning Permit 2011/042;
  - (b) Planning Permit 2011/043 for the development of a residence and shed upon Lot 7 North West Coastal Highway, Buller subject to the original conditions of Planning Permit 2011/043;
  - (c) Planning Permit 2011/066 for the development of 8 chalets upon Lots 7 and 9 North West Coastal Highway, Buller subject to the original conditions of Planning Permit 2011/066.
- 2 Advise the applicants that should the developments not be substantially commenced by 17 April 2018 that fresh applications will be required to be submitted to Council for consideration.

Voting 8/0  
CARRIED  
Minute Reference 13/4-3

FILE No.	A97
CEO	
CORPORATE SERVICES	
PLANNING	SL
WORKS & SERVICES	
RANGER	
PROPERTY MANAGER	
EXECUTIVE ASSISTANT	

RECEIVED  
15 MAR 2013  
BY:.....

Muriel Thomas  
1577 (Lot 9) North West Coastal Highway  
Buller, Western Australia  
Mail: PO Box 3224 Bluff Point, 6531  
Western Australia

15<sup>th</sup> March 2013  
The Town Planner  
Shire of Chapman Valley  
PO Box 1, NABAWA  
WA 6532

Attention: Mr. Simon Lancaster

**Request for Extension of Time for Planning Approvals for Lot 9 North West Coastal Highway, Buller**

Dear Simon

I wish to request an extension to the planning approvals for my Pearl Gallery and Chalets on Lot 9 North West Coastal Highway, Buller. These approvals are summarized as follows:

- A. *Pearl Gallery & Shed* - which I understand expires on the 17th of August 2013.
- B. *Caretakers Chalet and Three (3) associated Chalet's* - which expires on the 16th of May 2014.

The Chalet development mirrors that of our neighbor Colleen Bonner who owns Lot 7. This was originally jointly granted on our Lot 9 and also Lot 7 pursuant to the Determination of Application for Planning Consent D2011/066, known as the Chapman Valley Beach Villas (CVBV). This approval's timeline was later aligned with a similar approval on our near neighbor's Lot 8.

My family has had the pleasure to work with Colleen Bonner's family, including Kevin Woodthorpe ("the neighbors"), in association with the Chapman Valley Beach Villas Development. The neighbors and my family are committed to provide support, expertise and experience to successfully deliver and manage the Chalet project.

Together we have consulted with a number of industry participants on possible delivery models including respected town planning and real estate experts. To deliver the CVBV project, cooperation in the planning and implementation process is very important, and we are sincerely appreciative of the support from the Planning team and the Councilors at the Shire of Chapman Valley (SCV).

The Shire of Chapman Valley Local Planning Scheme No.2 and the Buller Environmental Review were jointly made available for public inspection and comment from 22 November 2010 until 23 February 2011. As you are aware, I joined our neighbors and the Shire in lodging appeals to the Minister for Environment and Water (MOE) in relation to constraints placed on our land by the EPA as part of their recommendations for the Buller Development Zone. From my perspective, the uncertainty around the future development of my land has now extended for well over 2 years.

With the assistance of our local Member of Parliament (MP) we have tried to progress the situation with WAPC and the MOE. Through our MPs assistance we have had meetings with WAPC senior

staff who are sympathetic, however we have found the lack of response from MOE very upsetting. The latest letter from the MOE does not progress the situation and the entire process seems unworthy of elected representatives and well paid civil servants more especially in my case where they are being asked to respond in a timely manner to someone who helped pioneer the Buller area.

The feedback from all parties we have consulted has been that the pending rezoning and the consequent BDZ structure plan prevents us from progressing any commercially feasible options. It has been over a year since my family (on my behalf) first requested a meeting with the MOE and despite numerous recent direct and indirect approaches to the Minister of Environment we have not been able to clarify matters nor progress the project.

We appreciate the SCV efforts and understand the delays have blocked the Shire, other Buller land owners and ourselves from moving forward.

Respectfully, we request the following planning approvals on our lot 9:

- A. *Pearl Gallery and Shed* - (expiring 17th August 2013).
- B. *Caretakers Chalet and Three (3) associated Chalet's* – (expiring 16th of May 2014).

to be extended for a further two (2) years respectively.

Our management concept requires the construction of the Pearl Gallery and shed first followed by the Chalets and hence the request for staggered extensions in this case.

If you need further information please do not hesitate to contact Jane Liddon & Rick Cameron or myself.

Yours Sincerely



Jane Liddon for  
Muriel Thomas



FILE No.	A67
CEO	
CORPORATE SERVICES	
PLANNING	SL
WORKS & SERVICES	
RANGER	
PROPERTY MANAGER	
EXECUTIVE ASSISTANT	

RECEIVED  
14 MAR 2013

BY: \_\_\_\_\_

Colleen Bonner  
107 Lissadell Street  
Floreat 6014  
Western Australia

14<sup>th</sup> March 2013  
The Town Planner  
Shire of Chapman Valley  
PO Box 1, NABAWA  
WA 6532

Attention: Mr. Simon Lancaster

**Request for Extension of Time for Planning Approvals for Lot 7 North West Coastal Highway, Buller**

Dear Simon

I wish to request an extension to the planning approvals for my house and chalets on Lot 7 North West Coastal Highway, Buller. These approvals are summarized as follows:

- A. *House and Shed* - which I understand expires on the 17th of August 2013.
- B. *Caretakers Chalet and Three (3) associated Chalet's*- which expires on the 16th of May 2014.

The Chalet development mirrors that of our neighbor Muriel Thomas who owns Lot 9. This was originally jointly granted on our Lot 7 and also Lot 9 pursuant to the Determination of Application for Planning Consent D2011/066, known as the Chapman Valley Beach Villas (CVBV). This approval's timeline has been aligned with a similar approval on our other neighbor's Lot 8.

My family has had the pleasure to work with Muriel Thomas's family, including Rick Cameron and Jane Liddon ("the neighbors"), in association with the Chapman Valley Beach Villas Development. The neighbors and my family are committed to provide support, expertise and experience to successfully deliver and manage the Chalet project.

Together we have consulted with a number of industry participants on possible delivery models including respected town planning and real estate experts. To deliver the CVBV project, cooperation in the planning and the implementation process is very important, and we are sincerely appreciative of the support from the Planning team and the Councilors at the Shire of Chapman Valley (SCV).

The SCV Local Planning Scheme No.2 and the Buller Environmental Review were jointly made available for public inspection and comment from 22 November 2010 until 23 February 2011. As you are aware, I joined our neighbors and the Shire in lodging appeals to the Minister for Environment and Water (MOE) in 2011 in relation to constraints placed on our land by the EPA as part of their recommendations for the Buller Development Zone.

With the assistance of our local Member of Parliament (MP) we have tried to progress the situation with WAPC and the MOE. Through our MPs assistance we have had meetings with the WAPC who are sympathetic however we have found the lack of response from MOE very disappointing. The latest letter from the MOE does not progress the situation.



The feedback has been that the pending rezoning and consequent structure plan prevents us from progressing possible commercially feasible options. It has been over two years since I first requested a meeting with the MOE and despite numerous recent direct and indirect approaches to the MOE we have not been able to clarify matters. This in turn limits our family being able to fully investigate options to progress the CVBV project.

Notwithstanding the issues related to the time taken for the MOE to give feedback we have been active with our neighbor in the consideration of various design and construction matters and very much look forward to progressing the CVBV project. Ideally it would be best to coordinate some of the house construction requirements with the CVBV infrastructure requirements.

We much appreciate the SCV efforts and understand the MOE delays have limited the Shire, other Buller landowners and us from moving forward.

Respectfully, we request the following planning approvals on our lot 7:

- A. *House and Shed* - (expiring 17th August 2013).
- B. *Caretakers Chalet and Three (3) associated Chalet's* - (expiring 16th of May 2014).

to be extended for a further two (2) years.

If you need further information please do not hesitate to contact Kevin Woodthorpe or myself.

Yours Sincerely

PP.   
Colleen Bonner

Council resolved at its 17 August 2011 meeting as follows (Minute Reference 8/11-18):

*"That Council grant formal planning consent for a gallery and store/workshop upon Lot 9 North West Coastal Highway, Buller subject to compliance with the following:*

*Conditions*

- 1 *Development shall be in accordance with the attached approved plan(s) dated 17 August 2011 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 internal vehicle access to the gallery and car park shall be realigned and relocated, with all costs met by the applicant, to enable vegetation screening to be established/maintained between them and the southern boundary of Lot 9 to reduce noise, dust, light spill and visual intrusion for the residence situated upon neighbouring Lot 10, to the approval of the Local Government.*
- 4 *The design, construction (to a compacted gravel standard), drainage and maintenance of the internal roads, vehicle manoeuvring and car parking areas associated with the development shall be to the approval of the Local Government, with all costs met by the applicant.*
- 5 *The applicant is to ensure that a maximum speed limit of 20km/hour within the development is adhered to and appropriate measures taken to ensure dust suppression.*
- 6 *All lighting devices must be positioned so as to not encroach beyond the boundaries of Lot 9 and positioned in such a way as to not cause glare to neighbouring residences to the approval of the Local Government.*
- 7 *The vehicle crossover/access-point to Lot 9 must be upgraded to the specifications of Main Roads WA and to the approval of the Local Government, with all costs met by the applicant.*
- 8 *The applicant is responsible to ensure that no parking of vehicles associated with the development occurs within a public carriageway, including the road verge.*
- 9 *All storm-water runoff from impervious surfaces (roof and paved areas) shall be contained within the property boundaries, and re-used or disposed of through an acceptable drainage system such as underground soak wells, with all costs met by the applicant, to the approval of the Local Government.*
- 10 *Any soils disturbed or deposited on site shall be stabilised, with all costs met by the applicant, to the approval of the Local Government.*
- 11 *The roof and walls of the gallery and workshop shall be clad with non-reflective materials of complementary colour(s) to the approval of the Local Government.*
- 12 *The opening times to the public shall be limited to 10:00am to 4:00pm. Occasional extension to these hours till 7:00pm will be permitted for invitation only functions, and this extension will be subject to review by the Local Government should written complaint be received from adjoining landowners.*

*Notes:*

- a) *If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.*
- b) *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.*
- c) *In relation to condition 3, the Local Government will permit an alternative arrangement of either (or a combination thereof) the installation of screening landscaping within Lot 10 (to be negotiated with the landowner of Lot 10 by the applicant and at the expense of the applicant) or installation of a solid (i.e. 1.8m high, visually impermeable) fence along the boundary for the corresponding length of the accessway*

*(to be negotiated with the landowner of Lot 10 by the applicant and at the expense of the applicant), to the approval of the Local Government.*

- d) This planning approval does not extend to signage for the development, for which a separate application will be required, and consultation with Main Roads WA is recommended prior to any sign application being lodged given that the North West Coastal Highway is under the control of Main Roads WA and signage must be to their requirements.*
- e) This planning approval does not constitute building consent, which is the subject of further approval by the Local Government, it is advised that the building application for the gallery will be required to demonstrate compliance with the Building Code of Australia, Health Act 1911, the Health (Public Buildings) Regulations 1992, access for people with disabilities must be provided at all times to the building and internally throughout the building in accordance with AS1428.1, and other relevant legislation.*
- f) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation. It is your responsibility to obtain any additional approvals required before the development/use lawfully commences.*
- g) If an applicant is aggrieved by this determination there is a right (pursuant to the Planning and Development Act 2005) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination."*

Council resolved at its 17 August 2011 meeting as follows (Minute Reference 8/11-19):

*"That Council grant formal planning consent for a residence and outbuilding upon Lot 7 North West Coastal Highway, Buller subject to compliance with the following:*

*Conditions*

- 1 Development shall be in accordance with the attached approved plan(s) dated 17 August 2011 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 location, design, construction, drainage and maintenance of the vehicle crossover/access-point to Lot 7 must be to the specifications of Main Roads WA and to the approval of the Local Government, with all costs met by the applicant.*
- 4 The design, construction (to a compacted gravel standard), drainage and maintenance of the internal roads, vehicle manoeuvring and car parking areas associated with the development shall be to the approval of the Local Government, with all costs met by the applicant.*
- 5 The applicant is responsible to ensure that no parking of vehicles associated with the development occurs within a public carriageway, including the road verge.*
- 6 Any soils disturbed or deposited on site shall be stabilised, with all costs met by the applicant, to the approval of the Local Government.*
- 7 Placement of fill earthworks for the outbuilding must not exceed 300mm in height above natural ground level to ensure that the outbuilding's overall height complies with the height requirements of Council Local Planning Policy 16.40 'Outbuildings'.*
- 8 All storm-water runoff from impervious surfaces (roof and paved areas) shall be contained within the property boundaries, and re-used or disposed of through an acceptable drainage system such as underground soak wells, with all costs met by the applicant, to the approval of the Local Government.*
- 9 The roof of the residence and roof and walls of the outbuilding shall be clad with non-reflective materials of complementary colour(s) to the walls of the residence to the approval of the Local Government. The use of uncoated zincalume is not permitted.*
- 10 The approved outbuilding is only to be used for general storage purposes associated with the predominant use of the land and shall NOT be used for habitation, commercial or industrial purposes.*

*Notes:*

- a) If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.*
- b) 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.*
- c) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation. It is your responsibility to obtain any additional approvals required before the development/use lawfully commences.*
- d) If an applicant is aggrieved by this determination there is a right (pursuant to the Planning and Development Act 2005) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination."*

Council resolved at its 16 November 2011 meeting as follows (Minute Reference 11/11-13):

*\*That Council grant formal planning consent for 8 chalets upon Lots 7 and 9 North West Coastal Highway, Buller subject to compliance with the following:*

*Conditions*

- 1 Development shall be in accordance with the attached approved plan(s) dated 16 November 2011 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 design, construction, drainage and maintenance of the internal roads, vehicle manoeuvring and car parking areas associated with the development shall be to the approval of the Local Government, with all costs met by the applicant.*
- 4 The applicant is to ensure that a maximum speed limit of 20km/hour within the development is adhered to and appropriate measures taken to ensure dust suppression.*
- 5 All lighting devices must be positioned in such a way as to not cause glare to neighbouring residences to the approval of the Local Government.*
- 6 The development must access the North West Coastal Highway at a single vehicle crossover/access-point that is required to be located, constructed and maintained to the specifications of Main Roads WA and to the approval of the Local Government, with all costs met by the applicant.*
- 7 The applicant is responsible to ensure that no parking of vehicles associated with the development occurs within a public carriageway, including the road verge.*
- 8 All storm-water runoff from impervious surfaces (roof and paved areas) shall be contained within the property boundaries, and re-used or disposed of through an acceptable drainage system, with all costs met by the applicant, to the approval of the Local Government.*
- 9 Any soils disturbed or deposited on site arising from the development shall be stabilised, with all costs met by the applicant, to the approval of the Local Government.*
- 10 The roof and walls of the chalets and associated structures (including storage tanks) shall be clad with non-reflective materials of colour(s) to the approval of the Local Government.*
- 11 The design and materials (including wall and roof cladding materials, fittings and fixtures) are to be of a uniform and complementary finish and standard to the approval of the Local Government.*
- 12 The applicant is to prepare, submit and adhere to a Management Statement to the approval of the Local Government, with all costs met by the applicant.*
- 13 The applicant is to prepare, submit and adhere to a Fire Management Plan to the requirements of the Fire and Emergency Services Authority, and the approval of the Local Government, with all costs met by the applicant.*
- 14 The applicant is to prepare, submit and adhere to an Environmental Management Plan to the approval of the Local Government, with all costs met by the applicant.*
- 15 The chalets must be connected to reticulated water.*
- 16 The chalets must be connected to an on-site effluent disposal system(s) located, designed, installed and operated to the requirements of the Department of Health and the approval of the Local Government.*

*Notes:*

- a) If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.*

- b) *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.*
- c) *In relation to condition 12, the Management Statement shall set out in detail the management of the chalets and it should cover but not be limited to letting agent (manager) arrangements, reception, access, security, maintenance, caretaking, refurbishment, marketing and other services reasonably required for the development to operate as a tourism facility. The Management Statement shall also ensure that the designated holiday accommodation units are only used for short stay accommodation purposes, with a maximum stay of 3 months occupancy per annum, by any single tenant. The Management Statement shall charge the land and ensure that successors in title are required to adhere to the management terms or make application to the Local Government should they seek to amend the management terms.*
- d) *In relation to condition 14, the Environmental Management Plan shall set out in detail the environmental management responsibilities of the landowners/operators and is required to address, but not be limited to, vegetation rehabilitation and replanting, stabilisation, weed management, feral animal management, protection of the *Frankenia pauciflora* community, access, fencing and other management measures reasonably required as determined by the Local Government, with reference to the relevant directions of Shire of Chapman Valley Coastal Management Strategy (2007) required.*
- e) *This planning approval does not extend to signage for the development, for which a separate application will be required, and consultation with Main Roads WA is recommended prior to any sign application being lodged given that the North West Coastal Highway is under the control of Main Roads WA and signage must be to their requirements.*
- f) *The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the following where required, Building Code of Australia, Building Regulations 1989, Health Act 1911, Environmental Protection (Clearing of Native Vegetation) Regulations 2004. It is the applicant's/landowner's responsibility to obtain any additional approvals required before the development/use lawfully commences.*
- g) *If an applicant is aggrieved by this determination there is a right (pursuant to the Planning and Development Act 2005) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination."*

<b>AGENDA ITEM:</b>	<b>9.1.3</b>
<b>SUBJECT:</b>	<b>LIME KILNS AND STONE RUIN, OAKAJEE</b>
<b>PROPONENT:</b>	<b>STATE HERITAGE OFFICE</b>
<b>SITE:</b>	<b>LOT 5663 NORTH WEST COASTAL HIGHWAY, OAKAJEE</b>
<b>FILE REFERENCE:</b>	<b>806.00 &amp; A1525</b>
<b>PREVIOUS REFERENCE:</b>	<b>10/12-12 &amp; 13/2-8</b>
<b>DATE:</b>	<b>10 APRIL 2013</b>
<b>AUTHOR:</b>	<b>SIMON LANCASTER</b>

#### **DISCLOSURE OF INTEREST**

Nil.

#### **BACKGROUND**

Council resolved at its 18 February 2013 meeting:

*“That Council thank the State Heritage Office on its offer for a representative to meet with Councillors to discuss the proposed registration of the Howatharra Lime Kilns and Stone Ruin upon the State Register of Heritage Places and confirm that Friday 8 March 2013 at a time to be arranged by staff in the Council Chambers is acceptable.”*

The State Heritage Office's Senior Heritage Officer subsequently met with Councillors and staff and following this presentation the matter has been returned to Council for further consideration.

#### **COMMENT**

The State Heritage Office wrote to the Shire on 10 October 2012 advising that it considered that the Lime Kilns and Stone Ruin upon Lot 5663 North West Coastal Highway, Oakajee were of cultural heritage significance and that they should be entered upon the State Register of Heritage Places. The State Heritage Office correspondence invited written comment upon the proposed listing by 19 November 2012.

A copy of the State Heritage Office's correspondence was provided to Council which resolved at its 17 October 2012 meeting:

*“That Council advise the State Heritage Office that it does not support the proposed registration of the Howatharra Lime Kilns and Stone Ruin, Oakajee upon the State Register of Heritage Places as this level of recognition is contrary to the Shire of Chapman Valley Municipal Inventory Heritage Places management recommendation and the places are not considered to be of sufficient historic significance.”*

The Shire advised the State Heritage Office of this resolution further noting that the sites are not associated with a significant event, do not contribute in any major way to the development of the region, have not been associated with a notable person of the region, and are not good (or rare) examples of a type of structure that is important in gaining an understanding of the area's history. The Shire correspondence also noted that the sites are not significant, nor substantial and are difficult to access and are resultantly not held as integral to the history, social fabric or built form of the region. The Shire correspondence further advised that it considered that their inclusion upon the State Register would be detrimental to the integrity of the Register as it would cast doubt on the merits of other entries given their low level of significance.

LandCorp, being the owner of the sites also lodged objection to the proposed listing of the Lime Kilns and Stone Ruin upon the State Register of Heritage Places in correspondence to the State Heritage Office dated 15 November 2012. LandCorp's objection considered that the sites' level of significance was more commensurate with local rather than state recognition.

The State Heritage Office wrote to the Shire on 11 January 2013 advising that the sites were considered to have 'scientific value' and 'research potential' in a wider context and this was the basis for their consideration as being of state significance. The correspondence also advised that a representative from the State Heritage Office would be available to meet with representatives from the Shire in early March 2013 to provide further clarification. A copy of the State Heritage Office's 11 January 2013 correspondence was included as an attachment with the 18 February 2013 Council Agenda for Council's information.



The Municipal Inventory does not recognise either the Lime Kiln or Stone Ruin sites upon Lot 5663 North West Coastal Highway, Oakajee as being of sufficient merit to be listed upon the State Register. A copy of the entries for the Lime Kiln and Stone Ruins as contained within the Shire of Chapman Valley Municipal Inventory of Heritage Places were included as attachments with the 18 February 2013 Council Agenda.

Shire staff after having reviewed the further information from the State Heritage Office would still not recommend that the Lime Kilns and Stone Ruins be included upon the State Register of Heritage Places. It is not considered that there is sufficient justification for inclusion of the Stone Ruin (Chinaman's House) on the State Register based on scientific value, and it is considered that the level of significance attributed to the Lime Kilns in the Municipal Inventory is already an appropriate level of recognition and management.

The State Heritage Office have submitted further information in support of the proposed entry of the Lime Kilns and Stone Ruin onto the State Register and due to its length this has been provided to Councillors as a separate document to the agenda. However **Attachment 1** to this agenda report illustrates the reduced curtilage area now provided by the State Heritage Office relevant to the entry for Council's information. Should Council consider in light of this additional information and the presentation given by the State Heritage Office representative that the site should be entered onto the State Register then it may find the following alternative motion wording appropriate:

*"That Council thank the State Heritage Office for the additional submitted information and the presentation made to Councillors by its Senior Heritage Officer and advise that the Shire has no objection to the proposed registration of the Howatharra Lime Kilns and Stone Ruin, Oakajee upon Lot 5663 North West Coastal Highway, Oakajee upon the State Register of Heritage Places, subject to the entry's curtilage being as illustrated in Attachment 1 to this resolution."*

## STATUTORY ENVIRONMENT

The Shire of Chapman Valley Municipal Inventory of Heritage Places was prepared in 1995 as a requirement of the *Heritage of Western Australia Act 1990* to record buildings within the district of heritage significance. Council resolved at its 25 August 2010 meeting to initiate the review of its Municipal Inventory, guided by a Steering Committee comprising Councillor, staff and community representatives. Following lengthy consultation, research and individual site visitation Council adopted the revised Shire of Chapman Valley Municipal Inventory of Heritage Places at its 17 October 2012 meeting of Council.

The review of the Local Government Municipal Inventory of Heritage Places was undertaken as per the requirements of Section 45 of the *Heritage of Western Australia Act 1990*:

- "(1) A local government shall compile and maintain an inventory of buildings within its district which in its opinion are, or may become, of cultural heritage significance.*
- (2) The inventory required by subsection (1) shall be compiled no later than 4 years from the commencement of this Act and shall be —*
  - (a) updated annually; and*
  - (b) reviewed every 4 years after compilation.*
- (3) A local government shall provide the Council with a copy of the inventory compiled pursuant to this section.*
- (4) A local government shall ensure that the inventory required by this section is compiled with proper public consultation."*

Shire of Chapman Valley Town Planning Scheme No.1 includes provisions for the protection of places listed in Appendix 5 – Schedule of Places of Heritage Value. Scheme No.1 was gazetted in 1982 and the subsequently released *Planning and Development Act 2005* allows for the protection of heritage places or areas that are identified in a Heritage List. Draft Scheme No.2 draws upon the provisions of the *Planning and Development Act 2005* in relation to the formation of a Heritage List and states as follows:

### *"7.1 Heritage List*

- 7.1.1 The Local Government is to establish and maintain a Heritage List to identify those places within the Scheme area which are of cultural heritage*



*significance and worthy of conservation under the provisions of the Scheme, together with a description of each place and the reasons for its entry.*

*7.1.2 In the preparation of the Heritage List the Local Government is to:*

- (a) have regard to the Municipal Inventory prepared by the Local Government under Section 45 of the Heritage of Western Australia Act 1990; and*
- (b) include on the Heritage List such of the entries on the Municipal Inventory as it considers to be appropriate.*

*7.1.3 For the purpose of this Clause, the Heritage List means the Shire of Chapman Valley Municipal Inventory as it relates to the Scheme Area, as amended from time to time, prepared by the Local Government pursuant to Section 45 of the Heritage of Western Australia Act (as amended), or such parts thereof described in the Heritage List.*

*7.1.4 In considering a proposal to include a place on the Heritage List the Local Government is to:*

- (a) notify in writing the owner and occupier of the place and provide them with a copy of the description proposed to be used under clause 7.1.1 and the reasons for the proposed entry;*
- (b) invite submissions on the proposal from the owner and occupier of the place within 21 days of the day the notice is served;*
- (c) carry out such other consultations as it thinks fit; and*
- (d) consider any submissions made and resolve to enter the place on the Heritage List with or without modification or reject the proposal after consideration of the submissions.*

*7.1.5 Where a place is included on the Heritage List, the Local Government is to give notice of the inclusion to the Western Australian Planning Commission, the Heritage Council of Western Australia and to the owner and occupier of the place.*

*7.1.6 The Local Government is to keep a copy of the Heritage List with the Scheme documents for public inspection.*

*7.1.7 The Local Government may remove or modify the entry of a place on the Heritage List by following the procedures set out in clause 7.1.4.*

*Note:*

*1 The purpose and intent of the heritage provisions are:*

- (a) to facilitate the conservation of places of heritage value; and*
- (b) to ensure as far as possible that development occurs with due regard to heritage values.*

*2 A "place" is defined in Schedule 1 and may include works, buildings and contents of buildings."*

The heritage provisions in Part 7 of the Scheme with the exception of Part 7.1.3 accord with the Model Scheme Text. Part 7.1.3 of the Scheme establishes the Municipal Inventory as the Heritage List, and this was intended to remove duplication in landowner consultation and document preparation with the *Heritage of Western Australia Act 1990* already requiring the preparation and periodic review of a Municipal Inventory.

The operation of the Heritage List under Scheme No.2 would remain at the discretion of Council, with it being considered appropriate that minor works to buildings listed within the Municipal Inventory would continue to be addressed under delegated authority, and applications that are considered to have a potentially more significant impact upon buildings listed in the Municipal Inventory (including applications for demolition) would be presented to Council for its consideration.

The Management Categories assigned to entries listed within the Municipal Inventory would guide staff (and Council) on whether applications might be considered under delegated authority and whether conditions of approval might be appropriate.

The Municipal Inventory lists the heritage sites within the document under the following management categories:

- 1 Level of Significance: EXCEPTIONAL SIGNIFICANCE: Essential to the heritage of the locality. Rare or outstanding example.  
Management Recommendation: Conservation of the place is considered essential. Any proposed change should not unduly impact on the significance of the place and be in accordance with either a Conservation Plan or Heritage Impact Statement.
- 2 Level of Significance: CONSIDERABLE SIGNIFICANCE: Very important to the heritage of the locality.  
Management Recommendation: Conservation of the place is highly recommended. Any proposed change should not unduly impact on the heritage values of the place and should retain significant fabric wherever feasible.
- 3 Level of Significance: MODERATE SIGNIFICANCE: Important to the heritage of the locality.  
Management Recommendation: Conservation of the place is recommended. Any proposed change to the place should not unduly impact on the heritage values of the place and should retain significant fabric wherever feasible.
- 4 Level of Significance: SOME SIGNIFICANCE: Contributes to the heritage and/or historical development of the locality.  
Management Recommendation: Conservation of the place is desirable. Any proposed change to the place should be in sympathy with the heritage values of the place.
- 5 Level of Significance: HISTORIC SITE: The site has historic significance for its previous use and its role in the historical development of the locality.  
Management Recommendation: Proposed development may need to have regard to possible archaeological evidence remaining on the site. Recognise and interpret the site if feasible. This may be achieved through a variety of methods including, but not limited to, signage, public art, paving treatment and plantings as well as design treatment of any new development which reflects the former use of the site.

The Lime Kilns are assigned Management Category 3, and the Stone Ruin is assigned Management Category 4 in the Shire of Chapman Valley Municipal Inventory of Heritage Places.

The *Heritage of Western Australia Act 1990* makes separate provision for the protection of places listed on the State Register of Heritage Places. Entry of a place in the State Register of Heritage Places is official recognition by the State of its significance to the heritage of Western Australia and means that any changes or works proposed for the place need to be referred, usually by the responsible local government, to the State Heritage Office. At present there are five (5) sites on the State Register within the Shire of Chapman Valley, these being:

- Coffee Pot and Waggrakine Well – Coffee Pot Drive, Waggrakine;
- Cuddy Cuddy Changing Station – North West Coastal Highway, Howatharra;
- Narra Tarra Homestead – East Chapman Road, Howatharra;
- Our Lady Fatima Catholic Church and Convent – Chapman Valley Road, Nanson; &
- Road Board Office – East Terrace, Nanson.

#### **POLICY IMPLICATIONS**

Nil.

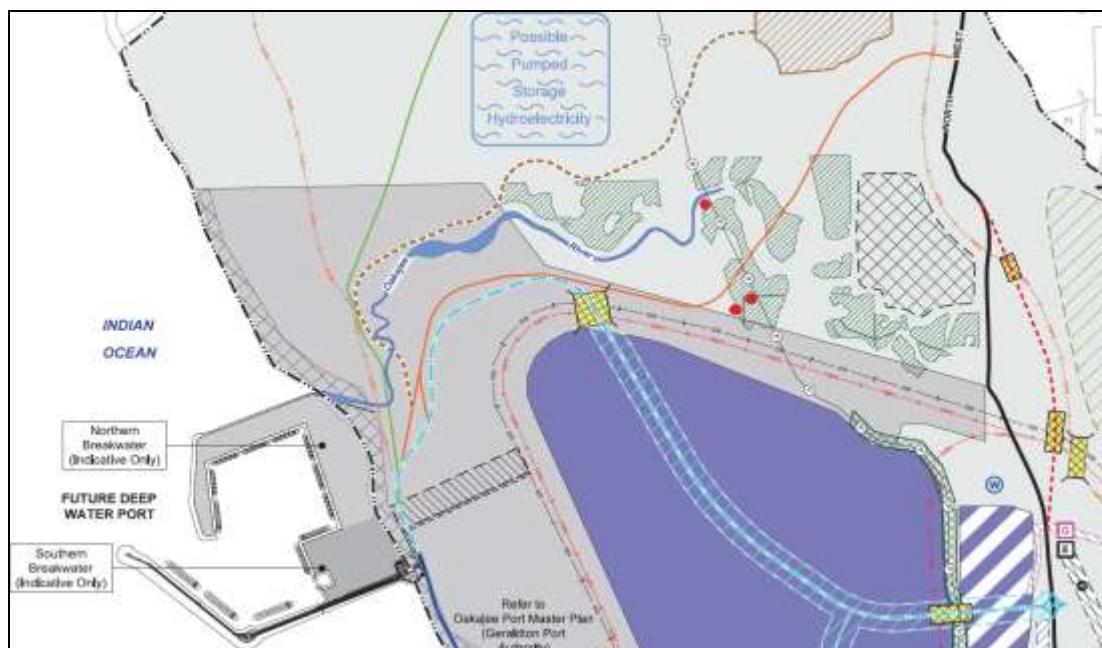
#### **FINANCIAL IMPLICATIONS**

Nil.

#### **STRATEGIC IMPLICATIONS**

The stone ruin and two lime kiln sites are within the Oakajee Industrial Estate Structure Plan area. The sites are set amidst LandCorp's sandalwood plantation areas and whilst in vicinity to, are not directly impacted by, infrastructure or access alignments, although the alignments shown upon the structure plan may be subject to change pending final detailed engineering design.

**Figure One – 3 sites superimposed upon the Oakajee Industrial Estate Structure Plan**



Heritage is based on those aspects of our past that we want to recognise and retain, they may evoke special meaning for us as individuals or as member of a community. Heritage is the elements which have played an important role in our history, a building which is special because of its architectural style or association with a person, or a landscape feature with cultural associations. Heritage significance is the aesthetic, historic, scientific, or social significance of a place for the present community and the desire to protect these places for the enjoyment of future generations.

#### **VOTING REQUIREMENTS**

Simple majority of Council.

#### **STAFF RECOMMENDATION**

That Council advise the State Heritage Office that it maintains its objection to the proposed registration of the Howatharra Lime Kilns and Stone Ruin, Oakajee upon Lot 5663 North West Coastal Highway, Oakajee on the State Register of Heritage Places as this level of recognition is contrary to the Shire of Chapman Valley Municipal Inventory Heritage Places management recommendation, the places are not considered to be of sufficient significance, and are already afforded an appropriate level of recognition and protection through their listing within the Municipal Inventory.

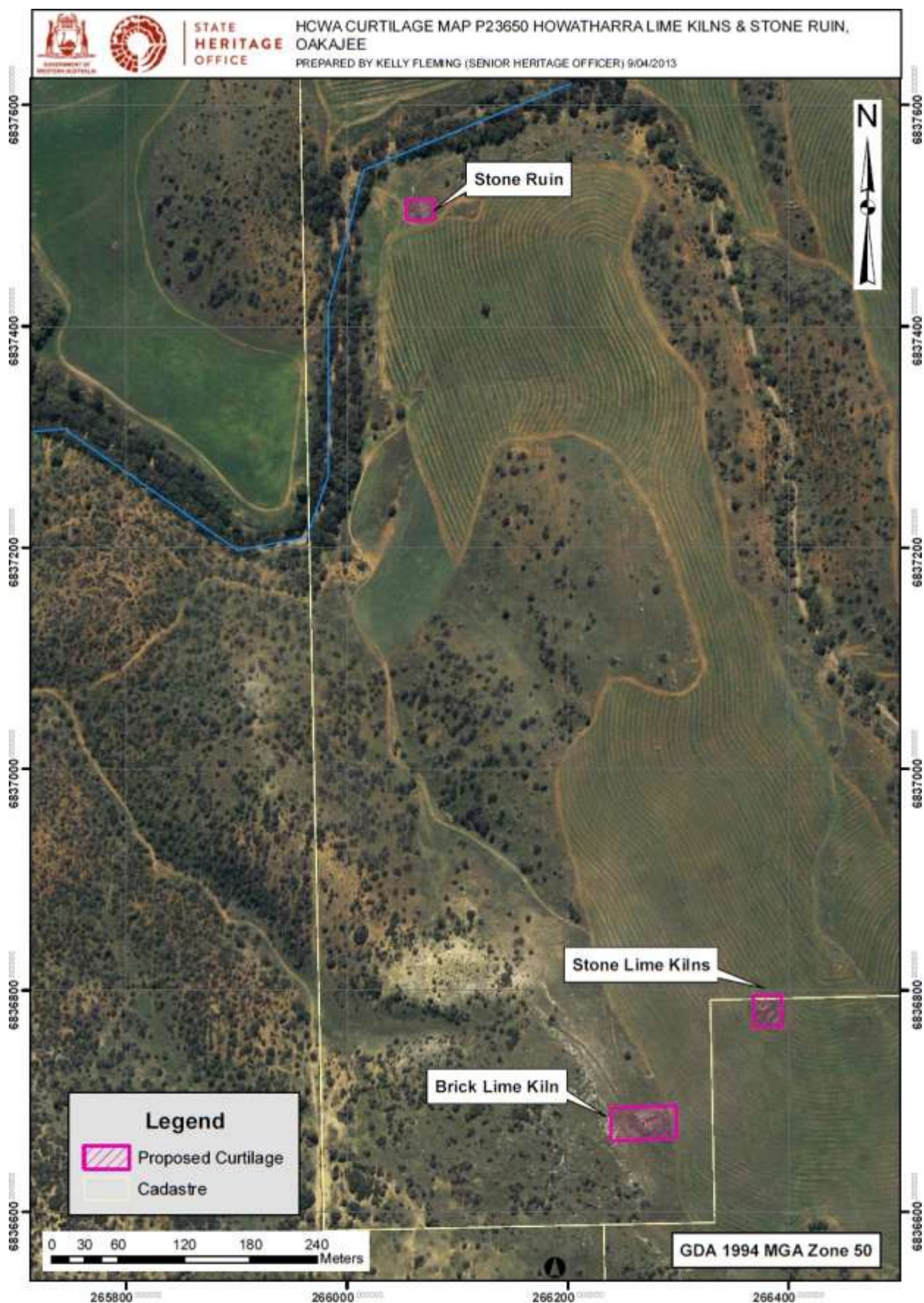
#### **COUNCIL RESOLUTION**

**MOVED: CR FARRELL**

**SECONDED: CR DAVIDSON**

**That Council advise the State Heritage Office that it maintains its objection to the proposed registration of the Howatharra Lime Kilns and Stone Ruin, Oakajee upon Lot 5663 North West Coastal Highway, Oakajee on the State Register of Heritage Places as this level of recognition is contrary to the Shire of Chapman Valley Municipal Inventory Heritage Places management recommendation, the places are not considered to be of sufficient significance, and are already afforded an appropriate level of recognition and protection through their listing within the Municipal Inventory.**

**Voting 7/1  
CARRIED  
Minute Reference 13/4-4**





<b>AGENDA ITEM:</b>	<b>9.1.4</b>
<b>SUBJECT:</b>	<b>PARKFALLS PARK MANAGEMENT AGREEMENT</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY, PARKFALLS DEVELOPER, &amp; PARKFALLS RESIDENTS ASSOCIATION</b>
<b>SITE:</b>	<b>LOT 9503 ELIZA SHAW DRIVE, WHITE PEAK</b>
<b>FILE REFERENCE:</b>	<b>A1637</b>
<b>PREVIOUS REFERENCE:</b>	<b>09/09-11, 08/10-3, 04/11-4, 05/11-29 &amp; 12/11-3</b>
<b>DATE:</b>	<b>10 APRIL 2013</b>
<b>AUTHOR:</b>	<b>SIMON LANCASTER</b>

## DISCLOSURE OF INTEREST

Nil.

## BACKGROUND

Council resolved at its 18 May 2011 meeting to engage its solicitor to draft up a Management Committee Agreement including the Parkfalls Residents Association for the consideration of Council and the Association. A Management Agreement has been drafted and circulated to the Parkfalls Residents Association and the developer of the Parkfalls Estate for comment and an updated version that has been agreed upon by representatives of both parties is now returned to Council for its formal consideration. The recommendation of this report is that Council endorse the Management Agreement and circulate it to all parties for signing and sealing.

## COMMENT

The developer of the Parkfalls Estate wrote to the Shire on 16 July 2010 proposing that the 13.2503ha Lot 9503 Eliza Shaw Drive, White Peak be rezoned and subsequently subdivided into 9 residential lots fronting Redcliffe Concourse ranging in size from 4,025m<sup>2</sup> to 4,272m<sup>2</sup>, and the eastern 9.1193ha balance area be vested in the Shire as a reserve. The developer also proposed that an amount of \$300,000 be paid in trust for the improvement of the reserve when the titles for the 9 lots and the reserve are issued.

**Figure 1 - Location Plan for Lot 9503 Eliza Shaw Drive, White Peak**



Council resolved at its 25 August 2010 meeting to initiate the rezoning of the land, and made this subject to legal documentation being prepared that confirmed the offer made by the developer. A legal agreement was drafted by the developer's solicitor and reviewed by the Shire's solicitor and considered by Council at its 20 April 2011 meeting, with it being resolved to sign the agreement subject to final modifications being undertaken, and that advertising of Scheme Amendment No.49

be commenced upon finalisation of the legal agreement. The legal agreement was duly finalised, and signed and sealed by all parties on 25 August 2011.

**Figure 2 – Aerial Photograph of Lot 9503 Eliza Shaw Drive, White Peak**



Scheme Amendment No.49 was advertised in accordance with the *Planning & Development Act 2005* from 19 September until 31 October 2011 and proposed to rezone Lot 9503 from the 'Special' zone to the 'Low Density Residential R2.5' and 'Recreation' zones. Council determined at its 14 December 2011 meeting to adopt Scheme Amendment No.49 for final approval and the Minister for Planning granted final approval to the rezoning on 17 April 2012.

The Western Australian Planning Commission granted approval for the developer to subdivide Lot 9503 on 9 August 2012 and this now enables the developer to proceed with the on-ground subdivision works, and marketing for the future release of the 9 lots has been initiated.

Item 3 of the Legal Agreement between the Shire and the developer was worded to require that a 9.1193ha area would be created from Lot 9503 at time of subdivision by the developer, and this would be set apart as a reserve for the purpose of 'Recreation and Hall' and a Management Order (formerly known as a Vesting Order) would then be issued to the Shire of Chapman Valley by the Department of Regional Development and Lands.

On 14 May 2012 the Shire wrote to its solicitors requesting that it draft a separate Management Agreement that would be used by the Shire to manage the reserve upon its creation. The solicitor was instructed to prepare the agreement such that the reserve would operate under a Management Committee arrangement whereby the Shire and relevant parties (Parkfalls developer, Parkfalls Residents Association) would meet concerning the staged development and ongoing management of the reserve.

The intention of the Management Agreement is to establish the membership of a Management Committee and its roles and responsibilities. The Management Committee in itself would not authorise the expenditure of trust funds but would be involved in the management of the reserve and make recommendation to the Council for its consideration as to development and expenditure within the reserve.

In the outset the community group that exists at the present time who would be a user of the reserve is the Parkfalls Residents Association and the agreement was drafted to refer to them as a relevant party. However, the Agreement has been worded sufficient to allow other parties to be added to the Agreement should they arise in the future. Given that the reserve will be 9.1193ha in area and develop over a period of time to serve the needs of the surrounding area there is provision for the Management Committee to evolve to accommodate a number of user groups as they may emerge.

A copy of the draft Management Agreement was provided to the Parkfalls Residents Association and the Parkfalls developer seeking their comment. The received comments from both parties have previously been provided to Councillors for general information, and a meeting between representatives of the three parties was held at the Shire office on 4 April 2013 to discuss the suggested modifications. Following the meeting all parties have indicated their satisfaction with an updated Management Agreement and a copy of the version arising from the 4 April 2013 meeting has been provided to Councillors as a separate document to the Agenda. The agreement has been provided to Councillors in two formats, the first being the finalised version, and the second with the agreed modifications of the 4 April 2013 meeting shown as tracked changes (in red text) so that Councillors may view the modifications in their complete context.

**Figure 3 – Indicative subdivisional layout for Lot 9503 Eliza Shaw Drive, White Peak**



## STATUTORY ENVIRONMENT

The portion of Lot 9503 Eliza Shaw Drive, White Peak that is proposed to be created as a 'multi-purpose parkland for the purpose of community use' through WAPC subdivision application 146092 is zoned 'Recreation' zone under Shire of Chapman Valley Town Planning Scheme No.1.

A Legal Agreement between the developer of the Parkfalls Estate and the Shire was entered into on 25 August 2011 that provides the terms for the transfer of the intended park and payment of funds by the developer to the Shire to be held in trust for expenditure on the park.

The separate Agreement now before Council is for the ongoing management of the Parkfalls Park and the process by which recommendations to Council on the expenditure of the trust funds must be made.

## POLICY IMPLICATIONS

Nil



## **FINANCIAL IMPLICATIONS**

The transfer of the proposed park site from private to public ownership will enable the Shire to work with the community to create an area that meets its recreational and community requirements. It is suggested that initially the Management Committee will give consideration to appropriate facilities for the park and this would include consultation with the wider Parkfalls community. In its consideration of responsible and staged development of the park, the Management Committee and subsequently Council would have regard for the following:

- the type of facilities that are demanded by the Parkfalls community (this would be established through a consultation process);
- the type of facilities that are likely to be used by the Parkfalls community (this would be established through an evaluation and review process);
- the capital and maintenance cost of the facilities (this would factor the initial and ongoing cost of any facility);
- the appropriateness of the facilities in relation to their setting (this would include consideration of the facilities function, appearance and impact).

The developer has agreed to make payment of \$300,000 for expenditure on construction and development within the park and the Shire will be able to supplement this through future budgetary allocation and pursuit of external funding sources.

## **STRATEGIC IMPLICATIONS**

The development of a park and facilities upon Lot 9503 to serve as a recreation and community node would capitalise on the Parkfalls Estate's radial network of bridle paths and roads that should lead to maximum utilisation of the site as it would be relatively easy and to access for the community it will serve.

## **VOTING REQUIREMENTS**

Simple Majority required.

## **STAFF RECOMMENDATION**

That Council endorse the 'Agreement for the Management of Parkfalls Recreation Site, Eliza Shaw Drive, White Peak' (amended version 4/4/13) and authorise the Shire President and Chief Executive Officer to sign and seal as necessary, and forward the agreement to the other parties.

## **COUNCIL RESOLUTION**

**MOVED: CR BATTEN**

**SECONDED: CR ROYCE**

**That Council endorse the 'Agreement for the Management of Parkfalls Recreation Site, Eliza Shaw Drive, White Peak' (amended version 4/4/13) and authorise the Shire President and Chief Executive Officer to sign and seal as necessary, and forward the agreement to the other parties subject to the following modifications – section 2.3 (3) The Chairperson of the Management Committee meetings will be one of the Shire Council representatives and Section 4.2 deletion of the word Shire and replacement with the term Council of the Shire.**

**Voting 7/1  
CARRIED  
Minute Reference 13/4-5**

# **9.2**

## **Accountant**

### **March 2013**

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## **Contents**

### **9.2 AGENDA ITEMS**

- 9.2.1 Environment and Landcare Reconciliations
- 9.2.2 Financial Reports for February 2013
- 9.2.3 Financial Report for March 2013
- 9.2.4 2012-2013 Amended Budget Review

*Mrs Barndon, Mrs Raymond and Ms Siemon entered Chambers at 10.40am*

<b>AGENDA ITEM:</b>	<b>9.2.1</b>
<b>SUBJECT:</b>	<b>ENVIRONMENT &amp; LANDCARE RECONCILIATIONS</b>
<b>PROPOSER:</b>	<b>CHIEF EXECUTIVE OFFICER</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>207.06 &amp; 403.08</b>
<b>PREVIOUS REFERENCE:</b>	<b>13/3-9</b>
<b>DATE:</b>	<b>3 APRIL 2013</b>
<b>AUTHOR:</b>	<b>STUART BILLINGHAM &amp; DIANNE RAYMOND</b>

#### **DISCLOSURE OF INTEREST**

Nil

#### **BACKGROUND**

The Chief Executive Officer has initiated a full review and audit of all Landcare Grants / financials for the last three (3) years including the current year 2012/13.

The Office Manager Mrs. Dianne Raymond in consultation with the Shires Landcare and Environmental Coordinator Ms. Nicole Siemon have prepared a reconciliation of Landcare grants/ financials 2012/2013 (Please refer to Landcare Bank Reconciliation submitted as a **separate attachment**, signed by the CEO, Office Manager and Landcare and Environmental Coordinator as a true and correct record as at 12 March 2013).

#### **COMMENT**

The Shire President and Council have previously expressed concern to the Chief Executive Officer over the lack of Landcare grant reports reconciling.

The Chief Executive Officer has coordinated the Office Manager and Landcare and Environmental Coordinator to work through the issues considered outstanding from the previous three (3) years.

The Chief Executive Officer has reviewed and signed the current Landcare bank reconciliations as at 12 March 2013 as a true and accurate snapshot of the Landcare funds.

The current balance as shown in the spreadsheet is to be expended in 2012/2013.

The Chief Executive Officer supports the Landcare bank account to be consolidated into the Municipal account, having now addressed the concerns of the Landcare Committee and full Council by presenting timely and accurate financials statements on Landcare funds.

The Chief Executive Officer has now ensured internal controls and processes are in place to ensure future Landcare reconciliations are undertaken on a monthly basis to be presented to the Landcare Coordinator, Landcare Committee and Council on a regular basis or as required.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Reconciliation of Landcare funds

#### **STRATEGIC IMPLICATIONS**

Annual Budget

#### **VOTING REQUIREMENTS**

Simple Majority

## **STAFF RECOMMENDATION**

That

- 1 The Report prepared by the Chief Executive Officer, Office Manager & dated 3 April 2013 be received.
- 2 Council acknowledges the Landcare bank reconciliation is finalised as a true and correct record as at 12 March 2013 and consider this matter now at conclusion.
- 3 Council acknowledges the efforts of the Chief Executive Officer, Office Manager and Landcare and Environmental Coordinator in reconciling the previously outstanding Landcare financial issues.
- 4 Council agrees to honour all the 2012/13 funding grants as per the original grant applications including supplementary funds.
- 5 The Shire of Chapman Valley wishes to record on the public record its expression of thanks to the Landcare & Environmental Coordinator Ms Nicole Siemon for all her efforts regarding the Shire of Chapman Valley and Landcare matters.
- 6 That the Shire of Chapman Valley close Landcare bank account and consolidate into Municipal account as required by the *Local Government Act 1995*.

## **COUNCIL RESOLUTION**

**MOVED: CR ROYCE**

**SECONDED:**

That

- 1 The Report prepared by the Chief Executive Officer, Office Manager & dated 3 April 2013 be received.
- 2 Council acknowledges the Landcare bank reconciliation is finalised as a true and correct record as at 12 March 2013 and consider this matter now at conclusion.
- 3 Council acknowledges the efforts of the Chief Executive Officer, Office Manager and Landcare and Environmental Coordinator in reconciling the previously outstanding Landcare financial issues.
- 4 Council agrees to honour all the 2012/13 funding grants as per the original grant applications including supplementary funds.
- 5 The Shire of Chapman Valley wishes to record on the public record its expression of thanks to the Landcare & Environmental Coordinator Ms Nicole Siemon for all her efforts regarding the Shire of Chapman Valley and Landcare matters.
- 6 That the Shire of Chapman Valley close Landcare bank account and consolidate into Municipal account as required by the *Local Government Act 1995*.

The motion lapsed due to no seconder to the motion.

## **COUNCIL RESOLUTION**

**MOVED: CR DAVIDSON**

**SECONDED: CR HUMPHREY**

That Item 9.2.1 lay on the table till 15 May Council meeting.

Voting 4/4  
CARRIED  
Minute Reference 13/4-6

Cr Collingwood as Chairman used his casting vote.

Mrs Raymond and Ms Siemon left Chambers at 11.00am

<b>AGENDA ITEM:</b>	<b>9.2.2</b>
<b>SUBJECT:</b>	<b>FINANCIAL REPORTS FOR FEBRUARY 2013</b>
<b>PROPONENT:</b>	<b>ACCOUNTANT</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>307.04</b>
<b>PREVIOUS REFERENCE:</b>	<b>N/A</b>
<b>DATE:</b>	<b>9 APRIL 2013</b>
<b>AUTHOR:</b>	<b>DEBBY BARNDON</b>

#### **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 February 2013 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 5 percent is set for reporting of all material variances."*

#### **FINANCIAL IMPLICATIONS**

As presented in February 2013 financial statement.

#### **STRATEGIC IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority required.

## **STAFF RECOMMENDATION**

That Council receive the financial report for the months of February 2013 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
- Credit Card Statements

## **COUNCIL RESOLUTION**

**MOVED: CR FORRESTER**

**SECONDED: CR BATTEN**

That Council receive the financial report for the months of February 2013 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**
- **Credit Card Statements**

**Voting 8/0  
CARRIED  
Minute Reference 13/4-7**

<b>AGENDA ITEM:</b>	<b>9.2.3</b>
<b>SUBJECT:</b>	<b>FINANCIAL REPORTS FOR MARCH 2013</b>
<b>PROPONENT:</b>	<b>ACCOUNTANT</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>307.04</b>
<b>PREVIOUS REFERENCE:</b>	<b>N/A</b>
<b>DATE:</b>	<b>9 APRIL 2013</b>
<b>AUTHOR:</b>	<b>DEBBY BARNDON</b>

#### **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 March 2013 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:*

11. *Statement of Financial Activity*
  12. *Balance Sheet and statement of changes in equity*
  13. *Schedule of Investments*
  14. *Operating Schedules 3 – 16*
  15. *Acquisition of Assets*
  16. *Trust Account*
  17. *Reserve Account*
  18. *Loan Repayments Schedule*
  19. *Restricted Assets*
  20. *Disposal of Assets*
- A value of 5 percent is set for reporting of all material variances."*

#### **FINANCIAL IMPLICATIONS**

As presented in March 2013 financial statement.

#### **STRATEGIC IMPLICATIONS**

Nil



## **VOTING REQUIREMENTS**

Simple Majority required.

## **STAFF RECOMMENDATION**

That Council receive the financial report for the months of March 2013 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

## **COUNCIL RESOLUTION**

**MOVED: CR ROYCE**

**SECONDED: CR FORRESTER**

That Council receive the financial report for the months of March 2013 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 13/4-8**

<b>AGENDA ITEM:</b>	<b>9.2.4</b>
<b>SUBJECT:</b>	<b>2012/2013 AMENDED BUDGET REVIEW</b>
<b>PROPONENT:</b>	<b>ACCOUNTANT</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>307.04</b>
<b>PREVIOUS REFERENCE:</b>	<b>N/A</b>
<b>DATE:</b>	<b>4 APRIL 2013</b>
<b>AUTHOR:</b>	<b>DEBBY BARNDON</b>

## **DISCLOSURE OF INTEREST**

Nil

## **BACKGROUND**

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires local governments to conduct a budget review between 1 January and 31 March each financial year and to determine whether or not to adopt the review. A copy of the review is also required to be provided to the Department.

## **COMMENT**

At the February Council meeting it was resolved:

MOVED: CR FORRESTER

SECONDED: CR BELL

That Council resolve:

- 1 To adopt the Budget review prepared as at 31 December 2012 as amended.
- 2 That a copy of the review be formally forwarded to the Department of Local Government in accordance with Financial Regulation (33A) of the *Local Government Act 1995*.

Voting 6/0

CARRIED

Minute Reference: 13/2-21

Correspondence has been received from the Department of Local Government dated 15 March 2013 where the Department notes a reference to the \$113,002 reduction in opening surplus in the Budget Review which was not dealt with. (**Attachment 1**)

The Amended Budget Review (**Attachment 2**) is to address the \$113,000 reduction in the opening surplus. The change in the opening surplus resulting from End of Year – Auditor Adjustments for the 2011/2012 Annual Report.

A breakdown of the End of Year changes is shown in **Attachment 3**

## **STATUTORY ENVIRONMENT**

Regulation 33A of the Local Government (Financial Management) Regulations 1996

## **POLICY IMPLICATIONS**

Policy 5.20

## **FINANCIAL IMPLICATIONS**

Various Amendments to Budget Items caused by various operational surplus and deficits.

## **STRATEGIC IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Absolute majority required.

## **STAFF RECOMMENDATION**

That Council adopt the Amended Budget Review.

## **COUNCIL RESOLUTION**

**MOVED: CR FORRESTER**

**SECONDED: CR BATTEN**

**That Council adopt the Amended Budget Review.**

**Voting 8/0  
CARRIED  
Minute Reference 13/4-9**

*Mrs Barndon left Chambers at 11.57am*

*Cr Forrester left the meeting at 11.57am*

*Meeting adjourned at 11.58am*

*Meeting recommenced at 1.00pm*

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# **9.3**

## **Chief Executive Officer**

### **April 2013**

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## **Contents**

### **9.3 AGENDA ITEMS**

- 9.3.1 Building & Disability Services Committee Minutes
- 9.3.2 Road Inspection & Works Committee Minutes
- 9.3.3 Monsignor Hawes Interpretative Signage Project Plan
- 9.3.4 Mid West Group of Affiliated Agricultural Societies - Request for Donation
- 9.3.5 Procurement Procedures
- 9.3.6 Chapman Valley Agricultural Society Inc – Gifting of Building
- 9.3.7 WALGA 2013 Association Honours
- 9.3.8 Community Strategic Plan

<b>AGENDA ITEM:</b>	<b>9.3.1</b>
<b>SUBJECT:</b>	<b>BUILDING &amp; DISABILITY SERVICES COMMITTEE MINUTES</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>N/A</b>
<b>FILE REFERENCE:</b>	<b>801.00</b>
<b>PREVIOUS REFERENCE:</b>	
<b>DATE:</b>	<b>2 APRIL 2013</b>
<b>AUTHOR:</b>	<b>STUART BILLINGHAM</b>

#### **DISCLOSURE OF INTEREST**

Nil

#### **BACKGROUND**

The Shire of Chapman Valley Building & Disability Services Committee met on Wednesday 27 March 2013 for the Annual Inspection of Councils buildings followed by the Committee meeting in the Council Chambers Nabawa. The minutes of the meeting have been included as **Attachment 1**.

#### **COMMENT**

The minutes and recommendations from the Building & Disability Services Committee meeting date 27 March 2013 are presented for Council consideration.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

#### **POLICY IMPLICATIONS**

Staff Housing Policy (Draft)  
Shire Policy Manual  
Shire of Chapman Valley Workforce Plan (Draft)

#### **FINANCIAL IMPLICATIONS**

2013/2014 Annual Budget

#### **STRATEGIC IMPLICATIONS**

Forward Capital Works Plan  
Long Term Financial Plan (Draft)

#### **VOTING REQUIREMENTS**

Simple Majority

#### **STAFF RECOMMENDATION**

That Council receives the minutes of the Building & Disability Services Committee meeting of 27 March 2013.

#### **COMMITTEE RECOMMENDATION**

The Building & Disability Services Committee recommends to Council;

- 1 That Shire housing rental amount be increased for shire non contract staff from \$50 per week to \$100 per week commencing 1 July 2013 and \$180 per week commencing 1 January 2014 with the tenants being eligible for the \$40 per week subsidy commencing 1 January 2014.
- 2 That the Chief Executive Officer and Community Development Officer be authorised to apply for grant funding for the Local Government Energy Efficiency Program.
- 3 That the amended draft five (5) year building program be presented to Council for 2013/2014 budget consideration with the Building Committee Minutes.

## **COUNCIL RESOLUTION**

**MOVED: CR BATTEN**

**SECONDED: CR FARRELL**

**That Council receives the minutes of the Building & Disability Services Committee meeting of 27 March 2013.**

**The Building & Disability Services Committee recommends to Council;**

- 1      That Shire housing rental amount be increased for shire non contract staff from \$50 per week to \$100 per week commencing 1 July 2013 and \$180 per week commencing 1 January 2014 with the tenants being eligible for the \$40 per week subsidy commencing 1 January 2014.**
- 2      That the Chief Executive Officer and Community Development Officer be authorised to apply for grant funding for the Local Government Energy Efficiency Program.**
- 3      That the amended draft five (5) year building program be presented to Council for 2013/2014 budget consideration with the Building Committee Minutes.**
- 4      That an extra \$1000 be allocated to the lining of the ceiling at the basketball stadium balcony taking the cost to \$4000.**
- 5      That Shire obtains quotes for the urgent replacement of septic leach drains at Lot 19 Chapman Valley Road, Nabawa and bring back to Council.**

**Voting 7/0**

**CARRIED**

**Minute Reference 13/4-10**





Shire of  
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*Love the Rural Life*

# UNCONFIRMED MINUTES

**BUILDING AND DISABILITY SERVICES COMMITTEE  
WEDNESDAY 27 MARCH 2013  
COUNCIL CHAMBERS NABAWA  
4.30PM**

The Building and Disability Committee is comprised of:-

Cr Peter Batten (Chairman)  
Cr Anthony Farrell  
Cr Pauline Forrester  
Cr David Bell

Mr Stuart Billingham	Chief Executive Officer	(Observer)
Mr Anthony Abbott	Building/Project Officer	(Observer)
Mrs Karen McKay	Executive Assistant	(Minute Taker)

## DISCLAIMER



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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.

Stuart Billingham  
**CHIEF EXECUTIVE OFFICER**



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**UNCONFIRMED MINUTES FOR THE BUILDING & DISABILITY SERVICES COMMITTEE  
MEETING HELD IN THE COUNCIL CHAMBERS NABAWA ON WEDNESDAY 27 MARCH 2013  
COMMENCING AT 4.30PM**

**1.0 Welcome**

The Chairman welcomed Councillors and staff and declared the meeting open.

**2.0 Record of Attendance / Apologies / Leave of Absence**

Present: Cr Peter Batten (Chairman)  
Cr Pauline Forrester  
Cr Anthony Farrell  
Cr David Bell

Mr Stuart Billingham Chief Executive Officer  
Mr Anthony Abbott Building Surveyor / Project Officer  
Mrs Karen McKay Executive Assistant (Minute Taker)

Apologies: Nil

**3.0 Confirmation of Previous Minutes**

**COMMITTEE DECISION**

**MOVED: CR FARRELL**

**SECONDED: CR BELL**

**That the minutes of the Building & Disability Services Committee of the Shire of Chapman Valley held on 30 May 2012 be confirmed as a true and accurate record of proceedings.**

**CARRIED  
Voting 4/0**

**4.0 Business Arising**

**Notes from Inspection of Council Buildings**

**Yuna Hall / Library**

- Upgrade power board in hall and load test - list for consideration in 2013/2014 budget approx \$3000
- Wheelchair ramp at front of hall – works crew to do under maintenance
- Library door - maintenance
- Repair door stop at powder room
- Aluminium window in kitchen list for consideration in 2014/15 budget consideration
- Relist asbestos removal of roof for budget consideration in 2014/15 budget.

### **Yuna Tennis Club**

- Speak to NACC regarding rabbit proof fencing and also CABY / P & C identified as issue
- Top dress lawn

### **Yuna Depot**

- Remove dead tree and trim trees at shed - maintenance

### **Lot 27 Chapman Valley Road, Yuna – Al Liezenga**

- Door stop for front door
- Speak to Main Roads WA regarding culvert pipe

### **Lot 23 Chapman Valley Road, Yuna – Graeme Garraway**

- Speak to Main Roads WA regarding culvert pipe
- Repair and repaint front barge board
- Hot tap at vanity

### **Naraling Hall**

- Hardiflex to external arch frame
- Oil step at front
- Spoon drains to remove water from around building
- Bogging to right hand style and paint – approx \$500 list for 2013/2014 budget consideration
- Brace front doors

### **Nabawa Community Centre**

- Disabled access to front of building – Anthony to investigate prefabricated options  
List \$200 for budget consideration
- All guttering list for 2014/2015 budget
- Front right door – remove and reglue
- Exhaust fan in kitchen – maintenance
- Outside Gents toilet – crack in wall above hand basin and repaint
- Repaint eaves at time of repairing crack
- Prune trees
- Table plugs – maintenance
- Bead Silicon on south west external door

### **Pre-School**

- Missing benches - Stuart to follow up with school
- Prune trees at same time as works pruning program – during school holidays
- Clean gutters – add to Five (5) year Building Program and list \$250 per building for 2013/14 budget

### **Nabawa Recreation Centre**

- Paint eaves – verandah
- Patch concrete - maintenance
- Repair brickwork commentators box
- Toilet seat in umpires room to be replaced
- Wirly bird basketball roof
- Colourbond ceiling under balcony – additional \$1000 for the 2012/2013 budget
- Visitors changeroom external door needs to be replaced – list for 2013/2014 budget

- PA Door for fire hose compliance – list \$1500 for 2013/2014 budget
- Basketball arena seating - fibro needs screws to repair
- Inside bar area – paint wall entering toilets and inside male & female toilets – quote for 2013/2014 budget
- Repair leaking cistern
- Requote for air conditioner – supply & install
- Door stop in kitchen and repair hole in wall

#### **Nabawa Tennis Club**

- Bolts on light pole
- Repair hole in fence

#### **Nabawa Shire Depot**

- Prune trees

#### **Nabawa Shire Office**

- Small shed to store Generator for power to office
- Quote to connect existing generator – approx \$1200

#### **Lot 19 Chapman Valley Road, Nabawa - Nic & Christine Philippa**

- Leach drain – quote to replace -report to Council to be funded out of building reserve absolute majority required
- Silastic tiles in kitchen
- Flyscreen to be replace bedroom window

#### **Lot 1 (9) Indialla Rd, Nabawa – Robyne Hosking**

- Request to remove side fence and shed next to carport for additional carparking – approx \$500
- Paint ceiling in kitchen and passage
- Recontour side access

#### **Lot 31 Indialla Rd, Nabawa – Stuart & Bec Billingham**

- Quote for aircon in front room
- Quote brick up 3 wall aircon holes
- Maintenance to replace or repair verticals
- Drop curtains for patio if patio under budget
- Insulate ceilings over 2 bedrooms – approx \$200 or quote for aircon dual cassette

#### **Centenary Park**

- Fix leaking water fountain
- Repair to BBQ – do under maintenance

#### **Nanson Showground**

- Letter from Department of Lands regarding crown reserve
- CEO to follow up with LGIS insurance
- Clean gutters

#### **Nanson Historical Museum**

- Anthony to look at new padlocks and re-issuing keys – approx \$300
- Replace skylights and put mesh under – approx \$400
- Trim trees to south side of building
- Clean box gutters

#### **Nanson Road Board Building**

- Road Board building remove tap and pipe work
- Remove rain water tank on Road Board building
- Request for security screens – check with Heritage Commission

#### **Coronation Beach Camp Ground**

- Possible expansion of new bays
- Realign access track

#### **Other**

- Shire Housing

#### **COMMITTEE DECISION**

**MOVED: CR FARRELL**

**SECONDED: CR BATTEN**

That the Building and Disability Services Committee recommend to Council that Shire housing rental amount be increased for shire non contract staff from \$50 per week to \$100 per week commencing 1 July 2013 and \$180 per week commencing 1 January 2014 with the tenants being eligible for the \$40 per week subsidy commencing 1 January 2014.

**CARRIED**  
**Voting 4/0**

#### **5.0 General Business**

Local Government Energy Efficiency Program (LGEEP) – Solar / Heat Pump

- Lot 23 Chapman Valley Road, Yuna
- Lot 27 Chapman Valley Road, Yuna
- Lot 31 Indialla Road, Nabawa
- Lot 19 Chapman Valley Road, Nabawa
- Shire Office 3270 Chapman Valley Road, Nabawa

#### **COMMITTEE DECISION**

**MOVED: CR FORRESTER**

**SECONDED: CR FARRELL**

That the Building & Disability Services Committee recommends that the Chief Executive Officer and Community Development Officer be authorised to apply for grant funding.

**CARRIED**  
**Voting 4/0**

Five (5) Year Building Program

**COMMITTEE DECISION**

**MOVED: CR FORRESTER**

**SECONDED: CR BATTEN**

**That the amended draft five (5) year building program be presented to Council for 2013/2014 budget consideration with the Building & Disability Services Committee Minutes.**

**CARRIED  
Voting 4/0**

**6.0 Closure**

The chairman thanked the Committee members and staff for their attendance and declared the meeting closed at 6.55pm.



<b>AGENDA ITEM:</b>	<b>9.3.2</b>
<b>SUBJECT:</b>	<b>ANNUAL ROAD INSPECTION &amp; WORKS COMMITTEE MINUTES</b>
<b>PROPOSER:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>N/A</b>
<b>FILE REFERENCE:</b>	<b>1021.00</b>
<b>PREVIOUS REFERENCE:</b>	
<b>DATE:</b>	<b>2 APRIL 2013</b>
<b>AUTHOR:</b>	<b>STUART BILLINGHAM</b>

#### **DISCLOSURE OF INTEREST**

Nil

#### **BACKGROUND**

The Shire of Chapman Valley Councillors met on Tuesday 26 March 2013 for the Annual Road Inspection followed by the Works Committee meeting in the Council Chambers Nabawa. The minutes of the meeting have been included as **Attachment 1**.

#### **COMMENT**

The minutes and recommendations from the Works Committee meeting date 26 March 2013 are presented for Council consideration.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

#### **STAFF RECOMMENDATION**

That Council receives the minutes of the Works Committee meeting of 26 March 2013.

#### **COMMITTEE RECOMMENDATION**

The Works Committee recommends to Council to list Richards Road, Nolba Road and Dolby Road on the 2013/2014 Draft Budget.

#### **COUNCIL RESOLUTION**

**MOVED: CR FARRELL**

**SECONDED: CR HUMPHREY**

**That Council receives the minutes of the Works Committee meeting of 26 March 2013.**

**The Works Committee recommends to Council to list Richards Road, Nolba Road and Dolby Road on the 2013/2014 Draft Budget.**

**Voting 7/0  
CARRIED  
Minute Reference 13/4-11**



Shire of  
**Chapman Valley**  
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# UNCONFIRMED MINUTES

**WORKS COMMITTEE  
TUESDAY 26 MARCH 2013  
COUNCIL CHAMBERS NABAWA  
4.30PM**

The Works Committee is comprised of:-

Cr John Collingwood	Chairman
Cr Anthony Farrell	
Cr Trevor Royce	
Cr Peter Humphrey	

Mr Stuart Billingham	Chief Executive Officer	(Observer)
Mr Ken Barndon	Works Supervisor	(Observer)
Mrs Karen McKay	Executive Assistant	(Minute Taker)

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The Shire of Chapman Valley warns that anyone who has any application or request with the Shire of Chapman Valley must obtain and should rely on

## WRITTEN CONFIRMATION

Of the outcome of the application or request of the decision made by the Shire of Chapman Valley.

A handwritten signature in blue ink, appearing to read 'Stuart Billingham', is positioned above the printed name.

Stuart Billingham  
**CHIEF EXECUTIVE OFFICER**



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

**UNCONFIRMED MINUTES FOR WORKS COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS NABAWA ON TUESDAY 26 MARCH 2013 COMMENCING AT 4.00PM**

**1.0 Welcome**

Cr Collingwood declared the meeting open at 4.00pm and welcomed Councillors and Staff present.

**2.0 Record of Attendance / Apologies / Leave of Absence**

Present: Cr John Collingwood  
Cr Peter Batten  
Cr Pauline Forrester  
Cr Anthony Farrell  
Cr Peter Humphrey  
Cr Trevor Royce

Mr Stuart Billingham Chief Executive Officer  
Mr Ken Barndon Works Supervisor  
Mrs Karen McKay Executive Assistant (Minute Taker)

Apologies: Cr Beverley Davidson  
Cr David Bell

**3.0 Adoption of Previous Works Committee Minutes - No Minutes available**

**4.0 Business Arising - Notes from Inspection of Council Roads**

**Dartmoor Road**

Dartmoor Road currently does not have full Regional Road Group (RRG) funding approval but is approx 99% confirmed.

**Coonawa Road**

Inspected Coonawa Road and water tank for fire fighting purposes.

**Nolba Road**

Inspected Nolba Road and new modified intersection.

**East Bowes Road**

Inspected East Bowes Road up to Mazzuchelli Road and East Bowes Road has Regional Road Group (RRG) funding.

**Nabawa Yetna Road**

Inspected

#### **Coronation Beach Road**

Inspected Coronation Beach Road and Southern access track

#### **Buller Rivermouth Access Road**

Inspected Buller Rivermouth access road and onsite inspection of Rivermouth.

#### **Eliza Shaw Drive**

Parkfalls shoulders etc look at the maintenance budget for the 2014/2015 year need to be cautious as works crew have the large project of East Bowes Road.

The Shires works crew try and do approx 500m of streetscape within Parkfalls each year. The existing works were done from the maintenance budget.

Allocate 1km in for 2014/2015 maintenance budget.

#### **Richards Road**

Inspected Richards Road and adjoining subdivision @ Wokarena Heights.

#### **Dolby Creek**

Cr Humphrey queried whether a experimental bonding solution could be used on Dolby Road as it does not have heavy traffic.

Mr Barndon advised that he will investigate all options.

#### **Mills Lookout**

Not inspected.

#### **Urch Road**

Discussion was held regarding sealing part of Urch Road. It was resolved that by only sealing part of Urch road that this would not solve the dust issue.

#### **East Nabawa Road**

Mr Billingham advised that he is currently waiting to hear from Robin Duncan at Main Roads WA. The shire does not currently have the full RRG funding for this road but will request to see if we can be added to the top of the list for 2013/2014. If any funds are available we may be able to rollover to the 2014/2015 budget.

#### **Wandana Road**

Shoulder work to be carried out as part of the maintenance program.

#### **COMMITTEE RECOMMENDATION**

**MOVED: CR FORRESTER      SECONDED: CR FARRELL**

**The Committee recommends that Richards Road, Nolba Road and Dolby Road be listed for budget consideration in the 2013/2014 draft budget.**

**CARRIED  
Voting 6/0**

## 5.0 General Business

Roads program (**Attachment 1**)

### Draft 2013/14 Road Summary

- |  |  |
|--|--|
| 1. East Bowes Complete -               | Stage one Carry over<br>Stage two Carry over<br>Stage three Carry over               |
| 2. Dartmoor Road \$294,965 -           | Shire Contribution \$98,322<br>Regional Road Group \$196,643                         |
| 3. Yuna Tenindewa Road \$ 327,034 -    | Shire Contribution \$109,011<br>Regional Road Group \$ 218,023                       |
| 4. Commodity Route Funding \$295,000 – | State Road Funds \$140,000<br>Shire Contribution - \$155,000 ( <b>Attachment 2</b> ) |

### Wish List

Nolba Road \$ 134,036

### Ten (10) year Road Maintenance Program (**Attachment 3**)

Mr Barndon advised that the Priority Road list will go in the Forward Capital Works Program and he will need to cost up for the 10 year Maintenance Program for Morrison Low Consultants

Gravel sheeting Burton Road to Station/Valentine Road will need to be looked at.

Mr Barndon will cost up projects identified during the road inspection for 2013/2014 budget consideration.

Mr Billingham and Mr Barndon to look at the machinery replacement 10 year program prioritise and bring back for preliminary budget discussion. Mr Barndon advised that the water tank requires replacing.

## 6.0 Closure

Cr Collingwood thanked Councillors and Staff for a very productive and worthwhile day with the Shires roads network looking good and declared the meeting closed at 4.48pm

Priority	Road/Job	SLK	Comment	Type	Wages	OffRoads	Plant Op	Materials	TOTAL	Hours	OTHER	Transfer from Assets	Manpower
Road 5	East Boats Road Stage 3 - 3km's	9.20-11.20	2 Coat Spray Seal		28800.00	12,480	35,535	13,840	82,655	800			82,655
1	Road 18	1. Richards Road 1.2km's	Gravel		29536.00	17,722	49,355	86,430	183,842	1,136		0	183,842
2	Road 12	2. Dolby Place	Gravel		14990.00	8,994	24,657	61,650	110,291	562	10,000	0	100,291
Road 22	Dalrymple Road 3km's		Reveal		0.00	0	0	252,898	252,898	0		0	252,898
Road 1	Coronation North Road 3km's		Reveal		0.00	0	0	99,700	99,700	0		0	99,700
2	Road 15	2. Durvahl Road	Gravel		7885.00	4,683	14,828	16,700	38,016	295		0	38,016
3	Road 7	3. Wandlam Road 1.6km's	Gravel		7062.00	4,237	11,426	12,600	35,325	267		0	35,325
4	Road 11	4. Wandlam Road 6.8km's	Gravel		28920.00	17,352	52,153	40,185	138,610	1,095		0	138,610
5	Road 6	5. Hickory Road 1.2km's	Gravel		17678.00	10,607	31,923	22,400	82,608	673		0	82,608
6	Road 19	6. Nodda Road 1.5km's	Gravel		26856.00	16,114	58,846	32,220	134,036	1,026		0	134,036
7	Road 14	7. Station Road 5.8km's	Gravel		26332.00	15,799	53,492	32,515	127,238	1,007		0	127,238
8	Road 8	8. Murphy North	Gravel		20375.00	12,125	34,983	21,400	88,983	766		0	88,983
9	Road 13	9. East Dartmoor Road 6.2km's	Gravel		26430.00	15,858	58,340	35,500	136,128	1,005		0	136,128
Road 21	Eliza Shaw Drive full contract shoulder work	1.2-2.2			1664.00	998	4,599	39,100	46,361	64		0	46,361
Road 18	Dartmoor Road	3.1-3.943-4.1.8 Potholes			105575.00	63,345	102,444	177,000	448,364	0		0	448,364
Road 27	Wandlam				4680.00	2,808	9,459	2,500	19,438	180			19,438
Road 20	Valentine Road				5260.00	3,120	4,945	7,302	0	50			0



**Stuart Billingham**

**From:** DUNCAN Robyn (BSC) <robyn.duncan@mainroads.wa.gov.au>  
**Sent:** Monday, 18 March 2013 11:09 AM  
**To:** Bill Atkinson CEO-Shire of Carnamah; Stuart Billingham  
**Cc:** MILLER Bernie (RM)  
**Subject:** 2013/14 Commodity Route Supplementary Fund Program  
**Attachments:** 2013-14 CRSF Program.pdf

Hi

As per below the 2013/14 Commodity Route Supplementary Fund Program has now been finalised and approved.

We had 2 x submissions from the Mid West Region:

Shire of Carnamah – Old Telegraph Road – Funding requested balance \$60 000 from 12/13 project      **To be fully funded**

Shire of Chapman Valley – East Nabawa Road – Funding requested \$196 500      **To be partially funded only at this time \$140 000**

**Chapman Valley Please Note:** As per attached, this project is the last funded project and there are insufficient funds to fully fund at this time. Should additional funds become available the project may receive further funds, but no guarantees.

*Can you please advise if you are willing to accept the partial funding on this project of \$140 000, bearing in mind that the project will require completion as per the submission, with an additional contribution by the Shire to make up the balance.*

Thanks

Robyn

**From:** SORAINE Stewart (PMOLR)  
**Sent:** Monday, 18 March 2013 10:24 AM  
**To:** HUTCHINGS Steve (PC); CULPH Stephen (PC); REYNOLDS Ernie (NM); DUNCAN Robyn (BSC); SHEPHERD Timothy (PC); HEATH Cherie (AMO); HOLDING Megan (PO); MOREY Cathy (CSM)  
**Cc:** Mark Bondietti ([MBondietti@walgga.asn.au](mailto:MBondietti@walgga.asn.au))  
**Subject:** 2013/14 Commodity Route Supplementary Fund Program

Good morning everyone,

With reference to the above, this is to advise that the **2013/14 Commodity Route Supplementary Fund Program** that was recommended by the Technical Review Group has now been endorsed out-of-session by members of the State Road Funds to Local Government Advisory Committee.

Please find attached a copy of the program for forwarding on to Local Governments within your region.



1000

## 10 Year Road Costing Plan Estimate - 27.03.2013

Year	Road Name	Type of work	Length (M)	Budget cost per kilometre	Notes/Comments		
East	2013/14	Valentine	Gravel Sheeting	4.2	10000		
	Richards Road	seal	3.2	10000			
	Polley Road	Gravel Sheeting	4.5	10000			
	Dunmore	Gravel Sheeting	32	10000	one third	800	
	Townsend	Whisking		10000	one third	800	
South	2014/15	Townsend	Gravel Sheeting	1.4	10000		
	Lecky Road			10000			
	Wardlaw			10000			
	McKays Road	Gravel Sheeting	4	10000			
	Dunmore	Gravel Sheeting	3	10000	one third	800	
	Townsend	Gravel Sheeting	4.5	10000	one third	800	
	Town Townsend	whisking		10000	one third	800	
West	2015/16	Town	Gravel Sheeting	4.0	10000		
	Dunmore	Gravel Sheeting	10	10000	one third	800	
	Wardlaw	Gravel Sheeting	4	10000			
	Murphy's Road	Gravel Sheeting	2.8	10000			
	Park Road	Gravel Sheeting	5.0	10000			
North	2016/17	Wardlaw	Gravel Sheeting	3.0	10000		
	McKays Road	Gravel Sheeting	4.0	10000			
	McKays Road	Gravel Sheeting	4.0	10000			
	Wardlaw	Gravel Sheeting	4.0	10000	one third	800	
	Dunmore	Gravel Sheeting	3.0	10000			
	Chapman, Mullins Road	seal	2	10000			
East	2017/18	McKays Road	Gravel Sheeting	4.0	10000	one third	800
	Dunmore	Gravel Sheeting	4	10000			
	Wardlaw, Gully	Gravel Sheeting	4	10000			
	Dunmore	Gravel Sheeting	4	10000	one third	800	
	Wardlaw, Gully	Gravel Sheeting	4	10000			
	Dunmore	Gravel Sheeting	4	10000			
	Wardlaw, Gully	Gravel Sheeting	4	10000			
	Dunmore	Gravel Sheeting	4	10000			
	Wardlaw, Gully	Gravel Sheeting	4	10000			
South	2018/19	Dunmore	Gravel Sheeting	4	10000	one third	800
	Dunmore	Gravel Sheeting	4	10000			
	Murphy's Road	Gravel Sheeting	2.8	10000			
	East Dunmore	Gravel Sheeting	2.8	10000			
	Wardlaw	Gravel Sheeting	4	10000			
	Chapman, Mullins Road	seal	2	10000			
	East Northampton Road	seal	2	10000			
	Northern Gully	Gravel Sheeting	4	10000			
	Billys Road	Gravel Sheeting	2.8	10000			
	Dunmore	Gravel Sheeting	4.5	10000			
North	2019/20	Wardlaw Gully	Gravel Sheeting	3	10000	one third	800
	Dunmore	Gravel Sheeting	3	10000			
	Dunmore	Gravel Sheeting	4	10000			
	Wardlaw Gully	Gravel Sheeting	4	10000			
	Wardlaw Gully	Gravel Sheeting	4	10000			
	Wardlaw Gully	Gravel Sheeting	4	10000			
	Wardlaw Gully	Gravel Sheeting	4	10000			
	Wardlaw Gully	Gravel Sheeting	4	10000			
	Wardlaw Gully	Gravel Sheeting	4	10000			
West	2020/21	Murphy's Road	Gravel Sheeting	3.0	10000	one third	800
	Dunmore	Gravel Sheeting	4	10000			
	Wardlaw Gully	Gravel Sheeting	3.0	10000			
	Wardlaw	Gravel Sheeting	4	10000			
	Wardlaw Gully	Gravel Sheeting	4	10000			
	Wardlaw Gully	Gravel Sheeting	4	10000			
	Wardlaw Gully	Gravel Sheeting	4	10000			
	Wardlaw Gully	Gravel Sheeting	4	10000			
	Wardlaw Gully	Gravel Sheeting	4	10000			
	Wardlaw Gully	Gravel Sheeting	4	10000			
East	2021/22	Dunmore	Gravel Sheeting	30	10000	one third	800
	Wardlaw Gully	Gravel Sheeting	5.5	10000			
	Dunmore	Gravel Sheeting	4	10000			
	East Dunmore	Gravel Sheeting	4	10000			
	St John's	Gravel Sheeting	3.3	10000			
	Wardlaw Gully	Gravel Sheeting	4.0	10000			
South	2022/23	Dunmore	Gravel Sheeting	30	10000	one third	800
	Dunmore	Gravel Sheeting	4	10000			
	Wardlaw Gully	Gravel Sheeting	4	10000			
	Wardlaw Gully	Gravel Sheeting	4	10000			
	Wardlaw Gully	Gravel Sheeting	4	10000			
	Wardlaw Gully	Gravel Sheeting	4	10000			
West	2023/24	Dunmore	Gravel Sheeting	30	10000	one third	800
	Dunmore	Gravel Sheeting	4	10000			
	Wardlaw Gully	Gravel Sheeting	4	10000			
	Wardlaw Gully	Gravel Sheeting	4	10000			
	Wardlaw Gully	Gravel Sheeting	4	10000			
	Wardlaw Gully	Gravel Sheeting	4	10000			
				3,382,400			

<b>AGENDA ITEM:</b>	<b>9.3.3</b>
<b>SUBJECT:</b>	<b>MONSIGNOR HAWES INTERPRETATIVE SIGNAGE PROJECT PLAN</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>806.00</b>
<b>PREVIOUS REF:</b>	<b>3/11-10</b>
<b>AUTHOR:</b>	<b>STUART BILLINGHAM</b>

## **DISCLOSURE OF INTEREST**

Nil

## **BACKGROUND**

The Shire of Chapman Valley has received the attached email on 11 March 2013 from the Project Officer Ms Lucinda Jose of Monsignor Hawes Heritage Incorporated. (**Attachment 1**)

At the 16 March 2011 Council meeting it was resolved:

Moved Cr Davidson Seconded Cr A Bell

That Council make an allowance of \$2,000 (two thousand dollars) in the draft 2011/12 Budget as a contribution towards the Monsignor Hawes Interpretive signage and church promotion.

CARRIED  
Voting 7/0  
Minute Reference 3/11-10

## **COMMENT**

Monsignor Hawes was an architect and priest who designed and built many beautiful and unusual buildings in the Mid West, Murchison and Gascoyne regions of Western Australia.

The fascinating story of Monsignor Hawes is an important cultural and tourism asset for these regions.

Currently many of the Churches have little or signage that is in poor repair.

The signage varies from place to place, however much of it was erected in 1988 as part of the bicentennial celebrations. Many of these signs no longer serve the purpose of informing visitors about the buildings.

The proposed project to design and install a series of interpretive external signage will transform the collection of buildings into a self drive trail.

Our Lady of Fatima Church and Convent at Nanson was designed by Monsignor Hawes and would benefit from this project.

**Attachment 2** is the Monsignor Hawes Interpretative Signage Project Plan.

## **STATUTORY ENVIRONMENT**

Nil

## **POLICY IMPLICATIONS**

Council's Policy Manual relating to donations provides:-

### **"5.30 DONATIONS AND GRANTS**

#### **Local Nature**

*Council shall consider requests for donations on their individual merit however, generally will decline appeals for donations -*

*Of a state or national nature, or  
If they are not concerned or connected with the Chapman Valley area.*

*Exceptions to the above will be -*

*Disaster or emergency appeals.*

*The Chief Executive Officer be delegated authority to authorise donations within budget limitations, up to a maximum of \$100 per application.*

*This delegation is to be in accordance with Council's policy in regards to "Local Nature". (See Delegation No 3005)*

*All other donations in excess of miscellaneous budget allocations are to be brought back to Council for consideration in Accordance with Policy"*

## **FINANCIAL IMPLICATIONS**

Possible \$2,000 be allocated in the draft 2013/2014 budget.

## **STRATEGIC IMPLICATIONS**

Long term Financial Plan (Draft)

## **VOTING REQUIREMENTS**

Simple Majority

## **STAFF RECOMMENDATION**

That Council list \$2,000 (two thousand dollars) in the 2013/2014 Draft Budget as the Shire of Chapman Valleys contribution towards the Monsignor Hawes Interpretive Signage Project Plan.

## **COUNCIL RESOLUTION**

**MOVED: CR BATTEN**

**SECONDED: CR DAVIDSON**

**That Council list \$2,000 (two thousand dollars) in the 2013/2014 Draft Budget as the Shire of Chapman Valley's contribution towards the Monsignor Hawes Interpretive Signage Project Plan.**

**Voting 7/0  
CARRIED**

**Minute Reference 13/4-12**

# MONSIGNOR HAWES HERITAGE

*spirit from stone...*



Mr Stuart Billingham  
Chief Executive Officer  
Shire of Chapman Valley  
PO Box 1  
NABAWA WA 6532

## Re: Monsignor Hawes Heritage Incorporated Regional Signage Project

Dear Mr Billingham

Further to our telephone conversation last month I am writing to update you on the progress of Monsignor Hawes Heritage Incorporated's Signage project.

As you are aware MHHI has been working to secure funding for this project for a number of years. I pleased to inform you that we have recently secured a commitment of \$40,000 to the project from Lotterywest. This funding is wonderful news and will enable us to leverage further State or Federal Government Funding and commence on the ground work within the next 12 months.

When we first started seeking funding for this project the Chapman Valley Council generously resolved to support the project with a financial contribution of \$2000 in the 2011/2012 budget. As it has taken longer than expected to secure funding for the project MHHI did not draw on these funds. The MHHI board would like to request these funds be carried over to the 2013/2014 budget when the project is likely to commence.

Thank you for the support you have provided MHHI in the past. If you need further information please call me on 0417 018 036.

Yours sincerely

*Lucinda Jose*

Lucinda Jose  
Project Officer  
Monsignor Hawes Heritage Incorporated

8 April 2013

**MONSIGNOR HAWES HERITAGE**

*...spirit from stone...*



# **Monsignor Hawes Interpretative Signage Project Plan**

PO Box 1366 Geraldton WA 6531

[projectofficer@monsignorhawes.com.au](mailto:projectofficer@monsignorhawes.com.au)

Lucinda Jose – Project Officer 9950 0341



## **Introduction**

Monsignor John Hawes was perhaps the most significant figure in ecclesiastical architecture in the Midwest and Gascoyne Regions of Western Australia. Monsignor Hawes was in Western Australia between 1915 and 1939 and was responsible for the design and construction of many of the region's significant buildings including the St Francis Xavier Cathedral in Geraldton.

Monsignor Hawes Heritage Incorporated (MHHI) aims to facilitate the conservation and celebration of the work of Monsignor Hawes through community involvement the communication of key messages.

MHHI is planning to implement recommendations made in the organisation's interpretation plan and develop interpretive interior and exterior interpretive signage at significant Hawes Buildings throughout the Midwest and Gascoyne Regions.

This plan will be used to guide the process of creating stages one and two of the project.

## **Background**

The architect and priest John Cyril Hawes (1876-1956) lived and worked in the Midwest region of Western Australia between 1915 and 1939. During this period he designed a number of distinctive churches and other buildings mainly for the Roman Catholic Church. His buildings included the St Francis Xavier Cathedral in Geraldton, built in two stages from 1915-18 and 1937-8, and regarded by many as his greatest achievement. However, possibly his most distinctive group of buildings are at Mullewa where he lived and worked during much of his time in Australia. Monsignor Hawes' legacy goes beyond the buildings he designed in Western Australia. There are also the buildings he designed in the United Kingdom and Long Island between 1898 and 1910, before he came to Western Australia.

Many of these buildings are in remote locations and are not easily accessible to the general public. Many of the buildings are also listed on the State Register of Heritage Places. Hawes also left a legacy of drawings and artifacts that relate to his works. This includes drawings for commissions that were never built including designs for St Mary's Cathedral in Perth and for several buildings at New Norcia.

## **Aims and objectives**

The aim of the Interpretation Signage Project is to implement part of the recommendations outlined in the attached Monsignor Hawes Heritage Trail Interpretive Plan;

- To improve the onsite interpretation to the main Monsignor Hawes Heritage buildings of significance.
- Improve the tourism value of the buildings located in each town across the region.
- Draw existing visitors to St Francis Xavier Cathedral and Our Lady of Mt Carmel and Mullewa to other Midwest and Gascoyne churches.
- Give each of the buildings and associated support material interpretation with a uniform style that will match with the completed audio tours project.
- Install sturdy signage that will stand up to harsh weather conditions.
- Celebrate the life and work of Monsignor Hawes.

## Relevant policies and documents

The Monsignor Hawes Heritage Incorporated – Interpretation Plan completed by heritage consultants Sue Hodges Productions in 2009.

In 2006 RBA Consulting and Heritage & Conservation Professionals were commissioned to produce a Tourism Strategic Plan. This plan identifies potential tourism markets for Monsignor Hawes buildings. It also provides a good analysis of the buildings and their potential significance from a tourism perspective. This report will be made available to the consultants for review.

A Heritage Trail was developed in 1988 as part of the celebrations for the Bicentenary. This trail was a drive trail of approximately 700km and took in many of the buildings across the region. The trail brochure included extensive information relating to the work of Monsignor Hawes and the individual sites.

A number of books and interviews have been created about Monsignor Hawes. These all provide excellent background knowledge however the main report to be focused on is the Interpretation Plan.

*The Hermit of Cat Island* – Peter Anson, Burns & Oats, London (1957)

*The Conscious Stone* - A.G (Tony) Evans, The Polding Press, Melbourne (1984)

*Between Devotion and Design – The Architecture of John Cyril Hawes 1876 – 1956*

John J Taylor University of Western Australia Press (2000)

*The Stones Cry Out* - ABC Television Documentary

## Connections to other tourist attractions and trails

The Monsignor Hawes buildings to be interpreted intersect with a number of other tourist attractions and trails at regional nodes and points of interest throughout the Midwest and Gascoyne. These include the Geraldton Themed and Interpreted walks, Mullewa walks (including one devoted to Monsignor Hawes) the Wildflower Pathway.

These areas of overlap are a wonderful opportunity for visitors to the region to discover and learn about Monsignor Hawes, his work and the impact he had on central Western Australia. The MHHI interpretive signage project will serve to unify all of the Monsignor Hawes Buildings as a single although scattered visitor attraction.

## Project Elements

### Stage 1

#### Signage

Design, production and installation of external signage at 10 regional locations (as outlined in Interpretation Plan). Artwork and style will complement the artwork from the Monsignor Hawes Heritage Incorporated Audio Tours project.

St Mary in Ara Coeli

Northampton

Convent of the Sacred Heart (former)

Northampton

Our Lady of Fatima Church and Convent (former)

Nanson

Church of Our Lady of Mount Carmel

Mullewa

and Holy Apostles St Peter and St Paul



Church of Holy Cross  
 Priest's Cell  
 St Joseph's Church  
 Dominican Convent of St Hyacinth  
 St Mary's Star of the Sea  
 St James Chapel/Church of St James

Morawa  
 Morawa  
 Perenjori  
 Yalgoo  
 Carnarvon  
 Kojarena

#### Promotion

- Design and produce a short promotional flyer for the interpreted trail.
- Integrate artwork into the MHHI website.
- Promote new interpretation of Monsignor Hawes Heritage in Local, State and International media. Utilising the previously completed project the Monsignor Hawes Audio Tours.
- Launch event at the beginning of the wildflower season.



Above: Monsignor Hawes Heritage buildings. Artwork from MHHI Audio Tours project.

## Stage 2

### External Signage

Design, production and installation of external signage at 5 additional locations in Geraldton (as outlined in Interpretation Plan)

Cathedral of St Francis Xavier	Geraldton
Nazareth House	Geraldton
The Hermitage	Geraldton
Church of St Lawrence the Martyr	Geraldton
Cemetery/Chapel of San Spirito	Utakarra

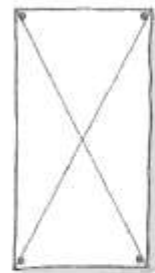
### Internal Signage

Design, production and installation of internal signage at 6 locations (as outlines in Interpretation Plan)

Cathedral of St Francis Xavier	Geraldton
St Mary in Ara Coeli	Northampton
Convent of the Sacred Heart (former)	Northampton
Church of Our Lady of Mount Carmel and Holy Apostles St Peter and St Paul	Mullewa
St Joseph's Church	Perenjori
Mary's Star of the Sea	Carnarvon

### Gateway Signs

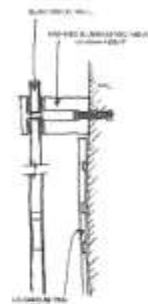
Design, production and installation of three gateway signs for the trail. These are to be located south of Geraldton and Perenjori and between Mullewa and Geraldton.



GLASS LAMINATE WITH  
DIGITALLY PRINTED CORE  
(~300x700mm)

#### SPECIFICATIONS

- Laminated glass with frosted digitally printed interlayer
- Full colour high resolution graphics embedded in glass with all edges polished
- Mounting holes drilled in glass, with aluminium post mounts securing panel of wall ~90-100mm
- LED backlighting to be installed behind glass panel to provide diffuse backlighting
- Power source for LED backlighting to be housed to minimise exposed cabling



POST MOUNT &  
BACKLIGHT DETAIL

Left:  
Concept  
drawings  
interior  
panels  
provided  
by SPH.

## Timing and staging of the development of the trail

### Stage 1

2012

June – December Funding Drive – (Lottery West, Royalties for Regions Contestable Grants, Local Government Budget Process)

December Revise and adjust budget

December – January Revise tender/ quoting process and select consultant to complete work, (Invite consultants SHP and Jesse Brampton to revise quotes and seek further quotes if necessary)

2013

February– April Work with consultant to develop content for signs including consultation from local congregation and communities about relevant stories to include

May Finalise content for signs and promotional material.

June – July Install signs.

August / September Launch project in conjunction with the beginning of the 2013 wildflower tourist season.

### Stage 2

2013

January - July Funding Drive – (Lottery West, Royalties for Regions Contestable Grants, Local Government Budget Process)

November Project Implementation as required.

– August 2014

## Materials

### Exterior signs

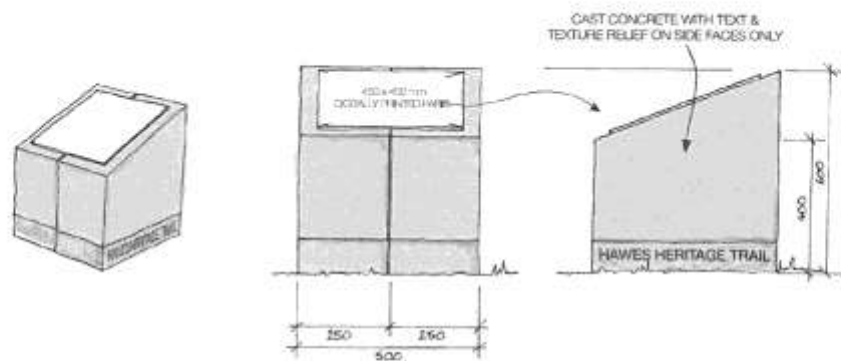
Two sizes for external signs (depending on the importance of the site) 650 x 450 or 450 x 450. Signs will be full colour, anodised metal panels with anti graffiti coating and an anticipated life span of at least 20 years.

### Interior signs (Stage two)

Full colour glass panels approximately 300 x 700 and appropriately wall mounted. With LED lighting.

### Gateway Signs (Stage two)

Three matching silhouette signs. Materials and specific location to be confirmed with relevant Local Government's and Mainroads WA.



Above: Concept drawings provided by SHP.

## Maintenance

It is intended that the project including interior and exterior signage will require minimal maintenance.

The consultants brief will request the signage is constructed from quality materials with an expected lifespan of at least 20 years in the mid west environment.

# **Budget**

Expenditure	Cost
Consultants fees to - Design, Produce and install 10 outdoor panels (Attached quotes provide further information)	\$73,836
Print 2000 A4 folded to DL flyers	\$2,000
Project Management	\$10,000
Project Launch and Promotion	\$2,000
Contingency ( approximately 10%)	\$9,000
<b>Total</b>	<b>\$96,836</b>
Proposed Income (Grant funding, local government and MHHI)	
Mid West Regional Grant Scheme	\$40,000
Lotterywest – Interpretation Grant	\$40,000
Shire of Morawa	\$2,000
Shire of Perenjori	\$2,000
Shire of Northampton	\$2,000
Shire of Chapman Valley	\$2,000
Shire of Yalgoo	\$2,000
Shire of Carnarvon	\$2,000
City of Greater Geraldton (Locality of Mullewa)	\$2,000
Monsignor Hawes Heritage Incorporated	\$2,836
<b>Total</b>	<b>\$96,836</b>

<b>AGENDA ITEM:</b>	<b>9.3.4</b>
<b>SUBJECT:</b>	<b>MID WEST GROUP OF AFFILIATED AGRICULTURAL SOCIETIES - REQUEST FOR DONATION</b>
<b>PROPONENT:</b>	<b>CHIEF EXECUTIVE OFFICER</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>401.06</b>
<b>PREVIOUS REFERENCE:</b>	<b>NIL</b>
<b>DATE:</b>	<b>15 MARCH 2013</b>
<b>AUTHOR:</b>	<b>STUART BILLINGHAM</b>

#### **DISCLOSURE OF INTEREST**

Nil

#### **REPORT PURPOSE**

Council has received a request from the Mid West Group of Affiliated Agricultural Societies (MWGAAS) dated 12 March 2013 for a financial donation to go towards the cost of presenting the Mid West District Display (MWDD) at the Perth Royal Show 2013. (**Attachment 1**)

#### **BACKGROUND**

The Shire of Chapman Valley generously supported the MWGAAS with a donation towards the MWDD at the Perth Royal Show in 2012. The MWDD was judged fifth in overall points last year and was second in the People's Choice Award for the best display. The display also won the Best Display of Wildflowers.

#### **COMMENT**

Seven agricultural societies are represented within the Mid West Group.

This provides an excellent opportunity to present tourism and produce of the highest quality from our region, at the largest congregation of people in Western Australia, providing people from outside the district with an insight into what Chapman Valley has to offer.

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995 – General Provisions

#### **POLICY IMPLICATIONS**

Council's Policy Manual relating to donations provides:-

##### **"5.30 DONATIONS AND GRANTS**

##### ***Local Nature***

*Council shall consider requests for donations on their individual merit however, generally will decline appeals for donations -*

*Of a state or national nature, or  
If they are not concerned or connected with the Chapman Valley area.*

*Exceptions to the above will be -*

*Disaster or emergency appeals.*

*The Chief Executive Officer be delegated authority to authorise donations within budget limitations, up to a maximum of \$100 per application.*

*This delegation is to be in accordance with Council's policy in regards to "Local Nature". (See Delegation No 3005)*

*All other donations in excess of miscellaneous budget allocations are to be brought back to Council for consideration in Accordance with Policy"*

## **FINANCIAL IMPLICATIONS**

Council currently has funds available within the Donations & Gifts (GL 0212) in the 2012/2013 budget.

In the 2011/12 financial year Council donated \$200.00.

## **STRATEGIC IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **STAFF RECOMMENDATION**

That Council:

- 1 Continue to support the Mid West Group of Affiliated Agricultural Societies towards the cost of presenting the Mid West Display at the Perth Royal Show 2013.
- 2 Contribute a donation of \$200.00 as per previous year.

## **COUNCIL RESOLUTION**

**MOVED: CR FARRELL**

**SECONDED: CR DAVIDSON**

That Council:

- 1 **Continue to support the Mid West Group of Affiliated Agricultural Societies towards the cost of presenting the Mid West Display at the Perth Royal Show 2013.**
- 2 **Contribute a donation of \$200.00 as per previous year.**

**Voting 7/0  
CARRIED  
Minute Reference 13/4-13**



## MID WEST GROUP OF AFFILIATED AGRICULTURAL SOCIETIES

INCL: Northampton, Mullewa, Chapman Valley, North Midlands, Central Midlands,  
Perenjori, Dalwallinu & Eneabba Societies.



PRESIDENT..... Mrs Jenny Harris..... PHONE 99361024.....

SECRETARY/TREASURER..... Mrs Dianne Hulme..... PHONE 99361050.....



401 06  
No CR 13 7061 Fax 99361005

'Wattle Grove'  
Ajana, 6532  
12<sup>th</sup> March 2013

BY:.....

E-mail: [wattlegrove1@harboursat.com.au](mailto:wattlegrove1@harboursat.com.au)

Chief Executive Officer  
Shire of Chapman Valley  
Post Office  
Nabawa 6532

Dear Stuart,

In the past you have very generously supported the Mid West Group of Affiliated Agricultural Societies with a donation towards the cost of presenting the Mid West District Display at the Perth Royal Show. I have enclosed a photo of last year's Display for your perusal.

The Mid West District Display was judged fifth for overall points at the recent 2012 Perth Royal Show according to the judges scoring and we were second in the people's vote for the best display and we won the award for the Best Display of Wildflowers. There were very few points between all the Displays and I am sure that anyone who saw the Mid West Display would agree it look fantastic and is an excellent advertisement for the whole of our region.

The Mid West Group includes only seven Agricultural Societies, however covers an area from Moora and Dalwallinu in the south, north to the Shark Bay Shire, and east to Sandstone and Meekatharra; a huge area. Each part of this area has to be represented on the Display for us to gain maximum points, an enormous task both work wise and financially, which is why we need the assistance of all the Shires in the area encompassed by the Mid West Group.

As plans for our 2013 Mid West District Display are now well under way, I would like to know if your Shire will once again favour us with a donation towards this cause.

The contributions received from the Shire Councils in the Mid West Group are very much appreciated and assist us in continuing to promote the Mid West area through our Display. This provides an excellent opportunity to present tourism and produce of the highest quality from our area, at the largest congregation of people in Western Australia, providing people from outside our district with an insight into what we have to offer. Added to this we also hand out brochures on the Display, detailing the Shires and various booklets containing information on the Mid West area and any literature you would like to contribute for us to hand out on the Display would be appreciated.

I would like to thank you for your past support which is greatly appreciated and we look forward to your continued assistance.

Yours sincerely

*Dianne Hulme*  
Mrs D. E. Hulme  
Secretary

EFT Bank Details: 306-012 4177905

### SHIRES AND MUNICIPALITIES

MID-WEST: Carnamah, Chapman Valley, Coorow, Dandaragan, Dalwallinu, Geraldton,  
Greenough, Irwin, Mingenew, Morawa, Moora, Mt. Magnet, Mullewa,  
Northampton, Perenjori, Sandstone, Three Springs, Yalgoo, Cue,  
Meekatharra.





*2012 Royal Show Display*

<b>AGENDA ITEM:</b>	<b>9.3.5</b>
<b>SUBJECT:</b>	<b>PROCUREMENT PROCEDURES</b>
<b>PROPOSER:</b>	<b>CHIEF EXECUTIVE OFFICER</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>N/A</b>
<b>PREVIOUS REFERENCE:</b>	<b>21/03-10</b>
<b>DATE:</b>	<b>5 APRIL 2013</b>
<b>AUTHOR:</b>	<b>STUART BILLINGHAM</b>

#### DISCLOSURE OF INTEREST

Nil

#### PURPOSE OF REPORT

To allow Council to consider amending the current procurement procedures.

#### BACKGROUND

The Council Procurement Procedures were last reviewed in March 2012 and is due for review again.

The Chief Executive Officer has reviewed the document, the only change being the removal of Officers names and the addition of the Office Manager to the list.

#### COMMENT

The current Procurement Procedures for the Shire of Chapman Valley are as follows

	<b>POSITION</b>	<b>LIMIT</b>
<b>EXECUTIVE</b>		
<b>1</b>	<b>CHIEF EXECUTIVE OFFICER – Stuart Billingham</b> Authorised to approve all petty cash vouchers, cheque authorisations, purchase orders, purchase requisitions and invoices for all goods and services as approved in the Budget with the exception of light vehicles and any items of Plant which are to be referred to Council. Authorised to approve appointment of Consultants up to \$20,000.	<b>NO LIMIT</b>
<b>SENIOR STAFF</b>		
<b>2</b>	<b>ADMINISTRATION MANAGER – Debby Barndon</b> Authorised to approve, cheque authorisations, purchase orders, purchase requisitions and invoices for all goods and services as approved in the Budget. If CEO is absent, AM is authorised to sign to a maximum of \$5,000.	<b>\$15,000</b>
<b>3</b>	<b>WORKS SUPERVISOR – Ken Barndon</b> Authorised to approve all petty cash vouchers, purchase requisitions and invoices for capital and operating expenditure related to immediate areas of operation as approved in the Budget. All Capital items to be approved by the CEO. This authority applies to Acting Works Supervisor.	<b>\$15,000</b>
<b>4</b>	<b>MANAGER OF PLANNING - Simon Lancaster</b> Authorised to approve all petty cash vouchers, purchase requisitions and invoices for capital and operating expenditure related to immediate areas of operation as approved in the Budget.	<b>\$15,000</b>
<b>AUTHORISED OFFICERS – NON SENIOR</b>		
<b>5</b>	<b>RANGER – Earl O'Donnell</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	<b>\$2,500</b>
<b>6</b>	<b>PLANNING OFFICER – Kathryn Jackson</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	<b>\$2,500</b>
<b>7</b>	<b>PAYROLL/WORKS ADMINISTRATION OFFICER–Naomi O'Brien</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	<b>\$2,500</b>

<b>8</b>	<b>CONSTRUCTION LEADING HAND – Martin Elks</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	\$2,500
<b>9</b>	<b>NACC OFFICER – Jim Gales</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	\$2,500
<b>10</b>	<b>BUILDING SURVEYOR – Anthony Abbott</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	\$7,000
<b>11</b>	<b>EXECUTIVE ASSISTANT – Dylan Stainton – Owen</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	\$2,500

## STATUTORY ENVIRONMENT

Local Government Act 1995 and Local Government (Functions and General) Regulations 1996

## POLICY IMPLICATIONS

Purchasing policy

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Nil

## VOTING REQUIREMENTS

Simple Majority

## OFFICER RECOMMENDATION

That Council make the changes to the Procurement Procedures as follows;

	POSITION	LIMIT
<b>EXECUTIVE</b>		
<b>1</b>	<b>CHIEF EXECUTIVE OFFICER</b> Authorised to approve all petty cash vouchers, cheque authorisations, purchase orders, purchase requisitions and invoices for all goods and services as approved in the Budget with the exception of light vehicles and any items of Plant which are to be referred to Council. Authorised to approve appointment of Consultants up to \$20,000.	NO LIMIT
<b>SENIOR STAFF</b>		
<b>2</b>	<b>MANAGER OF PLANNING</b> Authorised to approve all petty cash vouchers, purchase requisitions and invoices for capital and operating expenditure related to immediate areas of operation as approved in the Budget.	\$15,000
<b>3</b>	<b>WORKS SUPERVISOR</b> Authorised to approve all petty cash vouchers, purchase requisitions and invoices for capital and operating expenditure related to immediate areas of operation as approved in the Budget. All Capital items to be approved by the CEO. This authority applies to Acting Works Supervisor.	\$15,000
<b>AUTHORISED OFFICERS – NON SENIOR</b>		
<b>4</b>	<b>ACCOUNTANT</b> Authorised to approve, cheque authorisations, purchase orders, purchase requisitions and invoices for all goods and services as approved in the Budget. If CEO is absent, AM is authorised to sign to a maximum of \$5,000.	\$15,000

<b>5</b>	<b>BUILDING SURVEYOR / PROJECT OFFICER</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	\$7,000
<b>6</b>	<b>SENIOR RANGER</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	\$2,500
<b>7</b>	<b>PLANNING OFFICER</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	\$2,500
<b>8</b>	<b>WORKS ADMINISTRATION OFFICER</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	\$2,500
<b>9</b>	<b>CONSTRUCTION LEADING HAND</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	\$2,500
<b>10</b>	<b>NATURAL RESOURCE MANAGEMENT OFFICER</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	\$2,500
<b>11</b>	<b>EXECUTIVE ASSISTANT</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	\$2,500
<b>12</b>	<b>OFFICE MANAGER</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	\$2,500

#### **COUNCIL RESOLUTION**

**MOVED: CR ROYCE**

**SECONDED: CR FARRELL**

That Council make the changes to the Procurement Procedures as follows;

	<b>POSITION</b>	<b>LIMIT</b>
<b>EXECUTIVE</b>		
<b>1</b>	<b>CHIEF EXECUTIVE OFFICER</b> Authorised to approve all petty cash vouchers, cheque authorisations, purchase orders, purchase requisitions and invoices for all goods and services as approved in the Budget with the exception of light vehicles and any items of Plant which are to be referred to Council. Authorised to approve appointment of Consultants up to \$20,000.	NO LIMIT
<b>SENIOR STAFF</b>		
<b>2</b>	<b>MANAGER OF PLANNING</b> Authorised to approve all petty cash vouchers, purchase requisitions and invoices for capital and operating expenditure related to immediate areas of operation as approved in the Budget.	\$15,000
<b>3</b>	<b>WORKS SUPERVISOR</b> Authorised to approve all petty cash vouchers, purchase requisitions and invoices for capital and operating expenditure related to immediate areas of operation as approved in the Budget. All Capital items to be approved by the CEO. This authority applies to Acting Works Supervisor.	\$15,000
<b>AUTHORISED OFFICERS – NON SENIOR</b>		
<b>4</b>	<b>ACCOUNTANT</b> Authorised to approve, cheque authorisations, purchase orders, purchase requisitions and invoices for all goods and services as approved in the Budget. If CEO is absent, AM is authorised to sign to a maximum of \$5,000.	\$15,000

<b>5</b>	<b>BUILDING SURVEYOR / PROJECT OFFICER</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	\$7,000
<b>6</b>	<b>SENIOR RANGER</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	\$2,500
<b>7</b>	<b>PLANNING OFFICER</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	\$2,500
<b>8</b>	<b>WORKS ADMINISTRATION OFFICER</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	\$2,500
<b>9</b>	<b>CONSTRUCTION LEADING HAND</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	\$2,500
<b>10</b>	<b>NATURAL RESOURCE MANAGEMENT OFFICER</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	\$2,500
<b>11</b>	<b>EXECUTIVE ASSISTANT</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	\$2,500
<b>12</b>	<b>OFFICE MANAGER</b> Authorised to approve purchase requisitions and invoices for capital operating expenditure related to immediate areas of operation as approved in the Budget.	\$2,500

**Voting 7/0**  
**CARRIED**  
**Minute Reference 13/4-14**

<b>AGENDA ITEM:</b>	<b>9.3.6</b>
<b>SUBJECT:</b>	<b>CHAPMAN VALLEY AGRICULTURAL SOCIETY INC – GIFTING OF BUILDING</b>
<b>PROPONENT:</b>	<b>CHAPMAN VALLEY AGRICULTURAL SOCIETY INC</b>
<b>SITE:</b>	<b>NANSON SHOWGROUNDS</b>
<b>FILE REFERENCE:</b>	<b>803.06</b>
<b>PREVIOUS REFERENCE:</b>	
<b>DATE:</b>	<b>3 APRIL 2013</b>
<b>AUTHOR:</b>	<b>STUART BILLINGHAM</b>

## **DISCLOSURE OF INTEREST**

Nil

## **BACKGROUND**

The Shire has received correspondence dated 18 March 2013 from the Chapman Valley Agricultural Society Inc. ('Ag Society') requesting that Council accept the gifting of the Ag Society building (Old Geraldton Port building). (**Attachment 1**)

The Shire received a letter from the Department of Regional Development and Lands dated 29 November 2012 regarding the ownership of buildings upon Managed Reserves, under a Vesting Order. (**Attachment 2**)

## **COMMENT**

The Shire may wish to enter into a maximum 21 year lease with the Ag Society for the buildings mentioned in the Ag Society letter of 18 March 2013 (**Attachment 1**) for a minimal amount per annum including a CPI index each year. Possible figures may include covering the cost of insurance etc.

A Lease agreement would make the Lessee responsible for all minor maintenance and utilities connected with the building.

The Shire currently insures the buildings at the Nanson Showground.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Possible future budget allocations for insurance and maintenance.

## **STRATEGIC IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **STAFF RECOMMENDATION**

That Council:

- 1 Accept the buildings from the Chapman Valley Agricultural Society Inc; and
- 2 Delegate authority to the CEO to negotiate a lease with the Chapman Valley Agricultural Society Inc. for a term up to 21 years.

**COUNCIL RESOLUTION**

**MOVED: CR FARRELL**

**SECONDED: CR BELL**

**That Item 9.3.6 lay on the table to allow for further investigation with Local Government Insurance Services (LGIS) by the Chief Executive Officer and be brought back to May Council meeting.**

**Voting 6/1**

**CARRIED**

**Minute Reference 13/4-15**



803-06  
Record No AD13635

**Chapman Valley Agricultural Society Inc  
PO Box 394  
Geraldton 6531**

Chief Executive Officer  
Stuart Billingham  
Shire Of Chapman Valley  
PO Box 1  
Nabawa 6532

Dear Stuart

**Buildings on Nanson Showgrounds**

The Chapman Valley Agricultural Society would like to gift the buildings on Nanson Showgrounds reserve to the Shire of Chapman Valley in exchange for a minimal rent on the land as a 21 year lease.

We would like to suggest that a Management Committee be formed so all user groups of the Nanson Showgrounds be fairly charged for services as in the past we have paid for power used on the showgrounds which other user groups and caravanners/campers have used eg to pump water.etc

Yours faithfully

Margaret Pike  
Acting Secretary  
18<sup>th</sup> September 2013



ATTACHMENT 2



Government of Western Australia  
Department of Regional Development and Lands

Record No 97121198

State Land Services

Your ref: 801.00  
Our ref: 0079-2010 Job no:  
Enquiries: Sean Browne Ph: (08) 6552 4708  
Fax: (08) 6552 4415  
Email: sean.browne@rdl.wa.gov.au

Manager - Planning  
Shire of Chapman Valley  
PO Box 1  
NABAWA WA 6532

Dear Mr Lancaster

**BUILDINGS UPON RESERVES**

Thank you for your letter dated 26 September 2012 regarding the ownership of buildings on managed reserves.

Please be advised that for the purpose of the management of Crown Reserves by a Management Order holder – the buildings on such reserves are considered to be owned by the Management Order holder.

If you have any further enquiries, please contact me on (08) 6552 4708.

Yours sincerely

**SEAN BROWNE**  
For MANAGER  
STATE LAND SERVICES – MID WEST  
LANDS DIVISION

29 November 2012

Gordon Stephenson House, 140 William Street, Perth Western Australia 6000 PO Box 1143, West Perth Western Australia 6872  
Telephone: (08) 6552 4400 Facsimile: (08) 6552 4417 Freecall: 1800 735 754 (Country only)  
Email: info@rdl.wa.gov.au Website: www.rdl.wa.gov.au  
ABN: 28 807 221 245

<b>AGENDA ITEM:</b>	<b>9.3.7</b>
<b>SUBJECT:</b>	<b>WALGA 2013 ASSOCIATION HONOURS</b>
<b>PROPOSER:</b>	<b>WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>401.10</b>
<b>PREVIOUS REFERENCE:</b>	<b>N/A</b>
<b>DATE:</b>	<b>15 MARCH 2013</b>
<b>AUTHOR:</b>	<b>STUART BILLINGHAM</b>

## DISCLOSURE OF INTEREST

Nil

## BACKGROUND

Correspondence was received from the Western Australian Local Government Association (WALGA) on 11 March 2013, regarding the Associations 2013 Honours Awards. (**Attachment 1**)

## COMMENT

Nominations for the 2013 WA Local Government association Honours program opened on 11 March 2013 and close on Friday 17 May 2013. Member Local Governments and State Councillors are invited to submit nominations.

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

Awards given as part of the Honours program will be presented to recipients at an awards ceremony held during the 2013 Local Government Convention at the Perth Convention Centre.

The six categories of awards within the 2013 Honours program are as follows:

- **Local Government Medal** – recognises outstanding achievement and significant contribution by elected members and officers to the Association and/or to Local Government. (*Available for nomination by State Councillors*)
- **Life Membership** – recognises the long and outstanding service of Elected Members and Officers to the Association and/or to Local Government (*Available for nomination by State Councillors and Local Governments*)
- **Eminent Service Award** (Previously Certificate of Appreciation) – recognises personal commitment, eminent service and contribution to Local Government or the Association (*Available for nomination by State Councillors and Local Government*)
- **Long and Loyal Service Award** – this Honour recognises elected members who have provided long service of a high degree as an executive member of the Association for 8 or more years or as an elected member for 12 or more years. (*Available for nomination by State Councillors and Local Governments*)
- **Local Government Officers Award** (New Category) – this is a new Award category that has been included to recognise Local Government officers or employees of Agencies of the sector to reward their achievements.
- **Merit Award** (previously Distinguished Service Award) – recognises elected members who have provided distinguished service to the community through their Local Government. (*Available for nomination by State Councillors and Local Governments*)

A copy of the Honours Nomination form, Terms of Reference and Honours Policy for 2013 are attached.

## STATUTORY ENVIRONMENT

Nil

## **POLICY IMPLICATIONS**

### **9.120 HONOUR AWARDS POLICY**

#### **9.120.1 Citizenship Ceremonies – (Adopted 12/03-13)**

That future citizenship ceremony be conducted one hour before commencement of Ordinary Meeting of Council meetings with morning tea being provided and a native plant be given to the recipients.

The Chief Executive Officer is to include an item in the June Agenda each year requesting Council consideration for awards to be presented in accordance with this policy.

UPDATED 18<sup>th</sup> May 2011 Minute Reference 5/11-15

#### **Shire of Chapman Valley - Freeman of Shire**

For outstanding achievement and contribution to the Shire of Chapman Valley. Including Elected Members, Community Members and Staff.

As determined by Council.

Annual Agenda Item to discuss suitable nominations.

Determined by Council only and not put to community for nominations.

Shire of Chapman Valley - lapel badge indicating "Freeman" status.

Automatic invitation to Shire Annual dinner and any other function considered appropriate by Council (e.g. Governors visit).

#### **WALGA - Local Government Medal**

For outstanding achievement and contribution to Local Government/WALGA.

WALGA State Council Members – Council resolution for submission to a WALGA state Council Member for consideration.

As per WALGA Policy:-

- LG Medal, Certificate & Lapel Pin.
- Complimentary registration to WALGA conference (excl. travel, accom, meals or functions).

Automatic nomination for Australian Honours/WA Week Awards.

Recipients of this award attending Local Government Week to accept their award are to have an invitation extended to them and their partner to attend a function with Council representatives during the conference (e.g. luncheon, dinner). The type of function is to be determined by the Shire President.

#### **WALGA - Life Membership**

For long and outstanding service to WALGA or Local Government as an Executive member, serving as an Officer of WALGA or a member Council and for significant achievement &/or involvement in intergovernmental relations.

WALGA State Council, Zones and Member LG Authorities - Council resolution for submission to the WALGA State Council for consideration.

As per WALGA Policy:-

- LG Medal, Certificate & Lapel Pin.
- Complimentary registration to WALGA conference (excl. travel, accom, meals or functions).
- Automatic subscription to LG News & Western Councillor.
- Recipients of this award attending Local Government Week to accept their award are to have an invitation extended to them and their partner to attend a function with Council representatives during the conference (e.g. luncheon, dinner). The type of function is to be determined by the Shire President.

#### **WALGA Certificate of Appreciation (Now Eminent Service Award)**

For personal commitment, eminent service and contribution to WALGA as a:

- President,
- Executive Member or Elected Member or Serving Officer of WALGA or a member Council.

State Council Member and Zone - Council resolution for submission to the WALGA State Council for consideration.

As per WALGA Policy:-

- Certificate of Appreciation.
- Recipients of this award attending Local Government Week to accept their award are to have an invitation extended to them and their partner to attend a function with Council representatives during the conference (e.g. luncheon, dinner). The type of function is to be determined by the Shire President.

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

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

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

All others as determined by Council.

Annual Agenda Item to discuss suitable nominations.

#### Elected Members

Presented at Annual Council Dinner/Function.

#### Community Members

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

Recipient & partner invited to attend.

### **Shire of Chapman Valley Citizen of the Year Award**

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

Nominations called in October and close in November.

Determined by appointed committee, with delegation to make decision of award recipient.

Morning tea ceremony held on Australia Day in Nabawa.

### **WALGA Meritorious Service Award**

For long service of a high degree to Local Government or WALGA as an:

- Executive Member for 8 or more years
- Elected Member for 12 or more years.

State Council Member and Zone and Member LG Authorities - Council resolution for submission to the WALGA State Council for consideration.

As per WALGA Policy:-

- Certificate of Appreciation.
- Recipients of this award attending Local Government Week to accept their award are to have an invitation extended to them and their partner to attend a function with Council representatives during the conference (e.g. luncheon, dinner). The type of function is to be determined by the Shire President.

### **Dept. Local Government & Regional Development - Certificate of Recognition**

In recognition of 8 or more years service as an elected member of a LG Authority.  
Service need not be continuous.

Certificate to be issued upon Elected Members resignation from Council rather than at the completion of 8 years service to allow all service details to be endorsed on certificate.

By Council to the Minister for Local Government - Automatically triggered by an item being presented to a Council meeting for endorsement.

As per Minister's Policy:-

- Certificate of Recognition.
- To be presented in conjunction with a Shire Certificate of Appreciation at Annual Council Dinner/Function (or as determined in consultation with Minister's office).

### **WALGA Distinguished Service Award**

For distinguished service to the community through the LG Authority as an Elected Member.

State Council Member and Zone and Member LG Authorities - Council resolution for submission to the WALGA State Council for consideration.

As per WALGA Policy:-

- Distinguished Service Award Certificate
- Recipients of this award attending Local Government Week to accept their award are to have an invitation extended to them and their partner to attend a function with Council representatives during the conference (e.g. luncheon, dinner). The type of function is to be determined by the Shire President.

### **Shire of Chapman Valley Employee of the Year**

For exceptional service to the Council over a 12 month period as an employee of the Council.

Employee for a minimum of 6 months - Council resolution at December meeting.

Staff presented at Annual Council/Staff Christmas Party.

Recipient and partner invited to attend.

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

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Absolute Majority

### **STAFF RECOMMENDATION**

That Council:

- 1 Nominate Cr John Collingwood for the Eminent Service Award;
- 2 Nominate Cr Peter Batten and Cr David Bell for the Long & Loyal Service Awards;
- 3 Nominate Cr Beverley Davidson for Merit Award.

**COUNCIL RESOLUTION**

**MOVED: CR FARRELL**

**SECONDED: CR ROYCE**

**That Council:**

- 1 Nominate Cr John Collingwood for the Eminent Service Award;**
- 2 Nominate Cr Peter Batten and Cr David Bell for the Long & Loyal Service Awards;**
- 3 Nominate Cr Beverley Davidson for Merit Award.**
- 4 Nominate ex Councillor Mrs Anne Bell for the Long & Loyal Service Awards.**

**Voting 7/0  
CARRIED  
Minute Reference 13/4-16**



11 March 2013

Our Ref: 01-006-04-0001 CO

Mr Stuart Billingham  
Chief Executive Officer  
Shire of Chapman Valley  
(DX 69246) PO Box 1  
NABAWA WA 6532

Dear Stuart

#### 2013 ASSOCIATION HONOURS

Nominations for the 2013 WA Local Government Association Honours program opens today, 11 March 2013 and closes Friday 17 May 2013. Member Local Governments and State Councillors are invited to submit nominations.

The Honours program is a significant public recognition and celebration of the outstanding achievements and lasting contributions made by Elected Members and Officers to their respective Councils, to Local Government as a sector and to the wider community. Awards given as part of the Honours program will be presented to recipients at an awards ceremony held during the 2013 Local Government Convention at the Perth Convention Centre.

WALGA recognises recipients of Awards by celebrating their achievements with their peers at the Local Government Convention in August and in producing a colour brochure which lists the award and achievements of each recipient. The Brochure is distributed widely throughout Local Government in Western Australia. A copy of the 2012 Honours brochure is attached for your reference and as an indication of the type of information required from Local Governments for each candidate nominated.

2013 Honours brings a new Award category. This category is in recognition of achievement to Officers of Local Government or Agencies. Please see below for description.

Local Government House  
15 Altona Street  
West Perth WA 6005  
PO Box 1544  
West Perth WA 6872  
Telephone: (08) 9213 2000  
Facsimile: (08) 9322 2611  
Email: [info@walgas.asn.au](mailto:info@walgas.asn.au)  
Website: [www.walga.asn.au](http://www.walga.asn.au)

The Voice of Local Government

The six categories of awards within the 2013 Honours program are as follows:

- **Local Government Medal** – recognises outstanding achievement and significant contribution by elected members and officers to the Association and/or to Local Government. *Available for nomination by State Councillors.*
- **Life Membership** – recognises the long and outstanding service of Elected Members and officers to the Association and/or to Local Government. *Available for nomination by State Councillors and Local Governments.*
- **Eminent Service Award** (previously Certificate of Appreciation) – recognises personal commitment, eminent service and contribution to Local Government or the Association. *Available for nomination by State Councillors and Local Government.*
- **Long and Loyal Service Award** – this Honour recognises elected members who have provided long service of a high degree as an executive member of the Association for 8 or more years, or as an elected member for 12 or more years. *Available for nomination by State Councillors and Local Governments.*
- **Local Government Officer Award** (New Category) – this is a new Award category that has been included to recognise Local Government officers or employees of Agencies of the sector, to reward their achievements.
- **Merit Award** (previously Distinguished Service Award) – recognises elected members who have provided distinguished service to the community through their Local Government. *Available for nomination by State Councillors and Local Governments.*

**Please note:**

***Nominations by Member Local Governments require the support of the nominator (who must be an Elected Member) plus two other Elected Members and the nomination must be forwarded through the Chief Executive Officer of the Local Government for sign-off prior to submission to the Association.***

Enclosed is a **Nominations Pack**, which includes the Policy governing the Honours process and a 2013 nomination form that must be used in making nominations.

Nominations for the 2013 Honours program will close at **5pm on Friday, 17 May 2013**. As in previous years, no late nominations will be accepted.

Additional nomination forms can be obtained by visiting the WALGA Website by using the link <http://www.walga.asn.au> and following the prompts.



Queries should be directed to Chantelle O'Brien, Executive Officer Governance and Strategy on (08) 9213 2013 or by e-mail at [cobrien@walga.asn.au](mailto:cobrien@walga.asn.au).

Yours sincerely



**Wayne Scheggia**  
**Acting Chief Executive Officer**

**Enclosures:**

- 2013 Nomination Form
- 2013 Honours Policy and Terms of Reference
- Honours Brochure 2012



WALGA

## Honours Nomination 2013

**Closing date: 5 pm Friday 17 May 2013**

**IMPORTANT NOTES:** Electronic submission of nominations must be emailed to [honours@walga.asn.au](mailto:honours@walga.asn.au).

Eligibility to nominate persons for Honours varies between award categories. Reference should be made to the nominating authority section below to ensure that an eligible nominator has been identified to support the nomination;

- Nominations from Member Local Governments require the support of the nominator (who must be an Elected Member) plus two other Elected Members and must be forwarded through the Chief Executive Officer of the Local Government for sign-off prior to submission to WALGA;
- Nominations submitted by State Councillors do not require supporting signatures;
- Please provide a biographical profile as detailed as possible (page 2) for the person you are nominating; and a colour photo, preferably a digital image (min 300 dpi, jpeg format). The photo should be passport type (head and shoulders).
- As Honours matters are **CONFIDENTIAL**, the nominee **MUST NOT** be approached for any information.

Choose the Form of Honour		Nominating Authority	
(you may nominate for more than one award)			
<input type="checkbox"/> Local Government Medal	<input type="checkbox"/> State Council Member		
<input type="checkbox"/> Life Membership	<input type="checkbox"/> State Council Member	<input type="checkbox"/> Local Government	
<input type="checkbox"/> Eminent Service Award	<input type="checkbox"/> State Council Member	<input type="checkbox"/> Local Government	
<input type="checkbox"/> Long and Loyal Service Award	<input type="checkbox"/> State Council Member	<input type="checkbox"/> Local Government	
<input type="checkbox"/> Merit Award	<input type="checkbox"/> State Council Member	<input type="checkbox"/> Local Government	
<input type="checkbox"/> Local Government Officers Award	<input type="checkbox"/> State Council Member	<input type="checkbox"/> Local Government	

<b>Details of Nominator</b>  <b>NOTE:</b> All Correspondence will be issued to this address	<b>Title &amp; Name:</b>			<b>Post-nominals</b>	
	<b>Council:</b>	<b>Shire/Town/City of:</b>			
	<b>Address:</b>				
			<b>Postcode:</b>		
	<b>Telephone:</b>		<b>Facsimile:</b>		
	<b>Mobile:</b>		<b>Email:</b>		

### WALGA NOMINATION FORM 2013

For further information, please contact the WALGA Secretariat: [stodd@walga.asn.au](mailto:stodd@walga.asn.au)

For additional copies please visit <http://www.walga.asn.au>

## Honours Nomination 2013



<b>Details of the person being nominated for an award(s)</b>  Please indicate if this person has retired from Local Government Yes / No	<b>Title &amp; Name:</b>		<b>Post-nominals</b>	
	<b>Council:</b> (Last known)	<b>Shire/Town/City of:</b>		
	<b>Address:</b>			
		<b>Postcode:</b>		
	<b>Telephone:</b>		<b>Facsimile:</b>	
	<b>Mobile:</b>		<b>Email:</b>	

<b>Present/Last Local Government position</b>		
<b>Date of joining Local Government</b>		
<b>Previous Awards</b>		
<b>Length of Service of Nominee with organisation?</b>		

### NOMINEE'S SERVICE DETAILS

Please detail the nominee's Local Government service/contribution that is considered worthy of recognition

(If insufficient space, please attach additional information on a separate sheet)

# Honours Nomination 2013



## REASONS FOR NOMINATION

Please outline your reasons for nominating this person for an award within the Association's Honours program

(If insufficient space, please attach additional information on a separate sheet)

Name (s)	Signature	Date
Local Government: (Shire/Town/City of): <small>xxx xxx xxx xxx xxx xxx xxx xxx</small>		
Nominator: <small>xxx xxx xxx xxx xxx xxx xxx xxx</small>	<small>xxx xxx xxx xxx xxx xxx</small>	<small>xxx xxx xxx</small>
Co-nominator (required for nominations by Local Governments): <small>xxx xxx xxx xxx xxx xxx xxx xxx</small>	<small>xxx xxx xxx xxx xxx xxx</small>	<small>xxx xxx xxx</small>
Co-nominator (required for nominations by Local Governments): <small>xxx xxx xxx xxx xxx xxx xxx xxx</small>	<small>xxx xxx xxx xxx xxx xxx</small>	<small>xxx xxx xxx</small>
CEO sign-off (required for nominations by Local Governments): <small>xxx xxx xxx xxx xxx xxx xxx xxx</small>	<small>xxx xxx xxx xxx xxx xxx</small>	<small>xxx xxx xxx</small>
State Councillor:	<small>xxx xxx xxx xxx xxx xxx</small>	<small>xxx xxx xxx</small>

PLEASE RETURN by MAIL, EMAIL ([honours@walga.asn.au](mailto:honours@walga.asn.au)) or FAX (9322 2611)  
 UNSIGNED AND/OR UNDATED NOMINATIONS WILL NOT BE ACCEPTED.  
EMAILED NOMINATIONS MUST BE DIGITALLY SIGNED



## Honours Panel

### Terms of Reference 2013

#### BACKGROUND/RATIONALE

The WALGA Honours Panel was established by the State Council as an independent group to provide a fair, unbiased and depoliticised process for the administration of the WALGA Honours Program.

#### PURPOSE

The purpose of the Honours Panel includes:

- *Overseeing WALGA's annual Honours Program with delegated power from the State Council during the entire process.*
- *Adjudicating in the selection of recipients for WALGA Honours and the Local Government Medal, annually.*
- *Recommending, where appropriate, the conferral of alternative WALGA Honours where it is concluded that a nominated candidate is better suited to a different award category than the one they were originally nominated for.*
- *Overseeing the annual budget set for the WALGA's Honours Program.*
- *Encouraging, educating, promoting and raising the profile of all honours available to people in Local Government and all Western Australians.*
- *Reviewing the Honours Policies and supporting documentation as deemed necessary.*

Membership to the Honours Panel includes:

- *Two State Councillors representing the country and metropolitan constituencies and two non-executive members representing country and metropolitan interests, to be appointed by the WALGA President and Deputy President;*
- *A representative of the Department of Local Government; and*
- *The WALGA Chief Executive Officer or a representative of the CEO.*

#### TERMS OF REFERENCE

The Panel acknowledges that whilst it has delegated authority to undertake the special function of Honours and all that it implies, it is a committee responsible to the WALGA State Council. The President of the Association is the final and ultimate authority.

State Council has delegated the responsibility for determining the membership of the Honours Panel to the President/Deputy President and CEO of the Association.

The term of panel membership will generally be two years with the expirations being staggered to ensure continuity of knowledge in the Honours process.

The Panel will have the freedom and flexibility to meet as many times as considered necessary, however, it will ensure that it meets not less than two times per annum.

The Chairman will ensure that minutes are kept of the Panel's deliberations and decisions and that these minutes are made available to the State Council for adoption as required.



The Panel acknowledges its obligation to consider the eligibility of nominations in a fair and unbiased manner, ensuring that confidentiality of members' personal information is maintained.

The Panel will oversee the Secretariat and ensure that adequate administrative resources are provided to enable the carrying out of the function.

The Panel will seek nominations from worthy individuals for various awards as follows by seeking names from members of WALGA for the following awards:

- Association Honours
- Australian Honours
- Western Australian Honours

## OPERATIONAL PROCEDURES

The Panel will ensure that full discussion takes place to enable amendments and proposals for new honours to take place.

The Panel will review the eligibility of nominations received for the various Association Honours and undertake to adjudicate in the selection of recipients.

The Chairman of the Panel will ensure that an agenda is developed and minutes kept of each meeting.

The Panel will discuss and make recommendations on the way in which presentations of Honours are to be undertaken.

The Chairman of the Panel will ensure that requests for referee's report on Western Australian nominations under the Australian System of Honours are addressed. As a guide, the Chairman will endeavour to meet requests for referee's reports by generally seeking at least three referees to support a nomination of a Local Government member for this Award. The nomination will require the endorsement of the Panel.

The Panel will oversee the annual Honours processes, to ensure that the deadlines and timelines set by the Association are met.

The Panel will approve the Honours budget proposed by Secretariat staff, for recommendation to the Finance and Services Committee and the State Council.

The Panel will undertake to recommend special Honours award recipients to the Association President and the State Council.

The Panel will provide a central point and act as a 'go-between' in linking worthy candidates for various Honours (the WA Local Government Association, Australian, Western Australian honours) and those wishing to nominate these individuals.

The Panel will undertake to raise the profile of the Honours by encouraging the nomination of worthy individuals for the various Honours.

The Panel will undertake a liaison role with individuals & groups involved in Honours such as the WA Member of the Order of Australia Council and the Order of Australia Association to encourage and progress the successful nomination of Western Australians for Australian and Western Australian honours.

## FURTHER ENQUIRIES

Ms Chantelle O'Brien  
Executive Officer Governance and Strategy  
WALGA  
Phone: 9213 2013  
Fax: 9322 2611  
E-mail: [cobrien@walga.asn.au](mailto:cobrien@walga.asn.au)

Nomination forms can be downloaded from the WALGA website by visiting:  
<http://www.councils.wa.gov.au/directory/walga/index.html/statecouncil/honours/>



WALGA

## Honours Policy 2013

WALGA recognises service to Local Government by the award of the following Honours:

- Local Government Medal
- Life Membership
- Eminent Service Award (previously Certificate of Appreciation)
- Long and Loyal Service Award
- Merit Award (previously Distinguished Service Award)
- Local Government Officers Award (New Category)

### WALGA HONOURS

#### LOCAL GOVERNMENT MEDAL

FOR OUTSTANDING ACHIEVEMENT AND CONTRIBUTION TO LOCAL GOVERNMENT/ WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

**ELIGIBILITY:**

- President of the Association
- As a State Councillor
- As an Elected Member

**PRESENTED IN RECOGNITION OF:**

- Exceptional service which advances the goals of WALGA and / or Local Government
- The personal contribution given in pursuit of benefits for the community within the concept of Local Government
- Outstanding achievements and/or significant contributions, both professionally and personally, in the advancement of the position and value of the Western Australian Local Government Association and/or Local Government within the wider community. These key factors form the basis for the selection of recipients and will be applied in the nomination and selection process.

**PRIVILEGES**

- Local Government Medal, Certificate and Lapel Pin
- Complimentary registration at Association Conferences, but not including travelling, accommodation, meals or functions
- Automatic nomination for Australian Honours/Western Australia Week Awards

#### LIFE MEMBERSHIP

FOR LONG AND OUTSTANDING SERVICE TO THE ASSOCIATION AND TO LOCAL GOVERNMENT

**ELIGIBILITY:**

- As a State Councillor
- Years of service to the Association and to Local Government for a minimum of two election terms (i.e. 8 years).
- As a Serving Officer of the Association or a Member Local Government for a minimum of 15 years.

**PRESENTED IN RECOGNITION OF:**

- For long and outstanding service to the Association and to Local Government
- For significant achievement and/or active involvement in intergovernmental relations As a State Councillor

**PRIVILEGES**

- Certificate of Life Membership and Lapel Pin
- Complimentary registration at Association Conference, but not including travelling, accommodation, meals or functions
- Complimentary subscription to Local Government News and Western Councillor.

**EMINENT SERVICE AWARD**

**FOR PERSONAL COMMITMENT, EMINENT SERVICE AND CONTRIBUTION TO LOCAL GOVERNMENT OR THE ASSOCIATION:**

**ELIGIBILITY:**

- As a President or Mayor
- As a State Councillor
- As an Elected Member or Serving Officer of the Association
- As an Officer of a Government Agency

**PRESENTED IN RECOGNITION OF:**

- Notable contribution to the Association and/or Local Government

**PRIVILEGES**

- Eminent Service Award - certificate

**LONG AND LOYAL SERVICE AWARD**

**FOR LONG SERVICE OF A HIGH DEGREE TO LOCAL GOVERNMENT OR THE ASSOCIATION:**

**ELIGIBILITY:**

- As a State Councillor for 8 or more years
- As an Elected Member for 12 or more years

**PRESENTED IN RECOGNITION OF:**

- Outstanding long and loyal service to the Association and/or Local Government

**PRIVILEGES**

- Long and Loyal Service Award – certificate

**MERIT AWARD**

**FOR DISTINGUISHED SERVICE TO THE COMMUNITY THROUGH THE LOCAL GOVERNMENT OF THE CITY/SHIRE/TOWN OF \_\_\_\_\_**

**ELIGIBILITY:**

- As an Elected Member
- Must have served for 4 years or more

**PRESENTED IN RECOGNITION OF:**

- Committed and dedicated to the pursuit of achievement for the community of a Local Government.

**PRIVILEGES**

- Local Government Merit Award – certificate



## LOCAL GOVERNMENT OFFICER AWARD

FOR OUTSTANDING CONTRIBUTIONS MADE BY SERVING OFFICERS OF MEMBER LOCAL GOVERNMENTS TO THE ASSOCIATION, THE SECTOR OR OTHER AGENCIES AND LOCAL COMMUNITIES

### PRESENTED IN RECOGNITION OF:

- Demonstrating outstanding contributions to the Local Government or other agency and/or within the wider community
- Leading by example, sustainable performance and highlights best practice operations for the sector
- Outstanding achievements, both professionally and personally, in the advancement of the Local Government or Agency within the wider community.

### PRIVILEGES

- Local Government Officer Award - Certificate

## WHO CAN NOMINATE FOR AWARDS?

Nominations for awards within the WALGA Honours program can be made by the following nominators:

- **Local Government Medal** - Available for nomination by State Council Members
- **Life Membership** - Available for nomination by State Council Members and Member Local Governments
- **Eminent Service Award** - Available for nomination by State Council Members and Member Local Governments
- **Long and Loyal Service Award** - Available for nomination by State Council Members and Member Local Governments
- **Merit Award** - Available for nomination by State Council Members and Member Local Governments
- **Local Government Officer Award** - Available for nomination by State Council Members and Member Local Governments

### PLEASE NOTE:

*State Council Members are those individuals elected to the State Council of WALGA and that nominations submitted by State Council Members do not require supporting signatures.*

*Eligibility to nominate persons for Honours varies between award categories. Reference should be made to the nominating authority section of the 2013 nomination form to ensure that an eligible nominator has been identified to support the nomination.*

*Nominations by Member Local Governments require that the Local Government is a Member of the WA Local Government Association (WALGA). The support of the nominator (who must be an Elected Member) plus two other Elected Members is required and the nomination must be forwarded through the Chief Executive Officer of the Local Government for sign-off prior to submission to the Association.*

## NOMINATION PROCESS

Nominations will be invited during February/March and will close in May/June of each year.

Honours matters are **CONFIDENTIAL**. The nominee **MUST NOT** be approached for any information.

Additional copies of Nomination forms are available by visiting: <http://www.walga.asn.au>

**Nominations should remain confidential throughout the whole process.**

The Nomination form, and any attachments, should be submitted to the Association's Secretariat either by hand, post, email or facsimile. **EMAILED NOMINATIONS MUST BE DATED AND DIGITALLY SIGNED.**

The WA Local Government Association Honours Panel will meet after the closing date for nominations and undertake to adjudicate in the selection of recipients.

Successful Honours nominees will be notified of their nomination, and arrangements will be made as appropriate in respect of the award presentation.

Nominating bodies will be advised of any unsuccessful nominations in due course.

#### FURTHER ENQUIRIES

Ms Chantelle O'Brien  
Executive Officer Governance and Strategy  
WALGA  
Phone: 9213 2013  
Fax: 9322 2611  
E-mail: [cobrien@walga.asn.au](mailto:cobrien@walga.asn.au)

## EXTERNAL HONOURS

### AUSTRALIAN SYSTEM OF HONOURS

The levels of the Order of Australia include:

- **Companion – AC** – for eminent achievement and merit of the highest degree in service to Australia or to humanity at large
- **Officer – AO** – for distinguished service of a high degree to Australia or to humanity at large
- **Member – AM** – for service in a particular locality or field of activity or to a particular group.
- **Medal – OAM** – for service worthy of particular recognition
- **Public Service Medal** - awarded to persons who have provided outstanding public service, either through, with an authority of, or in an office or position remunerated by or on behalf of, the Commonwealth, a State or a Local Government.

These are awarded by the Governor General of Australia, on recommendation by the Order of Australia Council, on Australia Day and the Queen's Birthday each year. Any person or organisation may submit a nomination for an award to the Order of Australia Council. Nominations are open throughout the year, and the process can be lengthy at times (ranging from 12 to 18 months).

The WALGA Honours Panel is happy to facilitate nominations for the Public Service Medal for Local Governments wishing to nominate Serving Officers for this award. Applications should be submitted via the Association's Secretariat, marked for the attention of the Honours Panel.

Nominations for this award may be submitted throughout the year.

### WESTERN AUSTRALIAN CITIZEN OF THE YEAR AWARDS

The Western Australian Citizen of the Year Awards are administered by Celebrate WA. The following categories of awards are available:

- **Arts, Culture & Entertainment** – for significant contribution to the development and promotion of the arts, culture and entertainment in WA
- **Community Service** – for selfless commitment to serving the needs and enhancing the life of others in the community
- **Industry & Commerce** – for the achievement of success and demonstration of outstanding commitment to the fields of industry and commerce
- **Sport** – for outstanding contribution to the advancement, development, promotion and administration of sport in WA
- **Youth** – for contribution in a significant way to the betterment of life in WA (young people aged between 17 and 25 years are eligible)

### NOMINATIONS PROCESS

Nominations will be invited throughout the year for the Australian System of Honours. Nomination forms for the Australian System of Honours can be obtained by contacting the Honours Secretariat, Government House, Canberra, ACT, 2600 or via freecall 1800 552 275.

Completed nomination forms should provide details about the person being nominated, information about their achievements and expertise and the names of referees who know the person and are able to support the nomination.

The Honours Secretariat will conduct research and verify the nominee's service to the community. Following this, the nomination will be forwarded to the Council for the Order of Australia for consideration. The level of award is determined by the Council of the Order of Australia.

With regards to the WA Citizen of the Year Awards, further information and nomination forms can be obtained by contacting Celebrate WA, Ground Floor, 16 St Georges Terrace, Perth or by telephoning 9220 1808.

**Nominations should remain confidential throughout the whole process.**

<b>AGENDA ITEM:</b>	<b>9.3.8</b>
<b>SUBJECT:</b>	<b>COMMUNITY STRATEGIC PLAN</b>
<b>PROponent:</b>	<b>MORRISON LOW CONSULTANTS</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>411.00</b>
<b>PREVIOUS REFERENCE:</b>	
<b>DATE:</b>	<b>9 APRIL 2013</b>
<b>AUTHOR:</b>	<b>STUART BILLINGHAM</b>

## **DISCLOSURE OF INTEREST**

Nil

## **BACKGROUND**

New regulations gazetted on 26 August 2011 specified what a “Plan for the Future” should involve. Local Governments will be required to develop and adopt two new plans:

- Community Strategic Plan
- Corporate Business Plan

The Community Strategic Plan is a 10 year plan and must be adopted by an absolute majority before 30 June 2013. The plan must be reviewed at least every 4 years. This plan must include the Community’s vision, priorities, objectives, strategies and assessments. The Community involvement in this plan is important and must be demonstrated.

The Corporate Business Plan is a 4 year plan and must be adopted by an absolute majority before 30 June 2013. The plan is reviewed annually as the first year of the plan should progress into the annual budget.

The core elements of the Corporate Business Plan are:

- Long Term Financial Plan
- Asset Management Plan
- Workforce Plan

Integrated Planning and Reporting is the development and delivery of a Strategic Community Plan and Corporate Business Plan.

The Shire currently has a Plan for the Future 2011-2021.

## **COMMENT**

Morrison Low have prepared a Draft Community Strategic plan on behalf of the Shire of Chapman Valley to move towards compliance with the new legislation. To ensure the Community have an opportunity to comment on the Draft document, it is recommended the Draft document be advertised locally for 30 days in the local paper, website and be available on the Shire front Counter in hardcopy.

## **STATUTORY ENVIRONMENT**

Section 5.56 of the *Local Government Act 1995* provides that each Local Government is to plan for the future of the district and that such plans are to be made in accordance with any regulations made about planning for the future of the district.

Full compliance with the regulations will be required by 30 June 2013 and each Local Government will be required to demonstrate progress towards compliance.

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

The 2012/2013 budget made provision of \$130,000 for the engaging of Morrison Low Consultants to produce the Workforce Plan, Long Term Financial Plan, Corporate Plan and Asset Management Plan.

## **STRATEGIC IMPLICATIONS**

Draft Community Strategic Plan

## **VOTING REQUIREMENTS**

Simple Majority

## **STAFF RECOMMENDATION**

That the Shire of Chapman Valley advertises the Draft Community Strategic Plan for 30 days seeking public comment before Council consider adoption of the Community Strategic Plan before the 30 June 2013.

## **COUNCIL RESOLUTION**

**MOVED: CR FARRELL**

**SECONDED: CR BELL**

**That the Shire of Chapman Valley advertises the Draft Community Strategic Plan for 30 days seeking public comment before Council consider adoption of the Community Strategic Plan before the 30 June 2013.**

**Voting 7/0**

**CARRIED**

**Minute Reference 13/4-17**

*Cr Royce left the meeting at 1.45pm*

**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 Humphrey advised that he attended the Parkfalls Residents Association meeting.

**12.0 GENERAL BUSINESS  
(of an urgent nature introduced by decision of meeting)**

**12.1 Elected Members**

Local Government Week

**COUNCIL RECOMMENDATION**

**MOVED: CR BATTEN**

**SECONDED: CR FARRELL**

That Councillors Collingwood, Davidson, Batten, Forrester, Bell and Mr Billingham be registered for the Local Government Week Conference from 7-9 August 2013.

**Voting 6/0**

**CARRIED**

**Minute Reference 13/3-18**

Nanson Show Grounds – Annual Chapman Valley Agricultural Show

Cr Davidson requested that the preparations for the Nanson showground for the annual Chapman Valley Agricultural Show as per Policy 4.70 be continued as per previous years.

**12.2 Officers**

Mr Forbes Spillman and Mr Ray Wilson CEO Carbon Neutral entered Chambers at 2.20pm and gave a brief presentation on the Moresby Range revegetation.

Mr Spillman presented a letter to Council advising that his property will be sold this year and requests that Council write to the various Ministers and Departments supporting the Moresby Range Regional Park.

**13.0 CLOSURE**

The Chairman thanked the Elected Members and Staff for their attendance. The meeting was declared closed at 2.44pm.