



SHIRE OF

# Chapman Valley

*Love the rural life!*

## ORDINARY COUNCIL MEETING

Notice is hereby given that an Ordinary Meeting  
of Council will be held on Wednesday 20 March 2019  
at the **Bill Hemsley Park Community Centre**  
commencing at 9:00am.

Maurice Battilana  
CHIEF EXECUTIVE OFFICER

# CONFIRMED MINUTES

## MARCH 2019

Shire's Vision

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

# DISCLAIMER



No responsibility whatsoever is implied or accepted by the Shire of Chapman Valley for any act, omission or statement or intimation occurring during Council Meeting. The Shire of Chapman Valley disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council Meeting does so at that person's or legal entity's own risk.

The Shire of Chapman Valley warns that anyone who has any application or request with the Shire of Chapman Valley must obtain and should rely on **WRITTEN CONFIRMATION** of the outcome of the application or request of the decision made by the Shire of Chapman Valley.

A handwritten signature in black ink, appearing to read "M. Battilana", is written over a large, light-colored circular scribble.

Maurice Battilana  
**CHIEF EXECUTIVE OFFICER**

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*(Note: Quorum = 4 Elected Members)*

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- 3.2 APOLOGIES
- 3.3 PREVIOUSLY APPROVED LEAVE OF ABSENCE
- 4.0 PUBLIC QUESTION TIME
  - 4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
  - 4.2 PUBLIC QUESTION TIME

## 5.0 APPLICATIONS FOR LEAVE OF ABSENCE

## 6.0 DISCLOSURE OF INTEREST

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

### Section 5.60A:

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

### Section 5.60B:

*"a person has a **proximity interest** in a matter if the matter concerns –  
(a) a proposed change to a planning scheme affecting land that adjoins the person's land; or  
(b) a proposed change to the zoning or use of land that adjoins the person's land; or  
(c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land."*

### Regulation 34C (Impartiality):

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

Item No.	Member/Officers	Type of Interest	Nature of Interest

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10.3.2 Roads Infrastructure Committee Meeting

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15.2 Deferral of Long Service Leave

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## ORDER OF BUSINESS:

### 1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The President, Cr Farrell welcomed Elected Members and Staff and declared the meeting open at 9.03am.

### 2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

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

#### 3.1 Present

##### a. Councillors

Member
Cr Anthony Farrell (President)
Cr Kirrilee Warr (Deputy President)
Cr Nicole Batten
Cr Pauline Forrester
Cr Darrell Forth
Cr Peter Humphrey
Cr Ian Maluish

##### b. Staff

Officer	Position
Mr Maurice Battilana	Chief Executive Officer
Mr Simon Lancaster	Deputy Chief Executive Officer
Mrs Karen McKay	Executive Services Administrator (Minute Taker)

##### c. Visitors

Name
Tom Davies
Barry Wren

#### 3.2 Apologies

Name
Cr Trevor Royce
Mrs Dianne Raymond

#### 3.3 Previously Approved Leave of Absence

Name
Nil

### 4.0 PUBLIC QUESTION TIME

#### 4.1 Response to Previous Public Questions On Notice

Nil

4.2 Public Question Time

Nil

**5.0 APPLICATIONS FOR LEAVE OF ABSENCE**

- Cr Warr requested Leave of Absence for the April 2019 Ordinary Meeting of Council
- Cr Forrester requested Leave of Absence for the May 2019 Ordinary Meeting of Council.

**6.0 DISCLOSURE OF INTEREST**

Item No.	Member/Officers	Type of Interest	Nature of Interest
10.3.1	Cr Maluish	Impartiality	Member of the Parkfalls Residents Association

**7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS**

7.1 Petitions

Nil

7.2 Presentations

Nil

7.3 Deputations

Nil

**9.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

**COUNCIL RESOLUTION**

**MOVED: CR FORRESTER**

**SECONDED: CR FORTH**

8.1 Ordinary Meeting of Council held on Wednesday 20 February 2019

That the minutes of the Ordinary Meeting of Council held Wednesday 20 February 2019 be confirmed as a true and accurate.

**Voting 7/0  
CARRIED**

**Minute Reference: 03/19-1**

**9.0 ITEMS TO BE DEALT WITH EN BLOC**

Nil

**10.0 OFFICERS REPORTS**

# **10.1 Manager of Planning March 2019**

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### **10.1 AGENDA ITEMS**

10.1.1 Nanson Showground Masterplan

<b>AGENDA ITEM:</b>	<b>10.1.1</b>
<b>SUBJECT:</b>	<b>NANSON SHOWGROUND MASTERPLAN</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>RESERVE 52196 CHAPMAN VALLEY ROAD, NANSON</b>
<b>FILE REFERENCE:</b>	<b>A1075</b>
<b>PREVIOUS REFERENCE:</b>	<b>11/07-18, 10/10-9, 02/11-6, 03/15-11, 03/17-17 &amp; 08/17-4</b>
<b>DATE:</b>	<b>12 MARCH 2019</b>
<b>AUTHOR:</b>	<b>SIMON LANCASTER</b>

**SUPPORTING DOCUMENT:**

Ref	Title	Attached to Report	Under Separate Cover
10.1.1	Draft Nanson Showground Masterplan		√

**DISCLOSURE OF INTEREST**

Nil.

**BACKGROUND**

The Shire has been working with the Nanson Showground user groups to prepare a masterplan which has been provided as **separate Attachment 10.1.1** for Council's consideration.

**COMMENT**

Council resolved at its 12 March 2017 meeting that:

*“Council write to encourage all users, in conjunction with Council staff, to establish an agreed Master Plan for future developments of the Nanson Showgrounds precinct.”*

Shire staff have been subsequently working with the two user groups (Chapman Valley Agricultural Society and Chapman Valley Western Riding Club) to progress the drafting of the Nanson Showground Masterplan.

The masterplan has been prepared to guide the future development of the Nanson Showground and ensure that the two user groups work in a cohesive manner, whereby items of shared interest are identified and coordinated, and items of exclusive interest are located and operated in harmony.

Council has sought to work with the Chapman Valley Western Riding Club to develop a vision for the Nanson Showground as a regional equine facility, and work with the Chapman Valley Agricultural Society to continue to develop the Chapman Valley Agricultural Show as a regional event that showcases Chapman Valley, its community, its produce, its history and its attractions.

The Shire has made clear to the user groups that the purpose of the masterplan exercise was to get their input into what their requirements are likely to be as their respective events continue to grow. The Shire encouraged that all ideas be raised, no matter how long-term or visionary, so that there can be a coordinated plan that allocates sufficient space and location for them within the Showground precinct

The intent of the Nanson Showground Masterplan is to identify all potential future needs, be they short, medium or long term and it is understood by the user groups that the plan serves a coordinating and informing role but is not attached to a timeframe or mechanism for delivery. It also understood by all parties that realisation of the masterplan will be subject to staging and a range of funding from various sources.

**STATUTORY ENVIRONMENT**

The masterplan addresses the Nanson Showground Precinct which comprises Reserve 52196 which is under the management of the Shire of Chapman Valley for the purpose of 'Recreation and Showground', and the southern portion of Lot 1987 Chapman Valley Road which is owned by Ballycastle Pty Ltd and leased to the Shire.



The masterplan proposes additional fixed assets/buildings to be gradually developed upon the Reserve managed by the Shire and only proposes car parking and an associated gravel vehicle access network upon the area (to better manage show day car parking traffic flows) that is currently under private ownership. The Shire and Ballycastle Pty Ltd have reached agreement for a land exchange that would see the car park area become amalgamated into the Showground Reserve (in exchange for an equivalent area of land on the other side of Chapman Valley Road being provided to the landowner), at which point the masterplan would then address land entirely under the Shire's management.

In the event that the land exchange was to not proceed then the masterplan would require modification with regard for other identified car park options and be returned to Council for future consideration.

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

It is considered that the items upon the Nanson Showground Masterplan are realistic and achievable over a staged period, with both user groups aware that delivery will be dependent on funding from a range of sources. It is noted that both user groups have a record of self-reliance and contribution of both in-kind and monetary contribution when approaching the Shire and grant agencies in the past for assistance with project delivery.

The Nanson Showground Masterplan will serve a significant role in supporting applications to external funding agencies and demonstrating that projects contained upon the masterplan form part of a coordinated multi-user regional precinct.

It is considered that the perimeter gravel access track around the car park is the highest priority item on the Nanson Showground Masterplan to further assist the Chapman Valley Agricultural Society in its traffic management on show day.

- **Long Term Financial Plan:**

The Shire of Chapman Valley Long Term Financial Plan was endorsed by Council at its 19 July 2017 meeting and notes that major proposed projects are detailed in the Shire's 10 Year Roadworks Program, Plant Replacement Program and Capital Buildings Program with estimated costs included in the Long Term Financial Plan and the keys risks associated with these programs is the ability to continue to attract State and Commonwealth grants.

The Building and Disability Services Committee will have a role in consideration of major items associated with the Nanson Showground as shown upon the masterplan, with smaller items potentially considered by the Community Growth Fund Advisory Group, with both of these then reporting to Council with recommendations.

## STRATEGIC IMPLICATIONS

- **Strategic Community Plan:**

The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 15 November 2017 meeting and the preparation of a masterplan for the Nanson Showground meets the following objectives of the Strategic Community Plan.

Objective	Strategy	Action	Timeline			
			Short	Medium	Long	Ongoing
Nurture the sense of community	Development of plans relevant to population needs	Review existing plans and develop new plans as required	√			
Develop, manage and maintain built infrastructure	Asset Management Plan	Review Asset Management Plan regularly and maintain integration with other Strategic Plans within the Shire				√
	Development Projects	Review Strategic Community Plan to identify possible development projects		√		

## **CONSULTATION**

The Nanson Showground Masterplan was prepared in ongoing consultation with the user groups over a 2-year period with various drafts of the masterplan circulated for comment to the user groups on 4 occasions on 10 October 2017, 25 January 2017, 6 June 2018 and 17 December 2018.

The Shire emphasised repeatedly to the user groups that the initial drafts of the masterplan were intended merely to progress discussion and if any of the user groups considered that the plan should include further ideas or wished to relocate or modify anything shown upon the plan, the Shire would welcome this feedback so that the masterplan could be modified. The Shire also made clear that once the various user groups had a chance for further review the Shire would arrange a meeting where representatives from each of the user groups could meet together to raise their ideas and workshop the masterplan with the intention of progressing it to a stage where all parties were happy for it to be presented to Council for its future consideration.

In addition, several meetings were held individually at the Shire office and at the Showground with the user groups during the formulation of the masterplan and also a combined user group workshop was held on 11 April 2018 at the Nanson Showground to address various issues and progress the masterplan. The Shire also sought comment from the Chapman Valley Stud Breeders Group who hold sales events at the Showground.

Council has also been informed regularly upon the masterplan's progress with updates provided with the 18 October 2017 and 21 March 2018 Concept Forums and the 15 November 2017, 24 February 2018, 20 June 2018 and 21 November 2018 Information Reports.

The Chapman Valley Western Riding Club and Chapman Valley Agricultural Society were requested to circulate the final draft of the Nanson Showground Masterplan to their respective Annual General Meetings on 21 January 2019 and 18 February 2019 respectively. Both user groups have advised of their support and the draft masterplan is now presented to Council for its consideration.

## **RISK ASSESSMENT**

Rating 1 (Insignificant) Measures of Consequence – Risk Assessment and Acceptance Criteria

## **VOTING REQUIREMENTS**

Simple majority required

## **COUNCIL / STAFF RECOMMENDATION**

**MOVED: CR WARR**

**SECONDED: CR HUMPHREY**

That Council adopt the Nanson Showground Masterplan as provided in Attachment 10.1.1 noting that the masterplan is a strategic document intended to guide and coordinate future development of the precinct and on the understanding that Council's adoption does not establish a timeframe for delivery or funding program, as realisation of the masterplan on-ground will be subject to a combination of funding sources from the Shire, the user groups and external agencies over an extended staged period.

**Voting 7/0  
CARRIED  
Minute Reference: 03/19-2**

# **10.2 Finance March 2019**

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### **10.2 AGENDA ITEMS**

10.2.1 Financial Reports for February 2019

<b>AGENDA ITEM:</b>	<b>10.2.1</b>
<b>SUBJECT:</b>	<b>FINANCIAL MANAGEMENT REPORT FOR FEBRUARY 2019</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>307.00</b>
<b>PREVIOUS REFERENCE:</b>	<b>N/A</b>
<b>DATE:</b>	<b>20<sup>th</sup> FEBRUARY 2019</b>
<b>AUTHOR:</b>	<b>DIANNE RAYMOND, MANAGER FINANCE &amp; CORPORATE SERVICES</b>

**SUPPORTING DOCUMENTS:**

<b>FMR</b>	<b>Title</b>	<b>Attached to Report</b>	<b>Under Separate Cover</b>
10.2.1(a)	February 2019 Financial Management Reports		✓
10.2.1(b)	Confidential List of Accounts		✓

**DISCLOSURE OF INTEREST**

Nil

**BACKGROUND**

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

**COMMENT**

The financial position at the end of February 2019 is detailed in the monthly management report provided as a **separate attachment** for Council's review.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995 Section 6.4*

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

**POLICY/PROCEDURE IMPLICATIONS**

There are no policy implications

**FINANCIAL IMPLICATIONS**

As presented in the Financial Management Report for February 2019

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

No significant effect on the LTFP

**STRATEGIC IMPLICATIONS**

Nil

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

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant		Review current Council and Management policies and formalise update process and timelines.

**CONSULTATION**

Not applicable

**RISK ASSESSMENT**

The associated risk would be the failure to comply with Local Government Financial Regulations requiring monthly reporting of financial activity. Risk rating is considered Level 1 - Insignificant

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL / STAFF RECOMMENDATION**

**MOVED: CR WARR**

**SECONDED: CR HUMPHREY**

That Council receives the financial management report supplied under separate cover for the month February 2019 comprising the following:

- Statement of Financial Activities with notes
- Note 1 – Net Current Assets
- Note 2 – Explanation of Material Variances
- Note 3 – Cash & Investments
- Note 4 – Receivables
- Note 5 – Rating Revenue
- Note 6 – Disposal of Assets
- Note 7 – Capital Acquisitions
- Note 8 – Borrowings
- Note 9 – Reserves
- Note 10 – Grants & Contributions
- Note 11 – Trust Fund
- Note 12 – Budget Amendments

Additional Information

- Budget by Program
- Summary of Payments
- Bank Reconciliation
- Credit Card Statement

**Voting 7/0  
CARRIED  
Minute Reference: 03/19-3**

# **10.3**

# **Chief Executive Officer**

# **March 2019**

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### **10.3 AGENDA ITEMS**

10.3.1 Building & Disability Services Committee Meeting

10.3.2 Roads Infrastructure Committee Meeting

<b>AGENDA ITEM:</b>	<b>10.3.1</b>
<b>SUBJECT:</b>	<b>BUILDING &amp; DISABILITY SERVICES COMMITTEE MEETING</b>
<b>PROPONENT:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>SITE:</b>	<b>VARIOUS SITES</b>
<b>FILE REFERENCE:</b>	<b>801.00</b>
<b>PREVIOUS REFERENCE:</b>	<b>NIL</b>
<b>DATE:</b>	<b>20<sup>th</sup> MARCH 2019</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA</b>

**SUPPORTING DOCUMENTS:**

Ref	Title	Attached to Report	Under Separate Cover
10.3.1(a)	Building & Disability Services Committee Meeting Minutes		√
10.3.1(b)	Operating Building Maintenance Program		√
	Capital Building Works Program		√
10.3.1(c)	Disability Access Inclusion Plan		√

**DISCLOSURE OF INTEREST**

Nil

**BACKGROUND**

The Shire of Chapman Valley Building & Disability Services Committee met on the 7th March 2019 to review:

- Buildings Capital Works Program;
- Buildings Maintenance Works Program; and
- Disability Access & Inclusion Plan

The Unconfirmed Minutes of the meeting have been provided under separate cover for Council reference and information (see **Attachment 10.3.1(a)**).

**COMMENT**

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

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

**POLICY IMPLICATIONS**

The following Procedures are relevant and have been considered as part of the process:

- ~ CMP-009 - COMMUNITY CENTRE;
- ~ CMP-010 – COMMUNITY CENTRE, SPORTING COMPLEX & NABAWA HALL HIRE CONDITIONS;
- ~ CMP-012 - NANSON SHOW GROUNDS – ANNUAL CHAPMAN VALLEY SHOW;
- ~ CMP-014 - SPORTS GROUND;
- ~ CMP-015 - COUNCIL HOUSING / BUILDINGS

**FINANCIAL IMPLICATIONS**

Recommendations from the Committee are presented to Council for consideration for allocation into the forthcoming and future draft budgets. Not all cost estimates have been undertaken at time of writing this report.

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

The *Five-Year Building Program* will have an effect on the Shire's Integrated Planning and Reporting, which sets Councils future long-term direction and planning.

## STRATEGIC IMPLICATIONS

It is important for Council to have a strategic approach to managing all its assets, which included buildings.

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

Ref	Objective	Strategy	Action
4.1	Develop, manage and maintain built infrastructure	Asset Management Plan	Review Asset Management Plan regularly and maintain integration with other Strategic Plans within the Shire

## CONSULTATION

Council staff continually monitors buildings and facilities owned/controlled by the Shire. Staff also continually liaises with tenants/users of these facilities.

## RISK ASSESSMENT

There is a risk of buildings and facilities deteriorating if adequate resources are not allocated to address depreciation and fair wear and tear of the buildings. However; in this instance, I believe the risk is currently **Minor** i.e.

Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non-compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response

## VOTING REQUIREMENTS

Simple Majority

## COUNCIL RECOMMENDATION

**MOVED: CR BATTEN**

**SECONDED: CR FORTH**

That Standing Orders be suspended.

**Voting 7/0  
CARRIED  
Minute Reference: 03/19-4**

## COUNCIL RECOMMENDATION

**MOVED: CR HUMPHREY**

**SECONDED: CR FORRESTER**

That Standing Orders be re-instated.

**Voting 7/0  
CARRIED  
Minute Reference: 03/19-5**



## COMMITTEE RECOMMENDATIONS

Council receive the Minutes of the Building & Disability Services Committee and endorse the recommendations within i.e.

### 1. Minute Reference: BDSC 03/19-2

The Committee recommends Council consider the amended “5 Year - Operating Building Maintenance Program” presented with the following amendments and this Program be used as a basis to develop the Draft 2019/2020 Budget:

- Nabawa Community Centre – Power Upgrade increased from \$3100 to \$4000;
- Nabawa Recreation Centre – Bar Upgrades – discuss with CVFC to determine the work and costs and specific line item to be placed in Municipal Fund draft budget;
- Nabawa Tennis Pavilion – Install floor covering (e.g. lino) and lining (colorbond custom orb) to ceiling;
- Yuna Park Play equipment – Install basketball pole, backboard and concrete footing (approx. \$2000 TBC);
- Chapman Valley Museum – Install LED lighting to Shed 1 (approx. \$5000 TBC).

### 2. Minute Reference: BDSC 03/19-3

The Committee recommends Council consider the amended “5 Year - Capital Building Works Program” as presented with the following amendments and this Program be used as a basis to develop the Draft 2019/2020 Budget:

- Nabawa Depot – security gates increase from \$10,500 to \$20,000;
- Nabawa Community Centre – remove main switchboard replacement item duplicated in maintenance budget;
- Nabawa Oval lighting – approach CVFC to determine interest in donated light being installed at Nabawa Oval and if interested estimated costs be inserted in 2019/20 draft budget;
- Cemetery – reword toilet facilities to “install reduced septic system type toilet either transportable/prefab or built”:
  - Combine existing amounts of \$18,000 and \$3,000 for toilets and water respectively into the one-line item;
- Nanson Showgrounds – remove reference to donated lights being installed at CVWRC precinct;
- CV Museum - \$4,000 for disable access to Ted Porter Cottage and /or Road Board Office to be placed in 2019/20 & 20/21 Draft budget;
- Bill Hemsley Park precinct –
  - 2019/20 Prioritise carpark overflow and bollard installation as per masterplan;
  - Staff prioritise future works in accordance with Masterplan in forward estimates of Capital Works Programs and bring back to Council for further consideration;
  - Move gazebo/BBQ from 2020/21 to 21/22 financial year.

### 3. Minute Reference: BDSC 03/19-4

That the Building & Disability Services Committee recommend to Council that the future and purpose of the Bill Hemsley Park Management Committee be reviewed.

### 4. Minute Reference: BDSC 03/19-5

Council request staff undertake an in-house, desk-top review of the Plan and if necessary, recommend any amendments to Council for consideration.

### 5. Minute Reference: BDSC 03/19-6

The Committee recommend Council endorses the disposal of Lot 102 Chapman Valley Rd, Yuna by Private Treaty under the following conditions:

1. The CEO arranges for a market valuation of the property, in accordance with legislative requirements, prior to commencing disposal procedures;

- The CEO to bring an item back to Council for consideration and determination prior to the legislative process continuing for the property disposals.

## COUNCIL RESOLUTION

MOVED: CR FORTH

SECONDED: CR HUMPHREY

Council receive the Minutes of the Building & Disability Services Committee and endorse the recommendations within i.e.

### 1. Minute Reference: BDSC 03/19-2

The Committee recommends Council consider the amended “5 Year - Operating Building Maintenance Program” presented with the following amendments and this Program be used as a basis to develop the Draft 2019/2020 Budget:

- Nabawa Community Centre – Power Upgrade increased from \$3100 to \$4000;
- Nabawa Recreation Centre – Bar Upgrades – discuss with CVFC to determine the work and costs and specific line item to be placed in Municipal Fund draft budget;
- Nabawa Tennis Pavilion – Install floor covering (e.g. lino) and lining (colorbond custom orb) to ceiling;
- Yuna Park Play equipment – Install basketball pole, backboard and concrete footing (approx. \$2000 TBC);
- Chapman Valley Museum – Install LED lighting to Shed 1 (approx. \$5000 TBC).

Voting 7/0  
CARRIED

Minute Reference: 03/19-6

## COUNCIL RESOLUTION

MOVED: CR BATTEN

SECONDED: CR FORRESTER

### 2. Minute Reference: BDSC 03/19-3

The Committee recommends Council consider the amended “5 Year - Capital Building Works Program” as presented with the following amendments and this Program be used as a basis to develop the Draft 2019/2020 Budget:

- Nabawa Depot – security gates increase from \$10,500 to \$20,000;
- Nabawa Community Centre – remove main switchboard replacement item duplicated in maintenance budget;
- Nabawa Oval lighting – approach CVFC to determine interest in donated light being installed at Nabawa Oval and if interested estimated costs be inserted in 2019/20 draft budget;
- Cemetery – reword toilet facilities to “install reduced septic system type toilet either transportable/prefab or built”:
  - Combine existing amounts of \$18,000 and \$3,000 for toilets and water respectively into the one-line item;
- Nanson Showgrounds – remove reference to donated lights being installed at CVWRC precinct;
- CV Museum - \$4,000 for disable access to Ted Porter Cottage and /or Road Board Office to be placed in 2019/20 & 20/21 Draft budget;
- Bill Hemsley Park precinct –
  - 2019/20 Prioritise carpark overflow and bollard installation as per masterplan;
  - Staff prioritise future works in accordance with Masterplan in forward estimates of Capital Works Programs and bring back to Council for further consideration;
  - Move gazebo/BBQ from 2020/21 to 21/22 financial year.
- Specific budget item be allocated to individual precincts to either replace existing shade sails when required or introduce solid shade structures commencing 2019/2020.

**Reason for Deviation: Councillors wanted to add item to Committee Recommendation Reference: BDSC 03/19-3 regarding installation of solid shade shelters**

Voting 7/0  
CARRIED

Minute Reference: 03/19-7

**COUNCIL RESOLUTION**

**MOVED: CR FORTH**

**SECONDED: CR BATTEN**

**3. Minute Reference: BDSC 03/19-4**

That the Building & Disability Services Committee recommend to Council that the future and purpose of the Bill Hemsley Park Management Committee be reviewed.

**Voting 7/0  
CARRIED  
Minute Reference: 03/19-8**

**COUNCIL RESOLUTION**

**MOVED: CR FORTH**

**SECONDED: CR WARR**

**4. Minute Reference: BDSC 03/19-5**

Council request staff undertake an in-house, desk-top review of the Disability Access and Inclusion Plan and if necessary, recommend any amendments to Council for consideration.

**Voting 7/0  
CARRIED  
Minute Reference: 03/19-9**

**COUNCIL RESOLUTION**

**MOVED: CR FORRESTER**

**SECONDED: CR HUMPHREY**

**5. Minute Reference: BDSC 03/19-6**

The Committee recommend Council endorses the disposal of Lot 102 Chapman Valley Rd, Yuna by Private Treaty under the following conditions:

1. The CEO arranges for a market valuation of the property, in accordance with legislative requirements, prior to commencing disposal procedures;
2. The CEO to bring an item back to Council for consideration and determination prior to the legislative process continuing for the property disposals.

**Voting 7/0  
CARRIED  
Minute Reference: 03/19-10**

The meeting was adjourned at 10.26am – Mr Wren left the meeting  
 The meeting recommenced at 10.40am

<b>AGENDA ITEM:</b>	<b>10.3.2</b>
<b>SUBJECT:</b>	<b>ROADS INFRASTRUCTURE COMMITTEE MEETING</b>
<b>PROPONENT:</b>	<b>ROADS INFRASTRUCTURE COMMITTEE</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>403.03</b>
<b>PREVIOUS REFERENCE:</b>	<b>NA</b>
<b>DATE:</b>	<b>20<sup>th</sup> MARCH 2019</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA</b>

**SUPPORTING DOCUMENTS:**

Ref	Title	Attached to Report	Under Separate Cover
10.3.2(a)	Roads Infrastructure Committee Meeting Minutes		√
10.3.2(b)	Proposed 10 Year Road Works Program		√
10.3.2(c)	Proposed Plant Replacement Program		√
10.3.2(d)	Eliza Shaw Drainage (Hester to Redcliffe)		√

**DISCLOSURE OF INTEREST**

Nil

**BACKGROUND**

The Road Infrastructure Committee met on the 8<sup>th</sup> March 2019 to review the following:

- ~ Road Works Program;
- ~ Road Hierarchy;
- ~ Heavy Haulage Vehicle Permit Roads; and
- ~ Plant Replacement Program

The Unconfirmed Minutes of the meeting have been provided under separate cover for Council reference and information (see **Attachment 10.3.2(a)**).

**COMMENT**

Determination from the Road Infrastructure Committee will form recommendations to Council for consideration and endorsement for allocation of funding and resources to the forthcoming Draft Budget.

Rather than repeat the content of the Committee Meeting in this report I refer Councillors to the Committee Minutes and welcome any comments/questions.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

**POLICY IMPLICATIONS**

As stated in the Road Infrastructure Committee Minutes, various Policies and Procedures affect the decision-making process. These Policies and Procedures were considered during the Committee’s deliberations.

**FINANCIAL IMPLICATIONS**

Road works is the largest income and expenditure component of the Shires operations, which makes it important to ensure the limited resources made available by grants and those allocated by Council to this function are maximised, whilst remaining conscious of the need to ensure road infrastructure maintenance is also preserved.

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

The Proposed 2019/2020 Road Works Program, Ten Year Road Works Program and Plant Replacement Program have been structured in a way to complement the LTFP. However; the Annual Budget can vary the amounts shown in the LTFP due to these Programs being more detailed. There will also be variation to the amounts indicated in the Programs when compared to the forthcoming budget as, again, the budget figures are more details and analysed prior to being placed into the Draft Budget

### STRATEGIC IMPLICATIONS

It is imperative Council carefully considers where resources are allocated in future road works programs to ensure the higher priority roads are catered for. The Shire’s Road Hierarchy identifies the priority roads into the following categories:

- A. Main Arterial Roads (Significant Roads and approved by the RRG only);
- B. Main Feeder Roads;
- C. Minor Feeder Roads;
- D. Major Access Roads; and
- E. Minor Access Roads

It is important the Policy/Procedure to amend the Road Hierarchy is adhered to. This will ensure the integrity of the Road Hierarchy list and therefore the integrity of how Council allocates its resources to road works within the Shire.

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

Ref	Objective	Strategy	Action
4.2	Manage and maintain roads, drainage and other essential infrastructure	Capital Road Works Programs	Review Road Hierarchy and Ten-Year Road Works Program
		Plant Replacement Programs	Review Plant Replacement Program

### CONSULTATION

Consultation occurred with the Shire’s Manager Works and Services (Esky Kelly), Works Leading Hand (Marty Elks) and Greenfield Technical Services (consultant engineer) when developing the proposed road works and/or plant replacement programs.

### RISK ASSESSMENT

There is a risk associated with limited resources not being allocated to the roads in most need, hence the reason for the Road Hierarchy and consultation with the road works staff being essential to the integrity of the process of funding allocations. Council should not be subject to allocating funds to road because of the “*squeaky wheel receiving the most oil*”.

However; as I am confident the processes and procedure are in place to ensure resources are appropriately allocated to the various programs I believe the risk in this instance is “**Moderate**” i.e.

Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
<b>Moderate (3)</b>	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies

### VOTING REQUIREMENTS

Simple Majority

## COUNCIL / COMMITTEE RECOMMENDATION

MOVED: CR FORTH

SECONDED: CR HUMPHREY

Council receive the Road Infrastructure Committee Minutes and endorse the recommendations within i.e.

### 1. Minute Reference RIC 03/19-2

The Road Infrastructure Committee recommends Council endorses the *Road Hierarchy Procedure (IMP-025)* as presented at **Attachment 8.1(a)** with the following change(s):

- i) Add Beaufort Close as Category E – Minor Access Road;
- ii) Add Bawden Street as Category E – Minor Access Road;
- iii) Remove Wicka Road (closed road) from Category E – Minor Access Road;
- iv) Apply to the Mid-West Regional Road Group to elevate both East Nabawa & Valentine Roads from Category 2 to Category 1 roads in the *Mid-West Roads 2030 Regional Strategies for Significant Local Government Roads*.

### 2. Minute Reference RIC 03/19-3

The Road Infrastructure Committee recommends Council endorse the *10 Year Road Works Program – 2019/2020 to 2028/2029* as presented with the following amendment and this Program be used as a basis for resource allocation into the Draft 2019/2020 Budget:

- Eliza Shaw Road – Obtain engineering advice for a solution to drainage issues along Eliza Shaw Road (starting from Hester Road junction towards Redcliffe Concourse junctions and list in 2019/2020 draft roadworks program).

### 3. Minute Reference RIC 03/19-4

The Road Infrastructure Committee recommends Council endorses the following amended *Heavy Haulage Vehicle Permits Management Procedure (IMP-022)*:

MANAGEMENT PROCEDURE No.	IMP-022
MANAGEMENT PROCEDURE	HEAVY HAULAGE VEHICLE PERMITS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.110; IP-003
LEGISLATION	ROAD TRAFFIC ACT, 1974 – HEAVY VEHICLE OPERATIONS
RELEVANT DELEGATIONS	

#### **OBJECTIVES:**

To identify a heavy haulage route for roads under the control of the Shire of Chapman Valley.

#### **POLICY STATEMENT/S:**

Council adopt the current approved Main Roads WA's Restricted Access Vehicle (RAV) roads and conditions associated with approved roads within the Shire of Chapman Valley.

Procedures for the establishment of a new or amendment to an existing Heavy Haulage Route:

- a) Application to be sent to MRWA Heavy Vehicle Services (HVS) - Route Assessment Section.
- b) HVS to forward application to Shire of Chapman Valley for comments.
- c) Shire staff inspect route to determine suitability in accordance with basic MRWA criteria.
- d) Shire staff put recommendation to MRWA to reject or progress the application.
- e) MRWA HVS will send the application to MRWA regional office to inspect route and make appropriate recommendation back to MRWA HVS
- f) MRWA HVS reviews the route assessment then approves or rejects route and advised Shire of Chapman Valley accordingly.

Once a route has been approved it remains relevant to all operators who then make direct application to MRWA for a permit (not to Council).

Refer to the current Main Roads WA's Restricted Access Vehicle (RAV), website (links below) for the approved list of roads within the Management Procedure;

<https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/notices/Pages/pmtc.aspx>

<https://mrapps.mainroads.wa.gov.au/RavNetworkMap>

#### **4. Minute Reference RIC 03/19-5 – (Absolute Majority)**

The Road Infrastructure Committee recommends Council endorses the following amended Delegation:

<b>DELEGATION NUMBER</b>	-	<b>2012</b>
<b>LEGISLATIVE POWER</b>	-	<i>Local Government Act 1995 (Section 5.42)</i>
<b>DELEGATION SUBJECT</b>	-	<i>Heavy Haulage Routes</i>
<b>DELEGATE</b>	-	<b>CHIEF EXECUTIVE OFFICER</b>

*The Chief Executive Officer is delegated the authority to endorse the Heavy Haulage Vehicle Permits Applications in accordance with Management Procedure (IMP-022) for the determination of variations to the RAV Network within the Shire of Chapman Valley subject to this delegation being restricted to RAV7 level. Any applications beyond this RAV level are to be put to Council for consideration.*

#### **5. Minute Reference RIC 03/19-7**

The Road Infrastructure Committee recommends Council endorses the *Proposed Plant Replacement Program* as presented with the following amendments and request the Chief Executive Officer use this Program as a basis for resources to be allocated in the forthcoming budget:

- Investigate transportable radar speed display trailer – acquisition is subject to grant funding and final endorsement by Council.
- Investigate costs for tow along broom sweeper

**Voting 7/0  
CARRIED  
Minute Reference: 03/19-11**

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

Nil

**12.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**

Nil

**13.0 DELEGATES REPORTS**

Cr Batten advised that she had attended the Chapman Valley Agricultural Society meeting in regard to the Chapman Valley Show 70<sup>th</sup> year and they have some terrific suggestions to make it a success.

Lotterywest and Grant session held at the Shire office was well attended and worth the effort.

Australian Institute of Company Directors (AICD) coming to Geraldton for a workshop.

**COUNCIL RESOLUTION**

**MOVED: CR WARR**

**SECONDED: CR FORTH**

That late item regarding sponsorship of community participant to the AICD Workshop be dealt with.

**Voting 7/0  
CARRIED**

**Minute Reference: 03/19-12**

**COUNCIL RESOLUTION**

**MOVED: CR BATTEN**

**SECONDED: CR WARR**

- To sponsor or support up to four tickets for local representatives to attend the AICD governance session and the CEO authorised to accommodate this through budget variation.
- Sponsored attendees to provide Council with feedback on the value of the session.

**Voting 6/1  
CARRIED**

**Minute Reference: 03/19-13**

**14.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

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

**COUNCIL RESOLUTION**

**MOVED: CR FORTH**

**SECONDED: CR MALUISH**

Council resolve the meeting be closed to members of the public to discuss Agenda Item 15.1 & 15.2 in accordance with the Local Government Act 1995 Section 5.23(2)(a) as it is considered a matter affecting an employee.

**Voting 7/0  
CARRIED**

**Minute Reference: 03/19-14**

*Mr Davies, Mr Lancaster and Mrs McKay left Chambers at 11.12am*



<b>AGENDA ITEM:</b>	<b>15.1</b>
<b>SUBJECT:</b>	<b>CONTRACT OF EMPLOYMENT RENEWAL – DIANNE RAYMOND</b>
<b>PROPONENT:</b>	<b>CHIEF EXECUTIVE OFFICER</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>908.102</b>
<b>PREVIOUS REFERENCE:</b>	<b>MINUTE REF: 07/14-6</b>
<b>DATE:</b>	<b>20<sup>th</sup> MARCH 2019</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA</b>

**COUNCIL / STAFF RECOMMENDATION**

**MOVED: CR FORRESTER**

**SECONDED: CR FARRELL**

Council endorse the Contract of Employment renewal and amended remuneration package as presented for Dianne Raymond to the position of Manager Finance & Corporate Services for the Shire of Chapman Valley for the period of five years commencing on the 22<sup>nd</sup> July 2019 in accordance with section 5.37 and 5.39 of the *Local Government Act 1995* superseding previous contract(s).

**Voting 7/0**

**CARRIED**

**Minute Reference: 03/19-15**

<b>AGENDA ITEM:</b>	<b>15.2</b>
<b>SUBJECT:</b>	<b>DEFERRAL OF LONG SERVICE LEAVE</b>
<b>PROPONENT:</b>	<b>VARIOUS STAFF</b>
<b>SITE:</b>	<b>SHIRE OF CHAPMAN VALLEY</b>
<b>FILE REFERENCE:</b>	<b>908.08</b>
<b>PREVIOUS REFERENCE:</b>	<b>MINUTE REFERENCE 09/14-13</b>
<b>DATE:</b>	<b>20<sup>th</sup> MARCH 2019</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA</b>

**COUNCIL / STAFF RECOMMENDATION**

**MOVED: CR WARR**

**SECONDED: CR FARRELL**

1. Council agree, in accordance with the provisions of the Local Government (Long Service Leave) Regulations, the taking of Long Service Leave by Mr. Trelly McCagh being deferred for a period as determined by the CEO yet must be taken within twelve months for date of this resolutions.
2. Council agree such leave, when taken, shall be paid at the applicable ordinary time rate (excluding allowances) as being paid to the employees at the commencement date for the clearance of the Long Service Leave by these employees.

**Voting 7/0**

**CARRIED**

**Minute Reference: 03/19-16**

**COUNCIL RESOLUTION**

**MOVED: CR FORRESTER**

**SECONDED: CR FORTH**

That the meeting be re-opened to the public.

**Voting 7/0**

**CARRIED**

**Minute Reference: 03/19-17**

**16.0 CLOSURE**

The President thanked Elected Members and Staff for their attendance and closed the meeting at 11.53am.