



SHIRE OF

Chapman Valley

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**Building & Projects
Policy, Procedures
&
Guidelines Manual**

Version Control

This Is a Controlled Document of the Shire of Chapman Valley

Originated date: Adopted by Council on 18th July 2018 – Minute Reference: 07/18-10

Version: 2

Amendments

Title new / removed policy	Replacing Policy	Date
Full Manual Review	Minute Reference: 07/18-10	18 th July 2018
Full Manual Review	Minute Reference: 07/19-4	17 th July 2019
Full Manual Review	Minute Reference: 03/20-13	18 th March 2020
Full Manual Review	Minute Reference: 03/21-10	17 th March 2021
Full Manual Review	Minute Reference: 03/22-08	16 th March 2022
Policy Review CMP-019	Minute Reference: 07/22-03	21 st July 2022
Full Manual Review	Minute Reference: 2024/04-8	18 th April 2024
Full Manual Review	Minute Reference: 2025/05-10	6 th June 2025
Full Manual Review	Minute Reference: 2026/05-6	26 th June 2026

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Key Documents, Policies / Procedures / Guidelines

These are Shire specific policies, procedures and guidelines relevant to the Building & Projects section of the organisation and form part of this manual to act as a reference tool.

1.0 Procedures

CMP-003 Building Applications

MANAGEMENT PROCEDURE No.	CMP-003
MANAGEMENT PROCEDURE	BUILDING APPLICATIONS
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	2.10
RELEVANT DELEGATIONS	6001b; 6001c; 6001d; 6001e; 6001f; 6001g

OBJECTIVES:

To clarify procedures for Building Applications lodged with the Shire of Chapman Valley.

MANAGEMENT PROCEDURE STATEMENT/S:

Key Characteristics of Process

- Process project managed by Building Surveyor and administered by Administration Staff.
- All Applications can be lodged at the Shire of Chapman Valley offices.
- Certificate of Design Compliance may be supplied by an independent Building surveyor or CDC may be certified by Shire Building Surveyor.
- Building Permits issued by the Shire
- Building Surveyor may provide advice on technical building issues.

Process

- Administration staff calculate and collect fees where possible, do preliminary check to ensure necessary plans and information are provided (checklist to be prepared) If the applicant has any questions regarding what details may be required or whether other approvals are needed, they can discuss with Building Surveyor and Planner if available. Application logged onto building module of synergy soft, customer receipt created, building envelope created by administration staff.
- Application logged onto computer system and date stamped by administration staff.
- Application referred to Planner for planning assessment. If satisfactory, the application is signed off by Planner, if not satisfactory, Planner to liaise with applicant regarding planning application. Where it is likely that a planning approval will ultimately be issued without significant changes to the proposal, Planner will not hold up assessment of building application.
- Application referred to Building Surveyor by administration staff.
- Building Surveyor to assess application and follow-up any additional information if needed. If any significant changes to plans required, Building Surveyor to liaise with Planner to determine whether the changes have any planning impact.
- When satisfied with application Building Surveyor to advise administration staff that permit can be issued and what conditions need to be applied,
- Administration staff to prepare permits, Building Surveyor to stamp plans for checking and signing.
- Building Surveyor to check and sign permit if satisfied.
- Administration staff to file application and permit, and complete computer records.
- Building Surveyor prepares Certificate of Design Compliance (CDC, BA03) & Building Permit (BA04), sign & date stamp approved plans.

- Building Surveyor places approved plans, building permit & CDC in outgoing mail, places copies of documents into records filing tray to be scanned into records & placed onto relevant assessment file, files building envelope in the active permit filing cabinet.
- Administration staff to post permits to builder.

Other Building Related Responsibilities

- Sending monthly returns though to ABS, CTF and Building Commission; responsibility of administration staff.
- Enquiries regarding what permits have been issued for particular site; responsibility of building surveyor / administration staff
- Sending owner-builder statutory declarations to Building Commission; responsibility of administration staff (Owners Builders liaise with Building Commission)
- Enquiries regarding what permits have been issued for particular site; responsibility of administration staff
- Enquiries regarding whole of process, simple technical matters, planning related matters; responsibility of planning staff.
- Enquiries regarding technical matters referred to Building Surveyor, environmental health matters referred to Environmental Health Officer.

Actions Resulting from New Operational Procedures

- Sub-delegation to Shire of Chapman Valley Building Surveyor to sign off Building Permits.

Refusal of Building Permit Applications

- The Building Surveyor shall inspect the site relevant to building permit applications, which have been refused to ensure the building is not proceeded with.

ADDITIONAL EXPLANATORY NOTES:

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

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-004 Dwelling Unfit for Occupation

MANAGEMENT PROCEDURE No.	CMP-004
MANAGEMENT PROCEDURE	DWELLING UNFIT FOR OCCUPATION
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	2.20
RELEVANT DELEGATIONS	6001c; 6001d; 6001e; 6001f; 6001g

OBJECTIVES:

Manage habitability of residential dwellings.

MANAGEMENT PROCEDURE STATEMENT/S:

If in the opinion of the Environmental Health Officer a dwelling occupied by a person or persons is, by reason of uncleanliness or want of repair, unfit for human habitation, he/she, after receiving approval from the Shire, is authorised to serve notice under the hand of the Chief Executive Officer and pursuant to the provisions of the Health Act, directing -

- (i) the dwelling not, after a time specified in the notice, be inhabited or occupied by any person; or
- (ii) within a specified time to amend the dwelling in accordance with a schedule of works; or
- (iii) to take down and remove the dwelling

ADDITIONAL EXPLANATORY NOTES:

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

Adopted – Council Resolution:	10/01-9
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Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32
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CMP-008 Use of Crockery

MANAGEMENT PROCEDURE No.	CMP-008
MANAGEMENT PROCEDURE	USE OF CROCKERY (ALL BUILDINGS)
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	4.30
RELEVANT DELEGATIONS	

OBJECTIVES:

Control the access and use of Shire owned crockery at Shire owned/controlled buildings & facilities

Management Licences established for the use of Shire owned buildings & facilities will take precedence over this Procedure if there is any contradiction.

MANAGEMENT PROCEDURE STATEMENT/S:

Crockery is not available for hire or use other than for functions held at the Shire owned buildings & facilities, except where the Chief Executive Officer has granted approval for such hire.

ADDITIONAL EXPLANATORY NOTES:**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-009 Use of Furniture

MANAGEMENT PROCEDURE No.	CMP-009
MANAGEMENT PROCEDURE	USE OF FURNITURE (ALL BUILDINGS)
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	4.60
RELEVANT DELEGATIONS	

OBJECTIVES:

Control the access and use of Shire owned furniture at Shire owned/controlled buildings & facilities

Management Licences established for the use of Shire owned buildings & facilities will take precedence over this Procedure if there is any contradiction.

MANAGEMENT PROCEDURE STATEMENT/S:

Furniture is not available for hire or use other than for functions held at the Shire owned buildings & facilities, except where the Chief Executive Officer has granted approval for such hire.

The Shire hires its tables and chairs to local organisations on the understanding that the hirer will be responsible for loss or breakages.

Hirers to have precedence for the use of furniture

The Chief Executive Officer has the discretionary power to approve or disallow any such relocation of Shire owned furniture

ADDITIONAL EXPLANATORY NOTES:**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-010 Building & Facility Hire Conditions

MANAGEMENT PROCEDURE No.	CMP-010
MANAGEMENT PROCEDURE	BUILDING & FACILITY HIRE CONDITIONS
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	4.40
RELEVANT DELEGATIONS	

OBJECTIVES:

Clarify the responsibilities of the various clubs & organisation and the Shire of Chapman Valley in regard to the use of Shire owned/controlled buildings and facilities.

MANAGEMENT PROCEDURE STATEMENT:

1. All venue hire applications must be completed and signed to acknowledge hire terms and conditions. All hire charges must be paid in full at before keys will be issued.
2. Keys issued under the Non-Cut Key System to Clubs or community organisations will require a bond to be paid prior to issue. Bond will be an amount equivalent to the cost to replace/adjust locks and cut new key(s) in the event of loss. If a key(s) is lost, the relevant lock(s) will have to be renewed and the actual cost of this replacement will be the responsibility of the hirer.

Keys issued to Clubs or community organisations must be returned to the Shire Office at the end of their season, unless otherwise determined by an alternative arrangement (e.g. Management Licence).

3. It is the responsibility of the hirer to ensure the conduct of the persons present at the time of their function is orderly.
4. It is illegal to consume liquor on any part of the building and grounds without the prior written approval of the Shire. An additional licence must be obtained from the appropriate authority (e.g. Police, Dept. Racing & Gaming) for the sale of liquor.
5. The cleaning of all facilities used is the responsibility of the hirer, however if the premises have been left in an untidy state and Shire is required to clean them, costs involved in such cleaning will be payable by the hirer.

If any items used (e.g. barbecues, etc.) are left in an unsatisfactory condition, the Hirer will be requested to carry out the necessary cleaning or repairs to such items to the satisfaction of the Chief Executive Officer.

If in the event that any specific Hirer refuses to undertake the necessary cleaning and/or repairs required as specified, then Shire Staff will carry out this work and an appropriate charge specified by the Chief Executive Officer will be forwarded to the Hirer.

Any future use of such items by the specific Hirer will require a bond to be deposited with the Shire prior to use.

This bond will be set by Shire at the time fees and charges are set annually and will not be refunded until the items have been returned in a satisfactory condition.

6. Ensure all lights, including lights on the oval, are turned off after function. Penalty may be imposed if lights left on.

7. No spiked shoes or boots or the like to be worn in any part of the building except the two main changerooms and public toilets.
8. Crockery and Cutlery Hire
Breakages and losses - the cost of all replacements is the responsibility of the hirer.
9. Furniture
Tables or chairs are not to be removed from the building unless with the prior approval of the Shire CEO. All tables and chairs must be stacked in an orderly manner and not left out after the event.
Furniture must not be dragged across floors.
10. The building must be left locked up and with all lights switched off.
11. Exemption to hall hire charge
The Chapman Valley and Yuna Parents and Citizens Association are exempt from paying hall hire charges at the Nabawa Community Centre and the Yuna Hall/Community Centre for the following events: -
 - Annual Christmas Tree
 - Annual quiz night
 - School Presentation night.
12. When alcohol is to be consumed on the premises, a refundable bond, in accordance with that set annually by Council, is to be collected from hirers of this facility. The Shire Chief Executive Officer has the authority to impose or waiver this charge on any hirer, regardless of whether alcohol is consumed or not.
13. Individual Management Licences need to be taken into consideration for those organisations subject to varying conditions stipulated under the Management Licence to those in this Management Procedure

ADDITIONAL EXPLANATORY NOTES:

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

Adopted – Council Resolution:	10/09-1
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 03/21-10, 03/22-08

CMP-012 Nanson Show Grounds – Annual Chapman Valley Show

MANAGEMENT PROCEDURE No.	CMP-012
MANAGEMENT PROCEDURE	NANSON SHOW GROUNDS – ANNUAL CHAPMAN VALLEY SHOW
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	4.70
RELEVANT DELEGATIONS	

OBJECTIVES:

Ensure adequate and timely assistance is provided to the Chapman Valley Agricultural Society for the preparation of the annual Chapman Valley Agricultural Show at the Nanson Showgrounds.

MANAGEMENT PROCEDURE STATEMENT/S:

The following Operational Procedure is to be followed for the preparation of the Nanson Show Grounds for the Annual Chapman Valley Agricultural Show:

TIME FRAME	OPERATIONAL PROCEDURE	OFFICER RESPONSIBLE
1 month prior to show	Spray winter weeds along road verge and on the grounds for star thistle, roly poly and walkaway bur	Senior Ranger
2 weeks prior to show	Check all buildings for maintenance to be completed	Building Surveyor
	Mow surrounds, car parks and whipper snipper around buildings and fences	Works Supervisor
	Assist with the hosing out of the Hall – 2 weeks before the Show.	Building Surveyor / Senior Ranger
	Grade firebreaks around Nanson Show Grounds – September.	Works Supervisor
1 week prior to show	Contact show secretary and offer shire staff for setting up the show – Monday before the show.	Works Supervisor
	Cartage of 100 chairs from the Community Centre to the dining room – Tuesday before the show	Works Supervisor
	Grade and water roads, parking areas, walkways and entrances into Nanson Show Grounds – Tuesday before the show.	Works Supervisor
	Check the toilets and tanks for maintenance – Wednesday before the show and 1 week prior to Merino Stud Breeders Show.	Building Surveyor
	Deliver rubbish bins, rubbish crate and recycling bins to Nanson Show Grounds – Friday before the show.	Works Supervisor
	Fire truck – Ensure available with volunteer on the show day – wet down dusty areas.	Building Surveyor / Senior Ranger
	Contact the cleaners to have the toilets cleaned twice throughout the show day & ensure enough hand towels, toilet rolls etc	Admin Manager

		Create 'No Parking' signs day before show and post along Chapman Valley Road on the day of the show.	Works Supervisor
2 days prior to show		Mow surrounds, car parks and whipper snipper around buildings and fences – 2 weeks prior and 2 days prior to the show	Works Supervisor
		Grade McCagh Road to Mt Erin-Nabawa Road	Works Supervisor

ADDITIONAL EXPLANATORY NOTES:

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

Adopted – Council Resolution:	10/09-1
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Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32
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CMP-015 SPARE

MANAGEMENT PROCEDURE No.	CMP-015
MANAGEMENT PROCEDURE	SPARE
RESPONSIBLE OFFICER	
PREVIOUS POLICY No.	
RELEVANT DELEGATIONS	

OBJECTIVES:

MANAGEMENT PROCEDURE STATEMENT/S:

ADDITIONAL EXPLANATORY NOTES:

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

Adopted – Council Resolution:	
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Reviewed/Amended – Council Resolution:	
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CMP-019 Camping Areas

MANAGEMENT PROCEDURE No.	CMP-019
MANAGEMENT PROCEDURE	CAMPING AREAS
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	4.150
RELEVANT DELEGATIONS	6002

OBJECTIVES:

Set guidelines for the areas where camping is allowed within the Shire of Chapman Valley and conditions associated with these locations.

MANAGEMENT PROCEDURE STATEMENT/S:

Coronation Beach – Tier 1 Camp Ground Fees & Charges

This is a Nature Based Park comprising toilets, rubbish collection, shade shelters, unpowered sites and gas barbecue facilities only.

- 1) Maximum of thirty (30) days in one financial year period for all campers;
- 2) Payment is required per bay site for one vehicle for 24 hours camping (rate payers, non-ratepayers, resident, non-resident, etc) with reference to notes 4 & 5 below and to be paid via ticket machine located on site – strictly No Cash.
- 3) No fee payable for children under the age of 16 years only when they are accompanied by an Adult, otherwise normal fees will apply;
- 4) Maximum number of vehicle and campers/vans will be stipulated for each site. The Caretaker may vary this number if safety aspects of the site or reserve are not compromised; Should extra vehicles be allowed on a site, they shall be charged per extra vehicle.
- 5) All other camping conditions stipulated at the camping site or determined by the CEO must be adhered to.
- 6) **NO CAMPFIRE ALLOWED AT ANYTIME;**

Yuna Hall Tier 3 Camp Ground Fees & Charges

- 1) Maximum of two (2) nights – unless otherwise approved by the CEO;
- 2) **NO CAMPFIRE ALLOWED AT ANYTIME**

Fig Tree Crossing Reserve Tier 3 Camp Ground Fees & Charges

- 1) Overnight only – unless otherwise approved by the CEO;
- 2) **NO CAMPFIRE ALLOWED AT ANYTIME**

Yuna Golf Club Reserve Tier 3 Camp Ground Fees & Charges

- 1) Maximum of two (2) nights – unless otherwise approved by the CEO
- 2) **NO CAMPFIRE ALLOWED DURING THE RESTRICTED & PROHIBITED BURNING, HARVEST/VEHICLE MOVEMENT AND TOTAL FIRE BAN PERIODS**

Nabawa Oval Tier 3 Camp Ground Fees & Charges

- 1) Maximum of two (2) nights – unless otherwise approved by the CEO
- 2) **NO CAMPFIRE ALLOWED AT ANYTIME**

Nanson Showgrounds Tier 3 Camp Ground Fees & Charges

- 1) Maximum of two (2) nights – unless otherwise approved by the CEO
- 2) **NO CAMPFIRES ALLOWED DURING THE RESTRICTED & PROHIBITED BURNING, HARVEST/VEHICLE MOVEMENT AND TOTAL FIRE BAN PERIODS**

ADDITIONAL EXPLANATORY NOTES:

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

Adopted – Council Resolution:	05/04-3
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32, 03/20-13, 07/22-03, 2025/05-10

CMP-031 Naming/Branding of Building, Facility, Precinct, Etc.

MANAGEMENT	CMP-031
MANAGEMENT PROCEDURE	NAMING/BRANDING OF BUILDING, FACILITY, PRECINCT, ETC.
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	NA
RELEVANT DELEGATIONS	NA

OBJECTIVES:

Control the naming and/or branding of building, facility, precinct, etc. under the ownership, management or control of the Shire of Chapman Valley.

MANAGEMENT PROCEDURE STATEMENT/S:

All requests for the naming or branding of any part of a building, facility, precinct, etc. under the ownership, management or control of the Shire of Chapman Valley must be presented to Council for endorsement prior to the naming taking effect.

Council will give priority to those with a current Management Licence for the use of Shire owned, managed and controlled buildings, facilities, precincts, etc. relevant to the specific Management Licence for naming and branding rights.

(Note: Refer to relevant Management Licence conditions associated with any naming/branding requests)

ADDITIONAL EXPLANATORY NOTES:

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

Adopted – Council Resolution:	04/21-02
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Reviewed/Amended – Council Resolution:	
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