



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

# **CONFIRMED MINUTES**

**OCTOBER 2013**

**SPECIAL COUNCIL MEETING**

Notice is hereby given that a special meeting  
of Council will be held on Monday 21<sup>st</sup> October 2013  
at the Council Chambers Nabawa, starting at 6:30pm

Maurice Battilana  
**CHIEF EXECUTIVE OFFICER**

## DISCLAIMER



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

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

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

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

### WRITTEN CONFIRMATION

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

Maurice Battilana  
**CHIEF EXECUTIVE OFFICER**

**SHIRE OF CHAPMAN VALLEY  
CONFIRMED MINUTES FOR THE SPECIAL MEETING OF COUNCIL TO BE HELD IN  
THE COUNCIL CHAMBERS NABAWA ON MONDAY 21<sup>ST</sup> OCTOBER 2013 AT 6:30pm**

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

**Order of Business:**

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

The Chief Executive Officer, Mr Maurice Battilana welcomed Elected Members and Staff and declared the meeting open at 6.34pm.

**2.0 LOYAL TOAST**

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

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

Present

a. Councillors

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

b. Staff

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

c. Visitors

<b>Name</b>	
Linda Maluish	Garry Wood
Brett Warr	

Apologies

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

#### **4.0 SWEARING IN OF COUNCILLORS**

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

Cr Veronica Wood      South West Ward  
Cr Ian Maluish        South West Ward  
Cr Kirrilee Warr      North East Ward  
Cr John Collingwood North East Ward

#### **ELECTIONS**

##### **4.1 President – 2 year term**

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

Cr John Collingwood  
Cr Pauline Forrester

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

After conducting a secret ballot in accordance with legislation Cr John Collingwood was declared as President of the Shire of Chapman Valley for a two year period expiring October 2015 and undertook the declaration in accordance with the Local Government (Constitution) Regulation 1998. The CEO vacated the chair and the newly elected President presided over the remainder of the meeting.

##### **4.2 Deputy President – 2 year term**

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

Cr Peter Humphrey  
Cr Pauline Forrester  
Cr Anthony Farrell

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

After conducting a secret ballot in accordance with legislation Cr Anthony Farrell was declared as Deputy President of the Shire of Chapman Valley for a two year period expiring October 2015 and undertook the declaration in accordance with the Local Government (Constitution) Regulation 1998.

#### **5.0 COMMITTEES**

The President to call for nominations from Councillors for the following Committees:

##### **5.1 Building and Disability Services Committee**

Purpose: will meet in March to inspect all Shire Buildings and then subsequently to review preliminary costings for proposed works for

consideration in draft Council Budget. All other Committee Meetings will be on an 'as needs' basis to discuss items referred to the Committee by Council in the area of Shire buildings and properties.

Nominations received:

Cr Anthony Farrell  
Cr Ian Maluish  
Cr Pauline Forrester  
Cr Peter Humphrey  
Cr Kirrilee Warr

As there were more nominations than vacancies a secret ballot was conducted and the following Councillors elected to this Committee:

Elected Committee:

Cr Anthony Farrell  
Cr Pauline Forrester  
Cr Peter Humphrey  
Cr Kirrilee Warr  
Chief Executive Officer (observer)  
Building Surveyor / Project Officer (observer)

**Delegated Authorities: Nil**

## **5.2 Finance and Audit Committee**

Purpose: will meet on an annual basis to provide a review of Council's ongoing financial situation, provide a forum for ongoing review of strategic management plan for Council operations and discuss the Audit System.

Elected Committee:

Cr John Collingwood  
Cr Ian Maluish  
Cr Pauline Forrester  
Cr Kirrilee Warr  
Chief Executive Officer (observer)  
Office Manager (observer)  
Mid West Regional Council (observer)

**Delegated Authorities: Nil**

## **5.3 Tourism and Events Committee**

(Includes Chapman Valley Agricultural Show / Australia Day Functions)

Purpose: will meet on an 'as needs' basis only to discuss items referred to them by Council in the areas of tourism and Visitor Centre Management.

Elected Committee Members:

Cr Pauline Forrester  
Cr Ian Maluish  
Cr Peter Humphrey  
Chief Executive Officer (observer)  
Manager of Planning (observer)  
Community Development Officer (observer)

**Delegated Authorities: Nil**

#### **5.4 Occupational Health and Safety Committee**

Purpose: will meet every three months to discuss Occupational Health and Safety issues in accordance with requirement of Occupational Health and Safety Act 1984 and make recommendations to Council.

Elected Committee Members:

Cr Peter Humphrey  
Cr Veronica Wood  
Chief Executive Officer  
Works Supervisor  
Administration Representative  
Works Crew Representative  
Ranger/Builder/Gardener Representative

**Delegated Authorities: Nil**

#### **5.5 Bill Hemsley Park Management Committee**

Purpose: The role of the Bill Hemsley Park Management Committee (Formerly Parkfalls Management Committee) as agreed at the 17 April 2013 Council meeting is to make recommendation to Council for its consideration as to development and expenditure within the park.

Nominations received:

Cr Veronica Wood  
Cr Ian Maluish  
Cr Trevor Royce  
Cr Kirrilee Warr

As there were more nominations than vacancies a secret ballot was conducted and the following Councillors elected to this Committee:

Elected Committee Members:

Cr Trevor Royce (Chairman)  
Cr Veronica Wood  
Chief Executive Officer (observer)  
Manager of Planning (observer)

**Delegated Authorities: Nil**

## **5.6 Landcare and Environmental Committee**

Purpose: The objective of the Committee is to advise Council on matters within the scope of the Committee's duties and responsibilities and, where powers have been delegated to the Committee, make decisions about such matters.

Elected Committee Members:

Cr John Collingwood  
Cr Trevor Royce  
Cr Anthony Farrell  
Chief Executive Officer (observer)  
NRMO Officer (observer)  
Landcare & Environment Consultant (observer)

### **Delegated Authorities: Yes**

The duties and responsibilities of the Committee are:

#### **1. Landcare and Environment**

- a. Provide advice and recommendations to Council and Chief Executive Officer on matters pertaining to Landcare and the Environment.
- b. Strategic direction on Landcare and Environment matters.
- c. Regional Landcare initiatives and partnerships.
- d. Other matters that may be referred by the Chairman of the Committee or Chief Executive Officer.

#### **2. Finance**

- a. Delegated Authority to apply for grant funding from third party sources to finance projects within the Shire of Chapman Valley. (ref Council Item 10.4.14 21 September 2011)
- b. Provide advice and assistance to the CEO and Shire staff in the managing of the Landcare Grant funds.
- c. Provide recommendations to Council on any Landcare Contracts and Consultancy agreements.
- d. Provide a Draft Annual Budget for Landcare to Council for consideration as part of the Annual Budget process.

#### **3. Human Resources**

- a. Provide a forum to assist the CEO for the advertising, selection and recruitment of the Natural Resource Management Officer (NRMO) position.

## REPRESENTATIVES ON OUTSIDE COMMITTEES / ORGANISATIONS

### 5.7 **Northern Country Zone WALGA**

Elected Committee:

Cr John Collingwood (President)  
Cr Anthony Farrell (Deputy President)  
Chief Executive Officer

(NOTE: See attached correspondence regarding Zone Representation to WALGA State Council)

### 5.8 **Bush Fire Brigades Group Management Advisory Committee**

Elected Committee:

Cr John Collingwood (President)  
Cr Pauline Forrester  
Senior Ranger

### 5.9 **SES Disaster Plan / Local Emergency Management Committee**

Elected Committee:

Cr John Collingwood (President)  
Cr Pauline Forrester  
Cr Peter Humphrey  
Chief Executive Officer  
Senior Ranger

### 5.10 **Sub-Regional Road Group Committee**

Elected Committee

Cr John Collingwood (President or their delegated elected member)  
Cr Anthony Farrell  
Chief Executive Officer

### 5.11 **Chapman Valley Land Care District Committee**

Elected Committee:

Cr Trevor Royce



**5.12 Northern Barrier Fence Committee**

Elected Committee:

Cr Anthony Farrell

**5.13 Mid West Development Assessment Panel (DAP)**

Elected Committee:

Cr John Collingwood (Member)

Cr Pauline Forrester (Member)

Cr Anthony Farrell (Proxy)

Cr Kirrilee Warr (Proxy)

**COUNCIL RESOLUTION**

- 1 That the abovementioned Committees and Representatives as listed be endorsed.
- 2 Council endorse changing the name of the Parkfalls Park Management Committee to the Bill Hemsley Park Committee subject to final approval from the Department of Lands.

**MOVED: CR FARRELL    SECONDED: CR FORRESTER  
CARRIED 8/0  
Minute Ref: 10/13-1**

**6.0 CLOSURE**

Cr Collingwood expressed his appreciation to having been re-elected as President for a further 2 years. Cr Collingwood congratulated the newly elected members and thanked all elected members for their continued support.

The President declared the meeting closed at 7.28pm.