



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

# **ORDINARY COUNCIL MEETING**

## **Agenda**

**Meeting Date Thursday 20 April  
2023**

**Meeting Time 8:30 am**

**To be held at Chapman Valley  
Administration Office, 3270 Chapman  
Valley Road, Nabawa WA 6532,  
Council Chambers.**

**Jamie Criddle  
Chief Executive Officer**



SHIRE OF  
**Chapman Valley**  
*love the rural life!*

# Strategic Community Plan 2022-2032



## Snapshot

### OUR VISION

"A thriving and diverse community, embracing our coastline, ranges and rural settings to support growth and prosperity, while enjoying our peaceful and quiet lifestyle."

### OUR VALUES

Ethical, Honest, Integrity,  
Leadership, Respectful, Trustful



#### COMMUNITY, HEALTH & LIFESTYLE

- 1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues
- 1.2 Address identified ageing population issues
- 1.3 Strengthen our role in regional partnerships and advocacy for continuity of local services/ facilities
- 1.4 Maintain and enhance safety and security in the Shire
- 1.5 Maximise health and lifestyle outcomes through environmental and public health strategies



#### ECONOMY & POPULATION

- 2.1 Build population and business activity through targeted strategies  
Provide support for business development and local employment
- 2.2 Embrace local tourism and regional strategies and trails
- 2.3 Ensure town planning compliments economic and business development, population retention and growth strategies
- 2.4 Develop marketing plan to promote Chapman Valley as place to live, invest, work or visit



#### ENVIRONMENT & SUSTAINABILITY

- 3.1 Preserve and protect the natural environment and address environmental risks as they arise
- 3.2 Maintain the rural identity of the Shire
- 3.3 Build the green canopy of the Shire's town areas
- 3.4 Address weed and vermin control
- 3.5 Fire mitigation and control



#### PHYSICAL & DIGITAL INFRASTRUCTURE

- 4.1 Develop, manage, and maintain built infrastructure
- 4.2 Manage and maintain roads, drainage, and other essential infrastructure assets
- 4.3 Aspire to robust communication and digital infrastructure in the Shire through strong partnerships and alliances
- 4.4 Advocate for improved power networks
- 4.5 Advocate for improved water security within the Shire



#### GOVERNANCE & ACCOUNTABILITY

- 5.1 Ensure governance and administration systems, policies and processes are current and relevant
- 5.2 Be accountable and transparent while managing human and physical resources effectively
- 5.3 Make informed decisions within resources and areas of responsibility
- 5.4 Ensure robust processes and guidelines for development



## ACKNOWLEDGEMENT OF COUNTRY

The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.

We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples.

## 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.

## Table of Contents

<b>1</b>	<b>Declaration of Opening &amp; Announcements of Visitors .....</b>	<b>6</b>
<b>2</b>	<b>Announcements from the Presiding Member.....</b>	<b>6</b>
<b>3</b>	<b>Record of Attendance .....</b>	<b>6</b>
3.1	Attendees.....	6
3.2	Apologies.....	6
3.3	Previously Approved Leave of Absence (By Resolution of Council) .....	6
<b>4</b>	<b>Public Question Time .....</b>	<b>7</b>
4.1	Response to Previous Public Questions on Notice.....	7
4.2	Public Question Time .....	7
<b>5</b>	<b>Applications for Leave of Absence .....</b>	<b>8</b>
<b>6</b>	<b>Disclosure of Interest .....</b>	<b>8</b>
<b>7</b>	<b>Presentations .....</b>	<b>8</b>
7.1	Petitions .....	10
7.2	Presentations .....	10
7.3	Deputations .....	10
<b>8</b>	<b>Confirmation of Minutes from Previous Meetings .....</b>	<b>10</b>
8.1	Ordinary Council Meeting held on 16 March 2023 .....	10
<b>9</b>	<b>Items to be dealt with En Bloc .....</b>	<b>52</b>
<b>10</b>	<b>Officer Reports .....</b>	<b>53</b>
10.1	Deputy Chief Executive Officer.....	53
10.1.1	Coronation Beach Nature Based Campground .....	53
10.1.2	Outbuilding Extension .....	131
10.2	Manager of Finance & Corporate Services.....	143
10.2.1	FARM Committee.....	143
10.2.2	Financial Management Report March 2023.....	202
10.3	Chief Executive Officer.....	236
10.3.1	Policy & Procedures Review 2023 .....	236
10.3.2	Road Infrastructure Committee 2023.....	706
10.3.3	Tourism & Events Advisory Group.....	791
<b>11</b>	<b>Elected Members Motions .....</b>	<b>800</b>



<b>12 New Business of an Urgent Nature Introduced by Decision of the Meeting.....</b>	<b>800</b>
<b>13 Delegates Reports.....</b>	<b>801</b>
<b>14 Announcements by Presiding Member Without Discussion .....</b>	<b>802</b>
<b>15 Matters for which Meeting to be Closed to Members of the Public...</b>	<b>802</b>
<b>15.1 Confidential Items .....</b>	<b>803</b>
<b>16 Closure .....</b>	<b>803</b>

## **1 Declaration of Opening & Announcements of Visitors**

The President will welcome elected members, staff and visitors to the council meeting and declaring the meeting open.

*“The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.*

*We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples.”*

## **2 Announcements from the Presiding Member**

## **3 Record of Attendance**

### **3.1 Attendees**

The following are anticipated to attend the council meeting:

#### **Elected Members**

Cr Darrell Forth (Deputy President)

Cr Nicole Batten

Cr Beverley Davidson

Cr Peter Humphrey

Cr Catherine Low

Cr Trevor Royce

#### **Officers**

Jamie Criddle, Chief Executive Officer

Simon Lancaster, Deputy Chief Executive Officer

Dianne Raymond, Manager Finance & Corporate Services

#### **Visitors**

### **3.2 Apologies**

### **3.3 Previously Approved Leave of Absence (By Resolution of Council)**

Cr Kirrilee Warr (President) and Cr Elizabeth Elliott-Lockhart have been approved by resolution to take a leave of absence for the meeting held on April 2023.



## 4 Public Question Time

### 4.1 Response to Previous Public Questions on Notice

Nil

### 4.2 Public Question Time

**Local Government Act 1995**  
**SHIRE OF CHAPMAN VALLEY**  
**Standing Orders Local Law 2016**  
**Part 6 - Public participation**

#### **6.6 Procedures for question time for the public**

Procedures for question time for the public are dealt with in the Regulations.

#### **6.7 Other procedures for question time for the public**

- (1) A member of the public who raises a question during question time, is to state his or her name and address.
- (2) A question may be taken on notice by the Council for later response.
- (3) When a question is taken on notice the CEO is to ensure that:
  - (a) a response is given to the member of the public in writing; and
  - (b) a summary of the response is included in the agenda of the next meeting of the Council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to:
  - (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.
- (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
- (7) The Presiding Member may decide that a public question shall not be responded to where:
  - (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
  - (b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
  - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member

of the public to phrase the question in a manner that is not offensive or defamatory.

(8) A member of the public shall have two minutes to submit a question.

(9) The Council, by resolution, may agree to extend public question time.

(10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

## 5 Applications for Leave of Absence

## 6 Disclosure of Interest

### Local Government Act 1995

#### Administration Part 5

#### Disclosure of financial interests and gifts Division 6

##### s. 5.59

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.”

## 7 Presentations

Local Government Act 1995  
SHIRE OF CHAPMAN VALLEY



## **Standing Orders Local Law 2016**

### **Part 6 - Public participation**

#### **6.9 Deputations**

- (1) Any person or group wishing to be received as a deputation by the Council is to either:
  - (a) apply, before the meeting, to the CEO for approval; or
  - (b) with the approval of the Presiding Member, at the meeting, address the Council.
- (2) The CEO may either:
  - (a) approve the request and invite the deputation to attend a meeting of the Council; or
  - (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Unless the council resolves otherwise, a deputation invited to attend a Council meeting:
  - (a) is not to exceed 5 persons, only 2 of whom may address the Council, although others may respond to specific questions from Members;
  - (b) is not to address the Council for a period exceeding 10 minutes without the agreement of the Council; and,
  - (c) additional members of the deputation may be allowed to speak with the leave of the Presiding Member.
- (4) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

#### **6.10 Petitions**

- (1) A petition is to -
  - (a) be addressed to the President;
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;
  - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request; and
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the local government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause (3).
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
  - (a) the matter is the subject of a report included in the agenda; and
  - (b) the Council has considered the issues raised in the petition.

#### **6.11 Presentations**

- (1) In this clause, a presentation means the acceptance of a gift or an award by the

Council on behalf of the local government or the community.

(2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

## **7.1 Petitions**

The Council has not received any petitions at the time of writing this report.

## **7.2 Presentations**

The Council does not anticipate any presentations at the time of writing this report.

## **7.3 Deputations**

The Council has not received any deputations at the time of writing this report.

# **8 Confirmation of Minutes from Previous Meetings**

### **Recommendation**

That the Minutes of the Ordinary Council Meeting held on 16 March 2023 be confirmed as true and accurate.



# ORDINARY COUNCIL MEETING Minutes

Meeting Date Thursday 16 March 2023

Meeting Time 8:30 am

Held at Chapman Valley Administration Office, 3270 Chapman Valley Road,  
Nabawa WA 6532, Council Chambers.

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



**Jamie Criddle**  
Chief Executive Officer

# Strategic Community Plan 2022-2032



## Snapshot

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## Table of Contents

<b>1 Declaration of Opening &amp; Announcements of Visitors .....</b>	<b>6</b>
<b>2 Announcements from the Presiding Member.....</b>	<b>6</b>
<b>3 Record of Attendance .....</b>	<b>6</b>
3.1 Attendees.....	6
3.2 Apologies.....	7
3.3 Previously Approved Leave of Absence (By Resolution of Council) .....	7
<b>4 Public Question Time .....</b>	<b>7</b>
4.1 Response to Previous Public Questions on Notice.....	7
4.2 Public Question Time .....	7
<b>5 Applications for Leave of Absence .....</b>	<b>7</b>
<b>6 Disclosure of Interest .....</b>	<b>7</b>
<b>7 Presentations .....</b>	<b>7</b>
7.1 Petitions .....	7
7.2 Presentations .....	7
7.3 Deputations .....	7
<b>8 Confirmation of Minutes from Previous Meetings .....</b>	<b>8</b>
8.1 Ordinary Council Meeting held on 16 February 2023 .....	8
<b>9 Items to be dealt with En Bloc .....</b>	<b>8</b>
<b>10 Officer Reports .....</b>	<b>9</b>
10.1 Deputy Chief Executive Officer.....	9
10.1.1 Yuna Church Rezoning.....	9
10.2 Manager of Finance & Corporate Services.....	17
10.2.1 Financial Management Report .....	17
10.2.2 Budget Variation Infrastructure Revaluation .....	19
10.3 Chief Executive Officer.....	23
10.3.1 Public Health & Wellbeing Plan 2023-2027 .....	23
10.3.2 Tourism & Events Advisory Group.....	27
10.3.3 Building & Disability Committee .....	30
10.3.4 Review of Delegations Register .....	33
<b>11 Elected Members Motions .....</b>	<b>36</b>

Ordinary Council Meeting 16 March 2023 - Minutes

<b>12 New Business of an Urgent Nature Introduced by Decision of the Meeting.....</b>	<b>36</b>
<b>12.1 Budget Variation Grant Funds .....</b>	<b>36</b>
<b>13 Delegates Reports.....</b>	<b>41</b>
<b>14 Announcements by Presiding Member Without Discussion .....</b>	<b>41</b>
<b>15 Matters for which Meeting to be Closed to Members of the Public.....</b>	<b>41</b>
<b>16 Closure .....</b>	<b>41</b>

UNCONFIRMED MINUTES

Ordinary Council Meeting 16 March 2023 - Minutes

## 1 Declaration of Opening & Announcements of Visitors

The President welcomed elected members, staff and visitors to the council meeting and declaring the meeting open at 8:35 am.

The Shire acknowledged the traditional landowners through the reading of our Acknowledgement of Country.

*"The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.*

*We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples."*

## 2 Announcements from the Presiding Member

Nil

## 3 Record of Attendance\*\*\*\*

### 3.1 Attendees\*\*\*

The following are anticipated to attend the council meeting:

#### Elected Members

Cr Kirilee Warr (President)  
Cr Darrell Forth (Deputy President)  
Cr Nicole Batten  
Cr Beverley Davidson  
Cr Elizabeth Elliott-Lockhart  
Cr Peter Humphrey  
Cr Catherine Low  
Cr Trevor Royce

#### Officers

Jamie Criddle, Chief Executive Officer  
Simon Lancaster, Deputy Chief Executive Officer  
Dianne Raymond, Manager Finance & Corporate Services  
Beau Raymond, Minute Taker

#### Visitors

Nil

Ordinary Council Meeting 16 March 2023 - Minutes

### 3.2 Apologies

Nil

### 3.3 Previously Approved Leave of Absence (By Resolution of Council)

Nil

## 4 Public Question Time

### 4.1 Response to Previous Public Questions on Notice

Nil

### 4.2 Public Question Time

Nil

## 5 Applications for Leave of Absence

### Council Resolution

**Moved:** Cr Katie Low **Seconded:** Cr Peter Humphrey

That Cr Kirilee Warr be approved for a leave of absence for the Ordinary Meeting of Council April 2023.

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth-Anne Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey and Cr Trevor Royce

**Against** Nil

7 / 0

**CARRIED UNANIMOUSLY**  
Minute Reference OCM 2023/03-1

## 6 Disclosure of Interest

Nil

## 7 Presentations

### 7.1 Petitions

The Council did not receive any petitions.

### 7.2 Presentations

The Council did not receive any presentations.

### 7.3 Deputations

The Council did not receive any deputations.



Ordinary Council Meeting 16 March 2023 - Minutes

## 8 Confirmation of Minutes from Previous Meetings

### Council Resolution

**Moved:** Cr Darrell Forth **Seconded:** Cr Nicole Batten

That the Minutes of the Ordinary Council Meeting held on 16 February 2023 be confirmed as true and accurate.

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth-Anne Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**

**Minute Reference OCM 2023/03-2**

## 9 Items to be dealt with En Bloc

### Council Resolution

**Moved:** Cr Nicole Batten **Seconded:** Cr Elizabeth-Anne Elliott-Lockhart

Council resolves to move the following items En Bloc:

10.1.1, 10.3.1, 10.3.3 & 10.3.4

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth-Anne Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**

**Minute Reference OCM 2023/03-3**

Ordinary Council Meeting 16 March 2023 - Minutes

## 10 Officer Reports

### 10.1 Deputy Chief Executive Officer

10.1.1	Yuna Church Rezoning
<b>Department</b>	Development Service Planning
<b>Author</b>	Simon Lancaster
<b>Reference(s)</b>	A1373 & 204.11.05 (previous Council Minute 12/22-03)
<b>Attachment(s)</b>	<ol style="list-style-type: none"> <li>1. Yuna Church Rezoning Application [10.1.1.1 - 31 pages]</li> <li>2. Yuna Church Rezoning Submissions [10.1.1.2 - 10 pages]</li> <li>3. Yuna Church Rezoning Schedule of Submissions [10.1.1.3 - 4 pages]</li> </ol>

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council:

- 1 Receive the submissions as contained in separate Attachment 10.1.1.2 and addressed in the Schedule of Submissions included as separate Attachment 10.1.1.3.
- 2 Adopt for final approval Scheme Amendment No.3 to Shire of Chapman Valley Local Planning Scheme No.3 as contained in separate Attachment 10.1.1.1 pursuant to Part 5 of the *Planning and Development Act 2005* as follows:
  - (a) Rezoning 7073 (Lot 14) Chapman Valley Road, Yuna from 'Civic and Community' to the 'Rural Townsite' zone; &
  - (b) Modifying the Scheme Map accordingly.

### Council En Bloc Resolution - Minute Reference OCM 2023/03-3

That Council:

- 1 Receive the submissions as contained in separate Attachment 10.1.1.2 and addressed in the Schedule of Submissions included as separate Attachment 10.1.1.3.
- 2 Adopt for final approval Scheme Amendment No.3 to Shire of Chapman Valley Local Planning Scheme No.3 as contained in separate Attachment 10.1.1.1 pursuant to Part 5 of the *Planning and Development Act 2005* as follows:
  - (a) Rezoning 7073 (Lot 14) Chapman Valley Road, Yuna from 'Civic and Community' to the 'Rural Townsite' zone; &
  - (b) Modifying the Scheme Map accordingly.

Ordinary Council Meeting 16 March 2023 - Minutes

## Disclosure of Interest

No officer declared an interest under the *Local Government Act 1995*, Subdivision 1 (LGA 1995) in the preparation of this report.

## Background

Council resolved to initiate the rezoning of the Yuna Catholic Church property of 7073 (Lot 14) Chapman Valley Road, Yuna from 'Civic and Community' to 'Rural Townsite' at its 15 December 2022 meeting. The advertising of the rezoning application has concluded with no objections being received and 6 submissions offering either support or technical comment being received. This report recommends Council's adopt the Scheme Amendment and forward it to the Minister for Planning seeking final approval.

## Comment

7073 (Lot 14) Chapman Valley Road, Yuna is a 1.214ha property at the eastern end of the Yuna townsite that contains the Our Lady Queen of Peace Roman Catholic Church.

The Yuna Catholic Church was built in 1967 and has seen declining use in recent years and the building was damaged during Cyclone Seroja in 2021. The Catholic Church are proposing to rezone Lot 14 from 'Civic and Community' to 'Rural Townsite' and dispose of the property.

A copy of the received Scheme Amendment documentation has been provided as **separate Attachment 10.1.1.1**.

**Figure 10.1.1(a) – Location map for 7073 (Lot 14) Chapman Valley Road, Yuna**



**Figure 10.1.1(b) – Aerial Photograph of 7073 (Lot 14) Chapman Valley Road, Yuna**

Shire staff raise no objection to the rezoning of the Yuna Church site to 'Rural Townsite' on the following basis:

- it is considered preferable for the building to be adapted for a new use rather than decline as an underutilised public building.
- the occupation of a building better ensures its upkeep, as minor maintenance items are more likely to be noticed and attended to before they become major issues, than were the building to be vacant and only visited intermittently.
- the property has power connection and capability of being connected to water service.
- whilst the building has not been designed for habitable purposes there is ability for it to be converted to meet the Class 1 (habitable) requirements of the Building Code of Australia prior to occupation.
- the development of the property for residential purposes would increase the Yuna townsite population.
- Lot 14 has frontage to a straight, flat 60km/hour section of the Chapman Valley Road in the Yuna townsite.
- the conversion of the building to a residence, and with it likely internal and external alterations, would not be contrary to the Shire's Heritage Inventory which notes that changes to the place should be in sympathy with its heritage values.
- the 1.214ha size provides for sufficient area to develop Lot 14 as a residential property i.e. accommodate alterations/extensions, shed(s), rainwater tank(s), driveway and off-street vehicle parking.
- were the property to be sold into private ownership and the zoning remained for 'civic and community' purposes this would require future applications to be assessed against the zoning purpose which is for community facilities.
- where a property has a zoning that is deemed to preclude uses other than for exclusively public purposes this may expose the local government to a claim or compensation.
- the rezoning of the land to 'Rural Townsite' would be in keeping with the zoning of the other privately owned lots on the north side of Chapman Valley Road in the Yuna townsite.
- there is a sufficient supply of public buildings in the Yuna townsite that can cater for public gatherings and there is no identified community need for the building with the townsite already containing a community centre, hall, library, school and CWA that have a multi-purpose capacity.



## Ordinary Council Meeting 16 March 2023 - Minutes

- the rezoning of the land would enable the site to enter into a new phase as circumstances change, this is a common phenomenon throughout Mid West townsites as formerly public buildings such as schools, police stations and churches transition to housing, and this trend has been hastened by the impact of Cyclone Seroja as organisations review their asset registers, liabilities, insurance exposure and underutilised buildings, and a similar rezoning application has already been approved by Council for the Nabawa Anglican Church property.
- the adapting of former religious gathering places to alternative uses has become more common as religious affiliation reduces in the community profile, with Chapman Valley Census data mirroring the wider Australian downward trend (ABS Chapman Valley Religious Affiliation Census data; 2001-80.8%, 2006-75.1%, 2011-77.8%, 2016-71.9%, 2021-61.9%).

**Figure 10.1.1(c) – View of Yuna Church looking south-east****Statutory Environment**

The report complies with the requirements of the:  
Shire of Chapman Valley Local Planning Scheme No.3  
*Planning & Development (Local Planning Schemes) Regulations 2015*

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

7073 (Lot 14) Chapman Valley Road, Yuna is zoned 'Civic and Community' under the Shire of Chapman Valley Local Planning Scheme No.3. Table 1 of the Scheme lists the objectives for this zone as being:

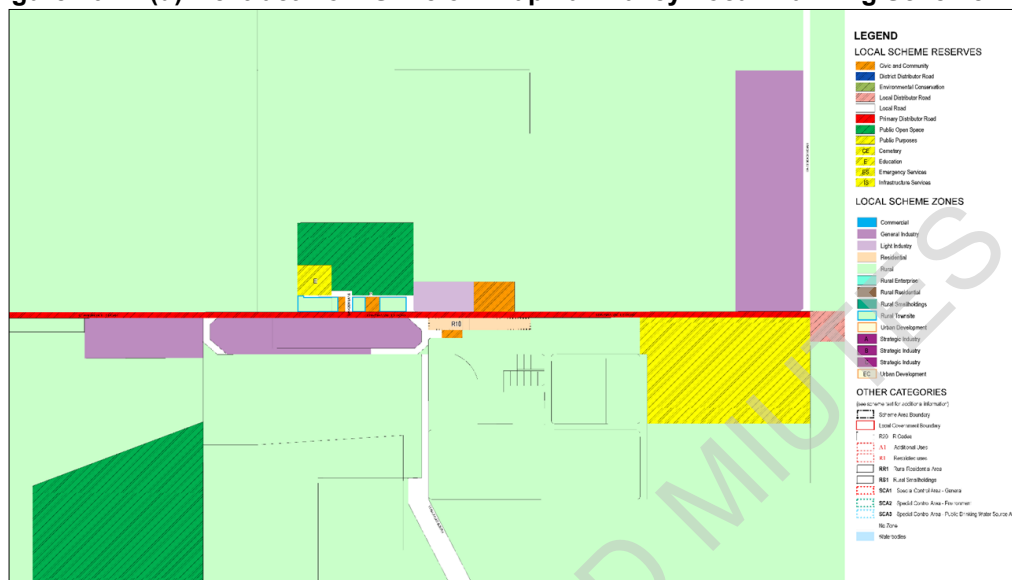
- “• To provide for a range of community facilities which are compatible with surrounding development.
- To provide for public facilities such as halls, theatres, art galleries, educational, health and social care facilities, accommodation for the aged, and other services by organisations involved in activities for community benefit.”

The application seeks to rezone Lot 14 to 'Rural Townsite' and Table 2 of the Scheme lists the objectives for this zone as:

Ordinary Council Meeting 16 March 2023 - Minutes

- “ To provide for a range of land uses that would typically be found in a small country town.”

**Figure 10.1.1(d) – extract from Shire of Chapman Valley Local Planning Scheme Map**



The Scheme lists the following land uses as being 'permitted' in the 'Rural Townsite' zone:

aged or dependent person's dwelling	single house
home office	

The Scheme lists the following land uses as being 'discretionary' in the 'Rural Townsite' zone:

ancillary dwelling	home occupation
car park	cottage industry
grouped dwelling	market
home business	multiple dwelling

The Scheme lists the following as being able to be considered, subject to advertising, in the 'Rural Townsite' zone:

aged care facility	holiday house
art gallery	home store
bed and breakfast	lunch bar
brewery	produce stall
camping ground	repurposed dwelling
caravan park	residential building
child care premises	restaurant/café
civic use	road house
club premises	rural home business
community purpose	second hand dwelling
consulting rooms	serviced apartment
convenience store	service station
educational establishment	shop
exhibition centre	small bar
family day care	telecommunications infrastructure
garden centre	tourist development

Ordinary Council Meeting 16 March 2023 - Minutes

holiday accommodation

The Yuna Church is listed on the Shire of Chapman Valley Heritage Inventory as a Management Category 4 building (1 being the highest category and 5 the lowest) in that it has:

*“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.”*

Section 45 of the now repealed *Heritage of Western Australia Act 1990* required every local government to compile a Municipal/Heritage Inventory of Places within its district which in its opinion are, or may become, of cultural heritage significance. The Shire's Inventory was prepared in 1995 and reviewed in 2012.

The *Heritage Act 2018* replaced the 1990 legislation and required that local governments update their Heritage Inventories into Local Heritage Surveys. The Shire of Chapman Valley has been awarded a grant by the Department of Planning, Lands & Heritage (DPLH) to review its Inventory and it is anticipated it will take approximately 12 months to complete the statutory process.

The *Planning and Development (Local Planning Schemes) Regulations 2015* also introduced the requirement that local governments *“must establish and maintain a Heritage List to identify places within the Scheme area that are of cultural heritage significance and worthy of built heritage conservation”*. Upon conclusion of the Heritage Inventory review/Local Heritage Survey preparation process the Shire will be in position to formally consider its Heritage List.

Given the Heritage Inventory lists the Yuna Church as being Category 4, and generally it is Category 1 & 2 Places only that are considered for statutory listing, it is unlikely that this site would be included on the Local Heritage List.

The Yuna Church is not listed on the State Register of Heritage Places and re-development of the property is not therefore required to be referred to the Heritage Council of WA for comment. However, the Shire still sought its comment during the rezoning advertising period, and the Heritage Council of WA offered support for the proposal.

### **Policy/Procedure Implications**

No Policy or Management Procedure affected.

### **Financial Implications**

No Financial Implications Identified.

### **Strategic Implications**

The Shire of Chapman Valley Local Planning Strategy has the following vision statement for Precinct No.8 - Yuna:

Ordinary Council Meeting 16 March 2023 - Minutes

*“The consolidation and enhancement of the Yuna townsite as a service centre for the broader agricultural area”*

Precinct No.8 has the following community objectives of relevance:

- “8.1.1 Support the planned consolidation of the Yuna townsite as the principal ‘Service Centre’ for the broader farming community.*
- 8.1.2 Provide enhanced facilities and community infrastructure within the town to meet community needs.*
- 8.1.3 Encourage participation and input to achieve ownership and maintain strong relationships between key stakeholders, particularly the broader farming community and CBH.*
- 8.1.4 Encourage the protection and restoration of places and buildings of heritage/historical significance.”*

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **ECONOMY & POPULATION**

2.1 Build population and business activity with targeted strategies.

2.1.1 Support business development, lifestyle changes and short/ term accommodation.

#### **ECONOMY & POPULATION**

2.2 Provide support for business development and local employment.

2.2.1 Research mixed land use opportunities.

#### **ECONOMY & POPULATION**

2.4 Ensure town planning scheme allows for economic development / population retention / growth.

2.4.1 Town Planning review for residential land, aged care facilities or business / industrial development opportunities.

### **Consultation**

The Environmental Protection Authority (‘EPA’) advised on 20 December 2022 that the proposed rezoning did not warrant assessment under Part IV Division 3 of the *Environmental Protection Act 1986*.

The Western Australian Planning Commission (WAPC) advised on 20 December 2022 that the rezoning application was considered a standard scheme amendment.

The Shire advertised the Scheme Amendment from 6 January 2023 until 24 February 2023 and undertook the following consultation actions inviting comment:

- sign placed on-site;
- notice placed in the Mid West Times;
- copy of the Scheme Amendment documentation placed on the Shire website;
- copy of the Scheme Amendment documentation made available for public viewing at the Shire office;
- letters being sent to all landowners within 350m of the site; &
- letters being sent to the Department of Fire & Emergency Services, Department of Health, Department of Planning, Lands & Heritage, Department of Water and Environment Regulation, Heritage Council of WA, Main Roads WA, Telstra, Water Corporation and Western Power inviting comment.



Ordinary Council Meeting 16 March 2023 - Minutes

At the conclusion of the advertising period 6 submissions had been received, 5 from government agencies all offering no objection to the proposed rezoning, and 1 from CBH expressing support for the rezoning application.

Copies of the received submissions are provided as **separate Attachment 10.1.1.2**.

A copy of the Scheme Amendment Schedule of Submissions that is required to be forwarded to the WAPC is included as **separate Attachment 10.1.1.3**. The Schedule of Submissions identifies the respondents, the nature of their submissions, and provides individual comment upon any raised issues.

### **Risk Assessment**

An Insignificant Compliance Risk of Level 1 - Which will likely result in no noticeable regulatory or statutory impact.

UNCONFIRMED MINUTES

Ordinary Council Meeting 16 March 2023 - Minutes

**10.2 Manager of Finance & Corporate Services**

<b>10.2.1</b>	<b>Financial Management Report</b>
<b>Department</b>	Finance, Governance & Corporate Services Finance
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	307.00
<b>Attachment(s)</b>	1. Financial Management Report January 2023 [10.2.1.1 - 27 pages]

**Voting Requirements**

Simply Majority

**Staff Recommendation**

That Council receives the financial management report supplied under separate cover for the month of January 2023 comprising the following:

Statement of Financial Activities by Nature or Type

Summary of Payments

Bank Reconciliation

Credit Card Statement

**Council Resolution**

**Moved:** Cr Darrell Forth    **Seconded:** Cr Trevor Royce

That Council receives the financial management report supplied under separate cover for the month of January 2023 comprising the following:

Statement of Financial Activities by Nature or Type

Summary of Payments

Bank Reconciliation

Credit Card Statement

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth-Anne Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/03-4**

Ordinary Council Meeting 16 March 2023 - Minutes

## **Disclosure of Interest**

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

## **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 January 2023 is detailed in the monthly management report provided as a separate attachment for Council's review.

## **Statutory Environment**

The report complies with the requirements of the:  
Local Government Act 1995 Section 6.4  
Local Government (Financial Management) Regulations 1996 Section 34

## **Policy/Procedure Implications**

No Policy or Management Procedure affected.

## **Financial Implications**

No Financial Implications Identified.

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

## **Consultation**

Not Applicable

## **Risk Assessment**

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

Ordinary Council Meeting 16 March 2023 - Minutes

10.2.2	Budget Variation Infrastructure Revaluation
<b>Department</b>	Finance, Governance & Corporate Services Finance
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	306.00
<b>Attachment(s)</b>	Nil

**Voting Requirements**

Absolute Majority

**Staff Recommendation**

That Council endorses the budget movement between programs to repurpose funds not required in Recreation and Culture to be utilised for consultants' fees in Governance.

**Council Resolution****Moved:** Cr Nicole Batten    **Seconded:** Cr Darrell Forth

That Council endorses the budget movement between programs to repurpose funds not required in Recreation and Culture to be utilised for consultants' fees in Governance.

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth-Anne Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/03-7**

**Disclosure of Interest**

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

**Background**

Council's adopted budget at times will need variations made to reflect changes which occur after the budget has been adopted. The purpose of this report is to seek Council's endorsement for some immediate budget variations identified by staff.

**Comment**

In accordance with legislative requirements of the Local Government Act, 1995, Section 6.8(1)(b) Council is required to resolve by Absolute Majority to incur expenditure from its municipal fund for an additional purpose that is not identified in the Adopted Budget.

## Ordinary Council Meeting 16 March 2023 - Minutes

Local Government Act (1995) – Section 6.8. - Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
- (b) is authorised in advance by resolution\*; or
- (c) is authorised in advance by the mayor or president in an emergency.

\* Absolute majority required.

(1a) In subsection (1):

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

- (2) Where expenditure has been incurred by a local government —
  - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
  - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

The fair value of land, buildings and infrastructure is to be determined at least every five years in accordance with the regulatory framework. The infrastructure assets classification is required for 30 June 2023 to meet the Shire's legislative requirements. The initial budget based on previous consultants' fees has shown to be far too conservative at \$20,000. The WALGA e-quotes preferred supplier panel was utilised to procure quotes from relevant consultants with the response fees ranging upwards to well over the \$150,000 mark.

The items listed in the Financial Implications section of this report have been identified as required variations to the Budget with a nil overall effect on the Budget.

## Statutory Environment

The report complies with the requirements of the:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

## Policy/Procedure Implications

No Policy or Management Procedure affected.

## Financial Implications

A Nil overall effect on the budget, however movement between program areas is required. An expense has been identified in the annual budget in two areas therefore over expensed. These funds will then allow for the repurpose of funds for the consultant's expense area in Governance to offset increased quoted amounts for a nil overall effect.

Remove budget from:

Ordinary Council Meeting 16 March 2023 - Minutes

Programme 11 Recreation And Culture - Sub Programme 34 Other Recreation And Sport - G/L Account 126420 Parks & Gardens Expenses - \$70,000 (identified for Cyclone Seroja Shire Assets Damage - Shade dome structure) has been accounted for correctly in Job number YUNPG

Transfer budget to:

Programme 04 Governance - Sub Programme 05 Other Governance - \$70,000 (Consultants fee Infrastructure Assets Valuation Service)

## Strategic Implications

### Strategic Community Plan/Corporate Business Plan Implications

#### **GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

#### **GOVERNANCE & ACCOUNTABILITY**

5.2 Be accountable and transparent while managing human and physical resources effectively

5.2.1 Asset Management.

## Consultation

Consultation with Senior Staff and Chief Executive Officer

## Risk Assessment

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

### Council Resolution

**Moved:** Cr Nicole Batten **Seconded:** Cr Peter Humphrey

8:46 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council suspend the operation of the following clauses to allow sufficient discussion of item 10.2.2:

8.5 Priority when speaking,  
8.7 Relevance,  
8.8 Speaking twice,  
8.9 Duration of speeches

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth-Anne Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/03-5**

Discussion was undertaken on the item.

Ordinary Council Meeting 16 March 2023 - Minutes

**Council Resolution**

**Moved:** Cr Nicole Batten    **Seconded:** Cr Elizabeth-Anne Elliott-Lockhart

9:00am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council reinstate the operation of the following clauses to allow sufficient discussion of item 10.2.2:

8.5 Priority when speaking,  
8.7 Relevance,  
8.8 Speaking twice,  
8.9 Duration of speeches

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth-Anne Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**

**Minute Reference OCM 2023/03-6**

Ordinary Council Meeting 16 March 2023 - Minutes

### 10.3 Chief Executive Officer

10.3.1	Public Health & Wellbeing Plan 2023-2027
<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	502.00
<b>Attachment(s)</b>	1. Shire of Chapman Valley PHP Draft 2023-02-28 [10.3.1.1 - 14 pages]

#### Voting Requirements

Simply Majority

#### Staff Recommendation

That with respect to the Draft Shire of Chapman Valley Public Health Plan 2023 - 2027, Council:

1. Advertise the documents on the Shire's Website, official Notice Boards and Facebook site, for the purpose of seeking public comment for a minimum of thirty (30) days, with any submissions received being referred to Council for further consideration prior to adoption.

#### Council En Bloc Resolution - Minute Reference OCM 2023/03-3

That with respect to the Draft Shire of Chapman Valley Public Health Plan 2023 - 2027, Council:

1. Advertise the documents on the Shire's Website, official Notice Boards and Facebook site, for the purpose of seeking public comment for a minimum of thirty (30) days, with any submissions received being referred to Council for further consideration prior to adoption.

#### Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

#### Background

Council's consideration is requested to advertise the draft Shire of Chapman Valley Public Health Plan, for the purpose of seeking public comment.



## Ordinary Council Meeting 16 March 2023 - Minutes

The purpose of the Shire of Chapman Valley Public Health Plan (the Plan) is to protect, improve and promote public health and wellbeing for all residents and ratepayers in the Shire of Chapman Valley. The Plan's intent is to support all members of the community, through various life stages to enable good health and wellbeing to be enjoyed across a range of identified health issues.

The Plan focuses on what the Shire can do directly within its functions and capacity, and through partnerships, to enhance public health, and recognises that many factors influence health and wellbeing, including those which occur within the social, built, economic and natural environments.

In partnership with key health, community, education and government organisations and private industry, the Shire of Chapman Valley is committed to implementing a range of initiatives across Council functions that contribute to the health and wellbeing of individuals and families, particularly those most vulnerable and in need of support.

The development of this Plan has used an evidenced-based framework, supported by a sound understanding and acknowledgement of the many factors in our environments and residential areas that affect health and wellbeing.

The methodology used to develop this Plan included a policy alignment process to identify existing public health priorities within the Shire, the identification of community needs and aspirations, involvement of Shire of Chapman Valley staff to identify local public health risks, advice from key stakeholders on the issues affecting their clients and communities and the integration of local health data.

Through this process a list of four Community & Public Health Outcomes were identified and include:

- Harm Minimisation
- Encourage use of recreation activities
- Promote preventative public health services & minimise disease
- Environmental Health Risk Management

It is expected that implementation of the Plan will occur through:

- the implementation of actions directly identified in this document; and
- the development and subsequent implementation of a range of action plans or existing plans that are called up, which reflect the policy directions and community issues identified in the Plan.

The Shire will measure and report against an agreed range of community health indicators to track outcomes over time. This will focus on improvements to health and wellbeing, partnerships and communication within the Shire of Chapman Valley.

Central to the development of this Plan is an acknowledgement of the need and value of integrated health planning and strong partnerships in the Shire of Chapman Valley. The nature of the Plan is dynamic, reflecting a commitment to work with partner organisations to progressively address priority health and wellbeing issues and to develop and implement a number of strategies under this Plan.

### **Comment**

When gazetted in 2016, the Public Health Act 2016 required a local government to develop and implement a public health plan within five (5) years. That requirement has since been

## Ordinary Council Meeting 16 March 2023 - Minutes

amended to require local governments to initiate, support and manage public health planning as well as develop and implement policies and programmes to achieve the objects of the Act.

The Plan meets the Shire's legislative obligations under the Act, and aims to establish an integrated health and wellbeing planning process that fits into existing planning frameworks and strategies within local government and can support a wider local vision for a healthier community.

The Plan aims to identify the health and wellbeing needs of the community and establish priorities and strategies for a five-year period with a focus on the following key areas:

- **Healthy People and Community:** – To guide and encourage our community to lead healthier lifestyles through the provision of lifestyle and educational opportunities.
- **Healthy Places and Spaces:** – To provide healthy places and spaces to encourage and support healthy lifestyle opportunities.
- **Healthy Partnerships:** – To develop collaborative partnerships with community, business, government, non-government and key stakeholders to improve health and wellbeing.

The Plan is at the same time a stand-alone document as well as dovetailing in with the State Public Health Plan for Western Australia. Where possible repetition with the State Plan has been kept to a minimum.

This document is meant to be a living Plan and will change in the future to reflect the community and the Shire's aspirations over time.

## Statutory Environment

The report complies with the requirements of the:  
Public Health Act 2016

The Public Health Act 2016, section 16 requires a local government to:

- "A local government has the following functions in relation to the administration of this Act —*  
*(a) to initiate, support and manage public health planning for its local government district; (b) to develop and implement policies and programmes to achieve the objects of this Act within its local government district;*  
*(c) to perform the functions that are conferred on local governments by or under this Act;"*

The Shire of Chapman Valley Public Health Plan meets the Shire's legislative obligations.

WA State Legislation can be found on the website below:

<https://www.legislation.wa.gov.au/legislation/statutes.nsf/default.html>

## Policy/Procedure Implications

A Policy or Procedure is affected:  
Organisational Corporate Policy & Procedures

Ordinary Council Meeting 16 March 2023 - Minutes

## Financial Implications

No Financial Implications Identified.

The Policies and Plan largely reflects what we are doing now.

## Strategic Implications

### Strategic Community Plan/Corporate Business Plan Implications

#### **COMMUNITY HEALTH & LIFESTYLE**

1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues.

1.1.1 Development of plans and strategies relevant to emerging population needs.

#### **COMMUNITY HEALTH & LIFESTYLE**

1.2 Address identified ageing population issues.

1.2.1 Advocate for current and future services and housing needs.

#### **COMMUNITY HEALTH & LIFESTYLE**

1.3 Strengthen our role in regional partnerships and advocacy for continuity of local services/facilities.

1.3.1 Maintain close relationships with neighbouring shires and regional bodies.

#### **GOVERNANCE & ACCOUNTABILITY**

5.2 Be accountable and transparent while managing human and physical resources effectively

5.2.4 Effectively Engage and communicate with the community.

## Consultation

It is intended that as well as advertising via the normal channels, such as the website and social media a copy of the Plan will be provided in electronic versions with hard copies made available at Administration Centre.

## Risk Assessment

An Insignificant Health Risk of Level 1 - Which could result in negligible injuries.

An Insignificant Compliance Risk of Level 1 - Which will likely result in no noticeable regulatory or statutory impact.

Ordinary Council Meeting 16 March 2023 - Minutes

<b>10.3.2 Tourism &amp; Events Advisory Group</b>	
<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	Record 403.04
<b>Attachment(s)</b>	Nil

**Voting Requirements**

Simply Majority

**Staff Recommendation**

That the Tourism &amp; Events Advisory Group recommends the following to Council:

- TBA

**Council Resolution****Moved:** Cr Elizabeth-Anne Elliott-Lockhart **Seconded:** Cr Peter Humphrey

That council postpone discussion on the item until the May 2023 Ordinary Council Meeting.

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth-Anne Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference OCM 2023/03-8****Disclosure of Interest**

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

**Background**

The Tourism &amp; Events Advisory Group met on 15 March 2023 to discuss potential budget items for Council consideration in the 2022/2023 Draft Budget and set future priorities within the tourism and events focus.

**Comment**

The Shire of Chapman Valley Tourism &amp; Events Advisory Group comprises of the following Council appointed representatives:

Cr Liz Elliott-Lockhart (Presiding Member)

Ordinary Council Meeting 16 March 2023 - Minutes

Cr Nicole Batten

Cr Darrell Forth

Chief Executive Officer

Deputy Chief Executive Officer

Community Development Officer

The TEAG met to discuss:

The purpose of the Advisory Group is as follows:

- Australia Day- Community function- feedback
- Various other budgeted and potential works and programs

There are also a number of potential Concept Forum discussion points that arose from the meeting.

A copy of the Unconfirmed Briefing Notes of the Tourism & Events Advisory Group held on the 15th March 2023 is provided at the following attachment.

## **Statutory Environment**

This report has no statutory environment requirements.

## **Policy/Procedure Implications**

A Policy or Procedure is affected:  
Organisational Corporate Policy & Procedures

Below is an extract from Management Procedure CMP-033 (Honour Awards) relevant to the Australian Day Awards:

### **Shire of Chapman Valley Australia Day Awards and Function**

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

*Nominations called in October and close in November (or as determined by the Australia Day Council).*

*The Council Appointed Working Group shall:*

- 1. Evaluate annual Australia Day Award Nominations and submitting these to Council in readiness for presenting the awards at the Shire's annual Australia Day Function.*
- 2. Assist with coordinating the annual Australia Day function(s).*
- 3. Discuss all other item(s) referred to them by Council in the areas of tourism and events.*

Ordinary Council Meeting 16 March 2023 - Minutes

## **Financial Implications**

No Financial Implications Identified.

No financial implications are envisaged at this stage as the costs for Australia Day Awards/Event has been budgeted for as per previous years and it not expected to exceed this amount.

Potential Budget implications on approval of TEAG recommendations

## **Strategic Implications**

It is important to both recognize the achievement of constituents and Australia Day.

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **COMMUNITY HEALTH & LIFESTYLE**

1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues.

1.1.3 Identify all volunteers and determine their support needs.

## **Consultation**

Nil

## **Risk Assessment**

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

## Ordinary Council Meeting 16 March 2023 - Minutes

<b>10.3.3 Building &amp; Disability Committee</b>	
<b>Department</b>	Development Service Building  Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	801.00
<b>Attachment(s)</b>	1. Reviewed Proposed 5 Year Building Program Mtce Capital [10.3.3.1 - 5 pages] 2. Unconfirmed Minutes Building Disability Services Committee [10.3.3.2 - 16 pages]

**Voting Requirements**

Simply Majority

**Staff Recommendation**

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

**1. Minute Reference: BDSC**

The Committee recommends Council consider the draft “*Operating & Capital Building Programs*” as presented with the following amendments and this be used as a basis to develop the Draft 2023/2024 Budget:

**2. Minute Reference: BDSC**

Council initiate a full review of the Disability Access & Inclusion Plan in 2023 and budget accordingly in the 2023/24 financial year.

**Council En Bloc Resolution - Minute Reference OCM 2023/03-3**

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

**1. Minute Reference: BDSC**

The Committee recommends Council consider the draft “*Operating & Capital Building Programs*” as presented with the following amendments and this be used as a basis to develop the Draft 2023/2024 Budget:

**2. Minute Reference: BDSC**

Council initiate a full review of the Disability Access & Inclusion Plan in 2023 and budget accordingly in the 2023/24 financial year.

Ordinary Council Meeting 16 March 2023 - Minutes

## Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

## Background

The Shire of Chapman Valley Building & Disability Services Committee met on the 9<sup>th</sup> March 2023 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.

## Comment

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

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

The report complies with the requirements of the:  
Local Government Act 1995

## Policy/Procedure Implications

A Policy or Procedure is affected:  
Building & Projects Policy & Procedures

## Financial Implications

### Long Term Financial Plan

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

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

## Strategic Implications

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



Ordinary Council Meeting 16 March 2023 - Minutes

**Strategic Community Plan/Corporate Business Plan Implications**

**PHYSICAL & DIGITAL INFRASTRUCTURE**

4.1 Develop, manage, and maintain built infrastructure.

4.1.1 Asset Management Plan.

**GOVERNANCE & ACCOUNTABILITY**

5.2 Be accountable and transparent while managing human and physical resources effectively

5.2.2 Long Term Financial Management.

**Consultation**

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

**Risk Assessment**

A Minor Property Risk of Level 2 - Likely resulting in localised damage rectified by routine internal procedures.

Ordinary Council Meeting 16 March 2023 - Minutes

<b>10.3.4 Review of Delegations Register</b>	
<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	Record 411.03
<b>Attachment(s)</b>	1. Delegation Reg Review 2022 (1) [10.3.4.1 - 104 pages]

**Voting Requirements**

Absolute Majority

**Staff Recommendation**

That Council endorse the current Delegations Register as presented.

**Council En Bloc Resolution - Minute Reference OCM 2023/03-3**

That Council endorse the current Delegations Register as presented.

**Disclosure of Interest**

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

**Background**

The purpose of this Agenda Item is to allow Council to review the current Delegations Register for delegations given to the Chief Executive Officer as required by the Local Government Act 1995:

s5.46 - *'Register of, and records relevant to, delegations to CEO's and employees':*

s5.46(2) - *At least once every financial year, delegations made under this Division are to be reviewed by the delegator.'*

The Shire of Chapman Valley has the following power under the Local Government Act 1995:

**5.42. Delegation of some powers and duties to CEO**

- (1) *A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*

Ordinary Council Meeting 16 March 2023 - Minutes

- (a) *this Act other than those referred to in section 5.43; or*
- (b) *the Planning and Development Act 2005 section 214(2), (3) or (5).*

*\* Absolute majority required.*

- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

The Act also allows the Chief Executive Officer to sub-delegate any of his/her powers to any employee; such sub-delegation must be done in writing. The Chief Executive Officer is permitted under the Act to place conditions on any sub-delegation passed onto another employee.

Council last undertook a full review of the Delegations Register at the March 2022 OCM with no significant changes from the last review. There may be changes in time with the recent amendments to the Local Government Act 1995, but these can occur when required.

## **Comment**

The Chief Executive Officer and staff have reviewed the current Delegations Register with the continued emphasis bringing on this document remaining relevant, integrated and cross-referenced with all relevant Policies and Procedures.

The Policy & Procedures Manual has also continued to be cross-reference with all relevant Delegations.

Provided under separate cover for Council information is a copy of the Department of Local Governments Delegations Guidelines.

As the existing delegations appear to be working satisfactorily the Staff Recommendation is to endorse the current Delegations Register as presented. It is also advised that Delegations, as well as Policies can be amended at any time deemed necessary and may be required once the effect of the New Local Government Act 1995 amendments are known.

## **Statutory Environment**

The report complies with the requirements of the:  
Local Government Act 1995  
Section 5.42, 5.43, 5.44 5.45 and 5.46

## **Policy/Procedure Implications**

A Policy or Procedure is affected:  
Organisational Corporate Policy & Procedures  
Elected Member Governance Policy & Procedures  
Planning and Development Policy & Procedures  
HR & Induction Policy & Procedures

Ordinary Council Meeting 16 March 2023 - Minutes

Finance Policy & Procedures  
Works and Services Policy & Procedures  
Building & Projects Policy & Procedures

## Financial Implications

No Financial Implications Identified.

## Strategic Implications

It is essential for the smooth operations of the organisation to have appropriate delegation provided to the Chief Executive Officer. Such delegation need to be reviews at least annually in accordance with legislation.

### Strategic Community Plan/Corporate Business Plan Implications

#### **GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

## Consultation

The legislative process to review the Delegation Register requires discussion and consultation at a Council and Staff level, which is the basis of this Agenda Item.

## Risk Assessment

An Insignificant Health Risk of Level 1 - Which could result in negligible injuries.

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

An Insignificant Service Disruption Risk of Level 1 - Which will likely resulting in no material service disruption.

An Insignificant Compliance Risk of Level 1 - Which will likely result in no noticeable regulatory or statutory impact.

An Insignificant Reputational Risk of Level 1 - Which will likely result in unsubstantiated, low impact, low profile or 'no news' item.

An Insignificant Property Risk of Level 1 - Likely resulting in inconsequential or no damage.

An Insignificant Environmental Risk of Level 1 - Which will likely result in contained, reversible impact managed by on site response.

Ordinary Council Meeting 16 March 2023 - Minutes

## 11 Elected Members Motions

The Council has not received any notice of motion from an elected member at the time of writing this report.

## 12 New Business of an Urgent Nature Introduced by Decision of the Meeting

### 12.1 Budget Variation Grant Funds

<b>Department</b>	Finance, Governance & Corporate Services
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	306.00
<b>Attachment(s)</b>	Nil

### Voting Requirements

Absolute Majority

### Staff Recommendation

That Council endorses the budget variation of:

1. Decrease revenue COA 3423 Grant Funding Revenue \$420,000
2. Decrease expenditure COA 4770 Office & Equipment Reserve \$150,467
3. Decrease expenditure COA 4781 Plant/Light Vehicle Reserve \$50,000
4. Decrease expenditure COA 3235 Building Reserve \$50,000
5. Increase revenue COA 7135 Loan Funds Rec'\$169,533
6. Delegate to the Chief Executive Officer to give one month's local public notice of the proposal to borrow funds

### Council Resolution

**Moved:** Cr Nicole Batten    **Seconded:** Cr Darrell Forth

That Council endorses the budget variation of:

1. Decrease revenue COA 3423 Grant Funding Revenue \$420,000
2. Decrease expenditure COA 4770 Office & Equipment Reserve \$150,467
3. Decrease expenditure COA 4781 Plant/Light Vehicle Reserve \$50,000
4. Decrease expenditure COA 3235 Building Reserve \$50,000
5. Increase revenue COA 7135 Loan Funds Rec'\$169,533
6. Delegate to the Chief Executive Officer to give one month's local public notice of the proposal to borrow funds

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth-Anne Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

8 / 0  
**CARRIED UNANIMOUSLY**

Ordinary Council Meeting 16 March 2023 - Minutes

#### Minute Reference OCM 2023/03-11

##### **Council Resolution**

**Moved:** Cr Peter Humphrey **Seconded:** Cr Darrell Forth

9:01 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council suspend the operation of the following clauses to allow sufficient discussion of item 12.1:

- 8.5 Priority when speaking,
- 8.7 Relevance,
- 8.8 Speaking twice,
- 8.9 Duration of speeches

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth-Anne Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**

Minute Reference OCM 2023/03-9

Discussion was undertaken on the item.

##### **Council Resolution**

**Moved:** Cr Nicole Batten **Seconded:** Cr Darrell Forth

9:25 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council reinstate the operation of the following clauses to allow sufficient discussion of item 12.1:

- 8.5 Priority when speaking,
- 8.7 Relevance,
- 8.8 Speaking twice,
- 8.9 Duration of speeches

**For** Cr Katie Low, Cr Beverley Davidson, Cr Elizabeth-Anne Elliott-Lockhart, Cr Darrell Forth, Cr Nicole Batten, Cr Peter Humphrey, Cr Trevor Royce and Cr Kirrilee Warr

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**

Minute Reference OCM 2023/03-10

##### **Disclosure of Interest**

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

##### **Background**

Ordinary Council Meeting 16 March 2023 - Minutes

Council's adopted budget at times will need variations made to reflect changes which occur after the budget has been adopted. The purpose of this report is to seek Council's endorsement for some immediate budget variations identified by staff

## Comment

In accordance with legislative requirements of the Local Government Act, 1995, Section 6.8(1)(b) Council is required to resolve by Absolute Majority to incur expenditure from its municipal fund for an additional purpose that is not identified in the original Adopted Budget.

*Local Government Act (1995) – Section 6.8. - Expenditure from municipal fund not included in annual budget*

*(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:*

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or*
- (b) is authorised in advance by resolution\*; or*
- (c) is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required.*

*(1a) In subsection (1):*

*additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.*

*(2) Where expenditure has been incurred by a local government —*

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

The revenue recognition review has identified \$420,000 of Local Roads & Community Infrastructure Round 3 grant funding in two programs being Program 11 Recreation and Culture and within the Transport area as part of the 2022/2023 Roadworks Program for the Coronation Beach Road project. This will leave a deficit of revenue at the end of year acquittal process of \$420,000.

To resolve this, it is proposed by staff to place a hold in 2022/2023 of the budgeted reserve transfers of

\$150,467 Office & Equipment Reserve

\$50,000 Plant/Light Vehicle Reserve

\$50,000 Building Reserve

This will reduce the expenditure in the 2022/2023 annual budget by \$250,467 and offset this amount against the reduction in revenue leaving a balance of \$169,533 deficit.

The Plant Replacement Program has a total expenditure of \$697,104 of which \$150,000 is being funded by the Plant/Light Vehicle Reserve. The balance of \$547,104 is to be funded by own resource funds from the Municipal account. To resolve the deficit funds, it is proposed a Western Australian Treasury Corporation (WATC) loan is sought for the replacement of the Prime Mover in the Plant Replacement Program to balance the budget for 2022/2023. This could be for a varying amount from the deficit required \$169,533 up to the replacement cost for the plant of \$350,000. At the time of writing this report a request to WATC for rates over a five (5) year term have been requested. For information so assist in

## Ordinary Council Meeting 16 March 2023 - Minutes

decision making the current Reserve Bank rate is 3.60%. Currently the Shire does not hold any loans with the WATC. It is also to be noted the tender for the Prime Mover has closed and been awarded, however the item of plant will not be available until the 2023/2023 budget year. The Local Government Act 1995 allows for borrowings which were not part of the original annual budget in Section 6.2 Power to Borrow:

*Power to borrow*

6.20. (1) Subject to this Act, a local government may —

- (a) borrow or re-borrow money;
- (b) obtain credit; or

216

Local Government Act 1995 [No. 74

s. 6.20

(c) arrange for financial accommodation to be extended to the local government in ways additional to or other than borrowing money or obtaining credit, to enable the local government to perform the functions and exercise the powers conferred on it under this Act or any other written law.

(2) Where, in any financial year, a local government proposes to exercise a power under subsection (1) ("power to borrow") and details of that proposal have not been included in the annual budget for that financial year —

(a) unless the proposal is of a prescribed kind, the local government must give one month's local public notice of the proposal; and

(b) the resolution to exercise that power is to be by absolute majority.

(3) Where a local government has exercised a power to borrow and —

(a) it does not wish to proceed with the performance of the function or the exercise of the power for which the power to borrow was exercised; or

(b) after having completed the performance of the function or the exercise of the power for which the power to borrow was exercised, any part of the money borrowed, credit obtained or financial accommodation arranged has not been expended or utilized, the local government may resolve\* to expend the money or utilize the credit or financial accommodation for another purpose if one month's local public notice is given of the proposed change of purpose.

\* Absolute majority required.

The items listed in the Financial Implications section of this report have been identified as required variations to the Budget with a nil overall effect on the 2022/2023 Annual Budget.

## Statutory Environment

The report complies with the requirements of the:  
Local Government Act 1995 Section 6.2; Section 6.8

## Policy/Procedure Implications



Ordinary Council Meeting 16 March 2023 - Minutes

No Policy or Management Procedure affected.

## **Financial Implications**

### **Budgetary Implications**

The budget will be affected in the following ways:

A Nil overall effect on the 2022/2023 Annual Budget will result, however movement between program areas is required as follows:

Reduce expenditure in COA 4770 - \$150,467 Office & Equipment Reserve  
Reduce expenditure in COA 4781 - \$50,000 Plant/Light Vehicle Reserve  
Reduce expenditure in COA 3235 - \$50,000 Building Reserve

Increase Capital Revenue in COA 7175 - \$169,533 Additional Loan Funds for Plant Replacement Program

Reduce revenue in COA 3423 - \$420,000 Recreation & Culture Grants funds

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

#### **GOVERNANCE & ACCOUNTABILITY**

5.2 Be accountable and transparent while managing human and physical resources effectively

5.2.1 Asset Management.

5.2.2 Long Term Financial Management.

## **Consultation**

Consultation with Senior Staff and Chief Executive Officer

## **Risk Assessment**

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

A Minor Reputational Risk of Level 2 - Which will likely result in substantiated, low impact, low news item.

Ordinary Council Meeting 16 March 2023 - Minutes

### 13 Delegates Reports

That council receive the following Delegates Reports:

Delegate	Details
<b>Cr Warr (President)</b>	25 <sup>th</sup> Feb NCZ Mingenew 28 <sup>th</sup> Feb MWCCI Introductions meeting 28 <sup>th</sup> Feb MWDC Hydrogen Forum 1 <sup>st</sup> March CABY Meeting 15 <sup>th</sup> March FARM Sub Committee Meeting 16 <sup>th</sup> March Roads Sub Committee Meeting
<b>Cr Forth (Deputy President)</b>	27 <sup>th</sup> Feb CVAS - General Meeting to discuss next show 28 <sup>th</sup> Feb Midwest Hydrogen Forum - Information session for all stakeholders 2 <sup>nd</sup> March Northampton Show Committee - Attended for information sharing and intel 9 <sup>th</sup> March - Building and Disability Committee - Recommendations to Council 15 <sup>th</sup> March FARM Finance Committee - Obligatory meeting with AG and Auditors 15 <sup>th</sup> March Tourism and Events Committee
<b>Cr Batten</b>	28 <sup>th</sup> Feb Midwest hydrogen Forum 9 <sup>th</sup> March Shire Building Committee Meeting 14 <sup>th</sup> March FRRR Community Impact Program, Federal Drought Funds (RDRP Project Advisory Group) - Facilitated session to build upon initial expression of interest. Funding will be allocated once project prioritisation is submitted (mid April). 2 years funding beginning July 2023. Areas of focus - Resource sharing and framework to assist people and communities to reduce volunteer burnout, green communities, healthier communities (mental and physical). 15 <sup>th</sup> March FARM Committee Meeting 15 <sup>th</sup> March TEAG Meeting
<b>Cr Davidson</b>	15 <sup>th</sup> March FARM Committee Meeting
<b>Cr Elliott-Lockhart</b>	15 <sup>th</sup> March TEAG
<b>Cr Humphrey</b>	9 <sup>th</sup> March BLEMC Meeting 9 <sup>th</sup> March Building and Disability Committee

### 14 Announcements by Presiding Member Without Discussion

Nil

### 15 Matters for which Meeting to be Closed to Members of the Public

The Council has no confidential items for consideration.

### 16 Closure

The Shire President thanked Elected Members and Staff for their attendance and closed the Ordinary Council Meeting 16 March 2023 at 9:59 am.

## **9 Items to be dealt with En Bloc**

## 10 Officer Reports

### 10.1 Deputy Chief Executive Officer

<b>10.1.1</b>	<b>Coronation Beach Nature Based Campground</b>
<b>Department</b>	Development Service Planning
<b>Author</b>	Simon Lancaster
<b>Reference(s)</b>	A356
<b>Attachment(s)</b>	1. Coronation Beach Nature Based Campground Application [10.1.1.1 - 47 pages] 2. Extract from 17.9.08 Council Minutes [10.1.1.2 - 15 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council grant planning approval for an amendment to the previously approved short stay/tourism development upon Lot 171 Coronation Beach Road, Howatharra (Planning Permit 2008/058) to enable its staged development subject to the following:

#### Conditions

- 1 Development shall be in accordance with the information provided as Attachment 10.1.1.1 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 buildings or land (not the subject of this consent/approval) considered by the local government Chief Executive Officer to represent significant variation from the approved development plan requires further application and planning approval for that use/addition.
- 3 The applicant is to prepare, submit and adhere to a Management Plan to the approval of the local government.
- 4 The applicant is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the Management Plan.
- 5 The development shall comply with the requirements of the *Caravan Parks and Camping Grounds Regulations 1997* and the 'Nature-based Parks: Licensing Guidelines for Developers and Local Governments' to the approval of the local government.
- 6 The office/reception/shop/manager's residence building and toilet/ablution building shall be sited (or elevated) so that the finished floor level is above the 5.0 metre contour line (AHD).
- 7 All permanent buildings including sheds and storage tanks shall be located, and sympathetic in design and colour (muted tones) to the coastal environs, to complement the natural features of the area and minimise visual impact to the approval of the local government (the use of zincalume is not permitted).
- 8 All fencing, barriers and bollards shall be sympathetic to the natural environs and consistent with the overall colour scheme for the development.

- 9 The placement of renewable energy/power sources on-site shall not detract from the natural environment and visual amenity of the area. In this regard further consultation shall be undertaken with the local government prior to the placement of these facilities.
- 10 The placement of any generator on-site shall not detract from the natural environment and amenity of the area. In this regard further consultation shall be undertaken with the local government prior to the placement of these facilities with preference that generator(s) are positioned to the north of the development and sufficiently sound proofed so as to minimise any noise impact upon the patrons of the development and users of the Shire's camping and day use facility.
- 11 All lighting devices shall be installed and shaded in such a way as to not cause undue light spill to the approval of the local government.
- 12 The installation of any directional signage shall be to the requirements of the local government (or Main Roads WA where required).
- 13 The installation and subsequent maintenance of any signage associated with the development shall be to the approval of the local government.
- 14 Signage is required to be installed to all taps to the approval of the local government advising visitors where the water is non-potable. Promotional material for the nature based campground shall clearly state to the approval of the local government that water is non-potable and that visitors must provide their own potable water (where the water is non-potable).
- 15 The installation and subsequent maintenance of landscaping shall be to the approval of the local government.
- 16 The development shall be connected to on-site wastewater and effluent disposal systems that are located, designed, installed and operated to the requirements of the Department of Health and the approval of the local government.
- 17 All external water pipes associated with the development shall be laid underground to a minimum depth of 300mm to withstand the effects of a bush fire.
- 18 The internal road network, bays, vehicle manoeuvring and parking areas shall be constructed and maintained to an all-weather compacted gravel standard to the approval of the local government.
- 19 The applicant is to ensure that the location, design, construction and maintenance of the access point from the development site onto the road network shall be to the approval of the local government.
- 20 The applicant is responsible to ensure that no parking of vehicles associated with the development occurs within a public carriageway, including the road verge.
- 21 The applicant is to make contribution to the cost of the operation of the existing dump point to the approval of the local government.

#### Advice Notes

- (a) In relation to condition 3 the Management Plan is to include sections addressing Bushfire Management and Emergency Evacuation to the approval of the local government, and the development is required to be operated in accordance with the recommendations contained therein.
- (b) In relation to condition 3 the Bushfire Management and Emergency Evacuation sections shall be periodically reviewed to ensure they remain current with on-ground site characteristics, user patterns/demands and the bushfire planning framework. In the event of a concern being raised by the Department of Fire & Emergency Services or the local government the Management Plan may require modification to ensure they address the raised concern(s) to the approval of the local government.
- (c) In relation to condition 3 the Management Plan is to include a section relating to Water Supply prepared to the requirements of the Department of Health and the approval of the local government (noting that Stage 1 will not be serviced with water).
- (d) In relation to condition 3 the Management Plan is to include a section relating to Waste and Wastewater Management prepared to the requirements of the Department of

- Health and the approval of the local government (noting that Stage 1 will not be serviced with toilet facilities).
- (e) In relation to condition 3 the Management Plan is to include a section relating to Food Management prepared to the requirements of the Department of Health and the approval of the local government (noting that Stage 1 will not be serviced with camper kitchen or bbq facilities).
  - (f) In relation to condition 5 the development shall only permit short stay accommodation for a period of not more than 28 nights in total in a 3 month period starting on the first day that the person occupies a site at the facility.
  - (g) In relation to condition 14 in the event that the local government and/or applicant require the development to be serviced with provision of potable water, the potable water supply shall meet the minimum prescribed Australian Drinking Water Standards and be tested by the applicant at their cost on a periodic basis as directed by the local government, with the results to be submitted to the local government. If deemed required by the local government, a suitable water treatment system such as chlorination or ultra violet light shall be provided (noting that Stage 1 will not be serviced with water).
  - (h) In relation to condition 19 the crossover onto Coronation Beach Road shall be constructed to a bitumen seal standard to a minimum width of 7.5 metres and minimum length of 20 metres at the applicant's expense and to the specification and approval of the local government (noting that the local government may deem that this crossover upgrade not be required as part of Stage 1).
  - (i) In relation to condition 21 the local government Chief Executive Officer shall establish the contribution amount to be paid by the applicant, and in the event that the contribution amount is disputed by the applicant the matter shall be presented to Council for consideration.
  - (j) 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, *Building Code of Australia, Building Act 2011, Building Regulations 2012, Caravan Parks and Camping Grounds Act 1995, Caravan Parks and Camping Grounds Regulations 1997, Health Act 1911, Liquor Control Act 1988, and the Local Government (Miscellaneous Provisions) Act 1960*. It is the applicant's responsibility to obtain any additional approvals required before the development/use lawfully commences.
  - (k) The local government advises that the existing Coronation Beach Nature Based Camping Area provides benefit to the broader community and the local government is not obliged to withdraw from the operation of this facility.
  - (l) The local government advises that the proposed Lot 171 development site is located in proximity to the coast and may be subject to future impacts associated with this proximity for which the local government bears no responsibility.
  - (m) 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.

### **Disclosure of Interest**

No officer declared an interest under the *Local Government Act 1995*, Subdivision 1 (LGA 1995) in the preparation of this report.

The Shire operates a nature based campground upon adjoining Reserve 19893.

### **Background**

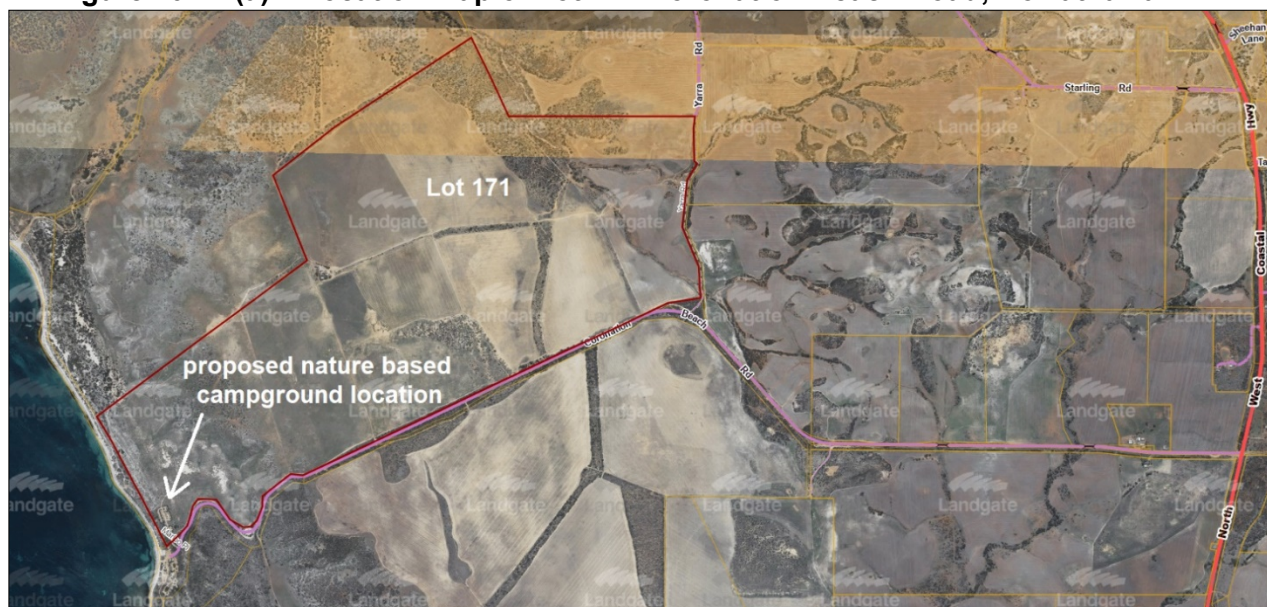
Council is in receipt of an application to operate a nature based campground upon Lot 171 Coronation Beach Road, Howatharra as an initial stage of a wider caravan park

development (that was previously approved by Council). This report recommends conditional approval of the nature based campground.

### Comment

Lot 171 is a 570.7882ha property located on the northern side of Coronation Beach Road.

**Figure 10.1.1(a) – Location Map of Lot 171 Coronation Beach Road, Howatharra**



The majority of Lot 171 is used for farming purposes and largely cleared, excepting some remnant vegetation along tributary lines and outcrops. A residence and associated outbuildings are located towards the centre of Lot 171.

The western end of Lot 171 slopes steeply downwards from the 50m contour line to an approximately 100m wide strip of land at the 5m contour that abuts the coastal reserve. It is on this strip of land that the applicant seeks to operate a nature based campground (immediately to the north of the existing Shire operated nature based campground).

**Figure 10.1.1(b) – Aerial Photo of proposed development site upon Lot 171**





The landowner has previously received Council approval to develop a 50 bay caravan park upon Lot 171. The development experienced delays due to the need to create a formal road access to the lower ground section of the property with this Department of Planning, Lands & Heritage (DPLH) administered process taking 5 years to conclude.

The landowner has also faced difficulties in delivering water/power servicing to the site, along with COVID and Cyclone Seroja impacts including rising constructions costs and labour/materials availability. As a result they are now seeking Council approval to commence operation as a reduced 20 bay nature based park within the footprint of the previous approval area. This would serve as a first stage to enable the development to commence operation and in the event that the project proves economically viable the subsequent stages could be proceeded with.

The nature based park application also seeks to make modifications to the previously approved internal vehicle network layout. These amendments are designed to improve maneuverability based upon the landowner's experiences as they have progressed on-ground works. The modifications are contained within the original approved footprint and are considered minor and would assist visitor movement.

A copy of the nature based park application that provides further information has been provided as **Attachment Coronation Beach Nature Based Campground Application**.

The development history for the proposed caravan park upon Lot 171 is as follows:

- 17/9/08 Council approved an application for the development of a 50 bay caravan park with accompanying shop/office/manager's residence, ablution/laundry building and campers kitchen, to be serviced by water (bore groundwater) and power (renewable solar and wind and diesel generation). The planning approval was given approval for a period of 2 years expiring on 17/9/10 unless the development had been substantially commenced. A copy of the relevant extract from the 17/9/08 Council Minutes, along with the originally submitted plans has



- been provided as **Attachment Extract from 17.9.08 Council Minutes** The complete original application inclusive of the preliminary servicing report can be provided to Councillors upon request.
- 25/8/10 Council resolved to renew the caravan park development approval given that the delay in commencing on-ground works had arisen from matters beyond both the applicant's and the Shire's control, namely the DPLH requirements to undertake a heritage survey and complete a part reserve closure and road realignment to provide legal means of access to the site. The renewal was for a further 2 years which then gave the application an expiry date of 17/9/12.
- 16/11/11 Council resolved to close an unconstructed section of Coronation Beach Road and create a new road reserve (that would become Marloo Place) to provide level road access to the caravan park site upon Lot 171.
- 18/7/12 Council resolved to renew the caravan park development approval for a further 2 year period, with a new expiry date for works to substantially commence of 17/9/14.
- 19/2/14 Council resolved to name the new road reserve Marloo Place.
- 4/11/14 Landowner had completed the internal vehicle access network and caravan bays siteworks and commenced landscaping works that satisfied the requirement for 'substantial commencement' so that the development approval remained active.
- 26/4/16 DPLH advised that action to close the unconstructed section of Coronation Beach Road and formally create Marloo Place had been concluded.
- 19/3/18 Landowner had sited transportable building upon Lot 171 to be repurposed as the shop/office.
- 20/2/19 Shire issued building permit for office/shop upgrade works to transportable building.
- 14/4/22 Applicant had sited 2 water tanks upon Lot 171 to service development.

Shire staff do not raise objection to the proposed staging of the development, and the requested nature based level of servicing (i.e. no power or water connection) as this is comparable to the adjoining Coronation Beach Nature Based Campground.

The existing Coronation Beach Nature Based Campground was developed by the Shire in response to unmanaged camping activities at this location that were leading to environmental degradation. During the 1990's and 2000's the Shire campground primarily catered for windsurfing tourists attracted to the location.

However, with the increasing popularity of self-contained RV vans, along with the growth in kitesurfing and wingfoiling, the Shire campground is no longer full just during windsurfing season, but all year round, and the Shire is frequently required to put the no-vacancy sandwich board out on the highway turn-off to Coronation Beach.

The Shire reserve that the Coronation Beach Nature Based Campground exists upon is almost entirely developed with limited scope for the creation of additional bays. Therefore the development of further short stay opportunities upon Lot 171 to the north by the private landowner was welcomed by the Shire, as it would relieve disappointment for travellers to this region, and prevent instances of campers then seeking to setup in areas not capable of sustaining this activity both in terms of environmental damage but management of fire, litter and access risks.

#### **Figure 10.1.1(c) – View of under construction office/shop/manager's residence**



**Figure 10.1.1(d) – View of bays and landscaping upon Lot 171**



**Figure 10.1.1(e) – View of central vehicle network alignment upon Lot 171**



**Figure 10.1.1(f) – View west over Lot 171 from Coronation Beach Road lookout**





## Statutory Environment

The report complies with the requirements of the:

Shire of Chapman Valley Local Planning Policy

Shire of Chapman Valley Local Planning Scheme No.3

*Planning & Development (Local Planning Schemes) Regulations 2015*

Lots 171 is zoned 'Rural' under the Shire of Chapman Valley Local Planning Scheme No.3 ('the Scheme') the objectives for which are listed in Table 1 as being:

- “• To provide for the maintenance or enhancement of specific local rural character.
- To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.
- To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage.
- To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses to the Rural zone.
- To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.”

'Camping Ground' is listed as an 'A' use in the 'Rural' zone, that is a use that must be advertised for comment prior to determination.

However, it is considered that the application for a nature based campground should be assessed under the provisions of Schedule 2, Part 10A Clause 77 of the *Planning and Development (Local Planning Schemes) Regulations 2015* which allows for the owner of land, of which development approval has been granted, to make application to the local government to amend an aspect of the development approval which, if amended would not substantially change the development approved.

It is considered that the staging of the previously approved 50 bay caravan park, with a 20 bay nature based campground as the initial stage would be acceptable in this instance. The development footprint had not been altered and the minor modifications to the internal vehicle network would assist in visitors manoeuvring about the site. The reduced level of servicing proposed in Stage 1 of this new staged development is comparable to the existing nature based campground immediately to the south of Lot 171 and the subsequent stages of

development would be in accordance with the previous Council approval and would be triggered by demand and economic viability.

The staff recommendation is for approval and has been structured to incorporate the original conditions of approval (excepting those relating to the road realignment which has now been met) and insert new conditions relating more specifically to matters associated with the management of a nature based campground.

Schedule 2 Part 9 Clause 67(2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the following relevant matters in considering this development application:

- “(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...*
- ...(c) any approved State planning policy;...*
- ...(fa) any local planning strategy policy for this Scheme endorsed by the Commission;*
- (g) any local planning policy for the Scheme area;...*
- ...(m) the compatibility of the development with its setting including:*
  - (i) the compatibility of the development with the desired future character of its setting; and*
  - (ii) relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) the amenity of the locality including the following —*
  - (i) environmental impacts of the development;*
  - (ii) the character of the locality;*
  - (iii) social impacts of the development;*
- (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;*
- (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;*
- (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;*
- (r) the suitability of the land for the development taking into account the possible risk to human health or safety;*
- (s) the adequacy of —*
  - (i) the proposed means of access to and egress from the site; and*
  - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;*
- (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;...*
- ...(w) the history of the site where the development is to be located;*
- (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- (y) any submissions received on the application;*
- (za) the comments or submissions received from any authority consulted under clause 66;*
- (zb) any other planning consideration the local government considers appropriate.”*

The *Caravan Parks and Camping Grounds Act 1995* and *Caravan Parks and Camping Regulations 1997* provide statutory direction in relation to this application.

Section 5 of the *Caravan Parks and Camping Grounds Act 1995* defines camping grounds and caravan parks as follows:

*“camping ground means an area of land on which camps, but not caravans, are situated for habitation but does not include any land prescribed for the purposes of this definition;*

*caravan park means an area of land on which caravans, or caravans and camps, are situated for habitation.”*

Part 1 Section 3 of the *Caravan Parks and Camping Grounds Regulations 1997* defines a nature based park as follows:

*“nature based park means a facility in an area that —*

- (a) is not in close proximity to an area that is built up with structures used for business, industry or dwelling-houses at intervals of less than 100m for a distance of 500m or more; and*
- (b) has been predominantly formed by nature; and*
- (c) has limited or controlled artificial light and noise intrusion.”*

Regulation 19(1)(m) notes that it is duty of the licence holder to:

*“(m) for a nature based park, all advertising material and other information sources about the facility, the content of which is controlled by the licence holder, specify each of the following amenities that is not provided for occupiers at the facility —*

- (i) toilets;*
- (ii) showers;*
- (iii) hand basins;*
- (iv) washing-up facilities;*
- (v) laundry facilities;*
- (vi) hot water for showering or for washing-up or laundry facilities;*
- (vii) power points;*
- (viii) lighting.”*

Schedule 7 Clause 5A(1) of the Regulations notes that:

*“A person cannot be an occupier at a nature based park for more than 28 nights in total in a 3 month period starting on the first day that the person occupies a site at the facility.”*

The Department of Local Government and Communities have prepared the ‘Nature-based Parks: Licensing Guidelines for Developers and Local Governments’ and this application has been assessed with regard for these guidelines.

The application to establish a nature based park at Coronation Beach is considered to be in accordance with the requirements of the *Caravan Parks and Camping Regulations 1997* and ‘Nature-based Parks: Licensing Guidelines for Developers and Local Governments’ with the exception of Schedule 7 Clause 42 of the Regulations which states that:

*“Potable water for sites*

- (1) *A supply of potable water of at least 300L per day, or such lesser amount as is approved under subclause (2), is to be available for use by each site at a facility.*
- (2) *The local government may, with the written approval of the Executive Director, Public Health (within the meaning of the Health Act 1911), approve of a lesser quantity of water than that specified in subclause (1) being available at a facility."*

The applicant is proposing that Stage 1 would have no water servicing, this is a similar arrangement to the adjacent Coronation Beach Nature Based Campground. The applicant is proposing that Stage 2 would be serviced by a 25,000L tank to be located in proximity to the bbq/washing up area. Stage 1 would not meet with the standard requirements of Schedule 7 Clause 42(1) of the regulations and would therefore require consideration under the performance criteria of Schedule 7 Clause 42(1).

Were the water supply to be advertised as potable in Stage 2, then tests would be required to be carried out to ensure the supply was potable, this may require ongoing treatment with chlorine or ultra violet light.

The 'Nature-based Parks: Licensing Guidelines for Developers and Local Governments' notes in relation to this requirement that:

*"Potable water for sites*

*Current: Schedule 7, Clause 42, if potable water can be readily made available then it should be provided. There is a health requirement that an adequate supply of drinking water be provided; if not, the operator needs to seek an exemption.*

*Application for exemption is to be made to the local government and will be dealt with on a case by case basis.*

*Every effort must be made to notify potential visitors if no potable water is available – this includes on all advertising materials, websites and on signs at the entrance to the facility."*

It is suggested that overall development approval for the facility should be made subject to the following condition:

*"Signage is required to be installed to all taps to the approval of the local government advising visitors where the water is non-potable. Promotional material for the nature based campground shall clearly state to the approval of the local government that water is non-potable and that visitors must provide their own potable water."*

## **Policy/Procedure Implications**

A Policy or Procedure is affected:

Planning and Development Policy & Procedures

Schedule 2 Part 2 Division 2 Clauses 3-6 of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides for Council to prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area.

Council has prepared Shire of Chapman Valley Local Planning Policy 2.3 – Rural Tourism to guide assessment of applications and a copy of the policy can be viewed at the following link:

[https://www.chapmanvalley.wa.gov.au/Profiles/chapmanvalley/Assets/ClientData/Document-Centre/planning/policies/SoCV\\_LPP\\_2\\_3\\_Rural\\_Tourism.pdf](https://www.chapmanvalley.wa.gov.au/Profiles/chapmanvalley/Assets/ClientData/Document-Centre/planning/policies/SoCV_LPP_2_3_Rural_Tourism.pdf)

Policy 2.3 contains the following objectives:

- “• To provide for a range of low impact accommodation and other low impact tourist related uses in the rural and rural lifestyle areas of the Shire in a manner that is complementary and sensitive to the agricultural and environmental fabric of the municipality.
- To set out the circumstances under which the Local Government may approve low impact tourist development in the rural and rural lifestyle areas of the municipality as provided in the Scheme.”

Policy 2.3 also contains the following within the policy statement:

- “6.1 Applications for Rural Tourism will only be supported where the Local Government is satisfied that the proposal will not result in unacceptable environmental or amenity impacts as a result of noise, dust, light spill, odour, vibration, traffic movement, visual intrusion or contamination on the nearby residents or environment and that the quality of the development will present a positive image of the locality.
- 6.2 Depending on the nature of the proposed Rural Tourism, local wind, topography and vegetation conditions, setback distances from site boundaries and existing watercourse or bodies may need to be increased. When determining such setbacks the Local Government shall consider existing and potential land-uses on adjoining and nearby properties.”

Use	Criteria	Standard
Caravan Park & Camping Ground	1. Location	1. Within close proximity to public recreation areas/natural attractions–beaches, walk trails, scenic lookouts etc & distances from other caravan parks/campsites as prescribed by Caravan Parks & Camping Grounds Act 1995
	2. Public Road Access	2. Type 5 – 7m bitumen seal + bitumen seal crossover to Local Government specifications or Type 3 – 12m form/8m gravel paved at Local Government discretion
	3. Potable Water Supply	3. As per Caravan & Camping Regs 1997
	4. Ablutions	4. As per Caravan & Camping Regs 1997 & Building Code of Australia
	5. Car Parking	5. 1 car bay per caravan/camp site + 1 bay for manager – gravel std/Local Government specs
	6. Lot size	6. 15ha
	7. Setback	7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government.
	8. Siting	8. Away from sand dunes, ridge lines and side slope/breakaway areas
	9. Clearing	9. No removal of remnant vegetation
	10. Screening	10. Well screened from view of neighbouring properties
	11. Design & Materials	11. Buildings to be complementary with landscape – earth tones – no reflection
	12. Management	12. On site manager’s residence

It is considered that the application meets with the Policy Statement requirements, as it is located at a popular public recreation destination, fronts a sealed road, has been subject to extensive landscaping works by the applicant, and the shop/office building would also serve as an on-site manager's residence.

A local planning policy does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the policy and the objectives which the policy is designed to achieve before making its determination.

In most circumstances Council would adhere to the standards prescribed in a local planning policy, however, the Council is not bound by the policy provisions and has the right to vary the standards and approve development where it is satisfied that sufficient justification is demonstrated and the variation granted will not set an undesirable precedent for future development.

## **Financial Implications**

### **Long Term Financial Plan**

No major effect is anticipated on the Long Term Financial Plan.

The applicant is seeking to establish Stage 1 without toilet facilities or a dump point and is seeking Council support to be able to direct guests staying at the development upon Lot 171 to make use of the existing Shire operated dump point within the Coronation Beach Nature Based Campground, in exchange for the applicant making financial contribution to the operating cost of the dump point.

The servicing of the dump point at Coronation Beach Road generally costs the Shire approximately \$10,000 annually at a current rate of approximately \$633 on average for 16 visits (the costs during 19/20 and 20/21 were lower due to COVID and Cyclone Seroja impacts but is now again at this level).

It is considered reasonable that the increased costs for the Shire to operate the dump point arising from the extra demand arising following the opening of the facility upon Lot 171 should be charged to that landowner.

The applicant has made separate arrangement with the Shire's waste contractor to empty the bins on-site upon Lot 171 weekly and this should therefore not impact the Shire's budget. However, in the event that the Shire's operational costs for the skip bin at Coronation Beach are found to increase dramatically following the opening of the facility upon Lot 171 then this will be a matter the Shire will discuss with the applicant.

## **Strategic Implications**

Lot 171 is located within Planning Precinct No.5 – Howatharra West in the Shire of Chapman Valley Local Planning Strategy. The Vision for this Precinct is as follows:

*“Low to medium-key tourist development and activities coexist with agricultural practices undertaken in the Precinct in accordance with rural, landscape and conservation functions.”*

It is considered that the proposed development can meet with the following strategic objectives for this Precinct:



- “5.1.1 Support the coordinated development of a recreation and tourist node at Coronation Beach.”*
- “5.2.2 Promote tourist related uses/development and encourage agricultural diversification in appropriate areas where there will be no detrimental impact to the surrounding land and existing uses.”*
- “5.3.3 Ensure that land use and development adjacent to and in proximity to coastal and river areas incorporate appropriate environmental protection measures.”*
- “5.3.5 Ensure fire prevention measures are implemented and maintained in accordance with statutory requirements as a minimum.”*
- “5.4.2 Ensure adequate levels of servicing and infrastructure, as determined by Council, exist or will be provided when supporting proposals for a change in land use/development or subdivision, to avoid burden (financial or otherwise) on the Council’s resources.*
- 5.4.3 Identify, support and facilitate the efficient and coordinated use of existing road linkages.”*

The Local Planning Strategy identifies ‘Tourism (low to medium key and eco-tourism)’ as a land use that is considered appropriate within the Howatharra West Precinct subject to compliance with the provisions of the Local Planning Scheme and specific policies of the Council.

The Shire’s Strategy falls into line with the Mid-West Region vision statement of the State Planning Strategy which notes that:

*“In the next three decades, the Mid-West Region will continue to diversify its economic base in the areas of agriculture, minerals development, downstream processing of commodities and tourism. Geraldton will develop as the largest regional centre north of Perth, offering a wide range of facilities and attractions.”*

The Mid West Development Commission, in collaboration with Regional Development Australia, the DPLH and the Mid West Tourism Alliance released the ‘Tourism Development Strategy’ (2014) with one of the identified priorities being to increase the range of eco nature based tourism activities, attractions and experiences.

The Economic Development element of the Commission’s Mid West Blueprint (2015) notes the Mid West Tourism Potential as follows:

*“The long term aspiration of this Blueprint is for the Mid West to attract one million overnight visitors (annually) by 2050. The Mid West would be highly developed as an inspiring nature based destination, that offers a wide range of high quality, year round experiences.”*

The Western Australian Planning Commission’s ‘Planning Bulletin 83 - Planning for Tourism’ (2013) sets out the policy position to guide decision making by the WAPC and local government for rezoning, subdivision and development proposals for tourism purposes. The Bulletin emphasises the importance of strategic planning for tourism and that this should be addressed through the local government’s Local Planning Strategy identifying tourism sites and determine their strategic value and importance to tourism development.

The Bulletin notes that identification of tourism sites does not imply that the site is suitable for immediate development or re-development (in many cases sites may be identified to facilitate the long term protection of land for tourism purposes where economic conditions appropriate for development may not be reached for a number of years) but does set out general location criteria to determine the tourism value of a site as follows:

*“Accessibility*

*The site has adequate existing or proposed transport links (such as major road or airport access).*

*Uniqueness*

*The site contains, or is in the vicinity of, an attraction or prominent and/or unique landmark of local, regional or State significance.*

*Setting*

*The setting of the site has an aspect and outlook that supports recreational tourism activities and/or the creation of a tourism character and ambience (e.g. immediately adjacent to a beach).*

*Tourism activities and amenities*

*The site provides, has easy access to, or is capable of development of supporting activities and amenities such as tours, fishing, historic sites, walk trails, environmental interpretation, cafes, restaurants, shops and the like.*

*Supply of land*

*The site has an element of scarcity in that it may be the only opportunity, or one of a limited number of opportunities, to achieve a significant tourism development in an area.*

*Site specific criteria to determine the tourism value of the site includes:*

*Suitability in a land use context*

*The site is located in a land use context that will not limit the extent of activities available to guests due to amenity impacts on adjoining residents or where the adjoining uses potentially detract from the tourism character of the site (e.g. located within a residential area).*

*Capability*

*The site has the capacity to be developed for tourism purposes and accommodate the associated services in a manner that does not detract from the natural attributes of the site or result in environmental degradation. Examples include: clearing for bushfire protection, sewerage capacity, water supply and rubbish disposal.*

*Size*

*The size of the site should be adequate to accommodate a sustainable tourism facility with respect to its design, operation and function, and its site specific and wider impacts and consideration of future growth/expansion. This will require a site to be able to be developed without compromising the sustainable use of natural and cultural resources or existing social structures. Development of the site should also contribute to the delivery of diversified and balanced tourism opportunities.*

*Function*

*The use of the site meets a particular accommodation, market need and/or ensures a range of tourism accommodation within the locality. Examples are: beachfront caravan parks, school holiday camps and Crown tourism leases.*

*These criteria are to guide local government in the assessment of the strategic value of tourism sites and determination of the value will be based on the outcome of the assessment of the site against all criteria.”*

The Shire of Chapman Valley Coastal Management Strategy and Action Plan notes the following in regards to the proposed development:

*“A Development Application has been approved for the owner of Lot 171 for the development of a caravan park on the property directly north of the Coronation Beach campsite. At this stage it is not known over what timeframe the developer might proceed with the development as the provision of water and other services may be difficult. The owner of the property south of Coronation Beach (Lot 169) has also considered developing chalets on the ridge. However, should either development go ahead it is considered that the facility will complement the Coronation Beach camp site and increase the number and range of short stay accommodation facilities. The Shire is conscious of maintaining a low-key campsite which will not compete with the caravan park.”*

Issues	Opportunities
The proposed caravan park on Lot 171 located directly north of the Coronation Beach camping area and potential development plans for other adjacent private landowners could have impacts on the use and management of Coronation Beach (higher visitor numbers, possible provision of services etc.)	Council aims to keep Coronation Beach low-key in nature and to provide for camping and caravans only in order to provide a slightly different service to what may be proposed and developed on one of the private landholdings in the future.

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **ECONOMY & POPULATION**

2.1 Build population and business activity with targeted strategies.

2.1.1 Support business development, lifestyle changes and short/ term accommodation.

#### **ECONOMY & POPULATION**

2.2 Provide support for business development and local employment.

2.2.2 Consider business start-up incentives.

#### **ECONOMY & POPULATION**

2.3 Embrace local tourism & regional strategies and trails.

2.3.1 Research a local tourism plan/initiatives & integrate with regional tourism plans.

2.3.2 Explore support needed by local tourism industries.

### **Consultation**

Consultation has not been undertaken in regards to this matter as the proposal is considered to be the initial stage of a previously approved overall development. However, Council has the ability to advertise the application inviting comment prior to determination should it wish to do so.

### **Risk Assessment**

A Minor Compliance Risk of Level 2 - Which will likely result in some temporary non-compliance.

**FORM OF APPLICATION FOR PLANNING APPROVAL**

(PLEASE COMPLETE ALL BOXES)

**OWNER DETAILS:**

Name(s): Wayne + Emma Boys  
Postal Address: PO Box 3468, Bluff Point WA Postcode: 6530  
Contact Person: Emma Boys  
Phone: 0821 387969 Email: adneweb@boys.com.au  
Signature: [Signature] Date: 3/3/23  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: The signatures of ALL the owner(s) is required to process this application.

**APPLICANT DETAILS: (if different from owner)**

Name: \_\_\_\_\_  
Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPERTY DETAILS:**

Lot/Location No: 171 House/Street No: \_\_\_\_\_  
Street Name: Coronation Beach Rd Locality/Suburb: Howatharra  
Diagram/Plan No: 55570 Volume No: 1670 Folio No: 414

**EXISTING DEVELOPMENT/LAND USE:**

Nature of any Existing Development/Land Use: \_\_\_\_\_

Caravan Park, Shop + Managers Residence**PROPOSED DEVELOPMENT/LAND USE:**Description of Proposed Development/Land Use: Amendment to road forCaravan Park, Shop + Managers ResidenceApproximate Cost: -Estimated Time of Completion: Complete**REQUIRED INFORMATION & FEES:**

Please refer over for the information required to be submitted with this application and the schedule of fees. This application will not be processed without all required information including payment of the appropriate fee.

**OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ Application No: \_\_\_\_\_

Accepting Officer's Initials: \_\_\_\_\_ File Number: \_\_\_\_\_

Required Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_



SHIRE OF CHAPMAN VALLEY  
41 and 42]

[Regs.

Form 1. Application for Grant or Renewal of Licence

*Caravan Parks & Camping Grounds Act 1995, sec. 7(1)*

**APPLICATION FOR GRANT OR RENEWAL OF  
LICENCE**

<b>To:</b>	Shire of Chapman Valley
<b>Facility Name or Proposed Name</b>	CORO PARK ABN No: 65 797 6399
<b>Applicant/s</b> [Each applicant to provide these details]	Surname <u>Bous</u> Other Names: <u>EMMA</u> Surname <u>Bous</u> Other Names: <u>WAYNE</u>
	Postal Address: <u>PO BOX 3468</u> Suburb: <u>BLUFF POINT</u> Post Code: <u>6530</u> <u>WA</u>
	Telephone: _____ (H) _____ (W) (Fax) _____
	Mobile: <u>0427 382969</u> Email: <u>admin@webays.com.au</u>
<b>Land on which the facility is situated or is to be situated</b>	Assessment No: <u>A350</u> Location No <u>171</u> Lot: <u>576</u> No: _____ Street Name: <u>CORONATION</u> <u>BEACH ROAD.</u> Suburb/Town: <u>HOWATHA CREEK</u> Other Description: _____
<b>Land Owner's Name/s</b> [1. Only necessary if applicant does not own the land referred to above.] [2. Details to be provided in respect of each land owner.]	Surname <u>WAYNE Bous</u> Other Names: <u>FAMILY TRUST</u> Surname _____ Other Names: _____ Postal Address: <u>PO BOX 3468</u> Suburb: <u>BLUFF POINT</u> Post Code: <u>6530</u> <u>WA</u> Telephone: _____ (H) _____ (W) (Fax) _____ Mobile: <u>0427 382969</u> Email: <u>admin@webays.com.au</u>
<b>Declaration</b> [Making a false declaration is an offence]	I/We declare that all details in this form are true and correct. Signature of Applicant: <u>[Signature]</u> Date: _____ Signature of Applicant: <u>[Signature]</u> Date: _____
<b>Documents to be attached</b> [Not necessary if application is for renewal of licence]	1. The written approval of the owner of the land referred to in this form for the applicant/s to make this application, or proof that the applicant/s is/are the owner/s of the land. 2. A plan of the proposed facility showing: (a) the sites, and where applicant, denote the types of sites;



Attn: Simon Lancaster  
Shire of Chapman Valley  
PO Box 1  
NABAWA WA 6532

9<sup>th</sup> March 2023

RE: Coro Park Pty Ltd – Request to Planning Approval Modifications - Lot 576 Coronation Beach Road, HOWATHARRA WA 6535.

Dear Simon,

We wish to apply to the Shire of Chapman Valley to amend our current Planning Approval for our Caravan Park on our property at Coronation Beach. This amendment includes modifications to part of our road and bay layout and to stage the development initially as a Nature Based Park (stages 1 & 2).

### **Request to Planning Approval Modifications**

We wish to amend our current planning approval to include a change made to the road realignment of the corner North West section of the park. When the road works and bay layout was being completed, we discovered that the plan was too tight on the actual ground and would inhibit vehicle movement, therefore we made some very small changes to the road realignment and bay layout. Instead of 3 individual pods, we put in one continuous road with the bays located to the west side. This has not gone outside any parameters from the original plan, we have just changed the layout.

Please refer to Map – 1 – Original Plan.

Please refer to Map 2 – Coro Park Map – Changes to North West Section.

### **Stage 1 & 2 Nature Based Campground**

It is our full intention to work towards developing the caravan park and the appropriate facilities, however, a significant increase to labour and building materials due to the current world economic constraints from Covid 19 and the impacts from Cyclone Seroja, time frames and cost associated to complete our works have increased significantly. Our current budget is unable to sustain such a massive increase in costs, therefore we have decided to open the park as a Nature Based facility with the exemption of power, water, toilets and showers.

We need to start generating an income in order to develop these facilities, so opening to self-catering vehicles as a Nature Based Park, will allow us to stage the development while generating an income with the end goal to be a fully functioning Caravan Park.

### **Stage 1**

Stage 1 would see us open 20 bays with the exemption of power, water, toilets and showers however we would provide the following services, as detailed in the NBP Management Plan:

- Fire extinguishers and fire blankets.
- Rubbish bins
- Fire fighter trailer
- First aid, including snake bite kit.
- Gazebo
- Fire pit (only to be used during the Shire of Chapman Valleys allowable time frame).

See Map 3 – Coro Park – Nature Based Park – Stage 1

### **Stage 2**

Stage 2 would see us install toilets, showers, hand basins and washing up facility (as per NBP regulations) and install a potable water supply. We anticipate this to occur within 12 months of opening as stage 1.

See Map 4 – Coro Park – Nature Based Park – Stage 2

As part of our Operating License, we apply to the Shire of Chapman Valley to allow our clients to use the dump point (located within close proximity on adjoining land) at a fee payable by Coro Park, as agreed by both parties.

If you require any further information in support of our application, please do not hesitate to contact me.

Kind regards

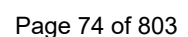


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Emma Boys

Coro Park Pty Ltd

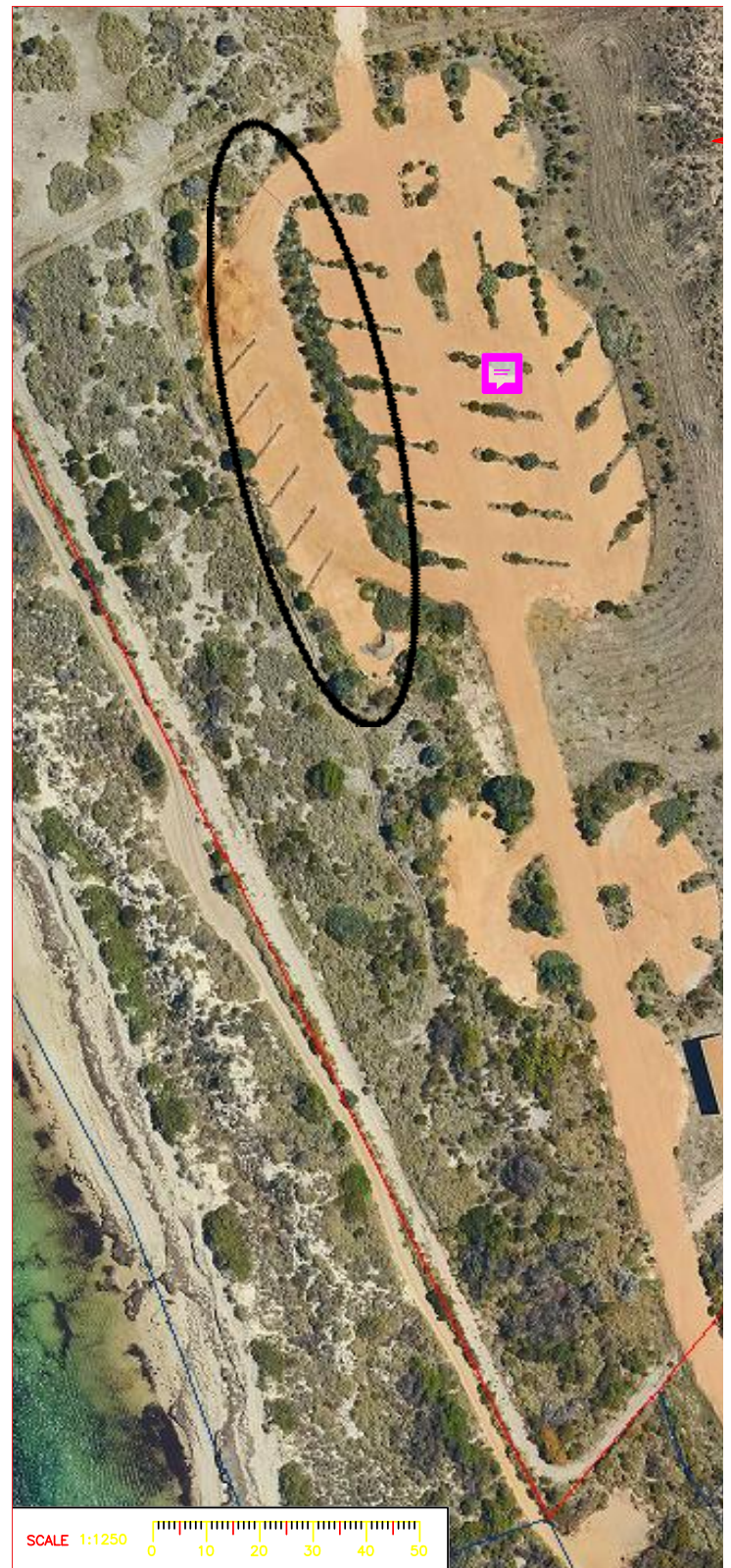




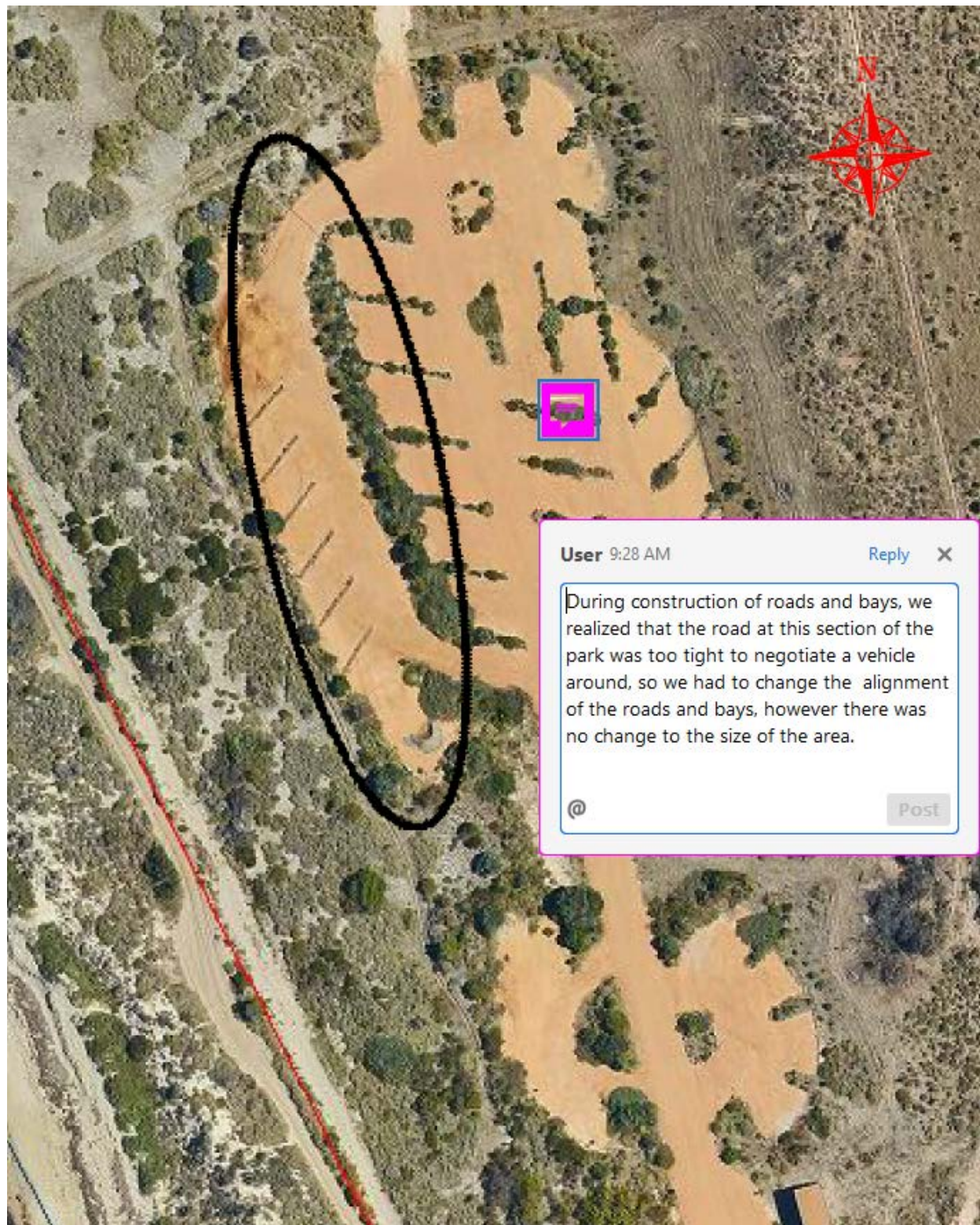






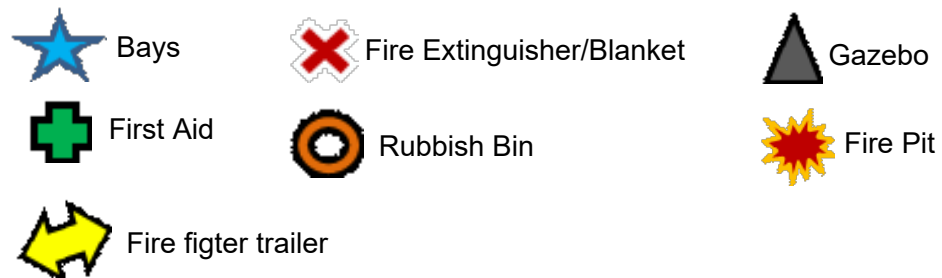
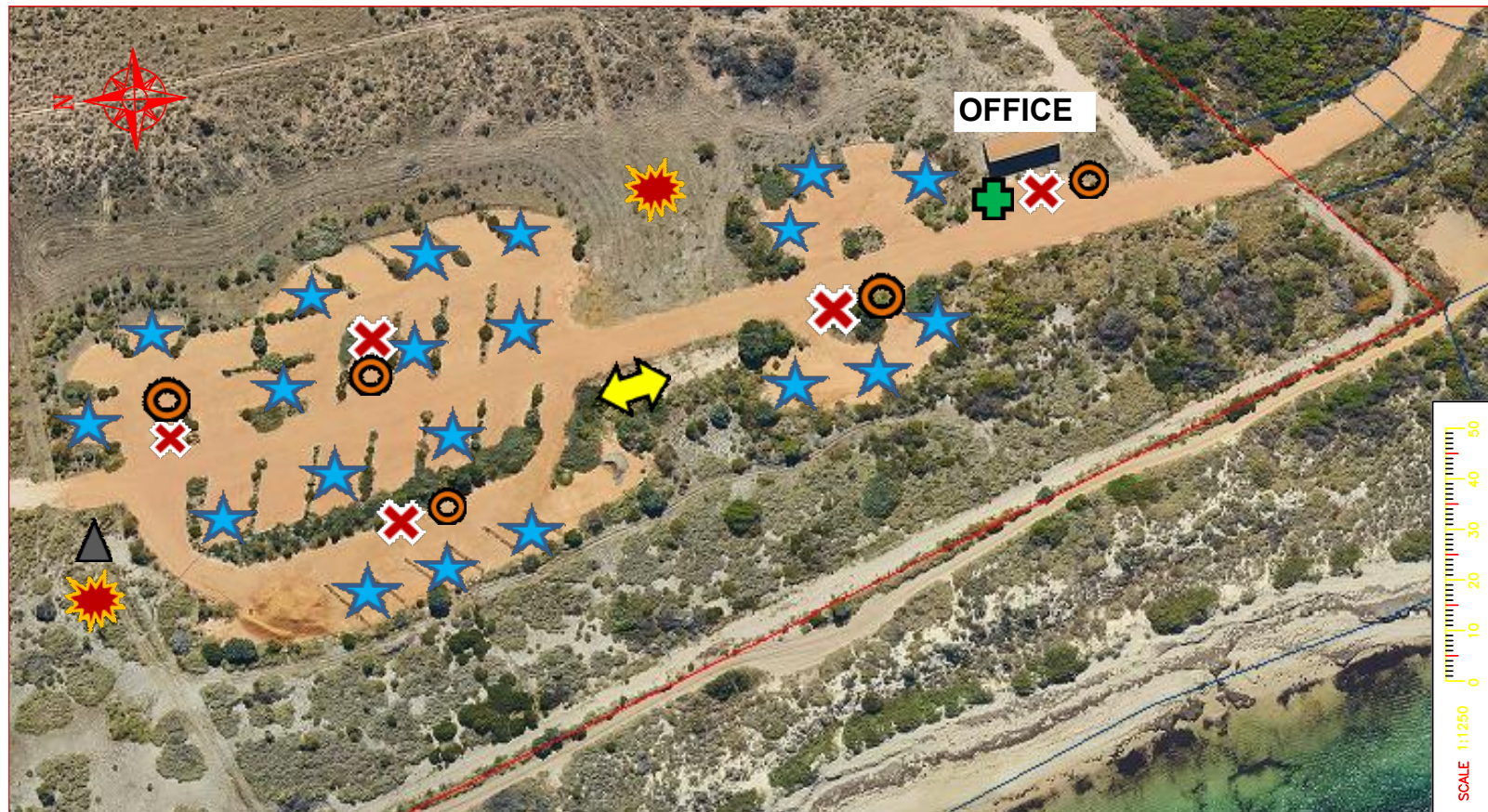






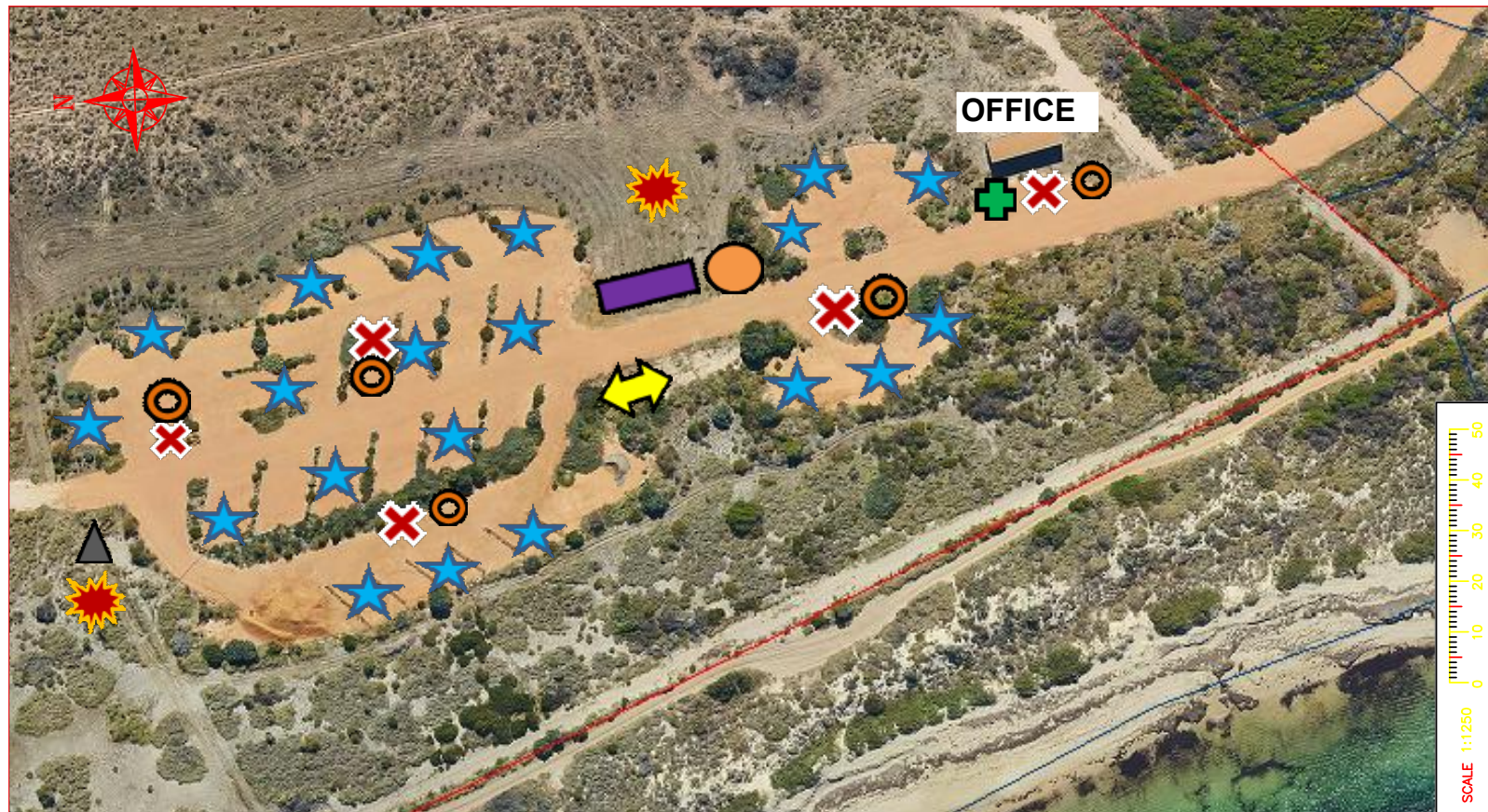



## Nature Based Park - stage 1





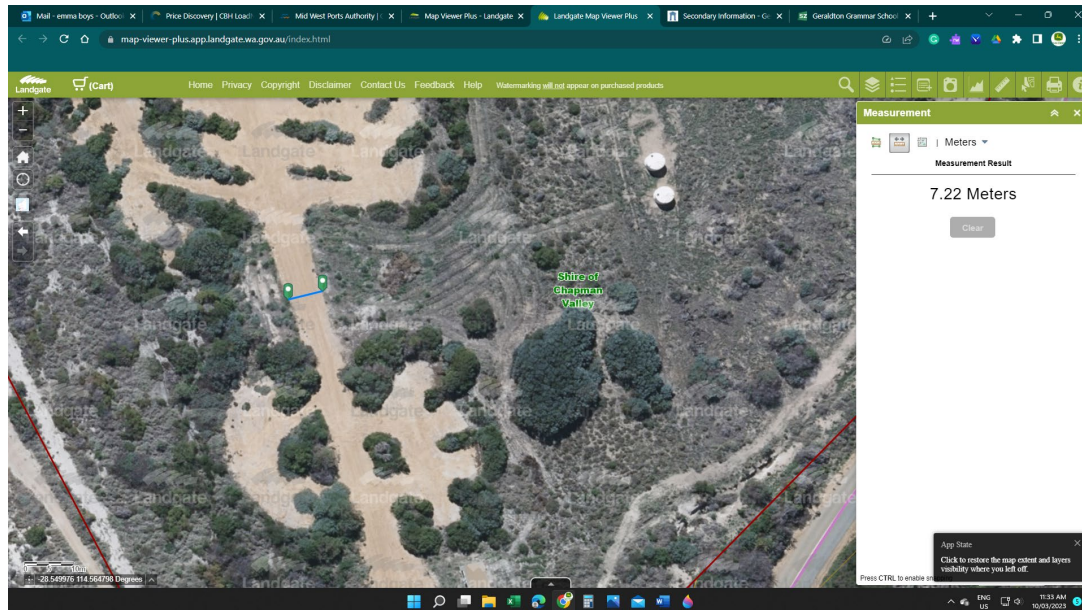
## Nature Based Park - stage 2



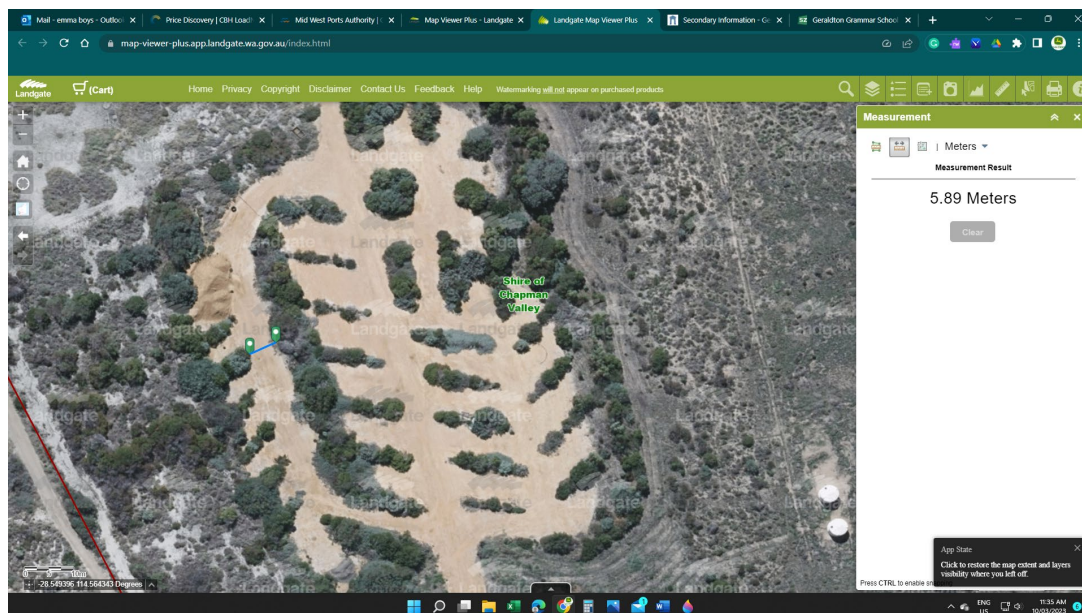
- |   |   |  |
|---|---|--|
|  Bays            |  Fire Extinguisher/Blanket |  Gazebo   |
|  First Aid       |  Rubbish Bin               |  Fire Pit |
|  Toilet / Shower |  Potable Water Tank        |  |







Two way road width – 7.22 meters (minimum is 6 meters)



One way road width – 5.89 meters (minimum is 4 meters)

DO NOT SCALE FROM THIS DRAWING. IT IS THE SUB-CONTRACTORS RESPONSIBILITY TO CHECK ALL DIMENSIONS & RELEVANT LEVELS ON SITE PRIOR TO SETTING OUT AND/OR COMMENCING ANY WORKS. ALL DIMENSIONS SHOWN ARE TO BARE BRICKWORK AND DO NOT TAKE INTO ACCOUNT ANY FINISHES E.G. PLASTER, RENDER, PAINT ETC.

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BUILDER .....

CLIENT(S): .....

WITNESS: .....

DATE: .....

NOTES:



Mitchel Davey  
Diploma of Building Design & Technology  
daveydrafting@gmail.com  
0400295707

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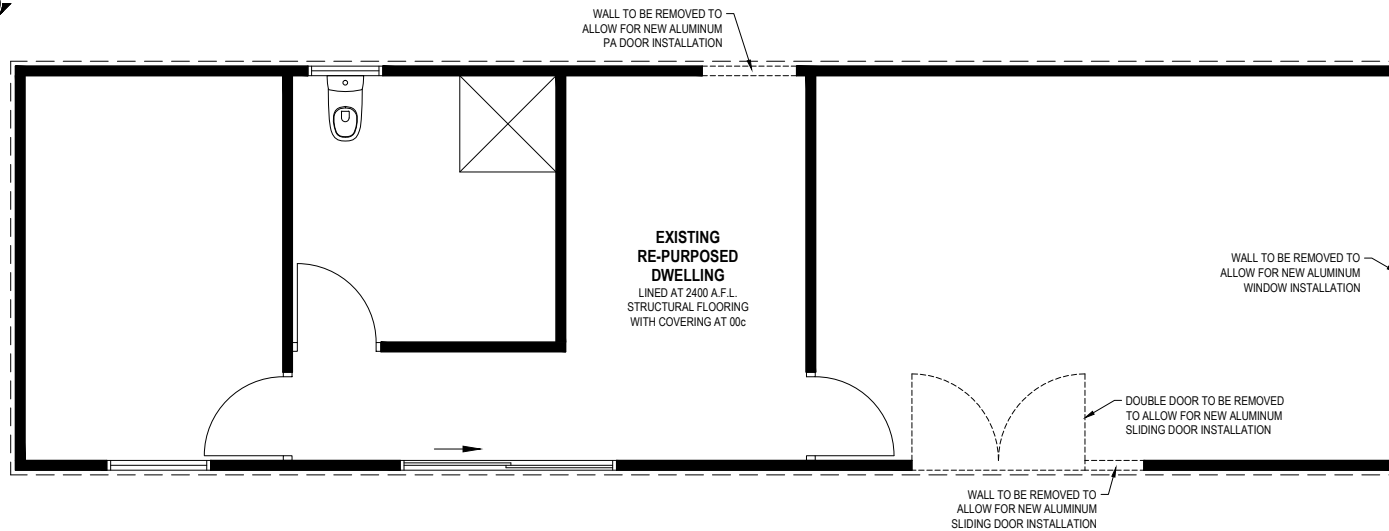
PROPOSED OFFICE FOR:  
**E. BOYS**

ADDRESS:  
CORONATION CARAVAN PARK,  
CORONATION BEACH ROAD,  
HOWATHARRA

REV	DESCRIPTION	DATE
SK-1	INITIAL SKETCH	02/11/17
SK-2	ADDED RAMP & STEPS	09/11/17

DRAWN BY:  
**MITCHEL DAVEY**

JOB NUMBER: ----	REVISION: <b>SK-2</b>
DATE: <b>09/11/2017</b>	SHEET NUMBER: <b>1 of 3</b>



**EXISTING FLOOR PLAN**  
1:50



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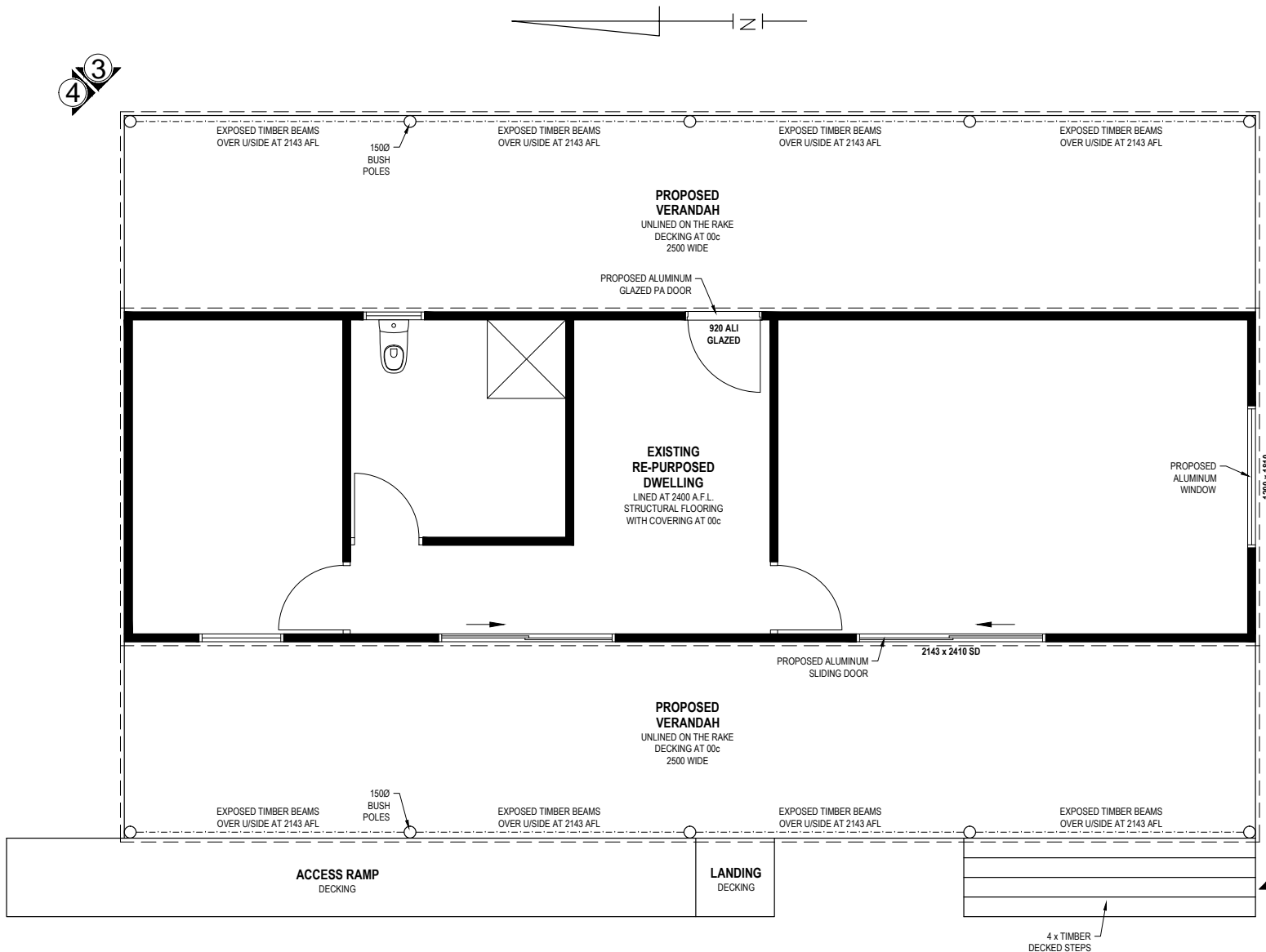
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**E. BOYS**

ADDRESS:  
CORONATION CARAVAN PARK,  
CORONATION BEACH ROAD,  
HOWATHARRA

REV	DESCRIPTION	DATE
SK-1	INITIAL SKETCH	02/11/17
SK-2	ADDED RAMP & STEPS	09/11/17

DRAWN BY:  
**MITCHEL DAVEY**

JOB NUMBER: ----	REVISION: <b>SK-2</b>
DATE: <b>09/11/2017</b>	SHEET NUMBER: <b>2 of 3</b>



**PROPOSED FLOOR PLAN**  
1:50

**DO NOT SCALE FROM THIS DRAWING. IT IS THE SUB-CONTRACTORS RESPONSIBILITY TO CHECK ALL DIMENSIONS & RELEVANT LEVELS ON SITE PRIOR TO SETTING OUT AND/OR COMMENCING ANY WORKS. ALL DIMENSIONS SHOWN ARE TO BARE BRICKWORK AND DO NOT TAKE INTO ACCOUNT ANY FINISHES E.G. PLASTER, RENDER, PAINT ETC.**

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**BUILDER** .....

**CLIENT(S)** : .....

**WITNESS** : .....

**DATE** : .....

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**PROPOSED OFFICE FOR:**  
**E. BOYS**

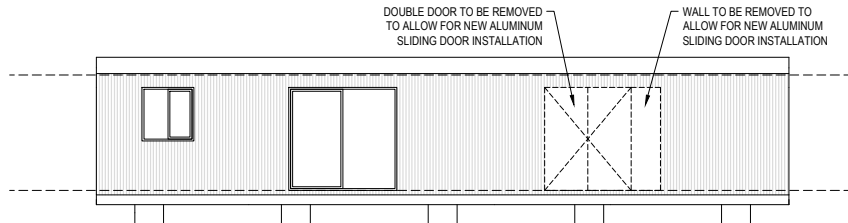
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CORONATION BEACH ROAD,  
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REV	DESCRIPTION	DATE
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SK-2	ADDED RAMP & STEPS	09/11/17

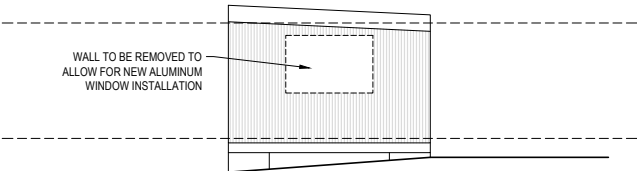
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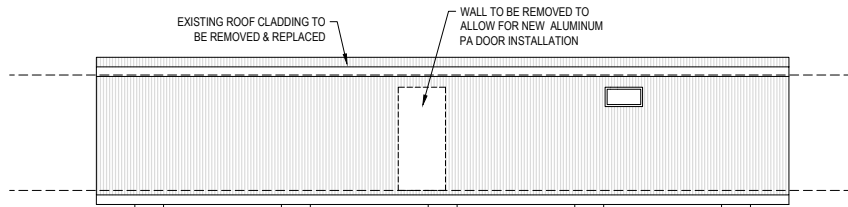
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09/11/2017	3 of 3



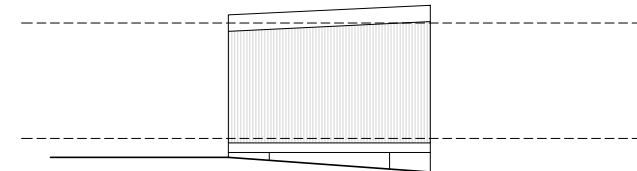
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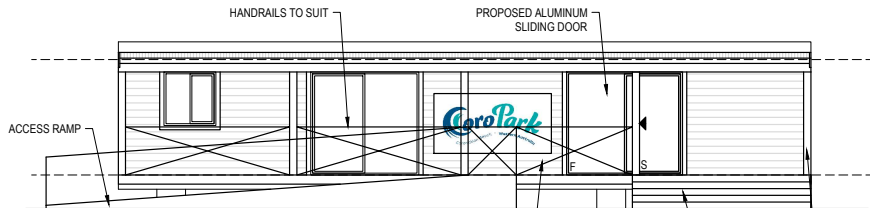
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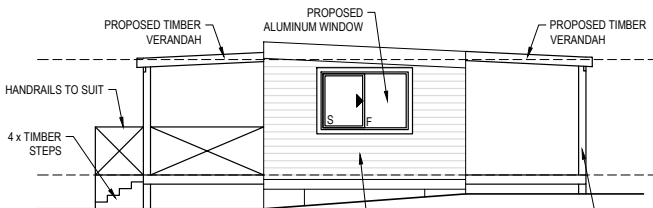
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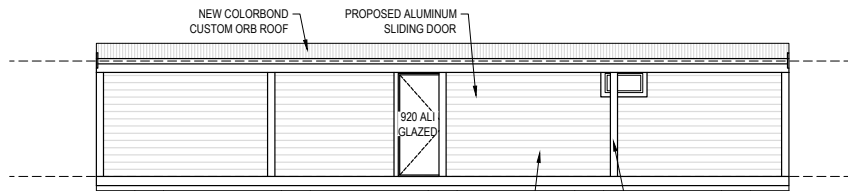
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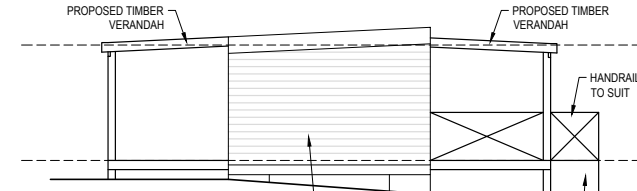
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**PROPOSED ELEVATION 2**  
1:100



**PROPOSED ELEVATION 3**  
1:100



**PROPOSED ELEVATION 4**  
1:100

Coronation Beach Nature Based Campground Application



TABLE OF CONTENTS	
LABEL	TITLE
A1	SITE PLAN
A2	FLOOR PLAN, ELEVATIONS, SECTION & DETAILS



Coronation Beach Caravan Park



**RWC** Architectural Design & Building Energy Efficiency Solution

**Rob White Consulting**

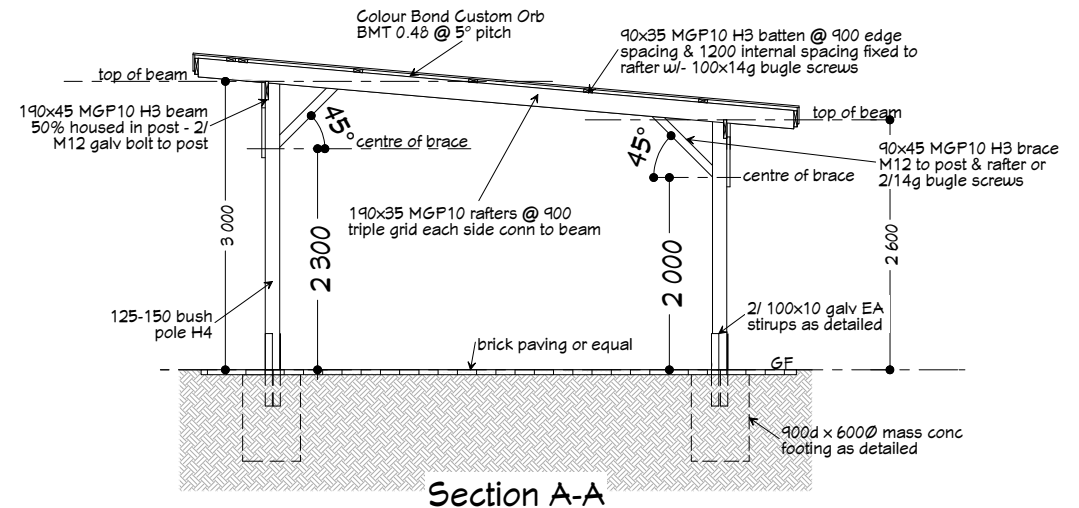
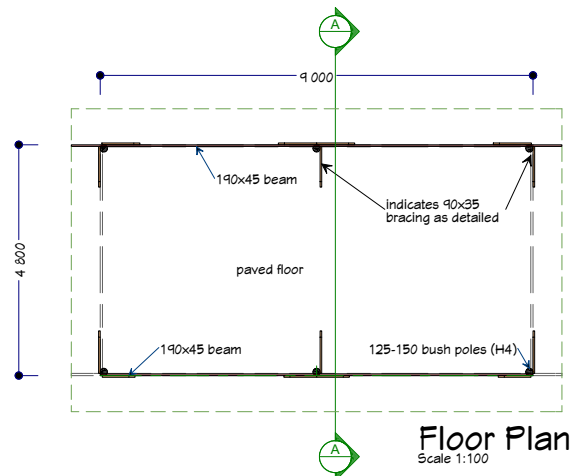
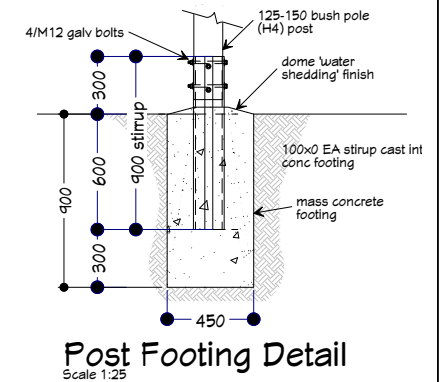
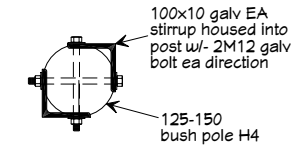
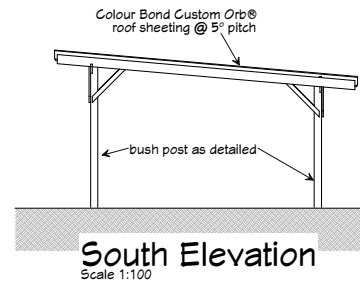
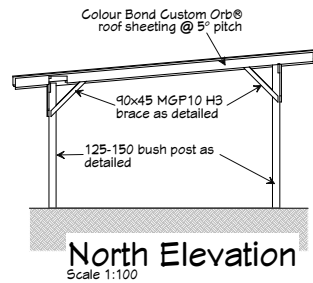
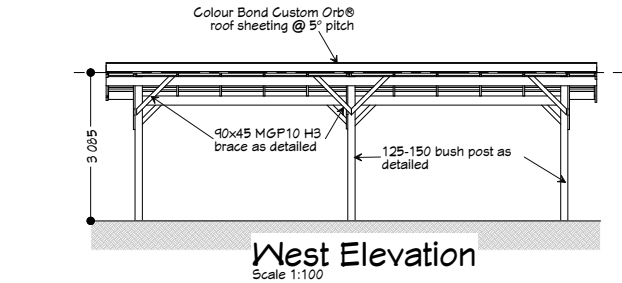
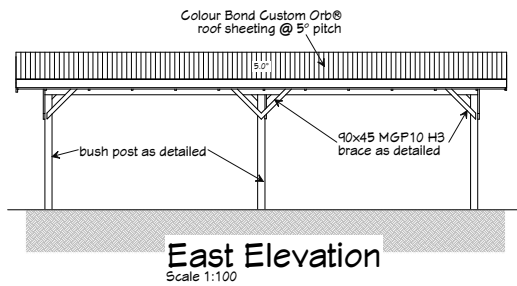
- Residential
- Commercial

Mol: 0415 695 486 Email: consulting@robwhite.com.au

**HERA**

REVISION TABLE		
LABEL	DESCRIPTION	DATE
1	ISSUE FOR CONSTRUCTION	10/02/2023

Proposed Coronation Beach Camp Gazebo		All Dimensions in mm unless otherwise stated	
Client: Geraldton Christian College		Job No: RWC GCC0223	
Address: 15 Cedar Cres Strathalbyn		A3 Scale as shown	
City of Geraldton		Date: 10/02/2023	
Site Plan		Dwg# A1	Rev 1



**RWC** Architectural Design & Building Energy Efficiency Solution

**Rob White Consulting**

- Residential
- Commercial

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**HERA**

REVISION TABLE		
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Address: 15 Cedar Cres Strathalbyn		<b>A3</b> Scale as shown	
City of Geraldton		Date: 10/02/2023	
		Dwg# A2	Rev 1

**Floor Plan,  
Elevations,  
Section & Details**



Government of **Western Australia**  
Department of **Local Government and Communities**

## Nature Based Parks Management Plan

A Nature Based Park operator is required to submit a Management Plan together with a **Schedule 1, Form 1 Application for Grant or Renewal of Licence** to the relevant local government. The Management Plan, as approved by the local government, will form the basis for the licence issued. This is a template Management Plan to assist operators and local governments.

Operators should complete the **Operator to complete** sections in blue, sign on pages 17-18 and submit it to the Licensing Authority for assessment. The Licensing Authority is to complete the **Licensing Authority to complete** sections in copper, sign on page 18 and return the Management Plan to the Operator to accept the terms and conditions of the licence.

Once accepted and returned to the Licensing Authority, the Licensing Authority is to provide a copy to the Operator.

Should you require further information, please telephone the Department on (08) 6551 8700 or toll free for country callers on 1800 620 511 or email [caravan@dlgc.wa.gov.au](mailto:caravan@dlgc.wa.gov.au)



## 1. Market Segment

(Sections 2, 4, 8 of the Guidelines)

### Operator to complete

#### 1.1 What is the market segment this facility will be targeting?



Our target market is fully self-catering campers. These campers will have a 'vehicle', i.e., caravan, camper trailer or motor home with their own cooking, sleeping, showering and toileting facilities. They MUST have their own chemical toilet. They will also have the capacity within their 'vehicle' to store potable water for cooking and drinking, and storage tanks for grey & black water from cooking, showering and toileting. This waste water can be discarded at the Shire Dump Point (if access is granted to us for this use, by way of a fee payable annually by us). Our target market will be looking to enjoy the peace and tranquillity of a small scale accommodation facility in a low impact and environmentally sustainable way, but with the safety and security of staying on private land. Our target market will enjoy being away from densely populated areas, close to the beach, enjoy the natural bush surrounds and have a respect and appreciation for the natural wildlife and fauna. They will enjoy the privacy, shade and protection from the natural layout of the park due to the bush surrounds, which has separated each camp into its own separate node. This is a very unique camping experience and not often found within large scale accommodation facilities, and we have worked very hard to achieve this.

#### 1.2 How does this facility seek to meet the expectations of the target market?

Location is semi-remote (approximately 35kms from Geraldton & 32kms from Northampton) away from densely populated areas with only one permanent building. However, being close to Geraldton and Northampton enables campers to make use of the facilities in town, plus replenish supplies and fresh water easily and discard waste. Bitumen road frontage to the site allows any campers with any type of recreational vehicle to access the site, no 4WD needed. The layout of the park is very unique as all

bays are separated from each other with local flora species, blending the vegetation of the park with the natural surrounds. There is no lawn, so none of the vegetation requires watering which fits with the environmentally sustainable ethos. The dense vegetation surrounds have attracted an increase in natural wildlife including many species of lizards, echidnas, kangaroos and bird life and whales can be seen from the park during migration season. All of the plants in the park have some variety of flower which occurs all throughout the year. The area is quiet and tranquil with only the sound of the ocean. There is currently no power so no noise and light pollution associated with that and any introduction of power source in the future will be solar as this is the most environmentally sustainable method for providing this.



## 2. Environmental Impact and Sustainability

(Sections 4, 5, 8 and 9 of the Guidelines)

### Operator to complete

**2.1** What are the unique environmental characteristics for the area in which this facility is located?

The proximity to the ocean draws a large and varying target market, from beach goers, windsurfers, kite surfer, Stand Up Paddle boards, fishing, crayfishing, snorkelling and surfing. The facility is located on what was once a grazing paddock, however we have worked very hard over several years to create a natural bush surround that now blends with and enhances the natural bushland, bringing into the area a large number of wildlife species and many local flowering plants. We have worked over several years with Drylands Permaculture in order to plant native species which no longer require watering, blend with the natural bush, flower throughout the year and attract many species of wildlife.

## 2.2 Is there a stream or other water source located in or adjacent to the facility?

Yes, the ocean. No rivers, creeks or streams.

## 2.3 Are there any particular risks to the surrounding environment posed by the target market segment? If yes, please provide details below.

Yes.

- Rubbish
- Waste water
- Removal of firewood from natural vegetation.
- Erosion.

## 2.4 What steps will be taken to minimise any potential environmental impact caused by the target market?

- **Rubbish** - Rubbish bins will be provided for hard rubbish. I have obtained a quote for rubbish removal from Cleanaway Webberton Solid Waste Removal Services. 5 green wheelie bins will be provided for campers to discard their rubbish, the number of bins can be increased or decreased (as per discussions with Cleanaway) to meet demand. These will be emptied every Thursday from site. There will also be a wheelie bin provided for bottles and cans and this will be taken to the Containers for Change Centre in Geraldton or Menshed in Northampton on a weekly basis or emptied as needed.
- **Waste Water** - Campers are required to have holding tanks for all black and grey water and to take it with them and discard at appropriate locations.
- **Removal of firewood from natural vegetation** - This is the forefront of our management plan and mitigated by advertising and education. Advertising to campers prior to arrival that they must bring their own wood / purchase wood from town to be used at designated fire pit sites or at the communal fire pit



area. This is common place at many of the stations and bush camps that we have stayed at, education is the key. No fires will be permitted within our park of any kind outside of the allowable times as per dictated by the Shire of Chapman Valley. Fire pits will be removed from the camping area during this time. It will also advertised on all of our marketing material that fires are not permitted during this period. Signage will be displayed within the park and campers will be told on arrival. Anyone lighting an illegal fire, will have it extinguished by the caretaker.

- **Erosion** - Our site has been gravelled to set out designated camping spots and camping will not be permitted in any other areas. The camp site is fenced off and campers will not be permitted to go outside this area in order to reduce the threat of erosion. Designated tracks will be put in for beach access to also prevent erosion to the surrounding environment.

#### Licensing Authority to complete

Ref Questions **2.1-2.4** – Do additional licence conditions need to be imposed?

Yes ☐ No ☐ **No**

If yes, please list below

[Click here to enter text.]



Coro Park – Example of bay separated by vegetation.

### 3. Site Planning

(Sections 5, 6 of the Guidelines)

#### Operator to complete

**3.1** What is the proposed density (one site per 500\_\_\_\_ square metres)?

Total site area approx. 10000m<sup>2</sup> therefore 1 bay per 500m<sup>2</sup> for 20 bays

**3.2** What are the key considerations in arriving at this figure? (Examples may include environmental sustainability, fire risk and other safety issues)

To promote a sense of feeling like they are camping in a natural bush environment. To ensure privacy and reduce noise pollution between bays. To promote environmental sustainability by keeping people spread out and the number of campers to a minimum,

to lessen anti-social behaviour and keep the site peaceful and tranquil to encourage our wildlife to inhabit the area.

**3.3 What is the minimum distance between one caravan/camp and another?**

3-5 meters

#### **Licensing Authority to complete**

Ref Questions **3.1** – Has the minimum standard of one site per 50 square metres been met?

Yes ☐ No ☐ **Yes**

Ref Questions **3.1-3.3** – Is this density suitable for this facility?

Yes ☐ No ☐ **Yes**

Ref Questions **3.1-3.3** – Does the density need to be less than this to mitigate risk factors?

Yes ☐ No ☐ **No**

Ref Questions **3.1-3.3** – If yes, what density is required?

[Click here to enter text.]





Coro Park – Example of camping bay.



## 4. Infrastructure

(Sections 7, 14, 15, 16, 19 of the Guidelines)

### Operator to complete

#### 4.1 What buildings/structures will be constructed or are present on the site?

The only building on site is an office / manager's residence. The works on this building are currently being carried out, as per my building permit. This will be completed within the next 2-3 weeks. Stage 2 will see the construction of an ablution facility with showers, toilets and basin for washing up cooking utensils.



Coro Park – Office / Managers Residence.

I have a building permit submitted for a gazebo. The gazebo will be constructed within the next 4 weeks. It will be used for outdoor seating and a common fire pit will be located near it. See Site Map for gazebo location.

<b>Licensing Authority to complete</b>
Ref Question <b>4.1</b> – Is this appropriate for a nature based park? (Refer to Schedule 7, Clause 11)
Yes <input type="checkbox"/> No <input type="checkbox"/> Yes

**4.1.1 Water** (Section 17 of the Guidelines)

<b>Operator to complete</b>
<b>4.1.1</b> Will the facility have a potable supply of water at least 300 litres per day?
No. Not initially, however stage 2 will see the installation of a potable water tank (25000 litre holding capacity), which will be located near the sink for washing up & near BBQ's (see site map for location). Stage 2 will be in effect within 12 months of opening. The potable water supply will need to be brought out from Geraldton, in a water truck, either Red Dust or WBHO or similar service provider of potable water.
<b>4.1.2</b> How much potable water will be supplied?
<b>4.1.3</b> Will the facility be providing a centrally located tap?
No (stage 2 we will install a centrally located tap with potable water).
<b>4.1.4</b> Is it proposed that this facility will provide a washing up facility? (If yes, potable water is required at the washing up facility)
No (stage 2 will provide a washing up facility).

<b>Licensing Authority to complete</b>
Ref Questions <b>4.1.1</b> and <b>4.1.2</b> – Has this arrangement received written approval of the Executive Director, Public Health or local government under delegation?

Yes ☐ No ☐ No. A Planning Application to amend the existing development approval is still to go before Council where various exemptions, including these ones regarding the provision of a potable water supply and a washing up facility, will be considered for approval. The Applicant has advised that this is Stage 1 to allow them to commence operating and obtain an income from the development, and that most exemptions will be addressed in Stage 2 which should occur within 12 months after commencing trading. This proposal is supported by the Environmental Health Officer on the provision that Stage 2 occurs within this time frame or other approved/agreed time period.

Ref Question 4.1.3 – Is this facility given exemption from providing a centrally located tap?

Yes ☐ No ☐ No, but will form part of the Planning Application to Council to amend the existing development approval.

Ref Question 4.1.4 – Is this facility given exemption from providing a washing up facility?

Yes ☐ No ☐ No, but will form part of the Planning Application to Council to amend the existing development approval.



Coro Park – camping bays, separated by vegetation.
--

#### 4.2 Power (Section 20 of the Guidelines)

<b>Operator to complete</b>
-----------------------------

<b>4.2.1 Is a power source reasonably available?</b>
--

No. There is no mains connection available.
---

<b>4.2.2 Will lighting be provided to public areas?</b>
---

No, not initially. Stage 2 will see solar bollard lighting installed for safety and security.
---

<b>4.2.3 If no, how will any associated risks be minimised?</b>
---

Solar lighting will be installed at public areas (once facilities are provided). Advertising to advise campers to bring their own camp lighting. All self contained vehicles of our target market are equipped with lights and power systems. Solar bollard lighting will be supplied once our toilets are installed (in stage 2). Until then, there will be no solar bollard lighting at the park. We intend to continue working on the office building to bring it to a fully functional state somewhere between stage 1 and 2. This would include outdoor lighting.
--

<b>4.2.4 Will the ablution block have at least 1 power point per four hand basins, with a minimum of one?</b>
---

There will be no power point installed in stage 1. In stage 2 with the development of the ablution block a power point could be installed to meet this requirement.
---

<b>Licensing Authority to complete</b>
--

Ref <b>Question 4.2.1</b> – Is it reasonably practicable to provide a power source for lighting at the facility?
--

Yes <input type="checkbox"/> No <input type="checkbox"/> Mains power is not available to this development. A generator could be installed to provide power for lighting. The Applicant has advised that limited solar lighting will be installed as part of Stage 1 and this could be extended in Stage 2. As a
---



Nature Based Park it is desirable for there to be less intrusion in terms of lighting and noise, so for Stage 1, yes, it is reasonably practicable for there to be limited lighting at the facility.

**Ref Question 4.2.2** – Is this facility given exemption from the requirements of Schedule 7 Clause 32 (lighting)?

Yes ☐ No ☐ An exemption for the provision of lighting around the facility will form part of the Planning Application to Council. An exemption is supported for Stage 1 of this development as a Nature Based Park.

**Ref Question 4.2.4** – Is this facility given exemption from the requirements of Schedule 7 Clause 27 (powerpoints)?

Yes ☐ No ☐ An exemption for the provision of power points in the ablution block will form part of the Planning Application to Council. No ablution block or toilets will be provided as part of Stage 1 of the development, but will be provided as part of Stage 2. The Applicant may provide a power point at that time.



Coro Park – vegetation provides shade and shelter and a natural environment which has attracted wildlife.

#### 4.3 Toilets (Section 20 of the Guidelines)

**Operator to complete**

**4.3.1 Will the facility be providing the minimum of two toilets (unisex or otherwise) per 20 sites?**

No, we are seeking an exemption for this in stage 1. In stage 2 we intend to meet the requirements

**4.3.2 What is the alternative arrangement proposed? (further questions on chemical dump points below)**

All campers will be required to provide their own chemical toilet. We will state this requirement on all promotional material and with signage as you enter the campground. We may ask to see the visitors toilet if it is not immediately apparent they have one as is done at other station stays further north. The Shire has expressed agreement for us to use the chemical dump point located within their facility, for an annual fee. We will formally apply to use this facility, already located at the Shire Camp Ground.

**4.3.3 Will the facility provide at least one toilet within 90 metres of each site?**

No not in stage 1. The location of the toilets indicates the minimum distance to a site is 10 meters and the maximum is 90 meters.

**4.3.4 If no, provide details.**

When toilets are installed in stage 2, they will be located within 90 meters of each site. This is already noted in our planning approval.

**4.3.5 Detail the means and frequency of toilet maintenance.**

N/A.

### **Licensing Authority to complete**

**Ref Question 4.3.1 – Does the facility comply with the toilet number provisions?**

Yes ☐ No ☐ No. An exemption for the provision of toilets will be part of the Planning Application to go to Council for consideration.

Ref Questions <b>4.3.1</b> and <b>4.3.2</b> – Is it reasonable for this facility to comply?
Yes <input type="checkbox"/> No <input type="checkbox"/> Yes. The Applicant intends to install two unisex toilets as per the regulations as part of Stage 2 of the development, but cannot afford to install them now as part of Stage 1.
Ref Questions <b>4.3.1 - 4.3.5</b> – Does the facility comply with Schedule 7, Clause 47? (See Waste Management below)
Yes <input type="checkbox"/> No <input type="checkbox"/> No. No Blackwater or Chemical Dump Point is proposed for the facility as part of Stage 1 or Stage 2 at this time. The Applicant is seeking permission from Council for its customers to access the Shire's Dump Point located at the Shire's Coronation Beach Campgrounds on the neighbouring property. Shire staff have indicated that this would likely be agreed to for an agreed fee. If approved, then a formal agreement is to be entered in to between both parties.
Ref Questions <b>4.3.1 - 4.3.5</b> – Is an exemption from Schedule 7, Clause 23 granted? (This can only be granted if Clause 47 is complied with)
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> No, but an exemption for the provision of toilets will form part of the Planning Application to Council to amend the existing development approval. An exemption is supported for Stage 1 of the development as toilets will be installed as part of Stage 2.
Ref Questions <b>4.3.1 - 4.3.5</b> – Is the location of the toilets reasonable?
Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, the proposed location for the toilet block to be installed as part of Stage 2 is in a reasonable location to all camping sites.

#### 4.4 Showers (Section 17 of the Guidelines)

<b>Operator to complete</b>
<b>4.4.1</b> Will showers be provided?
No, we are seeking an exemption for this for stage 1. They will be provided in stage 2.
<b>4.4.2</b> If yes, how many?

<b>Licensing Authority to complete</b>
Ref Questions <b>4.4.1</b> – Is this reasonable given the location and market segment?
Yes <input type="checkbox"/> No <input type="checkbox"/> Yes
Ref Question <b>4.4.2</b> – How many showers are required?
As part of Stage 2, the Applicant should install the same number of showers as the number of hand basins and toilets. The requirement for a Nature Based Park is two (2) toilets per 20 sites. Therefore, the Application should provide two (2) showers.

**4.5 Hand basins** (Section 17 of the Guidelines)

<b>Operator to complete</b>
<b>4.5.1</b> Will hand basins be provided?
No, we are seeking an exemption for this. They will be provided in stage 2 when toilets are installed.
<b>4.5.2</b> If yes, how many?

<b>Licensing Authority to complete</b>
Ref Questions <b>4.5.1</b> – Is this reasonable given the location and market segment?
Yes <input type="checkbox"/> No <input type="checkbox"/> Yes
Ref Question <b>4.5.2</b> – How many hand basins are required?

As part of Stage 2, the Applicant should install the same number of hand basins as the number of toilets. The requirement for a Nature Based Park is two (2) toilets per 20 sites. Therefore, the Application should provide two (2) hand basins.

#### 4.6 Hot water (Section 17 of the Guidelines)

##### Operator to complete

##### 4.6.1 Will hot water be provided to showers and hand basins?

No

##### Licensing Authority to complete

##### Ref Questions 4.6.1 – Is this reasonable?

Yes ☐ No ☐ Yes

##### Ref Question 4.6.1 – Is this facility given an exemption under Schedule 7, Clauses 24, 26 and 31?

Yes ☐ No ☐ No, but an exemption for the provision of showers, hand basins, and washing up sink will form part of the Planning Application to Council to amend the existing development approval. An exemption is supported for Stage 1 of the development as these will be installed as part of Stage 2.

## 5. Waste Management

(Sections 17 and 18 of the Guidelines)

### 5.1 Toilets and communal chemical soil waste dump/points

If the facility is providing the number of toilets specified in the Regulations i.e. 2 toilets for every 20 sites then skip to 'Grey water'

##### Operator to complete

5.1.1 Please outline the reasons or obstacles preventing this facility from providing the specified number of toilets?

The impacts of Cyclone Seroja and Covid 19 have led to extra ordinarily long wait times to secure builders and exorbitant costs associated with install and supply of these facilities. To install the facilities in the current economic environment will deem the project not commercially viable and will put back opening of the park for several years.

If a communal chemical soil waste dump point is required in accordance with the Regulations:

**Operator to complete**

**5.1.2 Is the chemical dump point in logical proximity?**

Yes, on adjacent land. We are seeking approval from the Shire to obtain permission to use the dump point which is located on the adjoining land to our property.

**5.1.3 Provide details of its location in relation to the nature-based park?**

Approximately 200 meters. There are also dump points located in Northampton and Geraldton.

**5.1.4 Do park users have ready access?**

Yes – if granted by the Shire of Chapman Valley

**5.1.5 If it is not provided by the licence holder, is there a written agreement guaranteeing access?**

TBA

**Licensing Authority to complete**

**Ref Questions 5.1.1 - 5.1.5 – Is there compliance with Schedule 7, Clause 23?**

Yes ☐ No ☐ No, but an exemption for the provision of toilets will form part of the Planning Application to Council to amend the existing development approval. An exemption is supported for Stage 1 of the development as toilets will be installed as part of Stage 2.



Ref Questions **5.1.1 - 5.1.5** – If No, is the requirement in Schedule 7, Clause 47 complied with?

Yes ☐ No ☐ No, however, it is expected that Council will agree to the Applicants' request for their customers to access the Blackwater or Chemical Dump Point at the Shire's Coronation Beach Campground on the neighbouring property for a fee.



Coro Park – Camping bay.

## 5.2 Waste disposal

### Grey water

**Operator to complete**

**5.2.1** Is the greywater system you are planning to install at the facility a Health Department approved system?

N/A

**5.2.2 Describe the system below****Licensing Authority to complete**

Ref Question **5.2.1** and **5.2.2** – Does the proposed waste management satisfy the statutory requirements?

Yes ☐ No ☐ N/A There is no greywater waste management proposal for this facility, which is acceptable as it is initially being developed as a Nature Based Park.

**Solid****Operator to complete****5.2.3 What is the means for solid waste (rubbish) disposal at this facility?**

5 wheelie bins will be provided for all solid waste and this number can be increased with demand. They will be located next to the fire extinguishers. (see park map attached).

**5.2.4 Detail the means and frequency of solid waste collection and ultimate disposal.**

Cleanaway Webberton Solid Waste Services will empty our rubbish bins every week (on a Thursday). We can easily increase or decrease the number of bins provided under this system based on demand. This waste all goes to the Meru site.

**5.2.5 Do all buildings with toilets have napkin disposal units approved by the Licensing authority?**

NA

**5.2.6 If yes to 5.2.5, how will these disposal units be maintained?**



## 6. Infrastructure Summary

<b>Operator to complete</b>
<b>6.1</b> How does the infrastructure align with the market segment?
Our target market will be fully self-contained not requiring any facilities.

## 7. Informing of Shortfalls in Infrastructure

(Section 12 of the Guidelines)

<b>Operator to complete</b>
<b>7.1</b> What are the key infrastructure or amenities not provided at this facility? (Regulation 19(1)(m))
No potable water, no toilets, no showers, no dump point (but one accessible on adjoining land. This will all be listed in advertising material and on our web site and be further pointed out on check in.
<b>7.2</b> What avenues will the operator use to ensure the target market is aware of these shortfalls?
All of the above will be advertised on our website, social media platforms, all forms of advertising, at time of booking (terms and conditions), at check in and through signage around the park.

<b>Licensing Authority to complete</b>
<b>Ref Questions 7.1 and 7.2 – Does this need to form a licence condition?</b>
Yes <input type="checkbox"/> No <input type="checkbox"/> Yes. All advertising material, both paper and electronic, must advise potential customers of the various provisions not provided as part of Stage 1 of the development, which includes – not potable water supply, no toilets, no hand basins, no showers, no washing up sink, no power or power points, no park lighting, and no wastewater or chemical dump point (but if agreed to, that one is acceptable on the neighbouring Shire property).

## 8. Traffic Management

(Section 13 of the Guidelines)

<b>Operator to complete</b>
<b>8.1</b> Are the one-way roads within the facility 4 metres wide?
Yes
<b>8.2</b> If no, what is the minimum width?
<b>8.3</b> Are the two-way roads within the facility at least 6 metres wide?
Yes
<b>8.4</b> If no, what is the minimum width?
<b>8.5</b> If no to 8.1 or 8.3, what system of ingress and egress is to be put in place to minimise risk?
<b>8.6</b> How do the roads and paths identified in the facility plan meet the needs of the market segment?
There is a turnaround bay at the opening of the park and one-way roads with ample space to reverse. We have bay sizes to suit caravans, camper trailers and large RV's and drive through bays to enable ease of manoeuvring and to allow some rigs to stay hooked up if they prefer. Also bays are angled for ease of reversing in.

<b>Licensing Authority to complete</b>
Ref Questions <b>8.1 - 8.4</b> – Is approval given under Schedule 7, Clause 16A for narrower roads?

Yes ☐ No ☐ No

Ref Questions 8.5 and 8.6 – Does the proposed traffic management plan minimise risk?

Yes ☐ No ☐ Yes

## 9. Risk Management

(Sections 20-22 of the Guidelines)

### 9.1 Fire

#### Operator to complete

##### 9.1.1 Is every site within the reach of the nozzle end of a fire hose as required?

No. There will be a trailered firefighter located permanently on site. This holds approximately 1000 litre tank. Please see location on the Site Map. The unit will not be locked and can be operated by anyone at the park. This is important in the case of a fire. If people have to find a manager, to find a key, it will take too much time. Signage will be displayed that the unit is for emergency only. It will be part of the managers role to do daily/weekly checks on the unit to ensure it is ready to go.

##### 9.1.2 Does the facility have at least one fire extinguisher?

Yes. We will have 5 extinguishers on site and 5 fire blankets with signage to indicate location and these will also be marked on the park map.

##### 9.1.3 Will every person in the facility be able to access the fire extinguisher?

Yes. The fire extinguishers are placed at various locations throughout the park to maximise access by all campers. These locations will also be displayed on the Site Map.

##### 9.1.4 How will this facility continue to keep the firefighting equipment accessible and ready for use at all times?

Regular maintenance and servicing of all fire equipment. Ensuring pump on the trailer is run once per week.

#### 9.1.5 How is the risk of fire and any loss due to fires to be managed?

Wayne Boys is the fire lieutenant for the Howatharra Fire Brigade and Emma Boys has recently completed the Rural Bush Fire course and is a member of the Howatharra Fire Brigade. We are farmers and very aware of the impacts and risk of bush fire, how to mitigate risks with fuel load management, fire breaks, firefighting equipment and training. We are members on 2 WhatsApp groups which is the first point of communication with local volunteers when there is a fire. Any future staff will be trained in bush fire management and PPE will be located at the office permanently. There will be no fires permitted outside of the Shire of Chapman Valleys Prescribed times and a limited number of fire pit sites (for use in winter only). Other campers will be required to use the communal fire pit. Regular pruning of bush surrounds will be done to reduce the fuel load. Mowing and a mineral earth firebreak around the perimeter will also form part of the risk management. A written fire action plan will be put in place including an evacuation plan. Liability insurance is already in place.

#### Licensing Authority to complete

Ref Question 9.1.1 – Is the water supply adequate to operate fire hoses effectively?

Yes ☐ No ☐ There is no water supply as such. The water is in a 1000Lt tank and has a pump attached to pump water as required to put out a fire. So effectively, yes.

Ref Question 9.1.5 and 3.3 – Is the power to **increase** minimum distances between camps at this facility being exercised?

Yes ☐ No ☐ No

Ref Question 9.1.5 – If yes, what is the distance that is required between camps at this facility?

[Click here to enter text.]

#### 9.2 Cyclone (if the facility is in a cyclonic region)

<b>Operator to complete</b>
<b>9.2.1</b> Where is the manager or other responsible person for the facility residing?
In the managers building (at the entrance to the park) or in their own camping vehicle behind the managers building.
<b>9.2.2</b> What communication system is available for the manager or other responsible person in case of a cyclone?
Provided mobile phone
<b>9.2.3</b> How will the manager or other responsible person notify all occupants in a timely manner?
SMS to all campers to notify of an imminent threat. The contact numbers will be obtained at time of booking and allow for SMS communication. A communications board will also be located at the front office at the entrance to the park, with notifications updated as required. Personal phone call / visit if required

### 9.3 Other

<b>Operator to complete</b>
<b>9.3.1</b> Detail any other risks that require consideration in the area this facility is located.
<ul style="list-style-type: none"> <li>• Antisocial behaviour.</li> <li>• Medical Emergency</li> </ul>
<b>9.3.2</b> What steps are being taken to minimise the impact?
<ul style="list-style-type: none"> <li>• <b><u>Antisocial Behaviour</u></b> - Call Northampton / Geraldton police. Once open we will contact both stations to make them aware of our presence. The site manager will have the responsibility of dealing with antisocial behaviour. This will also be detailed in our booking terms and conditions. Anyone displaying such behaviour will be asked to leave the site. If this causes the situation to escalate, the police will be called.</li> </ul>



- **Medical Emergency** – First aid kit will be located at the Front Office (see Map attached) to deal with any minor incidents. If a serious incident occurs, an ambulance will be called. The first aid kit will also contain a snake bite kit. At the beginning of spring, we will display signage to make campers aware of snakes, their habits and to go to the front office if an incident occurs.

#### 9.4 Communications / Emergency Contacts

<b>Operator to complete</b>
<b>9.4.1</b> Will a public telephone be provided?
No
<b>9.4.2</b> Will there be a sign or a point at the facility providing emergency contact details?
Yes - notice displayed on communication board at front office displaying out of office hours / emergency contact.
<b>9.4.3</b> How will communication be addressed in an emergency situation?
SMS to all campers and through personal contact.
<b>9.4.4</b> Name and contact details of manager at facility
Emma Boys – 0427382696 & Wayne Boys – 0427382960.

<b>Licensing Authority to complete</b>
Ref Questions <b>9.1 – 9.4</b> – Does the facility have an adequate risk mitigation and management plan?
Yes <input type="checkbox"/> No <input type="checkbox"/> Yes

## 10. Length of Stay

(Section 9 of the Guidelines)

<b>Operator to complete</b>
<b>10.1</b> Based on the above information, what is the appropriate length of stay for users of this facility?
3-7 days average with a maximum of 28 days as per the regs.
<b>10.2</b> How will the length of stay be monitored?
Care taker will manage length of stay based on online bookings which will generate a manifest of campers for each day that will be checked off. We may also use 'stickers' or display cards that can be displayed on windscreens / caravan and camper trailer draw bars to enable us to monitor length of stay.

<b>Licensing Authority to complete</b>
Ref Questions <b>10.1</b> and <b>10.2</b> – Detail any restrictions on the 28 day length of stay in a three month period for any market segment at this facility.
During Stage 1, due to the lack of facilities provided, I suggest that the length of stay should be limited to seven (7) days or a maximum of fourteen (14) days. After Stage 2 is implemented then the length of stay can be increased based as per the legislation. The length of stay for a Nature Based Park is up to 28 days in a 3 month period.

## Signatures

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### 1. Operator to sign:

I provide the above information as an accurate reflection of the proposed nature based park.

Emma Boys – 5 February 2023

A handwritten signature in black ink, appearing to be 'G. Sur', is centered within a light gray rectangular box.

---

Operator Name

---

Signature

---

Date

## 2. Licensing Authority to sign:

I have assessed the information provided and determine that a licence should be offered subject to the above conditions.

Wendy Dallywater, Environmental Health Officer

---

Operator Name



---

Signature

9 March, 2023

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Date

## 3. Operator to sign:

I accept the terms and conditions on this nature based park licence.

Emma Boys – 10<sup>th</sup> March 2023



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Operator Name

---

Signature

---

Date

<b>Licensing Authority:</b> Signed copy provided to operator?
Yes <input type="checkbox"/> No <input type="checkbox"/>

### For more information, please contact:

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**Department of Local Government and Communities**

Gordon Stephenson House, 140 William Street, Perth WA 6000

GPO Box R1250, Perth WA 6844

Telephone: (08) 6551 8700 Fax: (08) 6552 1555

Freecall: 1800 620 511 (Country only)

Email: [info@dlgc.wa.gov.au](mailto:info@dlgc.wa.gov.au) Website: [www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au)

Translating and Interpreting Service (TIS) – Tel: 13 14 50



**9.2 Manager of Planning & Development**

<b>AGENDA ITEM:</b>	<b>9.2.1</b>
<b>SUBJECT:</b>	<b>PROPOSED CARAVAN PARK</b>
<b>PROPONENT:</b>	<b>LANDWEST PLANNING CONSULTANTS FOR CW, GL, WW &amp; EG BOYS</b>
<b>SITE:</b>	<b>LOT 19 CORONATION BEACH ROAD OAKAJEE</b>
<b>FILE REFERENCE:</b>	<b>A356</b>
<b>PREVIOUS REFERENCE:</b>	<b>N/A</b>
<b>AUTHOR:</b>	<b>IAN D'ARCY</b>

**DISCLOSURE OF INTEREST**

Nil

**BACKGROUND**

The Council is in receipt of an application from LandWest Planning Consultants, acting on behalf of the owners of Lot 19 Coronation Beach Road, who are seeking planning approval for a fifty (50) bay Caravan Park at the western end of the property and immediately north of the Coronation Beach Camping and Recreation Reserve.

Figure 1 provides a understanding of the location of the proposed development, while application is provided as Attachment 9.2.1.a. A copy of the accompanying Land Capability and Geotechnical Assessment Report, and Preliminary Servicing Report can be provided on request.

In summary the application details:

- The proponents intention to provide a facility complimentary to the existing Shire nature based camping area and cater for increase tourist demand with a 'higher' level of facility;
- The proposed caravan park is to consist of;
  - a linear layout aligned above and parallel to the 2.5 contour line
  - a mix of 50 powered caravan and camping bays (20 camping bays measuring 5x5.5m in area, 14 camping/caravan bays measuring 6x7m in area, 7 double drive-thru caravan bays 5x15m in area);
  - an office/reception building and small convenience shop;
  - a campers kitchen and utility building with external BBQ facility;
  - an ablution and laundry facilities building;
  - a playground and recreation area;
  - a storage utility shed;
  - a designated recreation and equipment assembly area;
  - a visitor car parking area – 6 bays;
  - a defined beach access path;
  - a potable water supply through extraction bores, main storage and separate distribution tanks, and reticulation to each building and bay complimented by roof catchment;
  - an on-site alternative waste disposal system located a minimum 500 metres north of the caravan park site;
  - a combination of renewable power/energy sources (hybrid or solar and wind) and diesel generation;
  - external lighting through-out the caravan park;
  - an internal gravel road layout (two way central spline - 7.5m width, and singular access – 4m width to most camp/caravan sites).
  - vegetation planting/landscaping around the camp sites and building for shade and privacy screening
  - defined entry statement complimentary to the existing Shire entry statements.

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Presiding Member.....

- Proposed variation to a coastal setback distance of 100 metres (as generically prescribed by State Planning Policy 2.6) based on the findings of the land capability assessment report commencing at 60 metres in the south and increasing to 100 plus metres in the north;
- Access to the proposed caravan park via Coronation Beach Road and through Crown Reserve 19893, subject to Council approval and based on an interim lease agreement to be followed by a formal rationalisation of the reserves (at the proponent's expense) through disposal and acquisition processes to establish permanent access;
- The internal road network to be formed and maintained to a gravel all weather access, with drainage to be aided by the permeable sandy soil conditions and proposed landscape/tree planting;
- The caravan bays are to be largely positioned on one-way access roads with adequate separation distance between each bay for manoeuvrability and privacy, as required by the *Caravan and Camping Ground Regulations, 1997*;
- All buildings are to be sympathetic in design and colour to the coastal environs to compliment the natural features of the area and minimise visual impact;
- An internal rubbish collection will be provided to link into the Shire collection service for the Coronation Beach camp ground;
- The development of the caravan park will be based on market demand and cost considerations, and may need to be staged in consideration of these factors;
- Management of the facility will be provided through an on-site manager in accordance with an approved licence and the *Caravan Park and Camping Ground Regulations, 1997*.

The current status of the property is provided in Table 1 below for the Council's information:

Property size	571 hectares
Zoning	'General Farming' – Town Planning Scheme No.1
Permissibility	A Caravan Park and Camping Ground are both 'AP' uses (discretionary use of Council after advertising)
LRS Planning Precinct	Planning Precinct No.5 – Howatharra West – A Caravan Park is listed as an appropriate land use under the definition of 'Tourism' (low to medium key & incidental) – refer to Strategic Implications in this report
Planning Policy/s	No.16.120 - Rural Tourist Development – refer to Policy Implications in this report
Existing Development	Residence, GP Sheds associated with farming practices
Approved Development	Planning Consent granted for 58 turbine wind-farm as well as an Extractive Industry use (limestone) including limestone block process plant
Existing Services	On farm water supply
Vehicular Access	Bitumen Road Access - 7 metre seal (Coronation Beach Road) – difficulties with access to Caravan Park site due topography
Topography	Subject area is arable beach dune over lime-stone rising from relatively gentle slope to steep escarpment as part of primary and secondary dune system
Vegetation	Small amount of remnant vegetation located around the property boundaries – Caravan Park site consists of mainly cleared pasture
Soil Type/s	Coastal lime/beach sands
Surrounding Land Use	The adjoining land to the south east and north is

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Presiding Member.....

	zoned 'General Farming' with the Indian Ocean adjoining to the west. The Coronation Beach camping and recreation reserve adjoins to the south. The Oakajee Buffer and port are located to the south
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Upon receiving the application notice of the proposal was referred to nearby landowners, government agencies and published in the Guardian newspaper seeking public comment. In response only two submissions were received offering broad support. A copy of each submission is included as Attachment 9.2.1.b.

Of note Lot 19 is historically a broad-acre farming property with current approvals for a windfarm and an extractive industry (limestone and block production). Additionally, the proponents have received 'in-principal support' from the Council for a 300 person construction camp that (subject to application and if approved) would be located immediately east of the proposed caravan site.

## COMMENT

In consideration of the application the following comments are offered based on the officer's assessment:

1. The proposal generally accords with both the statutory and strategic planning direction and requirements as already prescribed by the Council, broadly listed as follows:
  - Town Planning Scheme No.1 - A Caravan Park and/or Camping Area are uses that may be entertained/approved at the discretion of the Council in the 'General Farming' zone— refer to Statutory Environment Section below;
  - Coronation Beach Planning Study 2004 – This document supports the development of tourist accommodation on nearby private land complimentary to the Coronation Beach Camping and Recreation Reserves - refer to Strategic Implications Section below; ;
  - Local Planning Strategy 2008 – Planning Precinct No.5 – This document flags support for coordinated tourist development of a low to medium key nature - refer to Strategic Implications Section below;
  - Local Planning Policy 16.120 – Rural Tourist Development Policy – This document prescribes the minimum criteria for a proposed Caravan Park and/or Camping Area. On all accounts the proposed development complies with the set criteria.
2. It is accepted at an officer level that the application is well supported by technical research and information/graphics that provides the necessary detail for the Council to endorse the proposed development. Notably, the development is proposed to be environmentally sustainable, sympathetic to the natural coastal landscape, and strategically positioned to compliment the existing nature based camping area.

However, there is one concern regarding the proposed location of permanent buildings taking into account coastal risk, specifically in relation to potential storm surge. The findings of the geotechnical report submitted as part of the application recommends (under Section 6.9) the caravan bays be sited just above the 2.5 metre contour line (AHD) while permanent habitable buildings should be sited above the 5.0 metre contour. To the contrary, the submitted Development Plan graphically shows the office/reception and ablution buildings to be between the 4.0 and 4.5 metre levels. Arguably, the office/reception building is deemed to be a habitable building and therefore should be sited to accord with the recommendations of the geotechnical report. In order to ensure the proposed caravan park achieves the standards, as advocated in the application (including technical reports), it is recommended conditions be imposed on any approval issued by the Council, including amendment to the development plan where the office/reception building is required to be sited or elevated (with a finished floor level) above the recommended 5.0 metre contour line. Additionally, it is recommended the Council require as condition of approval a statutory declaration to be submitted by the proponents acknowledging the local importance of the Shire's existing Coronation Beach Nature Based Camping Area and acceptance the Shire is not obliged to withdraw from the operation of this facility which serves the broader community.

3. The issue of access to the proposed Caravan Park is an important element of this proposal due to topographical difficulties. Council officers have viewed the site with the proponents and confirm the safest and best option for vehicle access, accordingly identified to be through the Camping Reserve. To this end, the application correctly asserts that an access agreement as an interim measure should be established, immediately followed by a process to formally rationalize of the reserve boundaries with Coronation Beach Road, with the proponent to meet all of the required costs.

### STATUTORY ENVIRONMENT

Both a 'Caravan Park' and 'Camping Area' are listed as 'AP' uses (discretion required after advertising) within the 'General Farming' zone under the Shire's Town Planning Scheme No.1. In consideration of this the Council may determine the proposed development pursuant to Sections 1.7 and 5.3 of the Town Planning Scheme.

In doing so the Council is obliged to consider any other planning instruments or requirements as required by the State Government. Specifically, this proposal needs to accord with the Western Australian Planning Commission Statement of Planning Policy 2.6 – State Coastal Planning.

Additionally, the Shire is also required to ensure the proposed facility (if granted planning consent) accords with the standards prescribed under an annual licence and the *Caravan Park and Camping Ground Regulations, 1997*. In this regard the specific standards under Divisions 1 – 14 of the Regulations.

### POLICY IMPLICATIONS

There are no apparent local planning policy implications associated with this proposal as the development generally complies with the prescribed minimum criteria, as reflected in Table 2 below.

An exception is the coastal setback distance where the assessment and information provided in the geotechnical report advocates the setback to the south to be 60 metres increasing to 100 plus metres in the north on the basis the closest development is the caravan bays, and all of the permanent building structures are to be setback a minimum of 100 metres. In light of this scenario the variation to the coastal setback is acceptable and should be supported by the Council.

Caravan Park & Camping Ground	1. Location	1. Within close proximity to public recreation areas/natural attractions – beaches, walk trails, scenic lookouts etc & distances from other Caravan Parks/Camp Sites as prescribed by Caravan and Camping Act, 1995
	2. Public Road Access	2. Type 5 – 7.0 metre bitumen seal + bitumen seal crossover to Council specifications or Type 3 – 12.0 metre form/8.0 metre gravel paved at Council discretion
	3. Potable Water Supply	3. As per Caravan and Camping Regs, 1997
	4. Ablutions	4. As per Caravan and Camping Regs, 1997 & Building Code of Australia
	5. Car Parking	5. 1 car bay per caravan/camp site + 1 bay for manager – gravel std/Council specs
	6. Lot size	6. 15.0 hectares
	7. Setback	7. 30 metres from the front boundary and 75 metres from water features with all other boundaries to comply with Town Planning Scheme requirements unless otherwise determined by Council.
	8. Siting	8. Away from sand dunes, ridge lines and side slope/breakaway areas
	9. Clearing	9. No removal of remnant vegetation
	10. Screening	10. Well screened from view of neighbouring properties
	11. Design & Materials	11. Buildings to be complimentary with landscape – earth tones – no reflection
	12. Management	12. On site managers residence

Table 2 – Extract from Local Planning Policy 16.120 – Rural Tourist Development

**FINANCIAL IMPLICATIONS**

There are no apparent financial implications for Council other than officers time to process agreements and facilitate rationalization of reserve boundaries.

**STRATEGIC IMPLICATIONS**

From a strategic perspective both the Coronation Beach Planning Study 2004 and Planning Precinct No.5 of the Local Planning Strategy 2008 supports the establishment of a Caravan Park on the subject property.

Specifically, Section 5.14 the Coronation Beach Planning Study states:

*"The preferred option (for redevelopment of Coronation Beach Camping Reserve) supports the development of other types of commercial accommodation on nearby private land. There is a need to ensure that this development is compatible with the facilities of Coronation Beach. Small-scale chalets and bunkhouse type accommodation are considered suitable subject to appropriate servicing. It would be uneconomical for the Reserve and private development to compete against each other."*

Concurrently, Planning Precinct 5 of Local Planning Strategy states under Economic Objective 5.2.2:

*"5.2.2 Promote tourist related uses/development and encourage agricultural diversification in appropriate areas where there will be no detrimental impact to the surrounding and existing uses."*

The land use designations for Planning Precinct 5 also advocates support for the proposed development nominating "Tourism (low to medium-key & eco-tourism)" as a preferred land use.

On this understanding there are no evident strategic implications associated with the proposed Caravan Park.

**VOTING REQUIREMENTS**

Simple Majority of Council

**REFER TO NCZ/WALGA**

Not applicable

**STAFF RECOMMENDATION / COUNCIL DECISION**

**Moved Cr P Cole seconded Cr B Davidson**

**That the Council resolve to:**

**A. Grant planning consent for a fifty (50) bay Caravan Park to be established on Lot 19 Coronation Beach Road, Oakajee subject to the following conditions:**

**1. The Caravan Park shall accord with:**

- a) the attached plan/s endorsed by the Shire Council on 17<sup>th</sup> September 2008, and subject to any modifications required as a consequence of any condition of this approval;**
- b) the recommendations and standards of the Land Capability and Geotechnical Report dated November 2007 which forms part of this approval, unless otherwise specified by a subsequent condition of this approval;**
- c) the standards specified in Divisions 1 – 14 of the *Caravan Park and Camping Ground Regulations, 1997*.**

2. All habitable buildings, inclusive of the office/reception building, shall be sited (or elevated) so that the finished floor level is above the 5.0 metre contour line (AHD).
3. All permanent buildings including sheds and storage tanks shall be sympathetic in design and colour (muted tones) to the coastal environs to compliment the natural features of the area and minimise visual impact. The use of zincalume is not permitted.
4. The proponent shall, as an interim measure, enter into a formal access agreement for vehicle access to be taken across Reserve 19893. The agreement shall be funded by the proponent and executed by both parties prior to the issue of a building licence.
5. The proponent shall meet all costs associated with the re-configuration of the Camping and Road reserve boundaries to formalize the road access to the Caravan Park site.
6. A cross-over onto Coronation Beach Road shall be constructed to a bitumen seal standard to a minimum width of 7.5 metres and minimum length of 20 metres as per the local government specifications.
7. The internal road network, carriageways, car parking areas and caravan bays shall be constructed and maintained to an all weather compacted gravel standard configured to the dimensions as outlined in the application.
8. The ablution facility, camper's kitchen, office/reception building and manager's dwelling shall be connected to an approved effluent disposal system to the satisfaction of the local government and Health Department of WA.
9. The potable water supply shall meet the minimum prescribed Australian Drinking Water Standards and accordingly be tested every three (3) months at the proponents expense, with the results to be submitted to the local government.
10. The placement of renewable energy/power sources on-site shall not detract from the natural environment and visual amenity of the area. In this regard further consultation shall be undertaken with Council officers prior to the placement of these facilities.
11. The generator shed shall be positioned to the north of the caravan park and sufficiently sound proofed so as minimize any noise impact of the patrons of the Park and users of the Shire's camping and day use facility.
12. The Caravan Park/Camping Ground use shall be operated as short stay accommodation only based on a single stay for a period of not more than a total of three (3) months in any one (1) twelve (12) month period.
13. The Manager's residence shall be serviced by a minimum 100,000 litre Rainwater Tank or a 10,000 litre storage tank fed from an on-site dam or under ground bore for domestic and fire fighting purposes. The storage tank is to include a 50mm outlet with gate valve and male coupling located at the base clearly marked "Fire Brigade Connection Point", to the satisfaction of the local government;
14. All external water pipes associated with the development shall be laid under ground to a minimum depth of 300 mm to withstand the effects of a bush fire.
15. All fencing, barriers and bollards shall be sympathetic to the natural environs and consistent with the overall colour scheme for the development.
16. The proponent shall submit a detailed landscaping plan showing the location and types/species of native plants with the plan to be endorsed by the Chief

Confirmed Minutes of the Ordinary Meeting of Council held in Nabawa held on Wednesday 17<sup>th</sup> September 2008.

Presiding Member.....



**Executive Officer prior to the issue of a building licence.**









- 17. The landscaping shall be implemented within twelve (12) months from the issue of a building licence.**
  - 18. The proponent shall install international signage pertinent to all of the operations of the Caravan Park to the satisfaction of the local government.**
  - 19. The proponent shall submit a statutory declaration acknowledging the local importance of the existing Coronation Beach Nature Based Camping Area and accepting the Shire is not obliged to withdraw from the operation of this facility for the benefit of the broader community.**
- B. To enter into a legal access agreement fund by the proponent for right of carriage way through Crown Reserve 19893 as an interim measure for formalizing access to the approved Caravan Park as reflected in recommendation C. below.**
- C. Proceed with the rationalise of the boundaries of Crown Reserve 19893 and the Coronation Beach Road Reserve to provided permanent and safe vehicle access to the approved Caravan Park site on Lot 19 Coronation Beach Road, subject to the proponent agreeing in writing to meet all associated costs.**

**CARRIED**  
Voting 5/0  
Minute Reference 09/08-5



Development Parameters	Requirement	Actual Provision
<b>Site Area</b>		
Distance between pavilions, carports, building etc.	150 to 500	1.25 - 2.0 ha (50 to 80)
Distance between each site	100 to 300	100 to 300
Distance between any site after structure building and facility road	100 to 150	100 to 150
Maximum site area any storage building	1000	1000
<b>Facility Road</b>		
Width of road to service road	100 to 600	7.5m
Width of service facility road	100 to 400	4m
Maximum width facility road	100 to 600	7.5m
<b>Carporting</b>		
Carports	1 space/200 carmen sites, but no less than 400 total	6 bays
<b>Recreation Area</b>		
Recreational Area	1/10th of total area	
Minimum Area in one site	2/3 of the 1/10th total	40000'
<b>Additions and other facilities</b>		
Distance from any site and neighborhood	min 500'	
<b>Number of individual facilities (Based on 50 sites)</b>		
Pedestrian	Male 7	Male 7
	Female 5	Female 7
Showers	Male 5	Male 7
	Female 5	Female 7
Handicapped	Male 5	Male 6
	Female 5	Female 6
<b>Laundry Facilities</b>		
Number of lockin/dry lockers(Based on 50 sites)	1 Facility / 200lbs	4
<b>Carport Facilities</b>		
Number of individual lockin	1 Facility / 200 lbs	3
<b>Miscellaneous</b>		
Vehicles	Dependent on number of sites and to be considered in detail at building and location site	3

### CAMPING & CARAVAN BAYS

-  A - CAMPING BAY 5m x 5.5m  
 Total Type A - 20 bays  
 B - CAMPING / CARAVAN BAY (6m x 7m)  
 Total Type B - 14 Bays  
 C - CARAVAN BAY (drive through) 5m x 15m  
 Total Type C - 10 bays (5 x 1.5m caravan bays)  
 Total Type C-7 (or 14)  
 EXISTING GROUND LEVEL  
 PROPOSED GROUND LEVEL  
 PROPOSED LANDSCAPING  
 PROPOSED RAIN WATER TANK  
 PROPOSED LIGHTING

1. Dimensions and areas are subject to lot detailed design and survey.
2. The plan is prepared for development approval from the Local authority and should not be used for any other purpose. No liability will be accepted where the plan is used for purposes other than that indicated, including marketing.
3. All proposed ground and finished floor levels given are indicative only. All levels will be determined by builders/engineers at detailed design stage. Some retaining may be required.
4. The volume of stormwater from internal roads will be minimal, and due to the high permeability of the soil, will be runoff into grasses and vegetated areas adjacent to the road.



CLIENT: W & E BOYS

CERTIFICATE OF TITLE  
1640 / 414

DATE LAST MODIFIED:

18/07/2008

REV:	DATE:	DETAILS:
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APPROVED:

DESIGNED:

2	GMB / DSH
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PLAN:
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[illegible]

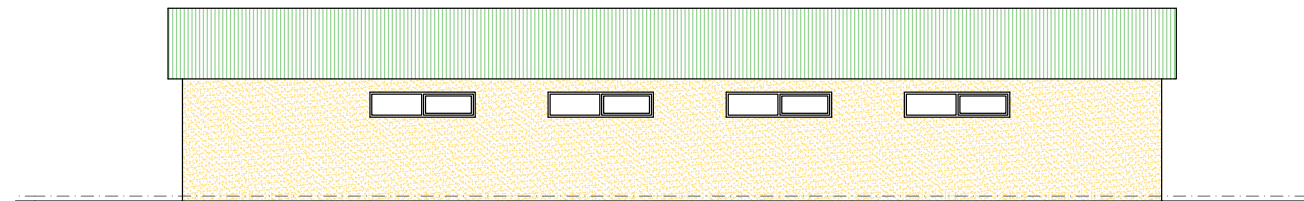
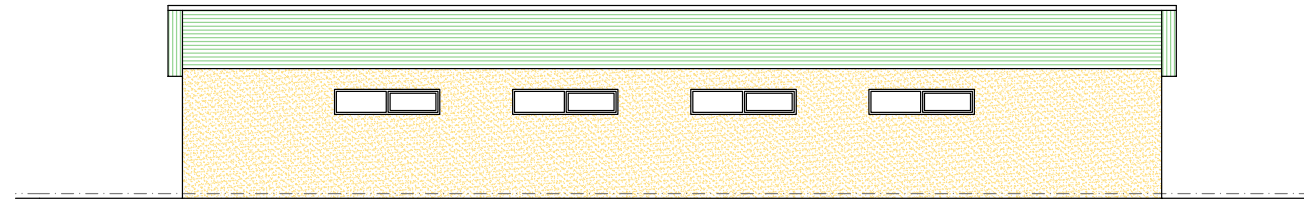
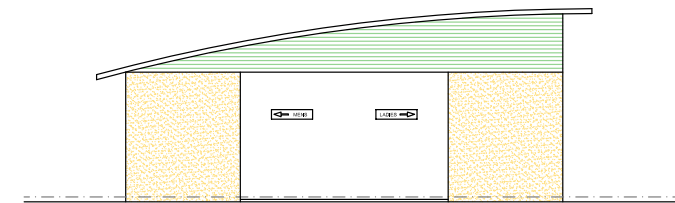
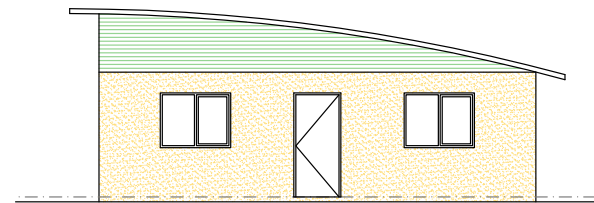
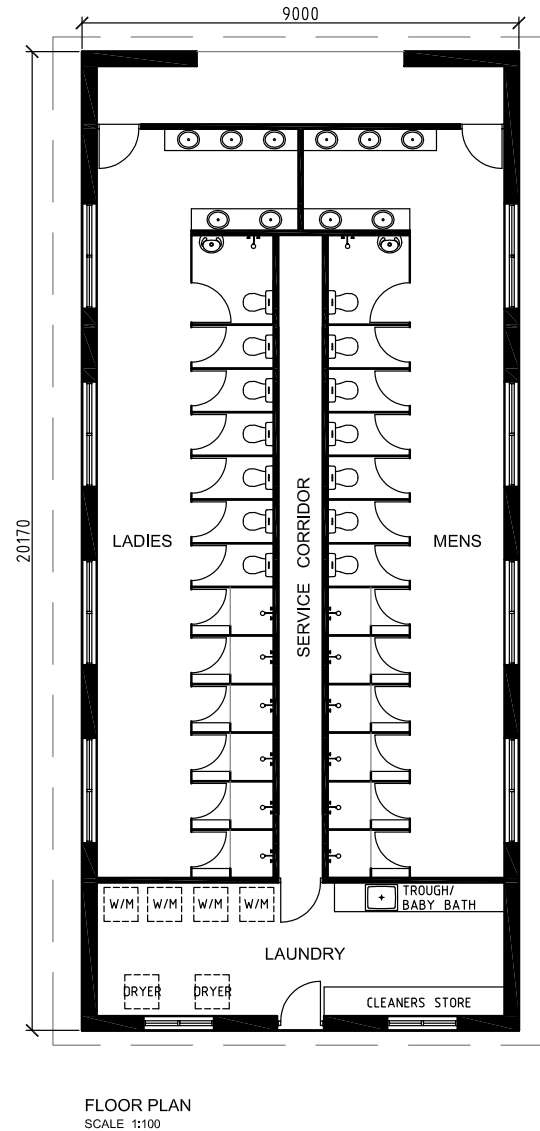
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BY: APPROVED:


-SP1

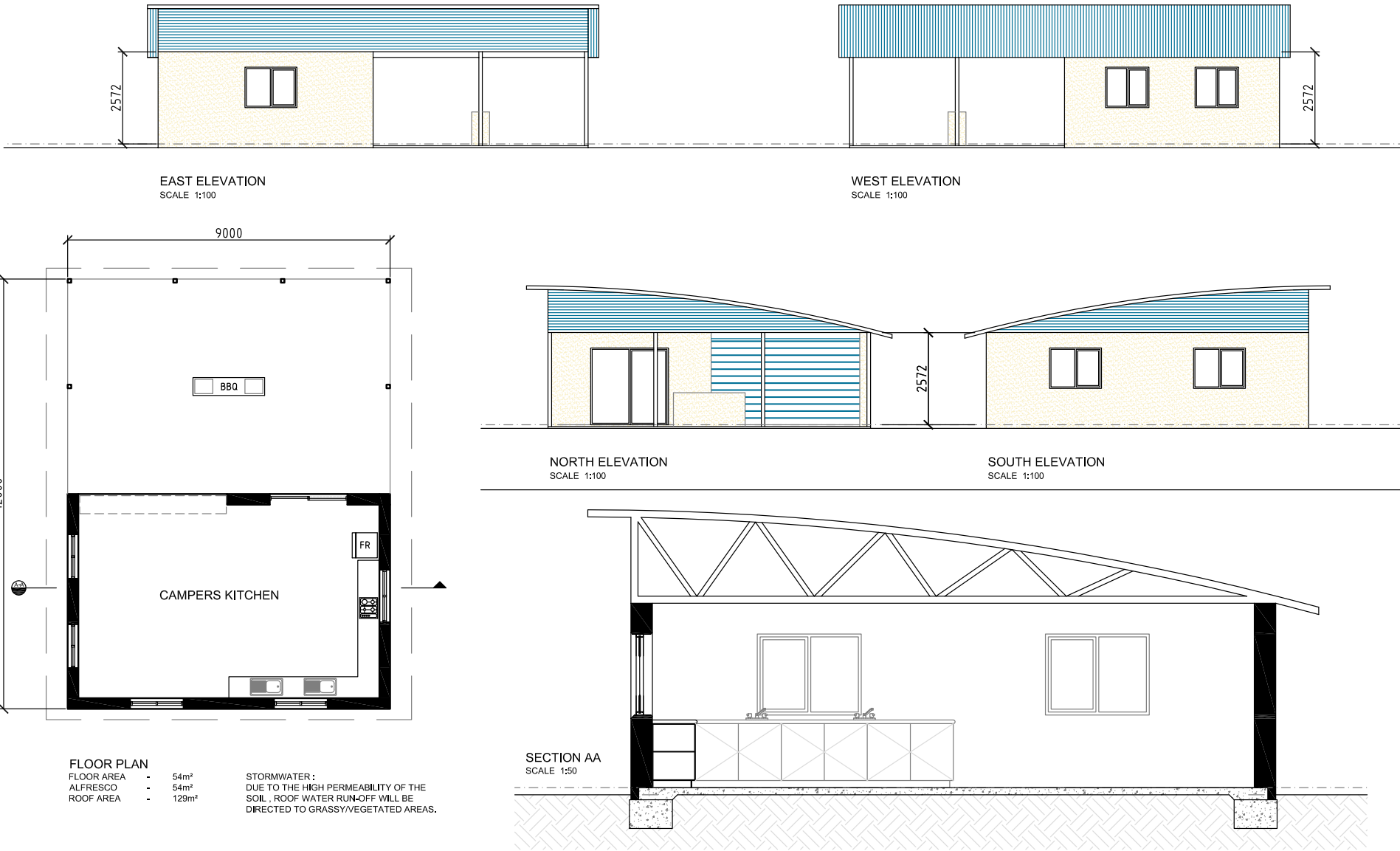
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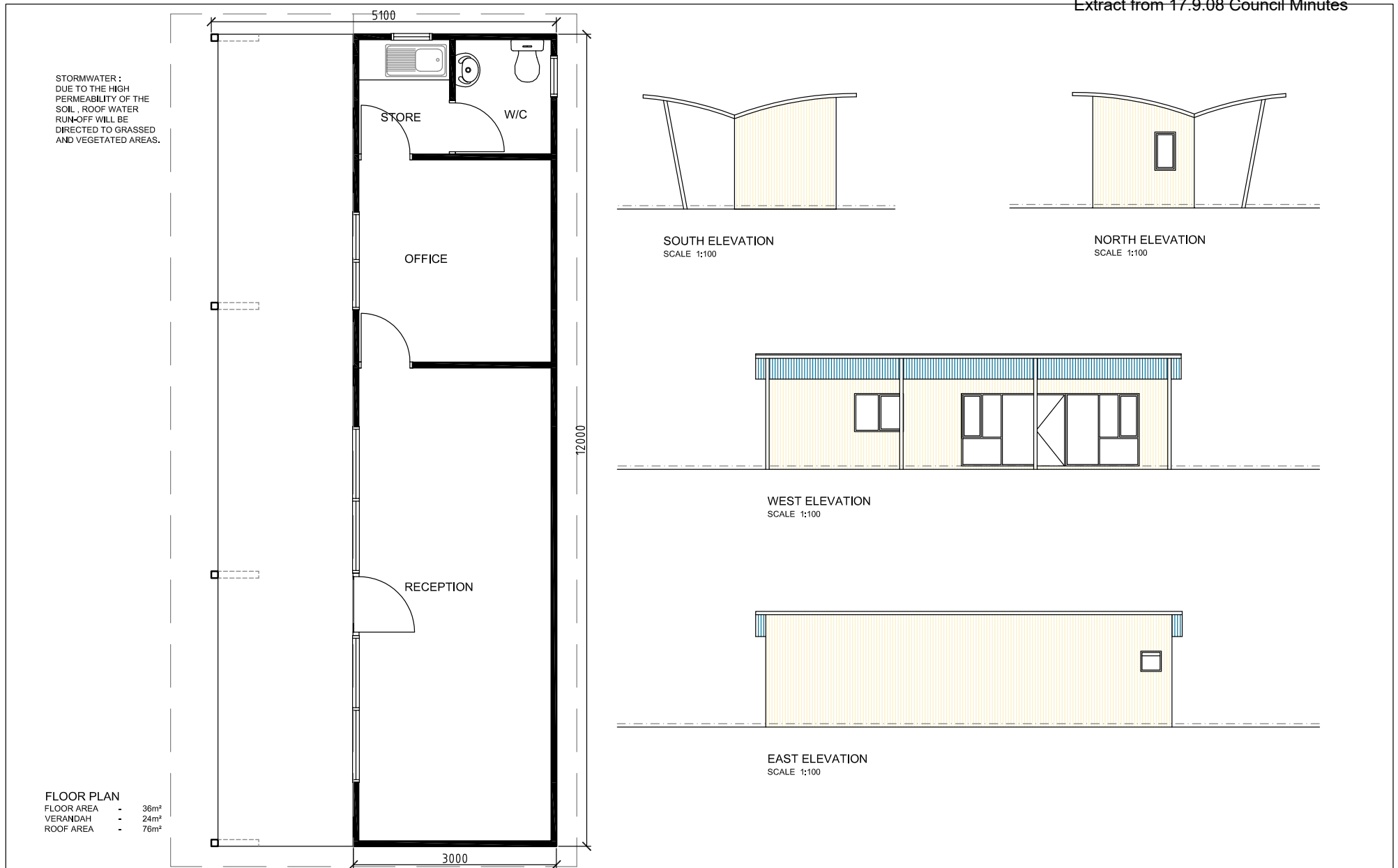
TITLE: PROPOSED ABLUTION BLOCK PROPOSED CARAVAN PARK CORONATION BEACH ROAD HOWATHARRA	CLIENT: WA & GL BOYS		 <b>LANDWEST</b> URBAN AND RURAL PLANNING CONSULTANTS	Suite 1 & 2 Geraldton Central 65 Chapman Road Geraldton WA 6530 PO BOX 1597 Geraldton WA 6531 Email : info@landwest.net.au Phone : (08) 9965 0550 Fax : (08) 9965 0559	REV:    DATE:    DETAILS:    BY:    APPROVED:	PLAN:	06164-P1
	CERTIFICATE OF TITLE(S) : N/A	DATE LAST MODIFIED: 08/02/2008					
	SCALE: 1:100 @A3						
* This plan remains the property of Landwest and must not be used for any purpose other than which it was prepared for. In relation to the land duly described, Landwest accepts no responsibility for any losses or damages caused to any person/s who may use the information for a purpose for which it was not intended.				DESIGNED: DSH    DRAWN: DSH			






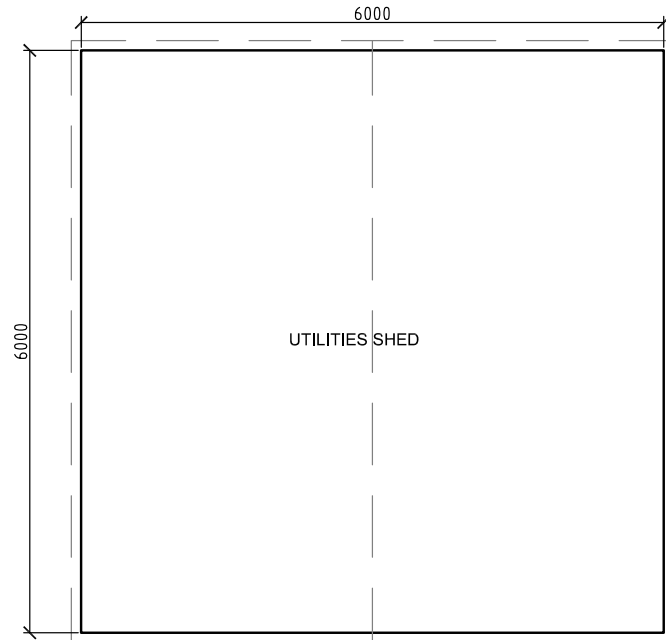
TITLE: PROPOSED CAMPERS KITCHEN PROPOSED CARAVAN PARK CORONATION BEACH ROAD HOWATHARRA	CLIENT: WA & GL BOYS		 <b>LANDWEST</b> URBAN AND RURAL PLANNING CONSULTANTS	Suite 1 & 2 Geraldton Central 65 Chapman Road Geraldton WA 6530 PO BOX 1597 Geraldton WA 6531 Email : info@landwest.net.au Phone : (08) 9965 0550 Fax : (08) 9965 0559		REV:	DATE:	DETAILS:	BY:	APPROVED:
	CERTIFICATE OF TITLE(S) : N/A	DATE LAST MODIFIED: 25/02/2008		APPROVED:		DESIGNED: DSH		DRAWN: DSH		PLAN:
	SCALE: VARIES @A3									06164-P2

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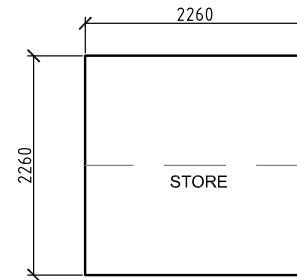


TITLE: PROPOSED OFFICE / RECEPTION PROPOSED CARAVAN PARK CORONATION BEACH ROAD HOWATHARRA	CLIENT: WA & GL BOYS	 <b>LANDWEST</b> URBAN AND RURAL PLANNING CONSULTANTS	Suite 1 & 2 Geraldton Central 65 Chapman Road Geraldton WA 6530 PO BOX 1597 Geraldton WA 6531 Email : info@landwest.net.au Phone : (08) 9965 0550 Fax : (08) 9965 0559	REV:	DATE:	DETAILS:	BY:	APPROVED:
	CERTIFICATE OF TITLE(S) : N/A DATE LAST MODIFIED: 25/02/2008 SCALE: VARIES @A3		APPROVED:	PLAN:			06164-P3	
* This plan remains the property of Landwest and must not be used for any purpose other than which it was prepared for, in relation to the land day described. Unauthorised alterations or reproduction for any purpose for any person who may use the information for any purpose for which it was not intended.			DESIGNED: DSH	DRAWN: DSH				

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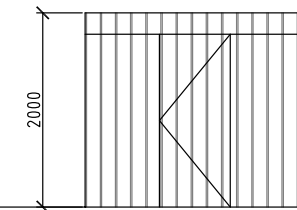


FLOOR PLAN  
SCALE 1:50

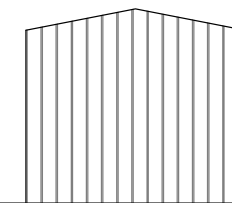


FLOOR PLAN  
SCALE 1:50

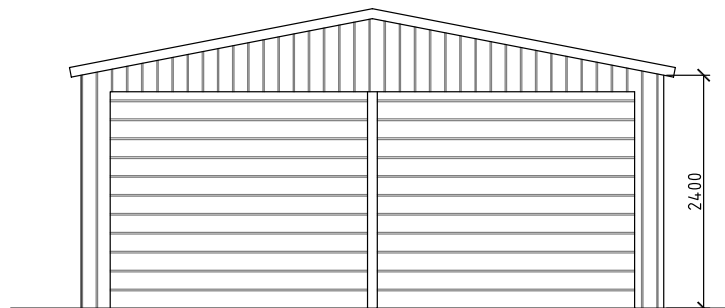
- NOTE:
1. ALL DIMENSIONS BASED ON STANDARD SHED SIZINGS. ACTUAL DIMENSIONS MAY VARY.
  2. NO ADDITIONAL OPENINGS SHOWN, HOWEVER ADDITIONAL OPENINGS MAY BE ALLOCATED AT BUILDING APPROVAL STAGE.
  3. ALL PLANS AND ELEVATIONS INDICATIVE ONLY.



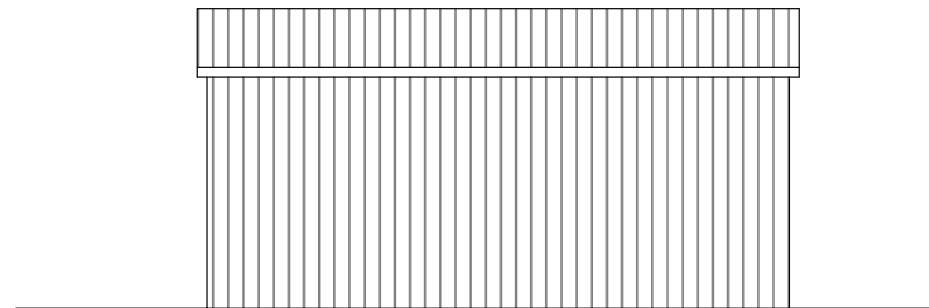
FRONT ELEVATION  
SCALE 1:50



SIDE ELEVATION  
SCALE 1:50



FRONT ELEVATION  
SCALE 1:50



SIDE ELEVATION  
SCALE 1:50

TITLE: PROPOSED UTILITY AND STORE SHEDS  
PROPOSED CARAVAN PARK  
CORONATION BEACH ROAD  
HOWATHARRA

CLIENT:  
WA & GL BOYS

CERTIFICATE OF TITLE(S) :  
N/A

DATE LAST MODIFIED:  
25/02/2008

SCALE: 1:50 @A3

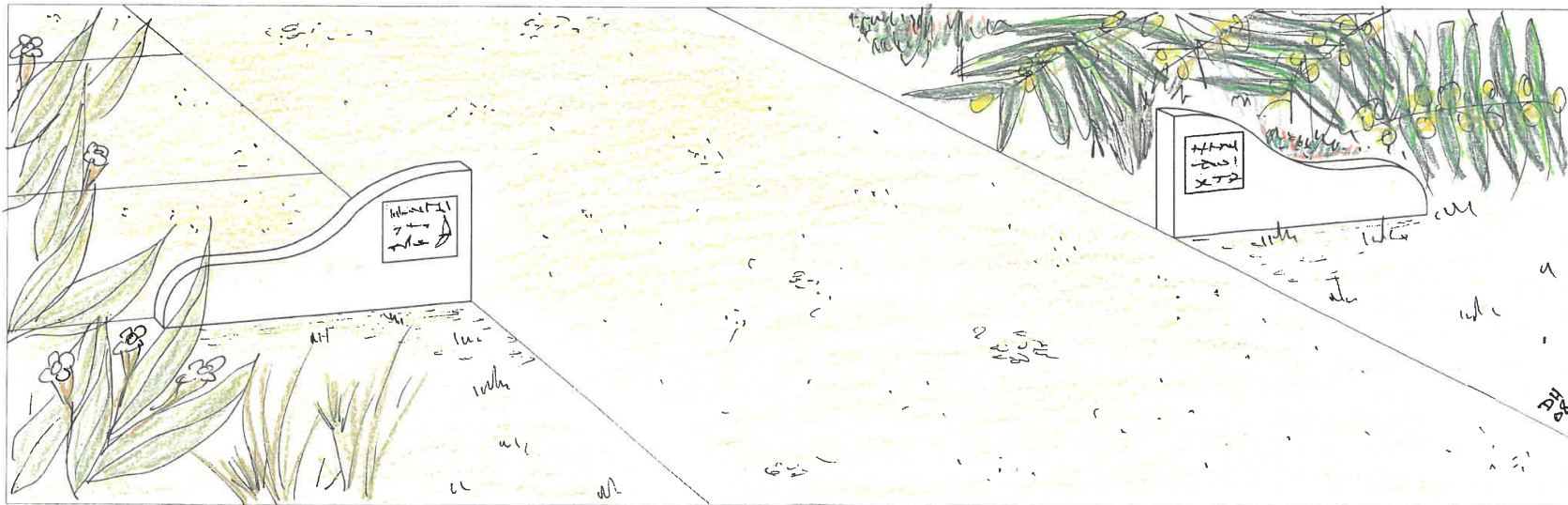
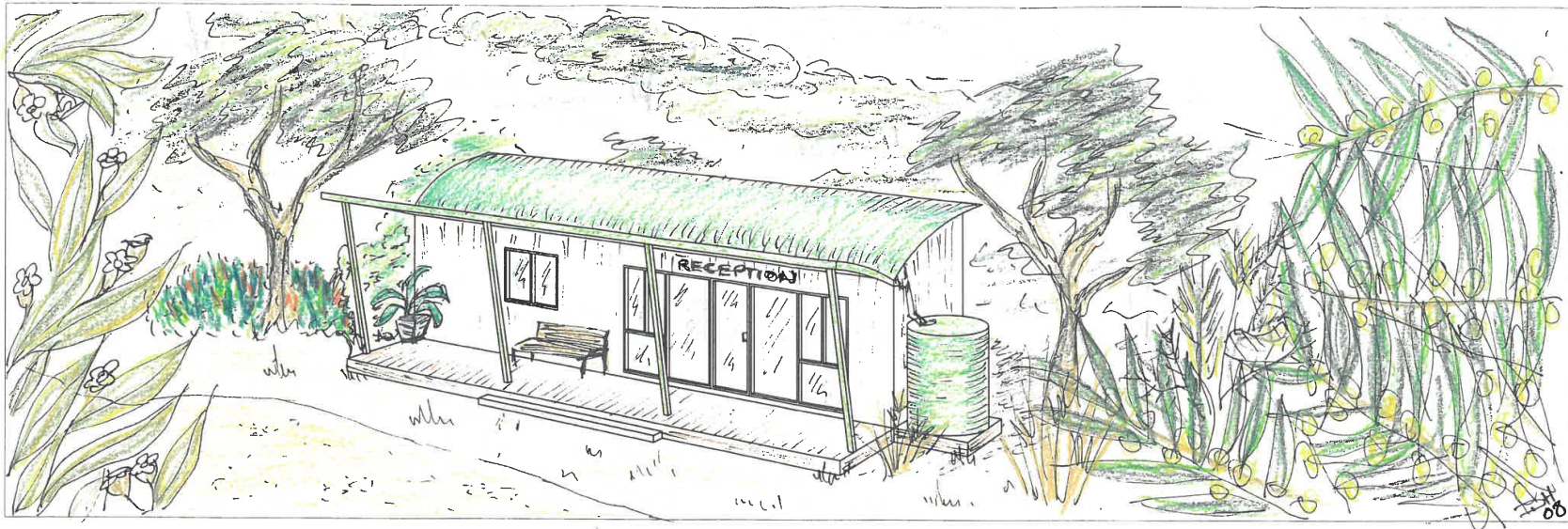


Suite 1 & 2 Geraldton Central  
65 Chapman Road Geraldton WA 6530  
PO BOX 1597 Geraldton WA 6531  
Email : info@landwest.net.au  
Phone : (08) 9965 0550  
Fax : (08) 9965 0559

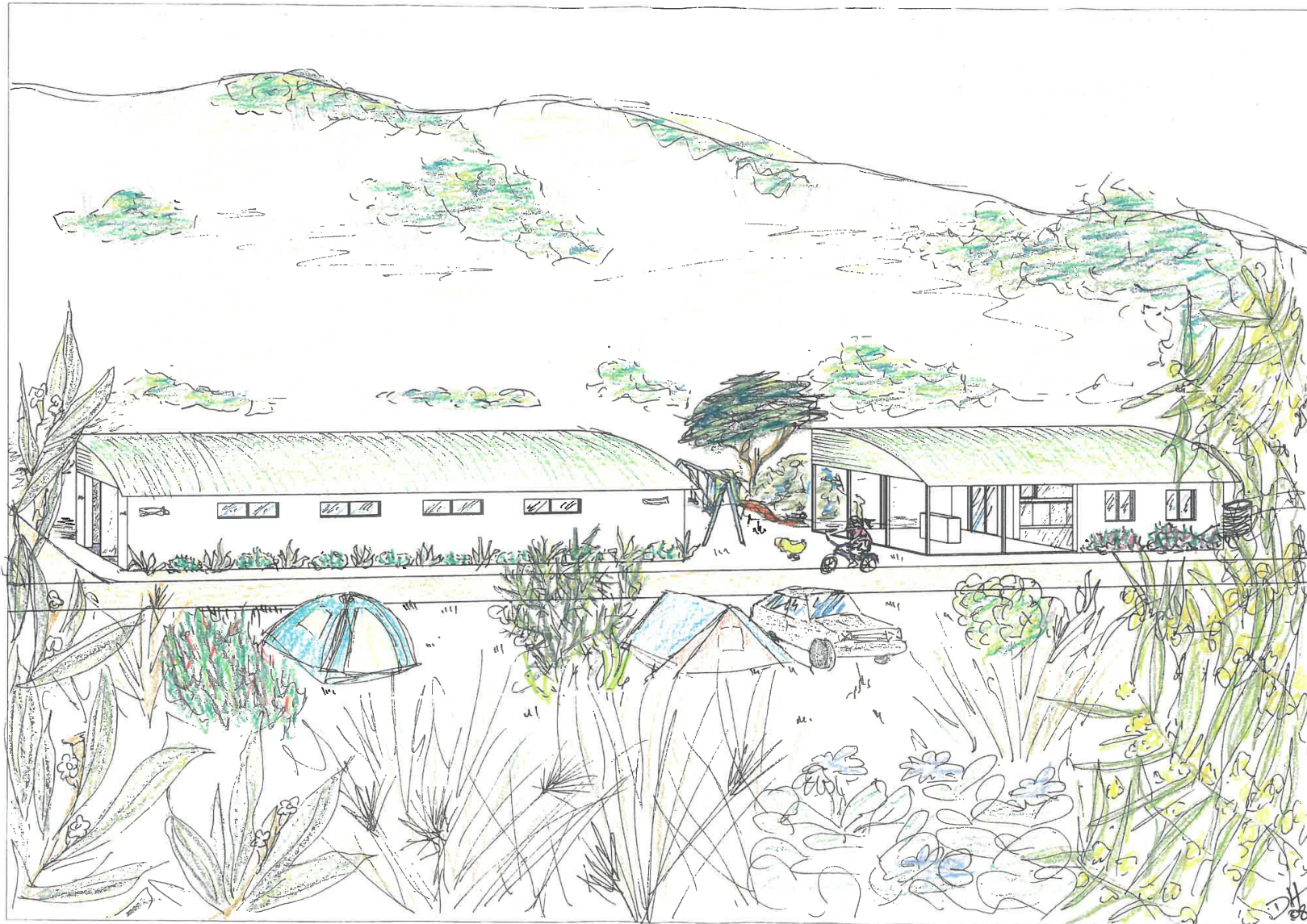
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APPROVED:				
DESIGNED:	DSH	DRAWN:	DSH	
				PLAN: 06164-P4

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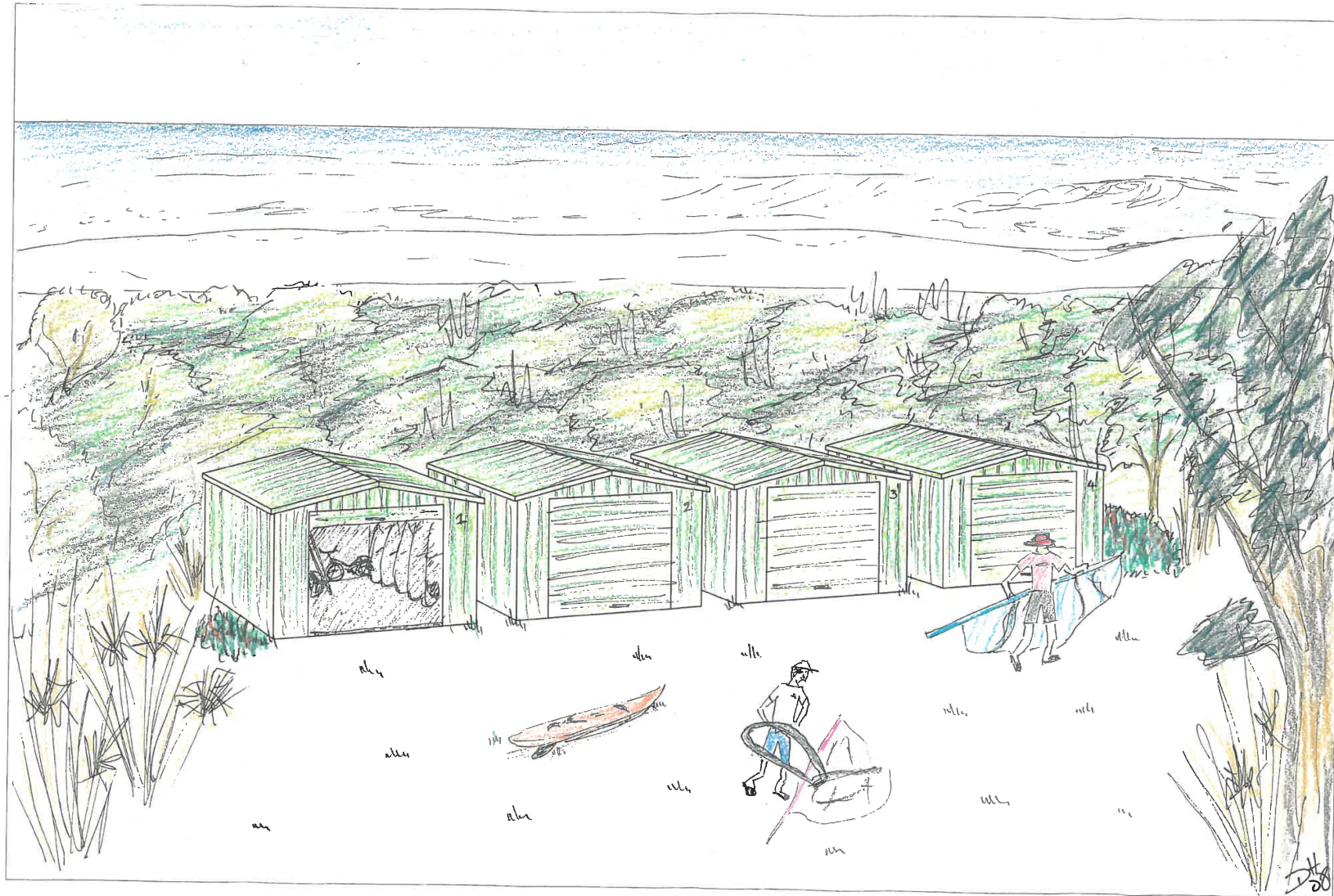












### **10.1.2 Outbuilding Extension**

<b>Department</b>	Development Service Planning
<b>Author</b>	Simon Lancaster
<b>Reference(s)</b>	A1732
<b>Attachment(s)</b>	1. Proposed Pitchford Crest Outbuilding Extension [10.1.2.1 - 4 pages]

### **Voting Requirements**

Simply Majority

### **Staff Recommendation**

That Council grant formal planning approval for an outbuilding extension with a reduced side boundary setback of 3.7m upon 76 (Lot 274) Pitchford Crest, White Peak subject to compliance with the following

Conditions:

- 1 Development shall be in accordance with the approved plan(s) as contained within Attachment 10.1.2 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 buildings or land (not the subject of this consent/approval) considered by the local government Chief Executive Officer to represent significant variation from the approved development plan requires further application and planning approval for that use/addition.
- 3 The development shall be clad in colours that are complementary to the existing outbuilding, and be to a finish, to the satisfaction of the local government.
- 5 All stormwater must be contained and disposed of on-site to the satisfaction of the local government.
- 6 Any soils disturbed or deposited on site shall be stabilised to the satisfaction of the local government.
- 7 The area between the shed and the northern side property boundary must be kept free of items that reduce visual amenity or contribute to fire hazard, and maintained, to the satisfaction of the local government
- 8 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.

Notes:

- (a) 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.
- (b) The application has been determined by Council based upon its specific merit and this determination should not be deemed to create a precedent for future applications.
- (c) 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.

### **Disclosure of Interest**

No officer declared an interest under the *Local Government Act 1995*, Subdivision 1 (LGA 1995) in the preparation of this report.

## Background

Council is in receipt of an application to extend an existing outbuilding upon 76 (Lot 274) Pitchford Crest, White Peak. The extension would result in a side boundary setback of 3.7m which is a variation to the 5m side boundary setback requirement in the 'Rural Residential' zone. The application has been advertised for comment and 1 submission expressing support was received and no objections were received. This report recommends approval.

## Comment

Lot 274 is a 1ha property that contains a single storey residence and outbuilding and slopes downwards from the 120m contour at the rear (eastern end of the property) to the 115m contour towards the front (west) of the property.

**Figure 10.1.2(a) – Location Map for 76 (Lot 274) Pitchford Crest, White Peak**



The existing outbuilding is 164m<sup>2</sup> in area and the proposed 52m<sup>2</sup> extension (comprising 28m<sup>2</sup> enclosed and 24m<sup>2</sup> unenclosed floor area) would create an outbuilding with a total floor area of 216m<sup>2</sup>.

The proposed outbuilding would meet with the maximum 240m<sup>2</sup> floor area requirements of the Shire of Chapman Valley Outbuildings Local Planning Policy, and the proposed 3m height would also meet with the policy's 4.5m maximum wall height/5.5 maximum total height requirements for the 'Rural Residential' zone.

However, the outbuilding extension is proposed to be sited 3.7m from the side (northern) property boundary which is a variation to Schedule 3 of the Shire of Chapman Valley Local Planning Scheme which establishes a minimum side boundary setback requirement of 5m in the 'Rural Residential' zone and the application is therefore required to be presented to Council for determination.

A copy of the application that includes the site, elevation and floor plans and the applicant's supporting correspondence is provided as **Attachment Proposed Pitchford Crest Outbuilding Extension**



**Figure 10.1.2(b) – Aerial photo of 76 (Lot 274) Pitchford Crest, White Peak**



**Figure 10.1.2(c) – View looking east from road along Lot 274 side property boundary**



**Figure 10.1.2(d) – View looking south-east from road at Lot 274 existing built form**





It is considered that the application can be supported based upon the following:

- the general impact of the variation on the wider rural-residential amenity and streetscape would be lessened by the shed being sited 65m back from the front property boundary and 71m back from the Pitchford Crest carriageway;
- the shed extension's visual impact would be reduced through being sited in cut earthworks rather than upon fill, and being only 3m in height;
- the proposed shed meets with the requirements of the Outbuildings Policy pertaining to floor area and height;
- the extension would be constructed with matching colours to the existing outbuilding;
- the lean-to is required to be located on the northern side of the shed, rather than the southern side (where it would comply with the boundary setback requirements) to enable a trailer to be backed directly into it along the existing gravel driveway;
- the landowner of Lot 274 has commenced landscaping that will ultimately assist in reducing the visual impact of the shed from Pitchford Crest;
- Council has the ability to impose condition that the area between the shed and the side boundary be kept free of items that reduce visual amenity or contribute to fire hazard;
- Council has the ability to impose condition that all stormwater runoff from the shed be retained within Lot 274.
- the application was advertised to the surrounding landowners inviting comment and no objections to the proposed development were received;
- the extension to the side of the shed would be in a location that would not impact upon the neighbouring landowner's views, whereas if the shed extension was constructed forward/west of the shed (and thereby comply with the 5m side boundary setback requirement) it would be need to be sited atop fill to achieve a level floor area to the existing shed and this would have a greater visual impact from the road and potential to impact the neighbour's outlook.

## **Statutory Environment**

The report complies with the requirements of the:

Shire of Chapman Valley Local Planning Policy

Shire of Chapman Valley Local Planning Scheme No.3

*Planning & Development (Local Planning Schemes) Regulations 2015*

76 (Lot 274) Pitchford Crest, White Peak is zoned 'Rural Residential 1' under Shire of Chapman Valley Local Planning Scheme No.3 ('the Scheme').

Table 2 of the Scheme lists the objectives of the 'Rural Residential' zone as being:

- “• To provide for lot sizes in the range of 1 ha to 4 ha.
- To provide opportunities for a range of limited rural and related ancillary pursuits on rural-residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land.
- To set aside areas for the retention of vegetation and landform or other features which distinguish the land.”

Schedule 3 of the Scheme sets the minimum rear and side boundary setback in the 'Rural Residential' zone as being 5m.

Section 34 of the Scheme establishes the following in relation to 'Variations to site and development requirements':

- “(2) The local government may approve an application for a development approval that does not comply with an additional site and development requirements.
- (3) An approval under subclause (2) may be unconditional or subject to any conditions the local government considers appropriate.
- (4) If the local government is of the opinion that the non-compliance with an additional site and development requirement will mean that the development is likely to adversely affect any owners or occupiers in the general locality or in an area adjoining the site of the development the local government must –
  - (a) consult the affected owners or occupiers by following one or more of the provisions for advertising applications for development approval under clause 64 of the deemed provisions; and
  - (b) have regard to any expressed views prior to making its determination to grant development approval under this clause.
- (5) The local government may only approve an application for development approval under this clause if the local government is satisfied that –
  - (a) approval of the proposed development would be appropriate having regard to the matters that the local government is to have regard to in considering an application for development approval as set out in clause 67 of the deemed provisions; and
  - (b) the non-compliance with the additional site and development requirement will not have a significant adverse effect on the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.”

Section 37(1) of the Scheme notes the following in relation to the 'Appearance of land and buildings' generally for the Scheme area:

*“Unless otherwise approved by the local government, no person shall erect any building or other structure which by reason of colour or type of materials, architectural style, height or bulk, ornament or general appearance, has an exterior appearance which is out of harmony with existing buildings or the landscape character of the area.”*

Schedule 5(2) of the Scheme notes the following of relevance to this application that applies more specifically to buildings in the 'Rural Residential' zone:

*“(2) Buildings*

- (a) All buildings shall be sited in accordance with the setback requirements specified in the Scheme except where building envelopes are shown on a structure plan or local development plan. Where building envelopes are shown, all buildings and effluent disposal systems shall be located within that envelope.*
- (b) All buildings constructed on the land shall be sympathetic to existing landscape features, predominantly landform, vegetation and amenity in terms of their design, height, location, material and cladding colours.”*

Clause 67 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the following relevant matters to be considered by Council in considering a development application:

- “(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...*
- ...(g) any local planning policy for the Scheme area;*
- (h) any structure plan or local development plan that relates to the development;...*
- ...(m) the compatibility of the development with its setting including:*
  - (i) the compatibility of the development with the desired future character of its setting; and*
  - (ii) relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) the amenity of the locality including the following —*
  - (i) environmental impacts of the development;*
  - (ii) the character of the locality;*
  - (iii) social impacts of the development;...*
- ...(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;*
- (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;...*
- ...(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- (y) any submissions received on the application;...*
- ...(zb) any other planning consideration the local government considers appropriate.”*

## **Policy/Procedure Implications**

A Policy or Procedure is affected:

Planning and Development Policy & Procedures

Schedule 2 Part 2 Division 2 Clauses 3-6 of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides for Council to prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area.

Council has prepared Shire of Chapman Valley Local Planning Policy 1.4 – Outbuildings to guide assessment of applications and a copy of this policy can be viewed at the following link:

[SoCV LPP 1 4 Outbuildings.pdf \(chapmanvalley.wa.gov.au\)](#)

A Local Planning Policy does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the policy and the objectives which the policy is designed to achieve before making its determination.

In most circumstances the Council will adhere to the standards prescribed in a Local Planning Policy, however, the Council is not bound by the policy provisions and has the right to vary the standards and approve development where it is satisfied that sufficient justification warrants a concession and the variation granted will not set an undesirable precedent for future development.

The proposed extension would create an outbuilding with a total area of 216m<sup>2</sup> with a 3m height and would meet with the maximum 360m<sup>2</sup> area (comprising 240m<sup>2</sup> enclosed & 120m<sup>2</sup> open-sided floor area) and maximum 4.5m wall height/5.5m total height requirements of the Outbuildings policy.

The application is unable to be determined by Shire staff under delegated authority and has been placed before Council for determination as it seeks variation to the following aspect of the Outbuildings policy:

*“6.7.c For lots zoned ‘Rural-Residential’, ‘Rural Smallholding’ and ‘Rural’ the Outbuildings are to be setback in accordance with the Local Planning Scheme, or if applicable located within a defined building envelope.”*

## **Financial Implications**

No Financial Implications Identified.

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **COMMUNITY HEALTH & LIFESTYLE**

1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues.

1.1.1 Development of plans and strategies relevant to emerging population needs.

#### **ENVIRONMENT & SUSTAINABILITY**

3.2 Maintain the rural identity of the Shire.

3.2.1 Develop western peri-urban environment in context to rural lifestyle.

## **Consultation**

Section 7.2 of the Shire’s Outbuildings Local Planning Policy notes that applications seeking variation require consultation as follows:

*“7.1 Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local*

*Planning Scheme before being placed before a meeting of Council for determination.”*

The application was advertised from 9 March 2023 until 31 March 2023 with the Shire writing to the 6 surrounding landowners inviting comment. An advisory sign was placed on-site and the application was also placed on the Shire website and made available for viewing at the Shire office.

At the conclusion of the advertising period, 1 submission had been received expressing support for the application, no objections were received.

### **Risk Assessment**

No Risks have been Identified.



1<sup>st</sup> March 2023

Simon Lancaster  
PO Box 1  
Chapman Valley Road  
Nabawa WA 6532

Dear Sir,

Please find attached our application to extend our existing shed by one 4-metre bay to the North, at our property 76 Pitchford Crest, in White Peak.

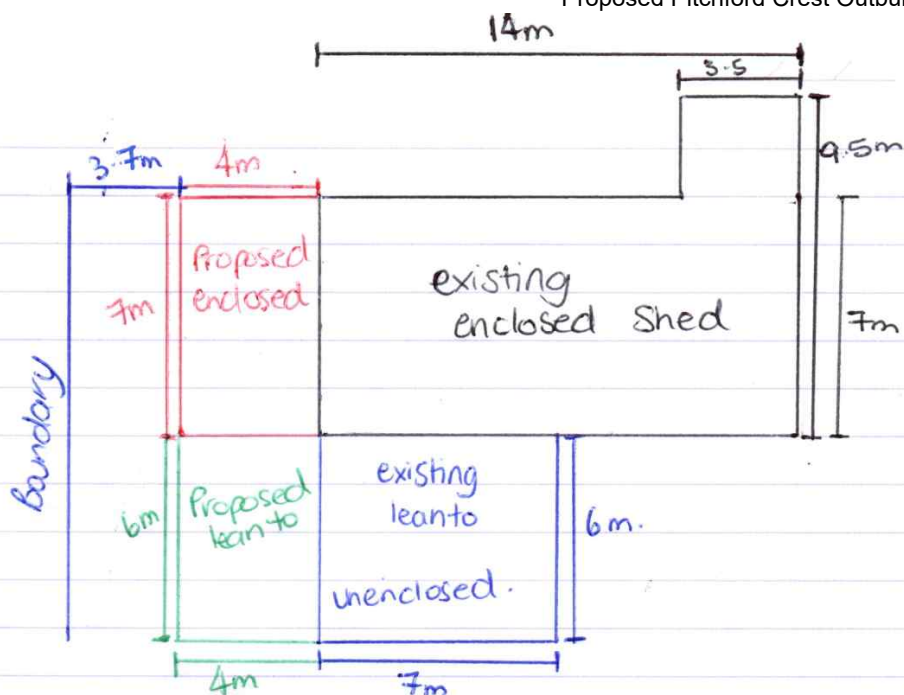
Please see enclosed completed planning and building application forms, as well as an aerial photo of our property marked up with dimensions of existing shed with proposed extension along with full shed and lean-to engineering details. The extension and lean-to will be an exact copy of the existing structures following all structural standards and with the same existing colours and materials to the existing shed. The lean-to will be installed using Lysaght brackets as per existing approved lean-to structure.

The proposed shed extension will be setback 6.5m from the road and will be behind the setback line of the house. The 3.7 m distance between the shed and the fence will allow enough room to drive a vehicle around. The shed will be designed to retain stormwater runoff on the property and not discharge onto the neighbour's property, and will have minimal impact upon the streetscape. The area between the shed extension and the boundary line will be kept clear of materials and mowed as well as the structure being constructed of metal/non-flammable material so that this area will not be of any increased fire risk.

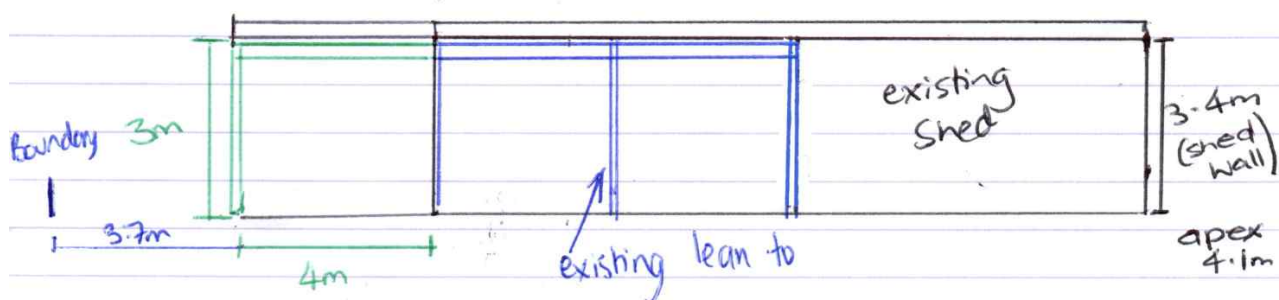
Kind regards,

Adam and Jackie McMahon



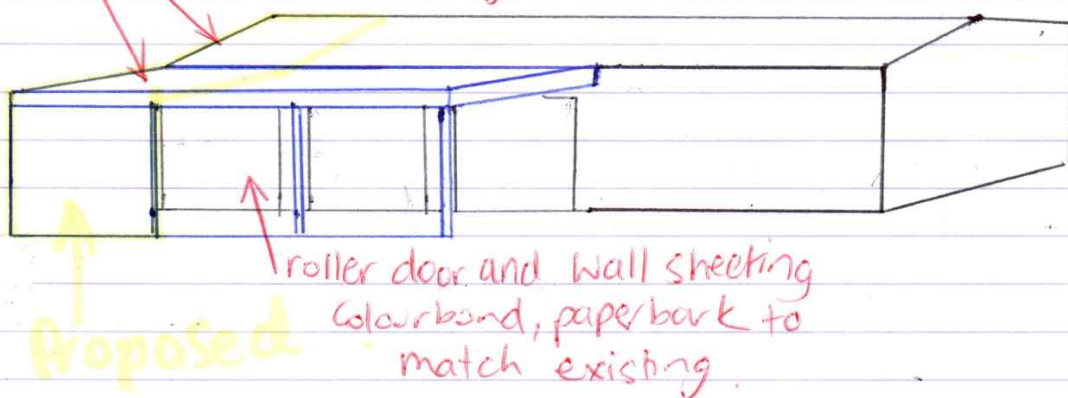


Plan



West Elevation

roof sheeting  
Colourbond Ironstone to match existing



roller door and wall sheeting  
Colourbond, paperbark to match existing

Proposed



## 10.2 Manager of Finance & Corporate Services

10.2.1	FARM Committee
Department	Finance, Governance & Corporate Services Finance Risk Management
Author	Dianne Raymond
Reference(s)	403.05
Attachment(s)	1. Unconfirmed Minutes FARM [10.2.1.1 - 57 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

Council receives and endorse the Finance, Audit and Risk Management Committee Minutes with all recommended improvements for compliance and control

### Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

### Background

The Shire of Chapman Valley Finance, Audit & Risk Committee met on the 15 March 2023 via a TEAMS meeting. The Minutes of the meeting have been supplied under separate cover.

### Comment

The Minutes and recommendations from the Finance, Audit & Risk Committee meeting dated 15 March 2023 are presented for Council consideration.

The Financial Management Review conducted by Dry Kirkness covered the period 1 July 2019 to 30 June 2022 in relation to financial management controls and was performed in October 2022. Audit officers from Dry Kirkness attended the office and performed a

- (a) Review of the Shire's compliance with Local Government laws and regulations through enquiry, inspection and observation.
- (b) Review of the appropriateness and effectiveness of the Shire's systems and procedures in relation to financial management by performing system walkthroughs, enquiry, inspection, and observation.

The scope included review of policies, procedures and plans for legislative compliance and internal controls and has noted areas of concern which are detailed in the attached Financial



Management Review Report. Findings are detailed in relation to these areas are categorized as “Moderate” or “Minor”, which indicate a generally good system of internal control. Recommendations for improvement identified during the review have been discussed with management (Manager Finance & Corporate Services, Chief Executive Officer and Financial Services Officer) and action plans or implementation to address these risks within acceptable timeframes were agreed upon.

All areas of concern have been noted with a management comment in red in the attached Financial Management Review Report.

## **Statutory Environment**

The report complies with the requirements of the:  
Local Government Act 1995  
Local Government (Financial Management) Regulations 1996

## **Policy/Procedure Implications**

No Policy or Management Procedure affected.

## **Financial Implications**

No Financial Implications Identified.

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

## **Consultation**

Elected Members and staff discussed the outcomes of the independent audits and recommended management procedures.

## **Risk Assessment**

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

An Insignificant Compliance Risk of Level 1 - Which will likely result in no noticeable regulatory or statutory impact.



# **FINANCE, AUDIT & RISK MANAGEMENT COMMITTEE**

## **Minutes**



Meeting Date Wednesday 15 March 2023

Meeting Time 2:30 pm

Held via TEAMS

UNCONFIRMED MINUTES

Finance Audit and Risk Management Committee 15 March 2023 - Minutes

## ACKNOWLEDGEMENT OF COUNTRY

The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.

We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples.

## 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 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 of 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.

Finance Audit and Risk Management Committee 15 March 2023 - Minutes

## COMMITTEE PURPOSE & DELEGATIONS

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.

- Delegations – Nil

The Finance, Audit & Risk Management Committee is comprised of:

Cr Warr

Cr Batten

Cr Forth

Cr Davidson

Grant Middleton (External, Independent Member)

CEO

Manager Finance & Corporate Services

UNCONFIRMED MINUTES



## Finance Audit and Risk Management Committee 15 March 2023 - Minutes

<b>1 Declaration of Opening &amp; Announcements of Visitors .....</b>	<b>6</b>
<b>2 Announcements from the Presiding Member.....</b>	<b>6</b>
<b>3 Record of Attendance .....</b>	<b>6</b>
<b>3.1 Attendees .....</b>	<b>6</b>
<b>3.2 Apologies .....</b>	<b>6</b>
<b>4 Disclosure of Interest .....</b>	<b>6</b>
<b>5 Petitions/Deputations/Presentations.....</b>	<b>6</b>
<b>5.1 Petitions .....</b>	<b>6</b>
<b>5.2 Presentations .....</b>	<b>7</b>
<b>5.3 Deputations .....</b>	<b>7</b>
<b>6 Confirmation of Minutes from previous meetings .....</b>	<b>7</b>
<b>7 Items to be dealt with En Bloc .....</b>	<b>7</b>
<b>8 Officers Reports .....</b>	<b>8</b>
<b>8.1 Compliance Audit Return .....</b>	<b>8</b>
<b>8.2 Financial Management Review .....</b>	<b>11</b>
<b>9 New Business of an Urgent Nature Introduced by Decision of the     Meeting.....</b>	<b>14</b>
<b>10 Closure .....</b>	<b>14</b>

Finance Audit and Risk Management Committee 15 March 2023 - Minutes

## 1 Declaration of Opening & Announcements of Visitors

The President welcomed elected members, staff and visitors to the council meeting and declaring the meeting open at 2:35 pm.

The Shire acknowledged the traditional landowners through the reading of our Acknowledgement of Country.

*"The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.*

*We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples."*

## 2 Announcements from the Presiding Member

Nil

## 3 Record of Attendance

### 3.1 Attendees

The following attended the council meeting:

#### Elected Members

Cr Kirilee Warr (President)  
Cr Darrell Forth (Deputy President)  
Cr Nicole Batten  
Cr Beverley Davidson

#### Officers

Jamie Criddle, Chief Executive Officer  
Dianne Raymond, Manager Finance & Corporate Services  
Beau Raymond, Minute Taker

#### Visitors

Nil

### 3.2 Apologies

Grant Middleton (External Independent Member)

## 4 Disclosure of Interest

Nil

## 5 Petitions/Deputations/Presentations

### 5.1 Petitions

The Council has not received any petitions at the time of writing this report

Finance Audit and Risk Management Committee 15 March 2023 - Minutes

## 5.2 Presentations

The Council does not anticipate any presentations at the time of writing this report.

## 5.3 Deputations

The Council has not received any deputations at the time of writing this report.

## 6 Confirmation of Minutes from previous meetings

### Council Resolution

**Moved:** Cr Darrell Forth **Seconded:** Cr Beverley Davidson

That the Minutes of the Finance, Audit and Risk Management Committee Meeting held on 14 December 2022 be confirmed as true and accurate.

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Kirrilee Warr and Cr Nicole Batten

**Against** Nil

4 / 0

**CARRIED UNANIMOUSLY**  
Minute Reference FARMC 2023/03-1

## 7 Items to be dealt with En Bloc

Nil

Finance Audit and Risk Management Committee 15 March 2023 - Minutes

## 8 Officers Reports

8.1	Compliance Audit Return
<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	403.05 & 305.12
<b>Attachment(s)</b>	1. Compliance Audit Return 2022 [8.1.1 - 11 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

The Finance, Audit &amp; Risk Management Committee recommends the following to Council:

1. The 2022 Compliance Audit Return be signed by CEO and Shire President
2. The 2022 Compliance Audit Return be received and recorded in the Minutes of Council
3. The 2022 Compliance Audit Return is submitted to the Department of Local Government and placed on the Shire website.

### Council Resolution

**Moved:** Cr Darrell Forth **Seconded:** Cr Nicole Batten

The Finance, Audit &amp; Risk Management Committee recommends the following to Council:

1. The 2022 Compliance Audit Return be signed by CEO and Shire President
2. The 2022 Compliance Audit Return be received and recorded in the Minutes of Council
3. The 2022 Compliance Audit Return is submitted to the Department of Local Government and placed on the Shire website.

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Kirrilee Warr and Cr Nicole Batten**Against** Nil

4 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference FARMC 2023/03-2**

### Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

### Background

Finance Audit and Risk Management Committee 15 March 2023 - Minutes

Every Local Government Authority in Western Australia is required to complete the Compliance Audit Return (CAR) each year. The purpose of this item is to present the 2021 Compliance Audit Return to the Committee to review prior to going to Council for formal adoption and forwarding a certified copy to the Department of Local Government.

**Comment**

A Draft copy of the Shire of Chapman Valley 2022 Compliance Audit Return has been provided to Councillors as attachment ***Compliance Audit Return 2022***

**Statutory Environment**

No Financial Implications Identified.

**Long Term Financial Plan**

No major effect is anticipated on the Long Term Financial Plan.

**Policy/Procedure Implications**

No Policy or Management Procedure affected.

**Financial Implications**

No Financial Implications Identified.

**Long Term Financial Plan**

No major effect is anticipated on the Long Term Financial Plan.

**Strategic Implications**

Nil

**Strategic Community Plan/Corporate Business Plan Implications****GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

**Consultation**

Council staff have been consulted as part of the process to complete the Compliance Audit Report.

**Risk Assessment**



Finance Audit and Risk Management Committee 15 March 2023 - Minutes

An Insignificant Health Risk of Level 1 - Which could result in negligible injuries.

An Insignificant Service Disruption Risk of Level 1 - Which will likely resulting in no material service disruption.

An Insignificant Reputational Risk of Level 1 - Which will likely result in unsubstantiated, low impact, low profile or 'no news' item.

UNCONFIRMED MINUTES

Finance Audit and Risk Management Committee 15 March 2023 - Minutes

8.2 Financial Management Review	
<b>Department</b>	Finance, Governance & Corporate Services Finance
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	312.00
<b>Attachment(s)</b>	1. Financial Management Review Report 2022 [8.2.1 - 19 pages]

**Voting Requirements**

Simply Majority

**Staff Recommendation**

The Finance, Audit & Risk Management Committee recommends to Council that the items identified and management comments (as action plans) be endorsed.

**Council Resolution**

**Moved:** Cr Nicole Batten    **Seconded:** Cr Darrell Forth

The Finance, Audit & Risk Management Committee recommends to Council that the items identified and management comments (as action plans) be endorsed.

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Kirilee Warr and Cr Nicole Batten

**Against** Nil

4 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference FARMC 2023/03-3**

**Disclosure of Interest**

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

**Background**

The Shire is required by legislation (*Local Government (Financial Management) Regulation, 1996*) to undertake a review on the financial management procedures of the organisation i.e.

5. *CEO's duties as to financial management*

(2) *The CEO is to —*

## Finance Audit and Risk Management Committee 15 March 2023 - Minutes

- (a) *ensure that the resources of the local government are effectively and efficiently managed; and*
- (b) *assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
- (c) *undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.*

The Shire of Chapman Valley has recently undertaken the latest review in accordance with the legislated time frame stipulated and received the *Financial Management Review Report* from Dry Kirkness (Audit) Pty Ltd

**Comment**

The review covered the period 1 July 2019 to 30 June 2022 in relation to financial management controls and this was performed in October 2022. Audit officers from Dry Kirkness attended the office and performed a

- (a) *Review of the Shire's compliance with Local Government laws and regulations through enquiry, inspection and observation.*
- (b) *Review of the appropriateness and effectiveness of the Shire's systems and procedures in relation to financial management by performing system walkthroughs, enquiry, inspection, and observation.*

*The scope included review of policies, procedures and plans for legislative compliance and internal controls and has noted areas of concern which are detailed in the attached Financial Management Review Report. Findings are detailed in relation to these areas are categorized as "Moderate" or "Minor", which indicate a generally good system of internal control. Recommendations for improvement identified during the review have been discussed with management (Manager Finance & Corporate Services, Chief Executive Officer and Financial Services Officer) and action plans or implementation to address these risks within acceptable timeframes were agreed upon.*

All areas of concern have been noted with a management comment in red in the attached Financial Management Review Report.

**Statutory Environment****Long Term Financial Plan**

No major effect is anticipated on the Long Term Financial Plan.

**Policy/Procedure Implications**

Finance Audit and Risk Management Committee 15 March 2023 - Minutes

No Policy or Management Procedure affected.

### **Financial Implications**

#### **Long Term Financial Plan**

No major effect is anticipated on the Long Term Financial Plan.

### **Strategic Implications**

The financial management review of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning.

#### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

#### **Consultation**

Council staff have been in contact and discussion with the audit officers throughout the audit review process.

#### **Risk Assessment**

A Minor Financial Impact Risk of Level 2 - Which will likely be between \$1,001 to \$10,000.

An Insignificant Service Disruption Risk of Level 1 - Which will likely resulting in no material service disruption.

An Insignificant Compliance Risk of Level 1 - Which will likely result in no noticeable regulatory or statutory impact.

Finance Audit and Risk Management Committee 15 March 2023 - Minutes

## **9 New Business of an Urgent Nature Introduced by Decision of the Meeting**

Nil

## **10 Closure**

The Shire President thanked Elected Members and Staff for their attendance and closed the Finance Audit and Risk Management Committee 15 March 2023 at 2:52 pm.

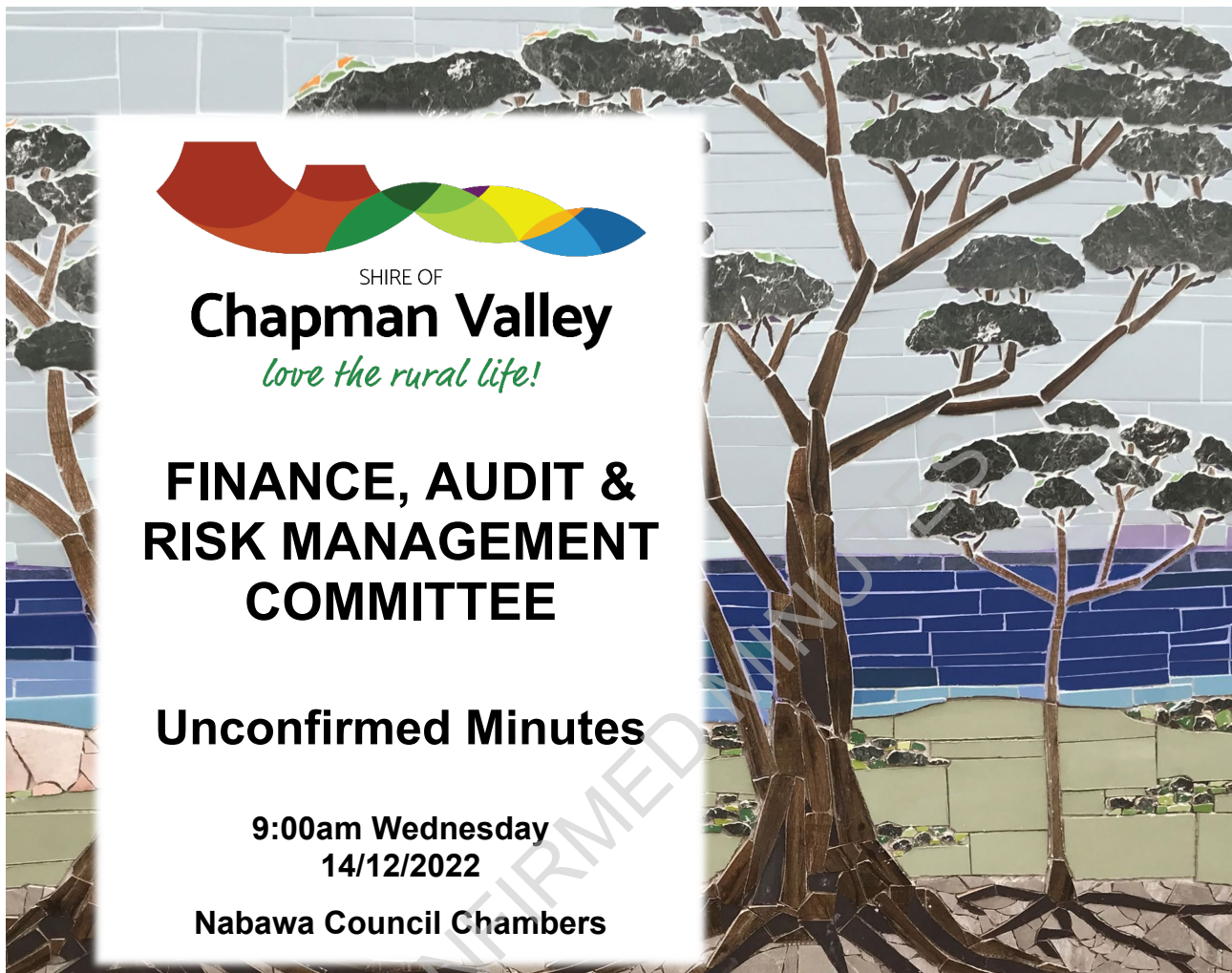
UNCONFIRMED MINUTES

## **Finance Audit and Risk Management Committee 15 March 2023 Attachments**

<b>6.1 Finance, Audit and Risk Management Committee Meeting held on 14 December 2022.....</b>	<b>2</b>
<b>6.1.1 att. Unconfirmed Minutes FARM Committee - December 2022.....</b>	<b>2</b>
<b>8.1 Compliance Audit Return.....</b>	<b>14</b>
<b>8.1.1 Compliance Audit Return 2022.....</b>	<b>14</b>
<b>8.2 Financial Management Review.....</b>	<b>25</b>
<b>8.2.1 Financial Management Review Report 2022.....</b>	<b>25</b>

UNCONFIRMED MINUTES





**Committee Purpose & Delegations**

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.

Delegation – Nil

The Finance, Audit & Risk Management Committee is comprised of:

**4 x Councillors**

- Cr Warr (Presiding Member)
- Cr Forth
- Cr Davidson
- Cr Batten
- Grant Middleton (External, Independent Member)

**Observers:**

- CEO
- Manager Finance & Corporate Services

## 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.

**Jamie Criddle**  
**CHIEF EXECUTIVE OFFICER**

## Table of Contents

<b>1.0</b>	<b>DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS.....</b>	<b>4</b>
<b>2.0</b>	<b>ANNOUNCEMENTS FROM THE PRESIDING MEMBER.....</b>	<b>4</b>
<b>3.0</b>	<b>RECORD OF ATTENDANCE .....</b>	<b>4</b>
<b>3.1</b>	<b>Attendees.....</b>	<b>4</b>
<b>3.2</b>	<b>Apologies.....</b>	<b>4</b>
<b>3.3</b>	<b>Previously Approved Leave of Absence .....</b>	<b>4</b>
<b>4.0</b>	<b>DISCLOSURE OF INTEREST .....</b>	<b>4</b>
<b>5.0</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS.....</b>	<b>5</b>
<b>5.1</b>	<b>Petitions .....</b>	<b>5</b>
<b>5.2</b>	<b>Presentations.....</b>	<b>5</b>
<b>5.3</b>	<b>Deputations.....</b>	<b>5</b>
<b>6.0</b>	<b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS.....</b>	<b>5</b>
<b>6.1</b>	<b>Finance, Audit &amp; Risk Management Committee held on 31 January 2022.....</b>	<b>5</b>
<b>7.0</b>	<b>ITEMS TO BE DEALT WITH EN BLOC .....</b>	<b>6</b>
<b>8.0</b>	<b>OFFICERS REPORTS .....</b>	<b>6</b>
<b>8.1</b>	<b>Independent Audit Report 30 June 2022.....</b>	<b>8</b>
<b>8.2</b>	<b>Management Report 30 June 2022.....</b>	<b>10</b>
<b>9</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING .....</b>	<b>12</b>
<b>10</b>	<b>CLOSURE.....</b>	<b>12</b>

## **ORDER OF BUSINESS**

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

Presiding member declared meeting open at 9:03am.

I would like to acknowledge the traditional owners of the land we are meeting on today, the Naaguja people, and we pay our respects to elders both past, present and emerging

### **2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

### **3.0 RECORD OF ATTENDANCE**

#### **3.1 Attendees**

Elected Members	In	Out
Cr Warr (Presiding Member)	9:03am	9:08am
Cr Forth	9:03am	9:08am
Cr Davidson	9:03am	9:08am
Cr Batten	9:03am	9:08am
Grant Middleton (External, Independent Member)	9:03am	9:08am

Officers	In	Out
Jamie Criddle - Chief Executive Officer	9:03am	9:08am
Dianne Raymond - Manager Finance & Corporate Services	9:03am	9:08am
Beau Raymond – Minute Taker	9:03am	9:08am

Visitors	In	Out
Nil		

#### **3.2 Apologies**

Nil

#### **3.3 Previously Approved Leave of Absence**

Nil

### **4.0 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."

## 5.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

### 5.1 Petitions

Nil

### 5.2 Presentations

Nil

### 5.3 Deputations

Nil

## 6.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

### 6.1 Finance, Audit & Risk Management Committee held on 31 January 2022.

#### COMMITTEE RESOLUTION

MOVED: Cr Forth

SECONDED: Cr Davidson

The Minutes of the Ordinary Meeting of Council held on 31 January 2022 be confirmed as true and accurate.

Voting 5/0

CARRIED

Minute Reference: FARM 12/22-01

Finance Audit and Risk Management Committee - 15 March 2023 - Unconfirmed Minutes FARM Committee - December 2022

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

**8.0 OFFICERS REPORTS**

UNCONFIRMED MINUTES



## **8.0**

# **Chief Executive Officer and Manager Finance & Corporate Services**

- 8.1 Independent Auditor Report 2022
- 8.2 Management Report 2022

**8.1 Independent Audit Report 30 June 2022**

<b>PROPONENT:</b>	Finance, Audit & Risk Management Committee
<b>SITE:</b>	Council Chambers
<b>FILE REFERENCE:</b>	403.05 & 305.00
<b>PREVIOUS REFERENCE:</b>	Nil
<b>DATE:</b>	14 <sup>th</sup> December 2022
<b>AUTHOR:</b>	Dianne Raymond, Manager of Finance & Corporate Services

**SUPPORTING DOCUMENTS:**

Ref	Title	Attached to Report	Under Separate Cover
8.1(a)	Independent Auditors Report 30 June 2022		✓

**DISCLOSURE OF INTEREST**

Nil

**BACKGROUND**

The Shire of Chapman Valley has received the Independent Audit Report from its Auditors; Nexia Perth performed this audit on behalf of the Office of Auditor General (Please refer to Audit Report Letter submitted at Attachment 8.2(a)).

**COMMENT**

Councilors, Chief Executive Officer, Acting Manager of Finance & Corporate Services met (via teleconference) with representatives from the Office of the Auditor General for Western Australia (OAG) and the OAG appointed Auditors, Nexia Perth, on 12<sup>th</sup> of December 2022 for an audit exit meeting. Both the OAG and Nexia Perth reported on Key Audit Risks and Focus Areas as outlined in the original Audit Strategy Memorandum.

During the exit meeting attention was drawn to findings which are of a sufficient concern to warrant action being taken in the following areas:

- Fair Value of Infrastructure Assets – Frequency of Valuations.
- Non-Compliance with Regulation 5 of the Local Government (Financial Management) Regulations 1996 – Timeliness of review.
- Bank reconciliation prepared without review - Absence of Manager Signature Only.

The only item considered as significant being Fair Value of Infrastructure Assets, the OAG considers the Shire should perform a robust formal review of infrastructure assets on an annual basis. Currently the shire performs a yearly management review in between a formal external revaluation being performed every five years. With the OAG interpretation of a “robust review” being currently undefined, further information will be provided by the OAG and Minister for Local Government in early 2023.

**STATUTORY ENVIRONMENT**

Part 7 Local Government Act 1995 and the Local Government (Audit) Regulations 1996

**POLICY/PROCEDURE IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The long-term financial viability of the Shire is of importance for future service delivery levels provided to the Shire's constituents

Finance Audit and Risk Management Committee - 15 March 2023 - Unconfirmed Minutes FARM Committee - December 2022

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

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

**STRATEGIC IMPLICATIONS**

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

**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 policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines

**CONSULTATION**

Council staff have been in contact and discussion with the OAG and Council auditors throughout the audit review process.

**RISK ASSESSMENT**

Low risk as it is considered the Council remains in a sound financial position and management procedures are sound.

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

**MOVED: Grant Middleton**

**SECONDED: Cr Batten**

**COMMITTEE RESOLUTION/STAFF RECOMMENDATION**

The Finance, Audit & Risk Management Committee recommends to Council:

1. That the Independent Audit Report for year ending 30 June 2022 be received.
2. That Council to consider correspondence to the Minister for Local Government, the Department of Local Government and the Office of the Auditor General disputing the severity of the risk (Significant) attached to the Fair Value of Infrastructure Assets – Frequency of valuations due to the materiality of the issue and apparent additional costs to band 4 Local Governments.

**Voting 5/0**

**CARRIED**

**Minute Reference: FARM 12/22-02**

**8.2 Management Report 30 June 2022**

<b>PROPONENT:</b>	Finance, Audit & Risk Management Committee
<b>SITE:</b>	Council Chambers
<b>FILE REFERENCE:</b>	403.05 & 305.00
<b>PREVIOUS REFERENCE:</b>	Nil
<b>DATE:</b>	14 <sup>th</sup> December 2022
<b>AUTHOR:</b>	Dianne Raymond, Manager Finance & Corporate Services

**SUPPORTING DOCUMENTS:**

Ref	Title	Attached to Report	Under Separate Cover
8.2(a)	Management Report 30 June 2022		✓

**DISCLOSURE OF INTEREST**

Nil

**BACKGROUND**

The Shire of Chapman Valley has received the Management Report from its Auditors Nexia Perth who performed this audit on behalf of the Office of Auditor General (Please refer to Audit Report Letter submitted at Attachment 8.3(a).

**COMMENT**

The Management Report is attached with items listed. All matters raised during the interim audit have been addressed as per the management comments.

**STATUTORY ENVIRONMENT**

Part 7 Local Government Act 1995 and the Local Government (Audit) Regulations 1996

**POLICY/PROCEDURE IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The long term financial viability of the Shire is of importance for future service delivery levels provided to the Shire's constituents

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

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning.

**STRATEGIC IMPLICATIONS**

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

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

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies	Review policy categories and set ongoing	Review current Council and Management policies and

Finance Audit and Risk Management Committee - 15 March 2023 - Unconfirmed Minutes FARM Committee - December 2022

	and processes are current and relevant	accountability for review processes	formalise update process and timelines
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**CONSULTATION**

Council staff have been in contact and discussion with Council auditors throughout the audit review process.

**RISK ASSESSMENT**

Low risk as it is considered the Council remains in a sound financial position and management procedures are sound.

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

**MOVED: Cr Forth**

**SECONDED: Cr Davidson**

**COMMITTEE RESOLUTION/STAFF RECOMMENDATION**

The Finance, Audit & Risk Management Committee recommends to Council that the Management Report for the year ending 30 June 2022 be received and actions taken on items listed endorsed.

**Voting 5/0  
CARRIED**

**Minute Reference: FARM 12/22-03**

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

Nil

**10 CLOSURE**

The Presiding Member thanked Elected Members and Staff for their attendance and closed the meeting at 9:08am.

UNCONFIRMED MINUTES



Finance Audit and Risk Management Committee 15 March 2023 Attachments - Minutes

Att: 8.1.1 Compliance Audit Return 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Chapman Valley



Department of  
**Local Government, Sport  
and Cultural Industries**

### Chapman Valley – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2022?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2022?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2022?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2022?	N/A	
5	s3.59(5)	During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes	
2	s5.16	Were all delegations to committees in writing?	Yes	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	Yes	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	
5	s5.18	Has council reviewed delegations to its committees in the 2021/2022 financial year?	Yes	
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	

Finance Audit and Risk Management Committee 15 March 2023 Attachments - Minutes

Att: 8.1.1 Compliance Audit Return 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Chapman Valley



Department of  
**Local Government, Sport  
and Cultural Industries**

7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2021/2022 financial year?	Yes	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022?	Yes	
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	

Finance Audit and Risk Management Committee 15 March 2023 Attachments - Minutes

Att: 8.1.1 Compliance Audit Return 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Chapman Valley



Department of  
**Local Government, Sport  
and Cultural Industries**

7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	

Finance Audit and Risk Management Committee 15 March 2023 Attachments - Minutes

Att: 8.1.1 Compliance Audit Return 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Chapman Valley



Department of  
**Local Government, Sport  
and Cultural Industries**

17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	Yes	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employee of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

Disposal of Property				
No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	Yes	

Finance Audit and Risk Management Committee 15 March 2023 Attachments - Minutes

Att: 8.1.1 Compliance Audit Return 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Chapman Valley



Department of  
**Local Government, Sport  
and Cultural Industries**

Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	Yes	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2022 received by the local government by 31 December 2022?	Yes	
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995	Yes	

Finance Audit and Risk Management Committee 15 March 2023 Attachments - Minutes

Att: 8.1.1 Compliance Audit Return 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Chapman Valley



Department of  
**Local Government, Sport  
and Cultural Industries**

		required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?		
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2022 received by the local government within 30 days of completion of the audit?	Yes	

Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	Yes	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	Yes	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	Yes	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	

Official Conduct				
No	Reference	Question	Response	Comments



Finance Audit and Risk Management Committee 15 March 2023 Attachments - Minutes

Att: 8.1.1 Compliance Audit Return 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Chapman Valley



Department of  
**Local Government, Sport  
and Cultural Industries**

1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	

Finance Audit and Risk Management Committee 15 March 2023 Attachments - Minutes

Att: 8.1.1 Compliance Audit Return 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Chapman Valley



Department of  
**Local Government, Sport  
and Cultural Industries**

5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	N/A	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	N/A	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	Yes	

Finance Audit and Risk Management Committee 15 March 2023 Attachments - Minutes

Att: 8.1.1 Compliance Audit Return 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Chapman Valley



Department of  
**Local Government, Sport  
and Cultural Industries**

15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	Yes	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	Yes	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A	

Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan?	Yes	18/08/2022

Finance Audit and Risk Management Committee 15 March 2023 Attachments - Minutes

Att: 8.1.1 Compliance Audit Return 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Chapman Valley



Department of  
**Local Government, Sport  
and Cultural Industries**

		If Yes, please provide the adoption date or the date of the most recent review in the Comments section?		
<b>2</b>	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	16/06/2022
<b>3</b>	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

Optional Questions				
No	Reference	Question	Response	Comments
<b>1</b>	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2022? If yes, please provide the date of council's resolution to accept the report.	N/A	
<b>2</b>	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2022? If yes, please provide date of council's resolution to accept the report.	N/A	
<b>3</b>	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes	
<b>4</b>	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	

Finance Audit and Risk Management Committee 15 March 2023 Attachments - Minutes

Att: 8.1.1 Compliance Audit Return 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Chapman Valley



Department of  
**Local Government, Sport  
and Cultural Industries**

5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2021/2022 financial year and publish it on the local government's official website by 31 July 2022?	Yes	
8	s6.4(3)	By 30 September 2022, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2022?	Yes	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor/President

\_\_\_\_\_  
Date

D

K

UNCONFIRMED MINUTES

DRY / KIRKNESS

FINANCIAL MANAGEMENT REVIEW REPORT

SHIRE OF CHAPMAN VALLEY  
24 February 2023

Accounting / Audit & Assurance /  
Bookkeeping / Self-Managed  
Superannuation Funds



Finance Audit and Risk Management Committee 15 March 2023 Attached Financial Management Review Report 2022

## Table of Contents

<b>1.1</b>	<b>Background .....</b>	<b>3</b>
<b>1.2</b>	<b>Scope and Methodology .....</b>	<b>3</b>
<b>1.2.1</b>	<b>Legislative Compliance and Internal Controls Review .....</b>	<b>4</b>
<b>1.2.2</b>	<b>Financial Management Review .....</b>	<b>5</b>
<b>Outcomes .....</b>		<b>7</b>
<b>1.2.1</b>	<b>Legislative Compliance and Internal Controls Review .....</b>	<b>7</b>
<b>1.2.2</b>	<b>Financial Management Review .....</b>	<b>7</b>
Appendix A: Recommended Improvements.....		8
Appendix B: List of Policies, Procedures, Plans and Documents covered by this review.....		17

## DISCLAIMER

This report is provided in accordance with the agreed upon procedures engagement letter dated 17 October 2022 and is subject to its terms and conditions.

Our work was limited to that described in this report and was performed in accordance with ASRS 4400 as issued by AUASB. It did not constitute an examination or a review in accordance with generally accepted auditing standards or assurance standards. Accordingly, we provide no opinion or other form of assurance with respect to our work or the information upon which our work was based. We did not audit or otherwise verify the information supplied to us in connection with this review, except to the extent specified in this report.

Our work was based only on the information made available up to the date of the review. Accordingly, changes in circumstances after this date or the availability of other information could affect our findings.

This report is intended solely for Shire of Chapman Valley's internal use and benefit and may not be relied on by any other party. We accept no liability or responsibility to any other party who gains access to this report.

## 1.1 Background

As outlined in our engagement letter dated 17 October 2022, we have been engaged to perform the following procedures in order for the Chief Executive Officer (CEO) to satisfy the requirements of Regulation 5(2) of the *Local Government (Financial Management) Regulations 1996* :

- (a) Review the Shire's compliance with Local Government laws and regulations through enquiry, inspection and observation.
- (b) Review the appropriateness and effectiveness of the Shire's systems and procedures in relation to financial management by performing system walkthroughs, enquiry, inspection, and observation.

Our review covered the period 1 July 2019 to 30 June 2022 in relation to financial management controls and we performed our procedures in October 2022.

The Shire of Chapman Valley is a local government based in Western Australia. The Shire is governed by eight (8) Councilors responsible for planning and making decisions on policies and developments affecting the area.

At the time of the review, the Shire employed approximately twenty-six (26) staff to implement the Council's decisions, running its day-to-day operations and providing a range of programs and services for the community.

## 1.2 Scope and Methodology

The objective of this review is to assess the Shire's compliance with Local Government laws and regulations through enquiry, inspection and observation and review the appropriateness and effectiveness of the Shire's system and procedures in relation to risk management, internal control and financial management systems by performing system walkthroughs, enquiry, inspection and observation.

The scope included review of the policies, procedures and plans in the areas and cycles described in Appendix B to this report.

### 1.2.1 Legislative Compliance and Internal Controls Review

#### Internal Controls Scope:

The following controls were reviewed:

- separation of roles and functions, processing and authorization;
- control of approval of documents, letters and financial records;
- comparison of internal data with other or external sources of information;
- limit of direct physical access to assets and records;
- control of computer applications and information system standards;
- limit access to make changes in data files and systems;
- regular maintenance and review of financial control accounts and trial balances;
- comparison and analysis of financial results with budgeted amounts;
- the arithmetical accuracy and content of records;
- report, review and approval of financial payments and reconciliations; and
- comparison of the result of physical cash and inventory counts with accounting records.

#### Internal Controls Methodology:

- Conduct interviews with key personnel involved in the various internal control process;
- Review policies, plans and assess compliance with industry best practice;
- Assess whether actual practices are in accordance with approved policies, frameworks and plans;
- Performed walkthroughs of all significant transaction cycles. Our decision to perform a walkthrough was based on the significance of a particular cycle in terms of either the dollar value it represented in the annual financial statements (reference year 2021/22) or the strategic importance as noted in the Regulations or discussions from management;
- Obtained an understanding of the Shires IT operating systems and reviewed user access rights to determine whether appropriate segregation has been achieved;
- Report on the appropriateness and the effectiveness of the current systems and procedures.

### Legislative Compliance Scope:

The following areas of the legislative compliance process was reviewed:

- Compliance with legislation and regulations;
  - Annual Compliance Audit Return and reporting to Council the results of that review;
  - Procedures for receiving and treating complaints, including confidential and anonymous employee complaints;
  - Obtain assurance that adverse trends are identified and review management's plans to deal with these;
  - Management disclosures in financial reports;
  - Whether the internal and/or external auditors have regard to compliance and ethics risks in the development of their audit plan and in the conduct of audit projects and report compliance and ethics issues to the Audit Committee;
  - Compliance frameworks dealing with relevant external legislation and regulatory requirements;
- Legislative and regulatory requirements imposed on Audit Committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest.

### Legislative Compliance Methodology:

- Conduct interviews with key personnel involved in the various internal control process;
- Review policies, plans and assess compliance with industry best practice;
- Assess whether actual practices are in accordance with approved policies, frameworks and plans;
- Reviewed key documents and plans to determine if the plans that are required by legislation are adopted and current.
- Report on the appropriateness and the effectiveness of the current systems and procedures.

### 1.2.2 Financial Management Review

## Financial Management Review Scope:

As agreed, our examination covered the period 1 July 2019 to 30 June 2022. We examined the following financial systems and procedures of the Shire:

- Bank reconciliations and Petty Cash
- Trust Funds
- Receipts and receivables
- Rates
- Fees and Charges
- Purchases, payments and payables (Including Purchase Orders)
- Salaries and wages
- Credit Card procedures
- Fixed Assets (Including acquisition and disposal of property)
- Cost and administration overhead allocations
- Minutes of meetings

- Conduct interviews with key personnel involved in the various internal control process;
- Review policies, plans and assess compliance with industry best practice;
- Assess whether actual practices are in accordance with approved policies, frameworks and plans;
- We compared this listing and the relevant areas covered by these policies to the Local Government Act and Regulations, in particular the Local Government (Financial Management) Regulations, as amended from time to time;
- We noted areas of concern, in particular where we identified a lack of documented policies and procedures, or where documented policies and procedures deviated from the requirements of the Regulations;
- We performed walkthroughs of all significant transaction cycles. Our decision to perform a walkthrough was based on the significance of a particular cycle in terms of either the dollar value it represented in the annual financial statements (reference year 2020/21) or the strategic importance as noted in the Regulations or discussions from management;
- From these walkthroughs we noted areas of concern for discussion with management. Areas of concern include any significant deviation from the documented framework, or where the current framework did not address key risk areas;
- From the work performed above, we prepared a draft report to identify specific key risk areas and potential improvement recommendations.



### 1.2.1 Legislative Compliance and Internal Controls Review

The Shire has a number of policies and procedures documented and implemented over key financial areas. Considering the size, resources and operations of the Shire the internal control framework, policies and procedures as described to us are appropriate for most areas of operations. We have identified some recommendations for improvements.

The Council has adopted various governance policies. The Chief Executive Officer is responsible for ensuring that legislative requirements are met, a compliance calendar is used in this process. The Shire's legislative compliance process is appropriate and effective.

From the work performed during our review, we note that the financial management framework is generally in good order.

In particular, we found that all major controls in relation to financial controls for the receipting of monies, control over expenditure, revenue and record keeping are in place and functional.

Therefore, most of our findings in relation to these areas are categorized as “Moderate” or “Minor”, which indicate a generally good system of internal control.

Our detailed recommendations for improvement identified during our review can be found in Appendix A of this report.

These recommendations have been discussed with management and action plans to address these risks within acceptable timeframes were agreed on.

We would like to take this opportunity to thank all staff involved in this review for their courteous assistance, in particular Jamie Criddle, Dianne Raymond, Beau Raymond and the rest of the administration and finance team.

DRY KIRKNESS (AUDIT) PTY LTD

*[Handwritten signature]*

Robert Hall CA  
Director

Date: 24 February 2023

## APPENDIX A: RECOMMENDED IMPROVEMENTS

### RISK RATINGS

The Ratings in this Appendix are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Risk ratings have been assigned to issues raised in this report as follows:

<b>Control is Inadequate</b>	<b>Extreme</b>	Can be expected to occur in most circumstances; more than 75% chance of occurring; complex process with minimal checks & balances; impacting factors outside the control of the organisation. Those findings where there is potentially an extreme risk to the entity should the finding not be addressed by the entity promptly.
	<b>Significant</b>	Will probably occur in most circumstances; 50-75% chance of occurring; complex process with some checks & balances; impacting factors outside the control of the organisation. Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
	<b>Moderate</b>	Might occur at some time; 25 – 50% chance of occurring; previous audits/reports indicate non-compliance; complex process with extensive checks & balances; impacting factors outside control of organisation. Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
<b>Control is Adequate</b>	<b>Minor</b>	Could occur at some time; less than 25% chance of occurring; non-complex process &/or existence of checks and balances. Those findings that are not of primary concern but still warrant action being taken.

## APPENDIX A: RECOMMENDED IMPROVEMENTS

	Area	Audit Findings/Comment	Rating	Implication	Recommendation	Management Comment
<i>Financial Management Review Controls</i>						
1	Rates Revenue	Rates revenue is generated from the Synergy accounting system after importing the rates model. However there is no review of the rates model prepared by the Manager of Finance and corporate services.	Moderate	Errors in the rates modelling module may go undetected.  Rateable property values may not represent property values as provided by Landgate and determined under the Valuation of Land Act 1978 on 1 July as required by the Local Government Act 1995 section 6.28.	We recommend that management review the data in the rates module before importing to the Synergy accounting software.	<i>Management acknowledges the risk and this a resource issue – no skilled rates officer to complete the task and this was undertaken by MFCS. Should resource issues continue the CEO will review rate model in future</i>
2	Rates Revenue	A monthly reconciliation of land values per Landgate reports and the Synergy accounting system is performed by the Manager Finance Corporate Services ("MFCS"). However, there is no evidence of review of the monthly reconciliation.	Minor	Rateable property values may not represent the value of property values as provided by Landgate and determined under the Valuation of Land Act 1978 on 1 July as required by the Local Government Act 1995 section 6.28.	We recommend that management review the monthly reconciliation of land values between the Synergy accounting system and the Landgate reports.  Management review Rates Notices prior to distribution to ratepayers	<i>Management acknowledges the risk and this resource issue – no skilled rates officer to complete the task and this was undertaken by MFCS. Currently this is being outsourced in part with the reconciliation to be done by contractors and reviewed by MFCS</i>
3	Audit Trail Reports	We noted that the Synergy Audit Trail reports for creditor batch payments are not produced and reviewed before each creditor's pay run but rather on a monthly basis.	Minor	There is an increased risk that unauthorised changes to supplier accounts may not be detected prior to payments being released resulting in errors or financial loss to the Shire.	We recommend that Synergy Audit Trail reports for creditor batch payments are produced and reviewed by management before each creditor's pay run.	<i>This has now been implemented and SynergySoft Audit Trail reports for creditor batch payments are produced and reviewed by management before each creditor's pay run.</i>

4	Audit Trail Reports	We noted that the Synergy Audit Trail reports for creditor batch payments are not signed by the preparer or reviewer and there is no evidence of review.	Moderate	There is an increased risk that unauthorised changes to supplier accounts may not be detected prior to payments being released resulting in errors or financial loss to the Shire.	We recommend that Synergy Audit Trail reports are signed and dated by the preparer and reviewer as evidence of preparation and review.	<i>This has now been implemented and SynergySoft Audit Trail reports are signed and dated by the preparer and reviewer as evidence of preparation and review</i>
5	Cash Controls	Cash left in the unmanned donations box at the overnight camping grounds is collected by the Shire Ranger. The cash amount is not counted by the Ranger or recorded prior to hand over to the Shire Administration staff.	Minor	There are no controls in place to ensure that all cash collected from the overnight camping grounds donations box is recorded and handed over to the Shire Administration staff.	We recommend that management consider upgrading the donations box to one that allows for cash to be inserted but only opened by way of key. The box is then required to be opened by the Shire Administration staff who have custody of the key.	<i>Management considers this low risk in the current circumstance yet will place this item to the next building committee for consideration - upgrading the donations box to one that allows for a cash box to be brought back to the administration office and is then required to be opened by the Shire Administration staff who have custody of the key.</i>
6	Cash Controls	We noted two employees conduct the cash count at the end of each day. One of the employees is the Customer Services Officer ("CSO") who signs the daily takings report. We noted that there is no evidence of signature of the second employee.	Moderate	There is a risk of misappropriation of cash if there is no second employee witnessing the cash count.	We recommend that the daily takings report is signed by the Customer Services Officer and second employee observing the cash count.	<i>Management will implement the recommendation that the daily takings report is signed by the Customer Services Officer and second employee observing the cash count.</i>
7	Purchases, Payments and Payables	We have noted that for purchasing decisions, there is no evidence that the Shire's Quotes Evaluation Matrix is	Moderate	There is a risk that the incorrect decision will be made in the approval of quotations and awarding	We recommend that the Shire's Quotes Evaluation Matrix is used in purchasing decisions. All considerations in evaluating	<i>Noted yet: Purchasing Policy CP-024 identifies methods; we also have a panel of pre-qualified suppliers of Plant,</i>

		used in determining which quote is the most appropriate for the Shire. There is no evidence to support what factors were taken into consideration before the approval of quotations and the awarding of jobs.		work to suppliers which may lead to financial loss to the Shire.	quotations are to be documented and signed by the purchasing officer and signed by the delegated authorising officer as evidence of review.	<i>Equipment &amp; Traffic Management Services for Occasional Hire. The quotes evaluation matrix is used when assessing purchases of significant value. Management judgement on value for money in the mid-range purchasing quotes are based on knowledge and experience of the contractors supplying quotes.</i>
8	Supplier Masterfile Changes	We noted that for one of the Supplier Change Details Form selected for review, the form was not completed or signed by the supplier. Only an e-mail from the supplier regarding the change of details was attached.	Moderate	There is a risk that incorrect supplier details are processed to the system without direct confirmation from a valid supplier.	We recommend that Supplier Change Details Form are completed and signed by the supplier to ensure that changes to supplier details as requested by suppliers are accurate and complete.	<i>Management have implemented the recommendation that the Supplier Masterfile Form changes are signed by the supplier and reviewed by MFCS</i>
9	Payroll	It is the policy of the Shire to perform and document reference checks of all employees hired.  We noted 1 instance from our sample where the reference check for an employee was not on record.	Minor	Reference checks are an important procedure in the recruiting process to assist in assessing the suitability and qualification of candidates to the relevant position.  Without reference checks, there is an increased risk that the incorrect candidate without necessary qualifications will be appointed.	We recommend that reference checks are performed for all employees hired and that these are documented and retained on employee files.	<i>Management acknowledge record keeping in some instances have been incomplete. Recruiting managers will be reminded to document and return to HR for record keeping.</i>

10	Journal Entries	<p>We noted that journal entries are prepared by the Senior Finance Officer ("SFO") and approved by the MFCS. The preparation and review are evidenced by way of signature.</p> <p>Currently the SFO &amp; MFCS are close family members and deemed to be related parties.</p>	Significant	<p>As the SFO and MFCS are close family members and deemed related parties, there is an increased risk in the control environment over journal entries. As journals represent a critical financial accounting area in all businesses, this may lead to ineffective detection of fraud and error.</p>	<p>We recommend that close family members and related parties do not review the work of one another as far as practicable.</p> <p>For those key areas, including journal entries, we recommend that the CEO perform the review as part of the month end process.</p>	<p><i>Management acknowledges this area of concern, yet resources are limited and no fraud and/or error has been highlighted by any OAG or other audits to date. The current situation of related parties is a known area and the risk rated as acceptable, however if future internal/external audits or audit committee require a further layer, this will be implemented.</i></p>
<b>Internal Controls</b>						
11	IT Control Environment	<p>Activity logs of the Synergy accounting system do not accurately reflect the actual employee who processed transactions or who affected changes to the system as the name listed in the activity log is based on the login details used to gain access to the system and may not be the actual employee who processed the transaction.</p>	Moderate	<p>The Shire is unable to accurately determine which employee was responsible for processing specific transactions or making changes to the system. Should these transactions or changes be incorrect or harmful to the Shire, no follow up action can be taken with the relevant employee.</p>	<p>We recommend that Activity logs of the Synergy accounting system be enhanced to accurately reflect the actual employee who processed transactions or who affected changes to the system by listing the name of the employee in addition to the login details of the user.</p>	<p><i>Management acknowledges this area of concern. Usernames are kept generic for roles as opposed to individuals. This is a software provider query which will be investigated. Audit trails will identify the user, with restructure of admin no two persons log into the system as the same user so this is in itself a resolution.</i></p>



12	Access to Computers	<p>We noted that employees are not locking the computer screens when they leave their seats and sensitive information could be accessed by staff without the correct authority levels.</p> <p>We further noted 1 instance where the password details of an employee were written on the desktop.</p>	Moderate	<p>There is an increased risk of sensitive data being accessed by staff without the correct authority levels. There are further risks of unauthorised access to the server and specific functionality which could lead to the loss of data integrity, confidentiality and other threats.</p>	<p>We recommend that management educate employees on the risks associated with IT access and encourage employees not to share or display their login details and password.</p>	<p><i>Management will conduct an education process with all employees on the risks associated with IT access and reiterate the IT Policy which states not to share or display their login details and password.</i></p>
13	Access to Computer Login Details	<p>We have identified that the Shire has no control over the User Log for Synergy as this is maintained by a third-party IT contractor. A User Log report is not readily available or reviewed by management on a timely basis.</p>	Moderate	<p>There is an increased risk of financial loss due to cyber-crime going undetected as the User Log report is not made available and not reviewed on a regular and timely basis by management.</p>	<p>We recommend that the Shire consider requesting the User Log report from the IT contractor on a regular basis and perform a review for any suspicious activities or users.</p>	<p><i>Management will forward this identified risk and recommendation to the IT contractor and request user log reports be made available.</i></p>
14	Access to Shire Administration Office	<p>We have noted that certain employees employed in the Works Department have access to the backdoor of the Shire Administration office. There appears to be no control over who has access to the administration office.</p>	Moderate	<p>The Shire Administration office could be accessed by unauthorised persons and sensitive or confidential information could be compromised.</p>	<p>The back door to the Shire Administration office should be locked at all times with a pin-pad security device installed to restrict access to authorized persons only.</p>	<p><i>Management acknowledges this area of concern. The security of the Administration office is currently undergoing an upgrade. Unauthorised persons will not have access to the back door. The back door is now locked at all times. A pin pad system and dongle has been commenced with further upgrades before the end of the financial year. Only administrative employees will have access via the back door all other employees</i></p>

						<i>must access via the front office and request access through their manager.</i>
15	Access to Keys	<p>We noted that there are two key-boxes maintained in the Shire Administration office. One inside the safe and one outside of the safe. The key-box located outside the safe uses a number locking system with access via password. The password is known to all the office employees.</p> <p>We noted that there is a key register, but this is not completed by employees when keys are taken for access to vehicles and machinery. The key to the safe is also accessible by all the employees. We further noted that there are a set of spare keys for vehicles and machinery which are stored in a Ziplock bag on a shelf in the safe.</p>	Moderate	<p>The Shire has no control over the access to keys to various assets and rooms and there is a risk of unauthorised access to assets and rooms. There is a further risk of keys being duplicated and misused.</p> <p>There is no record of which vehicles and machinery are assigned to employees at any given time and there is a risk that employees without the correct delegated authority have access to assets.</p>	<p>We recommend that the password to the key-box located outside the safe is controlled by restricting it to only authorised employees and changed on a regular basis.</p> <p>We recommend that the key register is maintained by employees signing for keys taken to serve as a record of the custody of assets at all times.</p> <p>We further recommend that a regular key and asset verification is performed as well as a reconciliation of physical to recorded keys and assets to identify any missing assets.</p>	<p><i>Management acknowledges this area of concern and will address this with the Building Manager with a view to implement the recommendations for increased controls over access to shire assets.</i></p>
16	Access to Safe	<p>The safe is located in the Shire Administration office with the keys left on the safe door throughout the working day.</p> <p>Administration office staff do not record when they use the safe key in the key register.</p>	Moderate	<p>All employees located in the Shire Administration office have access to the safe and there is an opportunity for the misappropriation of cash held in the safe and the access to confidential information and records.</p> <p>There are also no surveillance monitors in place to record any activity that may be required for</p>	<p>We recommend that only authorised employees with the appropriate delegated authority levels should be allowed access to the safe.</p>	<p><i>Management acknowledges this area of concern and have implemented change with access for the safe being restricted. Only authorised employees with the appropriate delegated authority levels are allowed access to the safe.</i></p> <p><i>A register to record access by employees will be implemented immediately.</i></p>

				<p>future reference should an incident occur.</p> <p>Without an accurate key register there is a risk of not being able to identify which employee accessed the safe at any time should that information be required in the event of an incident.</p>	<p>We recommend that employees record details in the key register instances where they use the safe key.</p>	
17	Access to Shire Depot and Assets	<p>We noted that the Shire depot does not maintain a log of vehicle and machinery assets which are assigned to employees.</p> <p>A vehicle inspection form is maintained which is completed by employees each day and handed over to the mechanic and used for tracking vehicle maintenance levels.</p>	Moderate	<p>There is no record of which vehicles and machinery are assigned to employees at any given time.</p> <p>There is a risk that employees without the correct delegated authority have access to assets.</p> <p>The Shire may not be covered by insurance should there be an accident or incident which could result in financial loss to the Shire.</p>	<p>We recommend that a log is maintained to record details of vehicle and machinery assets which are assigned to employees.</p>	<p><i>Management acknowledges there is an area of concern for access and use of assets such as vehicles and machinery and will maintain a record detailing which assets are assigned to employees.</i></p>
18	Access to Employee Files	<p>We noted that the keys to the human resources filing cabinet containing confidential employee information is made available to employees other than those with the appropriate delegated authority without an appropriate authorisation form.</p>	Moderate	<p>There is a risk of access to confidential employee information by those employees without the appropriate level of authorisation.</p>	<p>We recommend that access to the human resources filing cabinet is controlled by requiring those employees requesting access to complete a form setting out details of the access which is then authorised by an employee with appropriate delegated authority.</p>	<p><i>Keys for the HR filing cabinet are only available to the CEO &amp; MFCS. Staff requiring access for operations must request the key from MFCS or CEO and explain at the time the details for the access. Completing a requisition form will not be implemented as management consider the restrictions are adequate.</i></p>

Legislative Compliance					
19	Workforce Plan	<p>We noted that the Shire's Workforce Plan 2013 – 2017 had not been reviewed and updated since 2015.</p> <p>Section 5.56 of the <i>Local Government Act 1995</i> requires a local government to plan for the future of the district, and the plans made are to be in accordance with any regulations made about planning for the future of the district.</p> <p>Section 19DA(3)(c) of the <i>Local Government (Administration) Regulations 1996</i> requires a corporate business plan for a district to develop and integrate matters relating to resources, which includes workforce planning. Section 19DA(4) requires the corporate business plan to be reviewed every year.</p>	Significant	<p>There is a risk of non-compliance with the Local Government Act and Regulations when the Workforce Plan is not reviewed annually to ensure its ongoing effectiveness and integration with the corporate business plan.</p>	<p>We recommend that management ensure the Workforce Plan is reviewed annually as part of the annual planning cycle to ensure its ongoing effectiveness and integration with the corporate business plan.</p> <p><i>Management acknowledge the Workforce Plan is overdue for review and is currently engaging a service provider for this. Once completed an annual review will be undertaken to ensure its ongoing effectiveness and integration with the corporate business plan.</i></p>

## APPENDIX B: LIST OF POLICIES, PROCEDURES, PLANS AND DOCUMENTS COVERED BY THIS REVIEW

Shire Policies	Shire Plans	Shire Procedures and Documents
Debt Collection	Workforce Plan	Payroll Procedure
Purchasing	Corporate Business Plan	Creditor Procedure
Authorisation to Purchase Goods and Services	Strategic Community Plan	Rates Procedure
Corporate Credit Cards	Business Continuity Response Plan	Trust Procedure
Motor Vehicle Replacement	IT Disaster Recovery Plan	Record Keeping Audit Procedure
Petty Cash Policy	Long Term Financial and Asset Management Plan	Records Management Procedure
Portable and Attractive assets	Records Recovery Disaster Management Plan	Delegation Register
Human Resources	Risk Management Plan	Risk Register
Governance	Record Keeping Plan	Tender Register
Finance		Annual Compliance Return
Works		Register of Gifts and Travel



Accounting / Audit & Assurance /  
Bookkeeping / Self-Managed  
Superannuation Funds

**Dry Kirkness**  
Ground Floor,  
50 Colin Street  
West Perth, WA 6005

**P** 08 9481 1118  
**F** 08 9481 5153  
**E** [dk@drykirkness.com.au](mailto:dk@drykirkness.com.au)  
**W** [drykirkness.com.au](http://drykirkness.com.au)



## **10.2.2**

### **Financial Management Report March 2023**

<b>Department</b>	Finance, Governance & Corporate Services Finance
<b>Author</b>	Dianne Raymond
<b>Reference(s)</b>	307.00
<b>Attachment(s)</b>	1. Financial Managment Report Feb 2023 [ <b>10.2.2.1</b> - 32 pages]

### **Voting Requirements**

Simply Majority

### **Staff Recommendation**

That Council receives the financial management report supplied under separate cover for the month of February 2023 comprising the following:

Statement of Financial Activities by Nature or Type

Summary of Payments

Bank Reconciliation

Credit Card Statement

### **Disclosure of Interest**

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

### **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 2023 is detailed in the monthly management report provided as a separate attachment for Council's review.

### **Statutory Environment**

The report complies with the requirements of the:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

### **Policy/Procedure Implications**

No Policy or Management Procedure affected.

## **Financial Implications**

No Financial Implications Identified.

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

## **Consultation**

Not applicable

## **Risk Assessment**

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

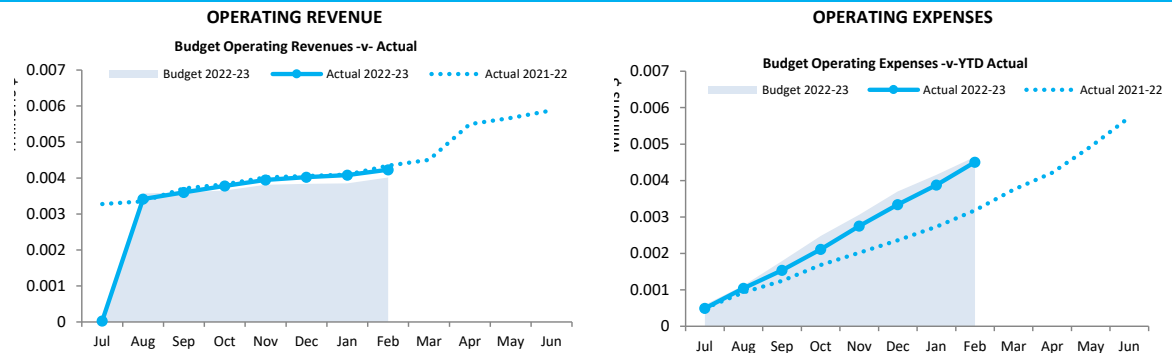
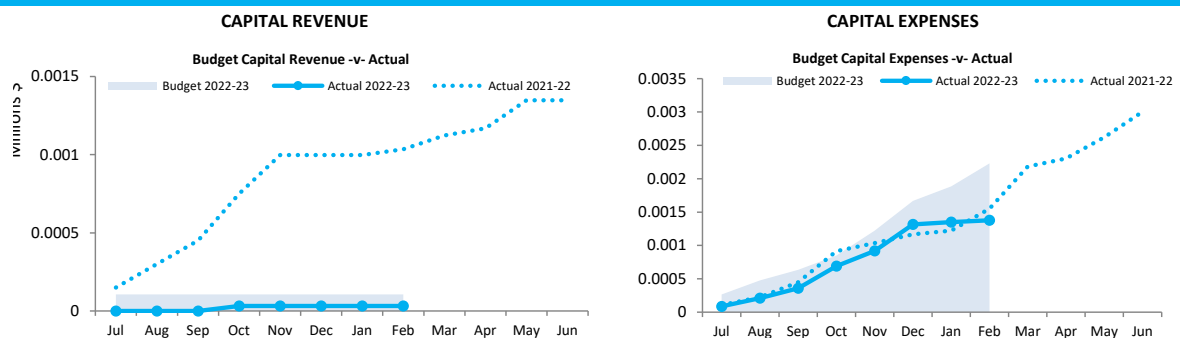
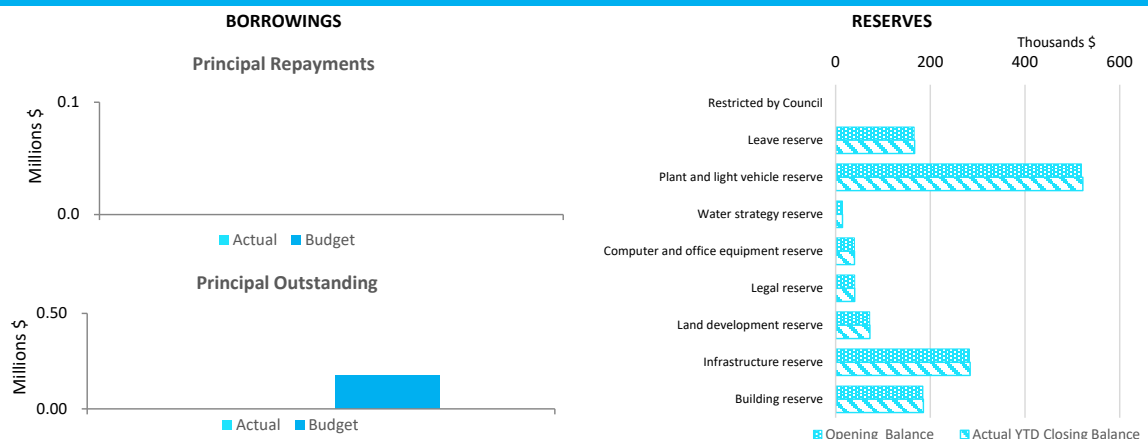
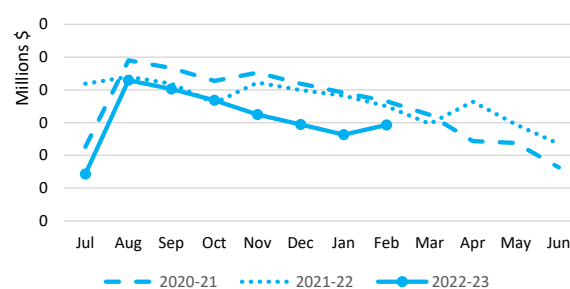
**SHIRE OF CHAPMAN VALLEY**

**MONTHLY FINANCIAL REPORT**  
(Containing the Statement of Financial Activity)  
**For the period ending 28 February 2023**

***LOCAL GOVERNMENT ACT 1995***  
***LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996***

**TABLE OF CONTENTS**

Statement of Financial Activity by Nature or Type	5
Basis of Preparation	6
Note 1 Statement of Financial Activity Information	7
Note 2 Cash and Financial Assets	8
Note 3 Receivables	9
Note 4 Other Current Assets	10
Note 5 Payables	11
Note 6 Disposal of Assets	12
Note 7 Capital Acquisitions	13
Note 8 Borrowings	15
Note 9 Lease Liabilities	16
Note 10 Reserve Accounts	17
Note 11 Other Current Liabilities	18
Note 12 Operating grants and contributions	19
Note 13 Non operating grants and contributions	20
Note 14 Trust Fund	21
Note 15 Budget Amendments	22
Note 16 Explanation of Material Variances	23

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 28 FEBRUARY 2023****SUMMARY INFORMATION - GRAPHS****OPERATING ACTIVITIES****INVESTING ACTIVITIES****FINANCING ACTIVITIES****Closing funding surplus / (deficit)**

This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 28 FEBRUARY 2023****EXECUTIVE SUMMARY****Funding surplus / (deficit) Components**

<b>Funding surplus / (deficit)</b>				
	<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>Opening</b>	<b>\$1.82 M</b>	<b>\$1.82 M</b>	<b>\$2.19 M</b>	<b>\$0.37 M</b>
<b>Closing</b>	<b>\$0.00 M</b>	<b>\$1.24 M</b>	<b>\$2.93 M</b>	<b>\$1.69 M</b>

Refer to Statement of Financial Activity

<b>Cash and cash equivalents</b>		
	<b>\$4.48 M</b>	<b>% of total</b>
<b>Unrestricted Cash</b>	<b>\$3.16 M</b>	<b>70.4%</b>
<b>Restricted Cash</b>	<b>\$1.33 M</b>	<b>29.6%</b>

Refer to Note 2 - Cash and Financial Assets

<b>Payables</b>		
	<b>\$0.35 M</b>	<b>% Outstanding</b>
<b>Trade Payables</b>	<b>\$0.10 M</b>	
0 to 30 Days		<b>99.5%</b>
Over 30 Days		<b>0.5%</b>
Over 90 Days		<b>0%</b>

Refer to Note 5 - Payables

<b>Receivables</b>		
	<b>\$0.04 M</b>	<b>% Collected</b>
<b>Rates Receivable</b>	<b>\$0.36 M</b>	<b>89.4%</b>
<b>Trade Receivable</b>	<b>\$0.04 M</b>	<b>% Outstanding</b>
Over 30 Days		<b>1.9%</b>
Over 90 Days		<b>1.9%</b>

Refer to Note 3 - Receivables

**Key Operating Activities**

<b>Amount attributable to operating activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>\$0.46 M</b>	<b>\$0.79 M</b>	<b>\$1.23 M</b>	<b>\$0.45 M</b>

Refer to Statement of Financial Activity

<b>Rates Revenue</b>		
<b>YTD Actual</b>	<b>\$3.05 M</b>	<b>% Variance</b>
<b>YTD Budget</b>	<b>\$3.05 M</b>	<b>0.0%</b>

Refer to Statement of Financial Activity

<b>Operating Grants and Contributions</b>		
<b>YTD Actual</b>	<b>\$0.76 M</b>	<b>% Variance</b>
<b>YTD Budget</b>	<b>\$0.64 M</b>	<b>18.6%</b>

Refer to Note 12 - Operating Grants and Contributions

<b>Fees and Charges</b>		
<b>YTD Actual</b>	<b>\$0.36 M</b>	<b>% Variance</b>
<b>YTD Budget</b>	<b>\$0.31 M</b>	<b>17.8%</b>

Refer to Statement of Financial Activity

**Key Investing Activities**

<b>Amount attributable to investing activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>(\$2.47 M)</b>	<b>(\$1.56 M)</b>	<b>(\$0.48 M)</b>	<b>\$1.08 M</b>

Refer to Statement of Financial Activity

<b>Proceeds on sale</b>		
<b>YTD Actual</b>	<b>\$0.03 M</b>	<b>%</b>
<b>Adopted Budget</b>	<b>\$0.11 M</b>	<b>(69.2%)</b>

Refer to Note 6 - Disposal of Assets

<b>Asset Acquisition</b>		
<b>YTD Actual</b>	<b>\$1.38 M</b>	<b>% Spent</b>
<b>Adopted Budget</b>	<b>\$3.50 M</b>	<b>(60.7%)</b>

Refer to Note 7 - Capital Acquisitions

<b>Capital Grants</b>		
<b>YTD Actual</b>	<b>\$0.87 M</b>	<b>% Received</b>
<b>Adopted Budget</b>	<b>\$0.93 M</b>	<b>(6.8%)</b>

Refer to Note 7 - Capital Acquisitions

**Key Financing Activities**

<b>Amount attributable to financing activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>\$0.19 M</b>	<b>\$0.20 M</b>	<b>(\$0.01 M)</b>	<b>(\$0.21 M)</b>

Refer to Statement of Financial Activity

<b>Borrowings</b>	
<b>Principal repayments</b>	<b>\$0.00 M</b>
<b>Interest expense</b>	<b>\$0.00 M</b>
<b>Principal due</b>	<b>\$0.00 M</b>

Refer to Note 8 - Borrowings

<b>Reserves</b>	
<b>Reserves balance</b>	<b>\$1.33 M</b>
<b>Interest earned</b>	<b>\$0.01 M</b>

Refer to Note 10 - Cash Reserves

<b>Lease Liability</b>	
<b>Principal repayments</b>	<b>\$0.00 M</b>
<b>Interest expense</b>	<b>\$0.00 M</b>
<b>Principal due</b>	<b>\$0.05 M</b>

Refer to Note 9 - Lease Liabilities

This information is to be read in conjunction with the accompanying Financial Statements and notes.

**KEY TERMS AND DESCRIPTIONS****FOR THE PERIOD ENDED 28 FEBRUARY 2023****NATURE OR TYPE DESCRIPTIONS****REVENUE****RATES**

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

**FEES AND CHARGES**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

**SERVICE CHARGES**

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

**INTEREST EARNINGS**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**OTHER REVENUE / INCOME**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

**PROFIT ON ASSET DISPOSAL**

Excess of assets received over the net book value for assets on their disposal.

**EXPENSES****EMPLOYEE COSTS**

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**MATERIALS AND CONTRACTS**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

**UTILITIES (GAS, ELECTRICITY, WATER)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

**INSURANCE**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**LOSS ON ASSET DISPOSAL**

Shortfall between the value of assets received over the net book value for assets on their disposal.

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets. Excluding Land.

**INTEREST EXPENSES**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**OTHER EXPENDITURE**

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.



STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2023

## BY NATURE OR TYPE

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	1,816,325	1,816,325	2,188,065	371,740	20.47%	▲
<b>Revenue from operating activities</b>							
Rates		3,049,621	3,049,621	3,051,141	1,520	0.05%	
Operating grants, subsidies and contributions	12	3,021,405	637,364	756,215	118,851	18.65%	▲
Fees and charges		357,252	305,112	359,299	54,187	17.76%	▲
Interest earnings		14,615	12,247	39,911	27,664	225.88%	▲
Other revenue		17,374	10,752	7,333	(3,419)	(31.80%)	
Profit on disposal of assets	6	55,876	0	17,200	17,200	0.00%	▲
		<b>6,516,143</b>	<b>4,015,096</b>	<b>4,231,099</b>	216,003	5.38%	
<b>Expenditure from operating activities</b>							
Employee costs		(2,428,051)	(1,417,791)	(1,288,929)	128,862	9.09%	
Materials and contracts		(3,154,631)	(1,524,149)	(1,429,588)	94,561	6.20%	
Utility charges		(65,969)	(46,772)	(29,831)	16,941	36.22%	▲
Depreciation on non-current assets		(2,132,983)	(1,421,992)	(1,506,336)	(84,344)	(5.93%)	
Interest expenses		(2,456)	(1,632)	(889)	743	45.53%	
Insurance expenses		(184,624)	(183,626)	(180,840)	2,786	1.52%	
Other expenditure		(128,136)	(55,726)	(50,924)	4,802	8.62%	
Loss on disposal of assets	6	(19,302)	0	(19,279)	(19,279)	0.00%	▼
		<b>(8,116,152)</b>	<b>(4,651,688)</b>	<b>(4,506,616)</b>	145,072	(3.12%)	
Non-cash amounts excluded from operating activities	1(a)	2,058,909	1,421,992	1,508,414	86,422	6.08%	
<b>Amount attributable to operating activities</b>		<b>458,900</b>	<b>785,400</b>	<b>1,232,897</b>	447,497	56.98%	
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	928,620	564,260	865,799	301,539	53.44%	▲
Proceeds from disposal of assets	6	106,304	106,304	32,721	(73,583)	(69.22%)	▼
Payments for property, plant and equipment and infrastructure	7	(3,502,148)	(2,230,618)	(1,377,507)	853,111	38.25%	▲
<b>Amount attributable to investing activities</b>		<b>(2,467,224)</b>	<b>(1,560,054)</b>	<b>(478,987)</b>	1,081,067	(69.30%)	
<b>Financing Activities</b>							
Proceeds from new debentures	8	175,000	175,000	0	(175,000)	(100.00%)	▼
Transfer from reserves	10	250,000	250,000	0	(250,000)	(100.00%)	▼
Payments for principal portion of lease liabilities	9	(7,886)	0	(4,568)	(4,568)	0.00%	
Transfer to reserves	10	(225,115)	(225,115)	(7,268)	217,847	96.77%	▲
<b>Amount attributable to financing activities</b>		<b>191,999</b>	<b>199,885</b>	<b>(11,836)</b>	(211,721)	(105.92%)	
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>1,241,556</b>	<b>2,930,139</b>	1,688,583	(136.01%)	▲

## KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 28 FEBRUARY 2023****BASIS OF PREPARATION****BASIS OF PREPARATION**

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

**SIGNIFICANT ACCOUNTING POLICIES****CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

**GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**ROUNDING OFF FIGURES**

All figures shown in this statement are rounded to the nearest dollar.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 28 February 2023

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2023****NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION****(a) Non-cash items excluded from operating activities**

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	6	(55,876)	0	(17,200)
Less: Movement in liabilities associated with restricted cash		0	0	0
Less: Fair value adjustments to financial assets at amortised cost		0	0	0
Movement in pensioner deferred rates (non-current)		0	0	0
Movement in employee benefit provisions		(37,500)	0	0
Movement in lease liabilities (non-current)		0	0	0
Movement in other provisions (non-current)		0	0	(1)
Add: Loss on asset disposals	6	19,302	0	19,279
Add: Depreciation on assets		2,132,983	1,421,992	1,506,336
<b>Total non-cash items excluded from operating activities</b>		<b>2,058,909</b>	<b>1,421,992</b>	<b>1,508,414</b>

**(b) Adjustments to net current assets in the Statement of Financial Activity**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 28 February 2023
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	10	(1,293,181)	(1,318,066)	(1,325,334)
Add: Borrowings	8	175,000	0	0
Add: Provisions employee related provisions	11	165,383	418,331	418,331
Add: Lease liabilities	9	7,886	7,886	7,886
<b>Total adjustments to net current assets</b>		<b>(944,912)</b>	<b>(891,849)</b>	<b>(899,117)</b>

**(c) Net current assets used in the Statement of Financial Activity****Current assets**

Cash and cash equivalents	2	4,941,705	4,941,705	4,484,379
Rates receivables	3	218,737	218,737	362,206
Receivables	3	2,848	2,848	40,883
Other current assets	4	6,767	15,835	36,368

**Less: Current liabilities**

Payables	5	(1,434,010)	(1,071,338)	(345,701)
Contract liabilities	11	(601,656)	(601,656)	(322,662)
Lease liabilities	9	(7,886)	(7,886)	(7,886)
Provisions	11	(365,268)	(418,331)	(418,331)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(944,912)</b>	<b>(891,849)</b>	<b>(899,117)</b>

**Closing funding surplus / (deficit)**

		<b>1,816,325</b>	<b>2,188,065</b>	<b>2,930,139</b>
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**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2023****OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution
		\$	\$	\$	\$	
<b>Cash on hand</b>						
Municipal Account	Cash and cash equivalents	432,882	0	432,882		Westpac Banking Corporation
Petty Cash	Cash and cash equivalents	700	0	700		Westpac Banking Corporation
Municipal Investment Account	Cash and cash equivalents	2,725,463	0	2,725,463		Westpac Banking Corporation
Leave Reserve	Cash and cash equivalents	0	166,654	166,654		Westpac Banking Corporation
Water Strategy Reserve	Cash and cash equivalents	0	14,326	14,326		Westpac Banking Corporation
Plant/Light Vehicle Reserve	Cash and cash equivalents	0	522,188	522,188		Westpac Banking Corporation
Computer & Office Equipment Reserve	Cash and cash equivalents	0	39,992	39,992		Westpac Banking Corporation
Legal Reserve	Cash and cash equivalents	0	40,266	40,266		Westpac Banking Corporation
Land Development Reserve	Cash and cash equivalents	0	72,510	72,510		Westpac Banking Corporation
Infrastructure Reserve	Cash and cash equivalents	0	284,154	284,154		Westpac Banking Corporation
Building Reserve	Cash and cash equivalents	0	185,244	185,244		Westpac Banking Corporation
Trust Account	Cash and cash equivalents	0	0	0	164,816	Westpac Banking Corporation
<b>Total</b>		<b>3,159,045</b>	<b>1,325,334</b>	<b>4,484,379</b>	<b>164,816</b>	
<b>Comprising</b>						
Cash and cash equivalents		3,159,045	1,325,334	4,484,379	164,816	
		<b>3,159,045</b>	<b>1,325,334</b>	<b>4,484,379</b>	<b>164,816</b>	

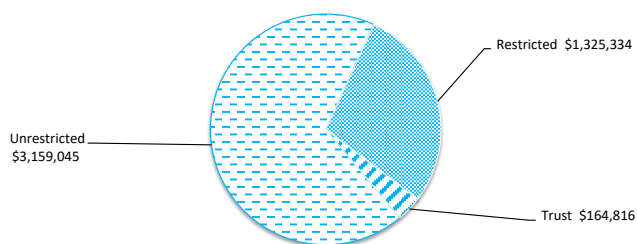
**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

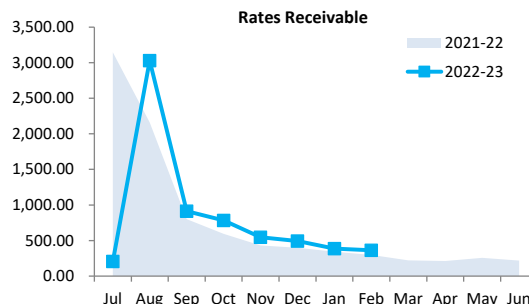
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2023****OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

Rates receivable	30 June 2022	28 Feb 2023
	\$	\$
Opening arrears previous years	97,209	362,206
Levied this year	2,946,952	3,051,141
Less - collections to date	(2,681,955)	(3,051,141)
<b>Gross rates collectable</b>	<b>362,206</b>	<b>362,206</b>
<b>Net rates collectable</b>	<b>362,206</b>	<b>362,206</b>
% Collected	88.1%	89.4%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,918)	21,147	0	0	364	19,593
Percentage	(9.8%)	107.9%	0%	0%	1.9%	
<b>Balance per trial balance</b>						
Sundry receivable						19,593
GST receivable						21,290
<b>Total receivables general outstanding</b>						<b>40,883</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

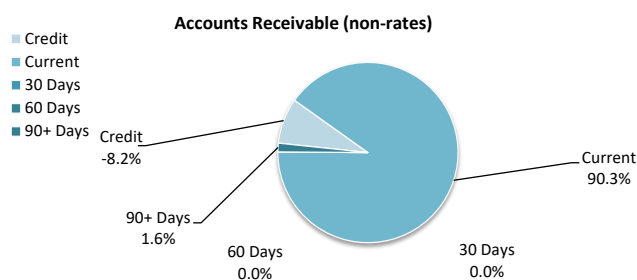
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

**Classification and subsequent measurement**

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2023**

**OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 28 February 2023
<b>Other current assets</b>	\$	\$	\$	\$
<b>Inventory</b>				
Fuel	6,767	0	(3,124)	3,643
<b>Other Assets</b>				
Prepayments	9,068	23,657	0	32,725
<b>Total other current assets</b>	<b>15,835</b>	<b>23,657</b>	<b>(3,124)</b>	<b>36,368</b>
Amounts shown above include GST (where applicable)				

**KEY INFORMATION**

**Inventory**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

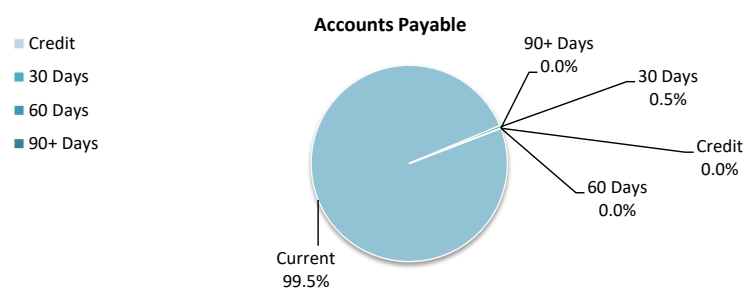
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2023**

**OPERATING ACTIVITIES  
NOTE 5  
PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	95,664	437	0	5	96,106
Percentage	0%	99.5%	0.5%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						96,106
Accrued salaries and wages						57,823
ATO liabilities						41,272
Receipts in advance						64,296
Bonds and deposits						52,147
ESL Payable						34,057
<b>Total payables general outstanding</b>						<b>345,701</b>
<b>Amounts shown above include GST (where applicable)</b>						

**KEY INFORMATION**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

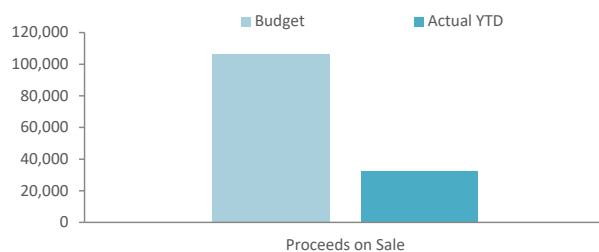




**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2023**

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Transport</b>								
	P35 Caterpillar Primemover	16,428	50,000	33,572	0	0	0	0	0
	P43 Ford Ranger PX	4,500	8,304	3,804	0	1,500	9,091	7,591	0
	P45 Water Tanker Trailer	29,302	10,000	0	(19,302)	0	0	0	0
	P48 Mazda BT-50	4,500	10,000	5,500	0	1,300	10,909	9,609	0
	P55 Mitsubishi Triton	4,500	13,000	8,500	0	0	0	0	0
	P65 Ford Ranger XLT	10,500	15,000	4,500	0	0	0	0	0
	<b>Other property and services</b>								
	3269 & 3271 Chapman Valley Road	0	0	0	0	32,000	12,721	0	(19,279)
		<b>69,730</b>	<b>106,304</b>	<b>55,876</b>	<b>(19,302)</b>	<b>34,800</b>	<b>32,721</b>	<b>17,200</b>	<b>(19,279)</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2023****INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land and buildings	773,480	142,556	184,199	41,643
Plant and equipment	727,104	217,104	91,004	(126,100)
Infrastructure - roads	2,001,564	1,870,958	1,102,304	(768,654)
<b>Payments for Capital Acquisitions</b>	<b>3,502,148</b>	<b>2,230,618</b>	<b>1,377,507</b>	<b>(853,111)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	928,620	564,260	865,799	301,539
Borrowings	175,000	175,000	0	(175,000)
Other (disposals & C/Fwd)	106,304	106,304	32,721	(73,583)
Cash backed reserves				
Leave reserve	0	0	0	0
Plant and light vehicle reserve	(150,000)	0	0	0
Water strategy reserve	0	0	0	0
Computer and office equipment reserve	0	0	0	0
Legal reserve	0	0	0	0
Land development reserve	0	0	0	0
Infrastructure reserve	0	0	0	0
Building reserve	(100,000)	0	0	0
Contribution - operations	2,542,224	1,385,054	478,987	(906,067)
<b>Capital funding total</b>	<b>3,502,148</b>	<b>2,230,618</b>	<b>1,377,507</b>	<b>(853,111)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

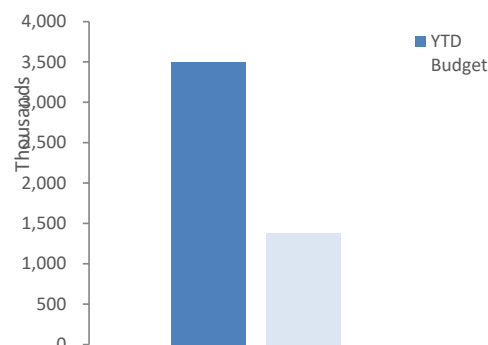
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

**Initial recognition and measurement for assets held at cost**

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

**Initial recognition and measurement between****mandatory revaluation dates for assets held at fair value**

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

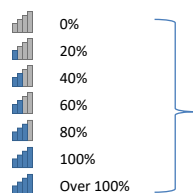
**Payments for Capital Acquisitions**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2023**

**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)**

**Capital expenditure total**

**Level of completion indicators**



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

Ledger Account	Account Description	Adopted		YTD Actual	Variance (Under)/Over
		Budget	YTD Budget		
		\$	\$	\$	\$
0564	Building Improvements (Governance)	57,700	21,500	14,417	(7,083)
2644	Land & Buildings Purchases (Public Halls)	139,343	105,056	167,712	62,656
2834	Land & Building Purchases (Other Recreation & Culture)	385,437	0	2,070	2,070
3104	Plant & Equipment Purchases (Community Amenities)	15,000	0	0	0
3264	Depot Construction (Transport)	191,000	16,000	0	(16,000)
3554	Plant & Equipment Purchases (Transport)	697,104	202,104	91,004	(111,100)
7074	Plant & Equipment Purchases (Swimming Areas & Beaches)	15,000	15,000	0	(15,000)
3114	Capital Roadworks Program Purchases (Transport)	2,001,564	1,870,958	1,102,304	(768,654)
		<b>3,502,148</b>	<b>2,230,618</b>	<b>1,377,507</b>	<b>(853,111)</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2023FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS

## Repayments - borrowings

Information on borrowings		Loan No.	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	1 July 2022		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$		\$	\$	\$	\$	\$	\$
Transport										
Depot Building	99	0	0	175,000	0	0	0	175,000	0	0
Total		0	0	175,000	0	0	0	175,000	0	0
Current borrowings		0					0			
Non-current borrowings		0					0			
		0					0			

All debenture repayments were financed by general purpose revenue.

## New borrowings 2022-23

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Depot Building - Loan 99	0	175,000	WBC	Fixed Rate	5	18,397	3.7	0	175,000	0
	0	175,000				18,397		0	175,000	0

The Shire has no unspent debenture funds as at 30th June 2022, nor is it expected to have unspent funds as at 30th June 2023.

## KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2023****FINANCING ACTIVITIES****NOTE 9****LEASE LIABILITIES****Movement in carrying amounts**

Information on leases		1 July 2022	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Community amenities</b>										
Nabawa Fuel Station	LE01	50,495	0	0	(4,568)	(7,886)	45,927	42,609	(735)	(1,206)
<b>Total</b>		50,495	0	0	(4,568)	(7,886)	45,927	42,609	(735)	(1,206)
Current lease liabilities		7,886					3,318			
Non-current lease liabilities		42,608					42,609			
		50,494					45,927			

**KEY INFORMATION**

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2023****OPERATING ACTIVITIES  
NOTE 10  
RESERVE ACCOUNTS****Reserve accounts**

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>									
Leave reserve	165,740	10	914	0	0	0	0	165,750	166,654
Plant and light vehicle reserve	519,325	50	2,863	50,000	0	(150,000)	0	419,375	522,188
Water strategy reserve	14,248	5	78	0	0	0	0	14,253	14,326
Computer and office equipment reserve	39,772	5	220	125,000	0	0	0	164,777	39,992
Legal reserve	40,045	5	221	0	0	0	0	40,050	40,266
Land development reserve	72,113	5	397	0	0	0	0	72,118	72,510
Infrastructure reserve	282,595	15	1,559	0	0	0	0	282,610	284,154
Building reserve	184,228	20	1,016	50,000	0	(100,000)	0	134,248	185,244
	<b>1,318,066</b>	<b>115</b>	<b>7,268</b>	<b>225,000</b>	<b>0</b>	<b>(250,000)</b>	<b>0</b>	<b>1,293,181</b>	<b>1,325,334</b>

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Purpose of the reserve
Leave reserve	To be used to fund annual and long service leave requirements.
Plant and light vehicle reserve	To be used for the purchase of and/or major repair of major plant and light vehicles.
Water strategy reserve	To be used for the construction and operational costs of facilities for fire fighting purposes.
Computer and office equipment reserve	To be used to replace Information and Communications Technology equipment.
Legal reserve	To be used to fund legal expenses incurred as a result of tribunals, hearings, litigation etc.
Land development reserve	To be used for further subdivisional development in the Shire of Chapman Valley.
Infrastructure reserve	To be used to fund road and building infrastructure projects, including yet not limited to, natural disasters upfront or insurance excess costs, annual roadworks maintenance and construction works.
Building reserve	To be used for the construction of shire buildings or capital upgrades of existing buildings, including yet not limited to, covering insurance excess component of claims for repair/replace buildings.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2023OPERATING ACTIVITIES  
NOTE 11  
OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 28 February 2023
<b>Other current liabilities</b>		\$		\$	\$	\$
<b>Other liabilities</b>						
- Contract liabilities		601,656	0	1,343,020	(1,622,014)	322,662
<b>Total other liabilities</b>		601,656	0	1,343,020	(1,622,014)	322,662
<b>Employee Related Provisions</b>						
Annual leave		236,284	0	0	0	236,284
Long service leave		182,047	0	0	0	182,047
<b>Total Employee Related Provisions</b>		418,331	0	0	0	418,331
<b>Total other current assets</b>		<b>1,019,987</b>	<b>0</b>	<b>1,343,020</b>	<b>(1,622,014)</b>	<b>740,993</b>
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

## KEY INFORMATION

## Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

## Employee Related Provisions

## Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

## Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

## Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

## Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2023

NOTE 12  
OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 28 Feb 2023	Current Liability 28 Feb 2023	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>								
Financial Assistance Grants (Local Roads Funding)	0	220,145	(220,145)	0	0	272,000	204,000	220,145
Financial Assistance Grants (General Purpose)	0	88,958	(88,958)	0	0	308,410	231,307	88,958
<b>Law, order, public safety</b>								
DFES Grant Income	0	13,430	(13,430)	0	0	19,500	13,000	13,430
<b>Community amenities</b>								
Australian Sports Commission & Queens Jubilee	53,500	0	(53,500)	0	0	53,500	5,500	53,500
Meerilinga Young Childrens Week Grant	0	1,100	(1,100)	0	0	0	0	1,100
Dept of Community - Volunteer Day	0	1,650	(1,650)	0	0	0	0	1,650
<b>Recreation and culture</b>								
LRCIP 3 (A)	0	0	0	0	0	365,437	0	0
LRCIP 3 (B)	0	0	0	0	0	730,874	0	0
<b>Transport</b>								
Main Roads WA Direct Grant	0	150,902	(150,902)	0	0	147,724	147,724	150,902
Regional Road Group & LRCIP 3 (Coro Beach Rd)	0	159,319	(159,319)	0	0	829,060	0	159,319
	<b>53,500</b>	<b>635,504</b>	<b>(689,004)</b>	<b>0</b>	<b>0</b>	<b>2,726,505</b>	<b>601,531</b>	<b>689,004</b>
<b>Operating contributions</b>								
<b>General purpose funding</b>								
Ex Gratia Rates	0	10,664	(10,664)	0	0	10,000	10,000	10,664
<b>Law, order, public safety</b>								
Lions Club Contribution	0	2,070	(2,070)	0	0	0	0	2,070
<b>Community amenities</b>								
Dolby Creek Management Plan	0	9,538	(9,538)	0	0	0	0	9,538
<b>Recreation and culture</b>								
Insurance Reimbursements (Cyclone Seroja)	0	0	0	0	0	252,400	0	0
<b>Transport</b>								
Hudson Resources Contribution (Dartmoor Rd)	0	17,127	(17,127)	0	0	12,500	12,500	17,127
<b>Other property and services</b>								
Diesel Fuel Rebate	0	27,812	(27,812)	0	0	20,000	13,332	27,812
	<b>0</b>	<b>67,211</b>	<b>(67,211)</b>	<b>0</b>	<b>0</b>	<b>294,900</b>	<b>35,832</b>	<b>67,211</b>
<b>TOTALS</b>	<b>53,500</b>	<b>702,715</b>	<b>(756,215)</b>	<b>0</b>	<b>0</b>	<b>3,021,405</b>	<b>637,363</b>	<b>756,215</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2023NOTE 13  
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 28 Feb 2023	Current Liability 28 Feb 2023	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>Recreation and culture</b>								
LRCIP Round 3 Grant Funding	124,842	0	(113,335)	11,507	11,507	0	0	113,335
<b>Transport</b>								
Main Roads WA Regional Road Group Funding	0	640,305	(636,000)	4,305	4,305	600,000	360,000	636,000
Roads to Recovery Funding	0	0	0	0	0	328,620	204,260	0
LRCIP Round 3 Grant Funding	423,314	0	(116,464)	306,850	306,850	0	0	116,464
<b>TOTALS</b>	<b>548,156</b>	<b>640,305</b>	<b>(865,799)</b>	<b>322,662</b>	<b>322,662</b>	<b>928,620</b>	<b>564,260</b>	<b>865,799</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2023****NOTE 14  
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance	Amount	Amount	Closing Balance
	1 July 2022	Received	Paid	28 Feb 2023
	\$	\$	\$	\$
Contributions from Sub Divider	150,357	0	0	150,357
CTF Levy	1,515	7,354	(2,713)	6,156
Building Commission	1,439	6,702	(3,527)	4,614
Unclaimed Monies	0	3,688	0	3,688
	<b>153,311</b>	<b>17,744</b>	<b>(6,240)</b>	<b>164,815</b>

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 28 FEBRUARY 2023

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2022-23 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of variances	
			Timing	Permanent
	\$	%		
<b>Opening funding surplus / (deficit)</b>	371,740	20.47%	▲	
<b>Revenue from operating activities</b>				
Rates	1,520	0.05%		Permanent
Rates (excluding general rate)	0	0.00%		
Operating grants, subsidies and contributions	118,851	18.65%	▲ Timing	
Fees and charges	54,187	17.76%	▲ Timing	
Service charges	0	0.00%	Timing	
Interest earnings	27,664	225.88%	▲	Permanent
Other revenue	(3,419)	(31.80%)	Timing	
Profit on disposal of assets	17,200	0.00%	▲	
<b>Expenditure from operating activities</b>				
Employee costs	128,862	9.09%	Timing	
Materials and contracts	94,561	6.20%	Timing	
Utility charges	16,941	36.22%	▲ Timing	
Depreciation on non-current assets	(84,344)	(5.93%)	Timing	
Interest expenses	743	45.53%	Timing	
Insurance expenses	2,786	1.52%	Timing	
Other expenditure	4,802	8.62%	Timing	
Loss on disposal of assets	(19,279)	0.00%	▼ Timing	
Non-cash amounts excluded from operating activities	86,422	6.08%	Timing	
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	301,539	53.44%	▲	
Proceeds from disposal of assets	(73,583)	(69.22%)	▼ Timing	
Proceeds from financial assets at amortised cost - self supply	0	0.00%		
Payments for financial assets at amortised cost - self supply	0	0.00%		
Payments for property, plant and equipment and infrastructure	853,111	38.25%	▲ Timing	
Non-cash amounts excluded from investing activities	0	0.00%		
<b>Financing activities</b>				
Proceeds from new debentures	(175,000)	(100.00%)	▼ Timing	
Transfer from reserves	(250,000)	(100.00%)	▼ Timing	
Payments for principal portion of lease liabilities	(4,568)	0.00%		
Repayment of debentures	0	0.00%		
Transfer to reserves	217,847	96.77%	▲ Timing	
<b>Closing funding surplus / (deficit)</b>	1,688,583	(136.01%)	▲	Permanent

List of Accounts Paid - February 2023				
Chq/EFT	Date	Name	Description	Amount
EFT27309	01/02/2023	Synergy	Electricity charges various shire operations	-8170.11
EFT27310	01/02/2023	Telstra Limited	Telephone Charges and TIMS SMS Messaging Services	-1926.05
EFT27311	01/02/2023	Water Corporation	Water supply and usage charges various shire operations	-27.97
EFT27312	01/02/2023	AFGRI	Parts P1926 - Mower John Deere Z997R ZTrak 72	-330.66
EFT27313	01/02/2023	BDP Distribution Pty Ltd T/AS CleanPak Total Solutions	Coronation Beach Campgrounds: Janitorial products	-37.35
EFT27314	01/02/2023	Beresford Electrical Services (WA) Pty Ltd	Replace ant damaged RCDs at Shire Office switch board	-440.00
EFT27315	01/02/2023	Bitutek Pty Ltd	C13 - Valentine Road Sealing	-237489.74
EFT27316	01/02/2023	Bruce Rock Engineering	Parts P35 Caterpillar Primemover - Rubber tank strap	-84.71
EFT27317	01/02/2023	Bunnings Group Limited	Materials for playground repairs materials; Materials & equipment to transport towers from Depot to site; Assorted screws for seat repairs at playground and Small tool kit for office; Gas Bottle Exchange for Coronation Beach Campsite;	-799.37
EFT27318	01/02/2023	CJD Equipment Pty Ltd	P81 - Freightliner Coronado Prime Mover - Wheel Alignment	-275.00
EFT27319	01/02/2023	Cleanaway Co Pty Ltd (Commercial)	Commercial Waste Clearance	-6590.26
EFT27320	01/02/2023	Cleanaway Co Pty Ltd (Domestic)	Domestic Waste Clearance	-7991.96
EFT27321	01/02/2023	Complete Office Supplies	Office supplies and amenities	-106.97
EFT27322	01/02/2023	Eco Building & Design	Drafting of sea container construction examples	-1350.00
EFT27323	01/02/2023	Fleet Network	Employee Novated Lease Arrangements	-997.61
EFT27324	01/02/2023	GNC Building & Construction Group WA Pty Ltd	RV01 - Various Roads - Head Walls	-20988.00
EFT27325	01/02/2023	Geraldton Ag Services	Spray Equipment - Teejet Tip Blue	-41.36
EFT27326	01/02/2023	Geraldton Mower & Repair Specialists	Whipper snipper line	-129.00
EFT27327	01/02/2023	Geraldton Trophy Centre	Australia Day 2023 - Award trophies including engraving	-244.05
EFT27328	01/02/2023	Great Northern Rural Services	Nabawa Oval, Tennis Area & Surrounds and Nanson Showgrounds - Garden Maintenance	-1248.01
EFT27329	01/02/2023	Greenfield Technical Service	Preliminary drainage assessment of Richards Road Subdivision	-374.00
EFT27330	01/02/2023	Harbour Software Pty Ltd	Initial Annual Subscription Fees - Doc Assembler and Docs on Tap	-13200.00
EFT27331	01/02/2023	Incite Security Pty Ltd	Security system repairs at Nabawa Office: insurance claim	-424.88
EFT27332	01/02/2023	Independent Rural Pty Ltd	Various spraying chemicals	-1826.34
EFT27333	01/02/2023	Integrated ICT	Microsoft Office 365 (monthly licensing); Managed Service Agreement & Shared Services Agreement (Storage, software & monitoring)	-5100.24
EFT27334	01/02/2023	Ivey Contracting	RC34 - Coronation Beach Road - Shoulder maintenance as per quote 21/11/2022 and repair 2 pavement failures as per quote 24/11/2022; Olsen Road - Assist fighting fire as ordered by Andrew Vlahov	-21483.00
EFT27335	01/02/2023	JA Diesel Pty Ltd	Various servicing of roadworks plant & equipment	-2940.30
EFT27336	01/02/2023	Jemma Grimston	Bond refund venue hire	-530.00
EFT27337	01/02/2023	Jungles Newsagency	Annual Newspaper	-66.50
EFT27338	01/02/2023	Landgate	Online Enquiries (Town Planning)	-28.20
EFT27339	01/02/2023	ML Communications	P77 - Ford Ranger XLT 3.2L 4x4 - Replace solar panel	-639.10
EFT27340	01/02/2023	MOD Designs	Cleaning of various Shire Buildings	-1195.00
EFT27341	01/02/2023	McIntosh Holdings Pty Ltd t/as Purcher International (W.A.)	Materials & Parts P72 - Freightliner Coronado 122SD Prime Mover - Fuel Filter	-96.34
EFT27342	01/02/2023	Miralec	Electrical works - Install generator inlet & change over switch; Complete wiring & fitting install at new office works	-2519.00
EFT27343	01/02/2023	Mitchell & Brown	Tablets A7 Lite Wi-Fi (32GB) for use for Skytrust implementation	-2376.00
EFT27344	01/02/2023	Moore Australia (WA) Pty Ltd	Budget, Financial and Management Reporting Workshops	-3520.00
EFT27345	01/02/2023	Node1Internet	Wireless Internet Services @ Nabawa Office and Library, Coronation Beach and Yuna Multipurpose Community Centre	-476.95
EFT27346	01/02/2023	Office of the Auditor General	Provision of Annual Audit for 2021/2022 Financial Year	-41800.00
EFT27347	01/02/2023	Pest A Kill WA	Spraying of ants in admin building	-187.00
EFT27348	01/02/2023	Pirtek Geraldton	Materials Hydraulic Hoses	-485.46
EFT27349	01/02/2023	QHSE INTEGRATED SOLUTIONS PTY LTD t/as Skytrust	Skytrust Intelligence System Tier 2 - One time deployment cost; Core Monthly Subscription; Online Induction & Training	-2580.60
EFT27350	01/02/2023	QuikTrak	P42 - Caterpillar Olympian Diesel Generator - GPS Tracking	-228.00
EFT27351	01/02/2023	RGI Signworks WA Pty Ltd	Bunter Way Road Sign	-220.00
EFT27352	01/02/2023	Searange Holdings Pty Ltd	Fuel Bowser Lease - Refer lease agreement LE01	-833.35
EFT27353	01/02/2023	Services Australia	Payroll deductions	-142.74
EFT27354	01/02/2023	T.R. & S.M. Jeffery	Rates refund	-793.00
EFT27355	01/02/2023	TeletracNavman Australia	Teletrac Navman subscription for various vehicles	-769.45
EFT27356	01/02/2023	Truckline	Materials & Parts P63 - Mudflaps and Brake Boosters	-492.73
EFT27357	01/02/2023	Ultimate Positioning Group Pty Ltd	C13 - Valentine Road Seal - Hire of Survey gear for road pickup, design and setout	-5881.70
EFT27358	01/02/2023	Western Australian Local Government Association (WALGA)	Council Member Essentials eLearning	-814.00
EFT27359	01/02/2023	Western Mulga Pty Ltd	Dolby Creek Mowing (including Developer Portion)	-13200.00
EFT27360	01/02/2023	Westrac Pty Ltd	Repair and service various roadworks plant	-5503.72
EFT27361	01/02/2023	Woolworths Group	Staff amenities and janitorial supplies	-115.75
EFT27367	09/02/2023	Midland Public and Private Hospitals St John Of God Health Care Inc.	Medical Costs - Workers Compensation Claim	-2909.48
EFT27368	22/02/2023	Australian Taxation Office	BAS JANUARY 2023	-35204.00
EFT27369	22/02/2023	MM Electrical Merchandising	Replace RCD breakers for office switch board from ant damage	-236.79
EFT27370	22/02/2023	Shire of Mingenew	VELPIC Quarterly Fee October - December 2022	-128.70
EFT27371	22/02/2023	Synergy	Electricity charges various shire operations	-1410.08

List of Accounts Paid - February 2023				
Chq/EFT	Date	Name	Description	Amount
EFT27372	22/02/2023	Water Corporation	Water supply and usage charges various shire operations	-1756.33
EFT27373	22/02/2023	Atom Supply	Black Sika to seal plaques	-56.10
EFT27374	22/02/2023	Australia Post	Postage Expenses	-59.78
EFT27375	22/02/2023	BDP Distribution Pty Ltd T/AS CleanPak Total Solutions	Coronation Beach Campgrounds: Janitorial products	-112.04
EFT27376	22/02/2023	Baba Marda Road Services	Traffic Management Nanson Howatharra Rd Reseal	-26726.84
EFT27377	22/02/2023	Bunnings Group Limited	Various materials & tools ; gas bottle exchange & materials for playground maintenance	-1372.58
EFT27378	22/02/2023	Canine Control	Contract Ranger Service dog nuisance complaint White Peak area	-1550.00
EFT27379	22/02/2023	Carrawingee Farms Pty Ltd	RV01 - Various Roads Gravel Royalties - Greens Pit	-16500.00
EFT27380	22/02/2023	Chapman Valley Menshed Inc	MOU Open and close Nabawa tip gates 21/12/22 to 15/01/23	-400.00
EFT27381	22/02/2023	Corrine Smith	Yuna Library Honorarium (pro rata)	-83.35
EFT27382	22/02/2023	Department of Biodiversity, Conservation & Attractions	RV01 - Various Roads -Gravel Extraction Rent	-730.38
EFT27383	22/02/2023	Echelon Australia Pty Ltd - LGIS Risk Management	Regional Risk Co-ordinator Fee 2022-2023 1st Instalment	-4262.50
EFT27384	22/02/2023	Ecoscape Australia Pty Ltd	Bill Hemsley Park Oval Design & Tender Documentation (inclusive of site visit & cricket nets design tasks) - 02 - Concept Design and V02 - Option C Landscape Concept	-3569.50
EFT27385	22/02/2023	Five Star Business Solutions & Innovation	Print charges	-424.58
EFT27386	22/02/2023	Fleet Network	Employee Novated Lease Arrangements	-997.61
EFT27387	22/02/2023	GNC Building & Construction Group WA Pty Ltd	RC131 - Nabawa Northampton Road Reseal - 600 RCP pipes and headwalls for drainage	-28314.00
EFT27388	22/02/2023	Geraldton Ag Services	Various tools & equipment works	-410.38
EFT27389	22/02/2023	Geraldton Lock And Key	Key blanks for Post Office box lock outs	-13.20
EFT27390	22/02/2023	Geraldton Toyota	P78 -Toyota Hilux SR 2.8L 4x4 70,000 service kit and oil	-377.82
EFT27391	22/02/2023	Geraldton Windsurfing Club Inc.	Community Enhancement, Donations and Sponsorship	-500.00
EFT27392	22/02/2023	Great Northern Rural Services	Various materials for Nabawa Northampton Road	-494.18
EFT27393	22/02/2023	Harbour Software Pty Ltd	Doc Assembler Installation and Training	-8250.00
EFT27394	22/02/2023	IPEC Pty Ltd (Toll Global Express)	Freight - Water Samples to QEII Medical Centre	-15.69
EFT27395	22/02/2023	Indah Health and Beauty Spa	BOND VENUE HIRE REFUND	-530.00
EFT27396	22/02/2023	Integrated ICT	Replacement Workstation/Laptop; Technician for Onboarding of Tablets; Microsoft Office 365 (monthly licensing); Managed Service Agreement & Shared Services Agreement (Storage, software & monitoring)	-9180.99
EFT27397	22/02/2023	Ivey Contracting	Contract service for White Peak Rd, Carey Rd, Grade; Coronation Beach Rd shoulder grading including works to carparks & rock placement and rework stabilisation sites prior to sealing	-4009.50
EFT27398	22/02/2023	Jungles Newsagency	Annual Newspaper	-6.40
EFT27399	22/02/2023	Landgate	Interim Valuations; Online Enquiries (Town Planning)	-212.80
EFT27400	22/02/2023	Logic IT Solutions Pty Ltd	Network Management for CCTV Cameras	-627.00
EFT27401	22/02/2023	ML Communications	Uniden 40 channel handsets & land epirb with carry case	-2519.41
EFT27402	22/02/2023	MOD Designs	Cleaning of various Shire Buildings and Gardening Services	-1500.00
EFT27403	22/02/2023	Miralec	Project - Cyclone Rebuild - Electrical works, breakers & internal works	-1111.00
EFT27404	22/02/2023	Mitchell & Brown	iPad charging cable	-29.00
EFT27405	22/02/2023	NAPA - Cows Parts Pty Ltd	Parts P55 - Mitsubishi MQ Triton GLX 4x4 - Clutch Kit	-1895.30
EFT27406	22/02/2023	Node1Internet	Wireless Internet Services at Nabawa Office & Library; Coronation Beach; Yuna CC	-476.95
EFT27407	22/02/2023	Norfolk Cleaning Service	Twice weekly cleaning of Public Toilets and BBQs at Bill Hemsley Park	-1905.75
EFT27408	22/02/2023	Novus	Windscreen repair/replace	-2705.00
EFT27409	22/02/2023	Office of the Auditor General	Audit fees Roads to Recovery & LRCIP 2022	-2310.00
EFT27410	22/02/2023	Paper Plus Office National	WD40, power boards, Powertech 3-way cig. , labels, clutch pencil, work light	-241.13
EFT27411	22/02/2023	Peter Groom Settlements	Rates refund	-402.58
EFT27412	22/02/2023	Pirtek Geraldton	Parts P76 - Grader 120M Caterpillar - New hydraulic hose	-155.11
EFT27413	22/02/2023	Queens Supa IGA Supermarket	Catering for Australia Day 2023 Breakfast and Awards Ceremony	-471.36
EFT27414	22/02/2023	RGI Signworks WA Pty Ltd	Parts P26 - Caterpillar 950H Wheel Loader - New Oversize sticker	-99.00
EFT27415	22/02/2023	Refuel Australia	Purchase of fuels & oils for shire operations	-22509.14
EFT27416	22/02/2023	S.D. Hunt & C.L. O'Brien t/as S C H Contracting	Coronation Beach Kitesurfing Rigging Area maintenance works	-558.80
EFT27417	22/02/2023	Services Australia	Payroll Deductions	-285.48
EFT27418	22/02/2023	Shonagh Latham	BOND VENUE HIRE REFUND	-530.00
EFT27419	22/02/2023	Solataire Cameron	Staff Reimbursement - Thank-A-Volunteer Day Hampers	-675.46
EFT27420	22/02/2023	Southside Mechanical Services WA Pty Ltd	P83 - Ford Ranger XLT 4x4 (DCEO) - 55,000km service	-540.75
EFT27421	22/02/2023	Storytowns Pty Ltd	Podcast Townscape and Travel Disbursements	-1175.29
EFT27422	22/02/2023	The West Australian	Public Notices in Geraldton Guardian and Midwest Times	-1303.01
EFT27423	22/02/2023	Ultimate Positioning Group Pty Ltd	RC131 Nabawa-Northampton Road Reseal - Hire of GPS and Trimble Access Subscription	-11645.70
EFT27424	22/02/2023	Westrac Pty Ltd	P76 - Grader 120M Caterpillar - 500hr (3500hr) service; Parts P88 - Caterpillar 150 Motor Grader - Blade wear strips	-1293.68
EFT27425	22/02/2023	Woolworths Group	Meetings and refreshments	-97.05
EFT27426	22/02/2023	Young Motors	Parts P55 - Mitsubishi MQ Triton GLX 4x4 - New clutch cylinder	-1271.06
EFT27427	23/02/2023	S A Bruce Painters	Painting to external office and post box room	-3399.00
EFT27428	06/02/2023	Westpac Geraldton	Credit Card Transactions - purchase of computer monitor, fuel CV1	-1227.88
DD17911.1	14/02/2023	Aware Super Pty Ltd	Payroll deductions	-8101.69
DD17911.2	14/02/2023	Rest Superannuation	Superannuation contributions	-1319.60
DD17911.4	14/02/2023	Cameron Fishing Superannuation Fund	Superannuation contributions	-104.33

List of Accounts Paid - February 2023				
Chq/EFT	Date	Name	Description	Amount
DD17911.5	14/02/2023	OnePath Custodians Pty Limited	Superannuation contributions	-227.53
DD17911.6	14/02/2023	Prime Super	Superannuation contributions	-310.84
DD17911.7	14/02/2023	Hostplus Superannuation	Superannuation contributions	-33.96
DD17911.8	14/02/2023	ANZ Smart Choice Super	Superannuation contributions	-294.30
DD17926.1	28/02/2023	Aware Super Pty Ltd	Payroll deductions	-8075.09
DD17926.2	28/02/2023	Rest Superannuation	Superannuation contributions	-1319.60
DD17926.3	28/02/2023	Wealth Personal Superannuation and Pension Fund	Superannuation contributions	-553.36
DD17926.4	28/02/2023	Cameron Fishing Superannuation Fund	Superannuation contributions	-102.24
DD17926.5	28/02/2023	OnePath Custodians Pty Limited	Superannuation contributions	-249.37
DD17926.6	28/02/2023	Prime Super	Superannuation contributions	-310.84
DD17926.7	28/02/2023	Hostplus Superannuation	Superannuation contributions	-94.15
DD17926.8	28/02/2023	MLC Masterkey	Superannuation contributions	-375.25
DD17926.9	28/02/2023	ANZ Smart Choice Super	Superannuation contributions	-294.30
EFT27363	08/02/2023	Building and Construction Industry Training Fund	CTF Levies Forwarded	-63.75
EFT27364	08/02/2023	Shire of Chapman Valley	CTF Commissions Collected	-8.25
EFT27365	08/02/2023	Building and Construction Industry Training Fund	CTF Levies Forwarded	-635.52
EFT27366	08/02/2023	Shire of Chapman Valley	CTF Commissions Collected	-33.00
		<b>Total</b>		<b>-\$ 656,384.99</b>



### BANK RECONCILIATION - Muni Accounts As at 28th of February 2023

**SYNERGY**

Balance as per Cash at Bank Account GL 160000	432,882.51
Balance as per Cash at Bank Account GL 170000	2,725,462.66
Balance as per Interfund Transfer A/c GL 161100	-
Plus Income on Bank Stmt not in ledgers	-
Less Expenditure on Bank Stmt not in ledgers	-
	<b>\$3,158,345.17</b>

**BANK**

Muni Bank Account (Account No 000040)	442,624.18
Investment Account (Account No 305784)	2,725,462.66
	<u>3,168,086.84</u>
Less Outstanding Payments	11,424.20
Plus Outstanding Deposits	2,088.60
Plus Tfer from Trust to Muni <u>or</u> [ Tfer to Trust from Muni ]	(406.07)
	<b>\$3,158,345.17</b>

Difference Check                      0.00

Completed by:



03/03/2023

Beau Raymond - Senior Finance Officer

Date

Reviewed by:



07.03.2023

Dianne Raymond - Manager of Finance &amp; Corporate Services

Date



## Corporate Card Statement

20 FEB 2023



SHIRE OF CHAPMAN VALLEY  
THE SHIRE CLERK  
ADMINISTRATION  
C/- POST OFFICE  
NABAWA WA 6532

Facility Number

00018023 20000001

Payment Due Date

02 March 2023

Closing Balance

\$915.40

**This amount will be swept  
from a nominated account.**

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency include the following: (1) the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme and (2) the Westpac Foreign Transaction Fee (FX Fee), being the applicable Westpac Processing Fee and the applicable Westpac On-Charged Scheme Fee.

Company Name		Number of Cards		Cash Advance Annual % Rate	
Shire Of Chapman Valley		2		15.65%	
Contact Name		Facility Number		Facility Credit Limit	
The Shire Clerk		00018023 20000001		10,000	
Statement From	Statement To	Payment Due Date	Opening Balance	Closing Balance	Available Credit
23 Jan 2023	20 Feb 2023	02 Mar 2023	1,227.88	915.40	9,084.60

Payment will be automatically debited on the agreed payment date as recorded in your facility application.

## Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
1,227.88	1,227.88 -	878.90	0.00	36.50	0.00	915.40	0.00

Remember, if you have a card, always keep your passcode (PIN) secret - don't tell anyone or let them see it. Never write your passcode on your card or on anything that could be lost or stolen. If you do need to record a reminder, you must make every effort to disguise it. You may be liable for losses if you don't protect your passcode. To learn more about how you can protect your card against unauthorised transactions, or for information about disputed transactions, call us at 1300 650 107 during business hours.

## Complaints

If you have a complaint, contact our dedicated Customer Solutions team on 132 032 or write to us at Westpac Customer Solutions, Reply Paid 5265, Sydney NSW 2001. If an issue has not been resolved to your satisfaction, you can lodge a complaint with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers.

Online: [www.afca.org.au](http://www.afca.org.au)

Email: [info@afca.org.au](mailto:info@afca.org.au)

Phone 1800 931 678

Mail: Australian Financial Complaints Authority GPO Box 3 Melbourne VIC 3001





## Corporate Card Statement

SHIRE OF CHAPMAN VALLEY  
THE SHIRE CLERK  
ADMINISTRATION  
C/- POST OFFICE  
NABAWA W A WA 6532

## CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Jameon Criddle	5163 2531 0145 4541	6,000	5,102.85



For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Corporate Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
03 FEB	<b>Payments</b> AUTOMATIC PAYMENT	278.83-	
	<b>Sub Total:</b>	<b>278.83-</b>	
02 FEB ✓	<b>Purchases</b> Adobe Sydney AUS	240.64	GL 0472
07 FEB ✗	DIGITAL GOODS - APPS		
07 FEB ✗	AMPOL WONTHELLA 51039F WONTHELLA SERVICE STATIONS AUS	263.12✓	CW1 Fuel
13 FEB ✗	AMPOL NTH WANNE 55045F NOWERGUP SERVICE STATIONS AUS	187.90✓	CW1 Fuel
19 FEB ✗	PUMA ENERGY GLENFIEL GLENFIELD SERVICE STATIONS AUS	187.24✓	CW1 Fuel
	<b>Sub Total:</b>	<b>878.90</b>	
20 FEB	<b>Interest, Fees &amp; Government Charges</b> CARD FEE	18.25	
	<b>Sub Total:</b>	<b>18.25</b>	

## Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
278.83	278.83 -	878.90	0.00	18.25	0.00	897.15	0.00

**Corporate Card Statement**

I have checked the above details and verify that they are correct.	
Cardholder Signature 	Date <u>13.3.23</u>
Transactions examined and approved.	
Manager/Supervisor Signature 	Date <u>13.3.2023</u>

Remember, if you have a card, always keep your passcode (PIN) secret - don't tell anyone or let them see it. Never write your passcode on your card or on anything that could be lost or stolen. If you do need to record a reminder, you must make every effort to disguise it. You may be liable for losses if you don't protect your passcode. To learn more about how you can protect your card against unauthorised transactions, or for information about disputed transactions, call us at 1300 650 107 during business hours.

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Email: [info@afca.org.au](mailto:info@afca.org.au)

Phone 1800 931 678

Mail: Australian Financial Complaints Authority GPO Box 3 Melbourne VIC 3001



## Corporate Card Statement

SHIRE OF CHAPMAN VALLEY  
THE SHIRE CLERK  
ADMINISTRATION  
C/- POST OFFICE  
NABAWA W A WA 6532

## CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Simon Lancaster	5163 2531 0083 4453	4,000	3,981.75

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Corporate Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
03 FEB	<b>Payments</b> AUTOMATIC PAYMENT	949.05-	
	<b>Sub Total:</b>	<b>949.05-</b>	
20 FEB	<b>Interest, Fees &amp; Government Charges</b> CARD FEE	18.25	all 10720.
	<b>Sub Total:</b>	<b>18.25</b>	

## Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
949.05	949.05 -	0.00	0.00	18.25	0.00	18.25	0.00

I have checked the above details and verify that they are correct.

Cardholder Signature

Date 13/3/23

Transactions examined and approved.

Manager/Supervisor Signature

Date 13.3.2023

S000661 / M000231 / 052 / CN1VP4P1

## Corporate Card Statement

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Mail: Australian Financial Complaints Authority GPO Box 3 Melbourne VIC 3001



## 10.3 Chief Executive Officer

10.3.1	Policy & Procedures Review 2023
Department	Finance, Governance & Corporate Services Chief Executive Officer
Author	Jamie Criddle
Reference(s)	411.01
Attachment(s)	<ol style="list-style-type: none"><li>1. 10.3.1 Works &amp; Services Manual [10.3.1.1 - 58 pages]</li><li>2. 10.3.1 Building &amp; Projects Manual [10.3.1.2 - 16 pages]</li><li>3. 10.3.1 EM &amp; Governance Manual [10.3.1.3 - 70 pages]</li><li>4. 10.3.1 Finance Manual [10.3.1.4 - 65 pages]</li><li>5. 10.3.1 HR &amp; Induction Manual [10.3.1.5 - 84 pages]</li><li>6. 10.3.1 Organisational Corporate Manual [10.3.1.6 - 94 pages]</li><li>7. 10.3.1 Planning &amp; Development Manual [10.3.1.7 - 78 pages]</li></ol>

### Voting Requirements

Absolute Majority

### Staff Recommendation

That Council endorse amendments, deletions and additions to the following Shire of Chapman Valley Policies & Management Procedures as presented.

CMP-064	Financial Assistance
CMP-065	Community Enhancement Donations & Sponsorship
CMP-067	Community Growth Fund - Operational

### Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

### Background

To allow Council to review and consider changes to the Shire Policy & Procedures Manuals

At the March 2022 OCM the following was resolved:

**MOVED: Cr Low**

**SECONDED: Cr Elliott-Lockhart**

### COUNCIL RESOLUTION/STAFF RECOMMENDATION

Council endorse amendments, deletions and additions to the following Shire of Chapman Valley Policies & Management Procedures as presented i.e.

Organisational Corporate Policy, Procedure & Guidelines Manual

- i. CP-003 – Complaints Handling System – Insert at 1(f) Due to FOI restrictions, the register will be located at the Shire administration building and not released on the Shire’s website.’
- ii. CP-002 – Objections & Appeals – Insert at ADDITIONAL EXPLANATORY NOTES – Appropriate staff will ensure that All Objections & Appeals will be dealt with in accordance with the relevant legislative requirements pertaining to the timing of the response.

Elected Members Governance and Policy Manual

- iii. Elected Member Governance & Policy Manual Preface 2.1 Insert at Informing Strategies – ‘Public Health Plan’

Building & Projects Policy, Procedures & Guidelines Manual

- iv. CMP-010 - Building & Facility Hire Conditions – Insert at note 11. To include the Yuna Hall/Community Centre.

Works & Services Policy, Procedure & Guidelines Manual

- v. IMP-006 – Sale of Used Grader Blades delete ‘~~be allowed to remain with the Shire Staff Social Group~~’ and insert ‘to be used for health & wellbeing purposes within the staff social group.

**Voting F8/A0**

**CARRIED**

**Minute Reference: 03/22-08**

**Reason for deviation from the original recommendation being that Councillors identified some additional minor changes to existing policies, discussed and resolved at the meeting.**

**Comment**

Council undertook an extensive review of all policies and procedures during 2018 with the result being an up to date, segregated manual, which has categorised policies and procedures into specific organisation responsibility areas. This has ensured there are specified areas of responsibility and a defined process on how the policies & procedures are communicated to Elected Members & Staff.

The Policies & Procedures are categories in the following areas, which will have separate Manuals for each area of responsibility i.e.

Building

Finance

Governance

HR Induction

Organisational Corporate

Planning & Development

Works & Services

Each Manual has a designated *Responsible Officer* who is required for ensuring the policies & procedures relevant to their areas are communicated to staff under their management and to present recommended updates, amendments, additions, etc. to the CEO for consideration as required.

The *Elected Members Governance & Policy Manual* has been provided to all Elected Members and will be CEO's responsibility to present to Council any recommended updates, amendments, additions, etc. for consideration.

All staff proposed Policy & Procedures adjustments presented will have the recommended amendments, adoption or deletion tracked and shown in colored text to assist Council with clearly identifying any proposed changes to the existing policies & procedures.

With the testing of some Council Policies pertaining to HR Human Resources, the following Council Policies will not be reviewed as part of this review and remain unchanged pending a more in-depth review to coincide with recent WHS Work, Health & Safety act changes and are expected to be presented to the May OCM.

CP-014	Employee Safety & Health
CP-016	Drug & Alcohol
CP-018	Bullying
CP-020	Sexual Harassment

The following Council Management Procedures are listed to be reviewed:

CMP-064	Financial Assistance
CMP-065	Community Enhancement Donations & Sponsorship
CMP-067	Community Growth Fund - Operational

## Statutory Environment

The report complies with the requirements of the:  
Local Government Act 1995 – Section 2.7(2)(b)

Role of Council

1. The council:
  - a. Governs the local government's affairs; and
  - b. Is responsible for the performance of the local government's function.
2. Without limiting subsection (1), the council is to:

- a. Oversee the allocation of the local government's finances and resources; and
- b. Determine the local government policies.

The legislation has no specific period for the review of Policies, yet Council has attempted to undertake a review annually.

### **Policy/Procedure Implications**

A Policy or Procedure is affected:

Organisational Corporate Policy & Procedures  
Elected Member Governance Policy & Procedures  
Planning and Development Policy & Procedures  
HR & Induction Policy & Procedures  
Finance Policy & Procedures  
Works and Services Policy & Procedures  
Building & Projects Policy & Procedures

### **Financial Implications**

No Financial Implications Identified.

### **Strategic Implications**

It is important Councillors and staff are fully conversant with Policies and Procedures of the organisations in the first instance and for these to be accessible to the Elected Members, Staff and the community to ensure all ambiguity are removed regarding how the Shire operates.

It is also important Councillors and staff review the policies & procedures to ensure these remain current and relevant.

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

#### **GOVERNANCE & ACCOUNTABILITY**

5.3 Make informed decisions within resources and areas of responsibility.

5.3.1 Council and Shire process formally incorporate integrated plans as references.

### **Consultation**

All *Responsible Staff* members have been given to opportunity to recommend to the CEO any amendments, deletions and additions to the existing policies & procedures, which forms the basis of the Staff Recommendation presented for Council consideration.

### **Risk Assessment**

An Insignificant Compliance Risk of Level 1 - Which will likely result in no noticeable regulatory or statutory impact.

An Insignificant Reputational Risk of Level 1 - Which will likely result in unsubstantiated, low impact, low profile or 'no news' item.



SHIRE OF  
**Chapman Valley**  
*love the rural life!*

# **Works & Services Policy, Procedures & Guidelines Manual**

## Version Control

**This Is a Controlled Document of the Shire of Chapman Valley**

Version: 2

## Reviews/Amendments

Title new / removed policy	Replacing Policy	Date
Annual Review	Minute Reference: 07/18-10	18 <sup>th</sup> July 2018
Review IMP-025 Road Hierarchy	Minute Reference: 08/18-3	15 <sup>th</sup> August 2018
Annual Review	Minute Reference: 07/19-4	17 <sup>th</sup> July 2019
Annual Review	Minute Reference: 03/20-13	18 <sup>th</sup> March 2020
Annual Review	Minute Reference: 03/21-10	17 <sup>th</sup> March 2021
Annual Review	Minute Reference: 03/22-08	16 <sup>th</sup> March 2022



Key Documents, Policies / Procedures	5
Procedures	5
CMP-001 Animal Welfare Act- General Inspectors.....	5
CMP-002 Stock on Local Roads.....	6
CMP-005 Use of Plant – Fire Fighting .....	8
CMP-014 Sports Ground .....	9
CMP-017 Collection of Native Seeds.....	10
CMP-027 Disposal of Abandoned Vehicles .....	11
CMP-029 Decontamination of Agricultural Vehicles within Townsites .....	12
CMP-037 Permit – Landowners Spraying of Shire Controlled Reserves/Land.	13
CMP-038 Declared Plants – Spraying Unit.....	15
CMP-061 Litter.....	16
CMP-072 Voluntary Care & Maintenance Works on Shire Controlled / Owned Land.....	17
IMP-001 Equipment & Machinery .....	20
IMP-003 Plant Maintenance Report.....	22
IMP-004 Tools.....	23
IMP-005 Staff Use of Plant.....	24
IMP-006 Sale of Used Grader Blades .....	25
IMP-007 Use of Shire Tools & Equipment .....	26
IMP-008 Crossovers .....	27
IMP-011 Pipes Across Roads .....	30
IMP-012 Gates Across Road Reserves .....	31
IMP-013 Fence Line Clearing .....	32
IMP-014 Drains & Culverts .....	33
IMP-015 Finishing Off Work Areas .....	34
IMP-016 Code of Practice for Working in the Vicinity of Services.....	35
IMP-017 Road Work Funding Allocation Process .....	36
IMP-019 Private Works.....	37
IMP-020 Midwest Regional Road Group (MWRRG) Significant Roads .....	39
IMP-022 Heavy Haulage Vehicle Permits.....	40

IMP-023 Gravel Acquisitions .....	41
IMP-024 Roadside Vegetation Policy – Road Construction .....	44
IMP-025 Road Hierarchy .....	47

**Key Documents, Policies / Procedures**

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

**Procedures****CMP-001 Animal Welfare Act- General Inspectors**

MANAGEMENT PROCEDURE No.	CMP-001
MANAGEMENT PROCEDURE	ANIMAL WELFARE ACT – GENERAL
RESPONSIBLE OFFICER	SENIOR RANGER
PREVIOUS POLICY/PROCEDURE No.	1.10
RELEVANT DELEGATIONS	

**OBJECTIVES:**

Appointment of Animal Welfare General Inspectors for the Shire of Chapman Valley

**MANAGEMENT PROCEDURE STATEMENT/S:**

Council endorses the appointment of the Rangers as General Inspectors within the Shire of Chapman Valley boundaries in accordance with the Animal Welfare Act 2002 with authorisation to use the Council owned vehicles and resources to perform these duties.

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

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

**CMP-002 Stock on Local Roads**

MANAGEMENT PROCEDURE No.	CMP-002
MANAGEMENT PROCEDURE	STOCK ON ROADS
RESPONSIBLE OFFICER	SENIOR RANGER
PREVIOUS POLICY/PROCEDURE No.	1.20
RELEVANT DELEGATIONS	

**OBJECTIVES:**

Main Roads (WA) (MRWA) will provide guidance on reasonable precautions to be taken when driving stock across or along a state road and will also permit stock underpasses under state roads subject to the underpass meeting MRWA requirements.

The local government will follow MRWA guidance on reasonable precautions to be taken when driving stock across or along a local road and will also permit stock underpasses under local roads subject to the underpass meeting MRWA & the local government requirements.

These guidelines do not address the issue of straying stock in unfenced pastoral areas.

**MANAGEMENT PROCEDURE STATEMENT/S:****1.0 Stock Movements on Road Reserves**

The person in charge of moving stock across or along a road does not need formal permission from the local government. However, they will need to comply with the policy, procedures, technical advice and guidelines stipulated by MRWA. This information can be obtained from the MRWA website [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au)

**Costs**

The person in charge of the stock is responsible for the supply, installation and removal of the road traffic signs and devices associated with the stock movement on a road.

**2.0 Stock Underpasses under Local Roads****General**

A stockowner may install an underpass under a local road subject to compliance with the requirements of MRWA and/or local government conditions/guidelines. There are conditions on the design, construction, and maintenance.

**Costs**

There is no fee required from the local government to process an application. The applicant shall be responsible for all costs associated with the design, construction, maintenance and ongoing whole of life costs of the underpass structure.

**Design and Construction**

For sections of the underpass within and at the boundary of the road reserve, the design shall be approved by the local government and the construction shall be undertaken by the local government or local government's approved consultants and/or contractors.

**Maintenance**

The landowner shall be responsible for the ongoing whole of life maintenance of the underpass. The maintenance of the underpass includes removal of fouling and repair of any damage to the road infrastructure within the road reserve. A Restrictive Covenant/Notification will be placed on the title of the land owned by parties benefiting from the use of the underpass, which identifies the maintenance obligations in relation to the underpass being the responsibility of the landowner and must meet with the requirements of the relevant

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party (either the local government or MRWA dependent upon the road responsibility status) in the event the land is sold or transferred at any time in the future.

### **3.0 Approval – Stock Underpass**

#### **Applications**

A person wishing to install a stock underpass must submit an application to the local government.

#### **Approval**

Approval of an application shall include a condition for a Stock Underpass Agreement be signed by both the applicant and the local government before commencement of any work in the road reserve and shall indicate the extent, if any, of the local government's contribution to funding the underpass.

### **4.0 General**

The removal or covering of stock crossing signs when not in use is mandatory. Signs that are displayed while not in use may bring all signage into disrepute and may result in motorists disregarding important warnings. When not in use signs must be covered so they are not visible in all light conditions.

#### **ADDITIONAL EXPLANATORY NOTES:**

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

<b>Adopted – Council Resolution:</b>	<b>03/07-7</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 03/21-10</b>

**CMP-005 Use of Plant – Fire Fighting**

MANAGEMENT PROCEDURE No.	CMP-005
MANAGEMENT PROCEDURE	USE OF PLANT – FIRE FIGHTING
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	3.60
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To stipulate the authority for the use of Shire Plant & Equipment in the event of a bush fire

**MANAGEMENT PROCEDURE STATEMENT/S:**

The Chief Executive Officer or if unable to be contacted, staff in the priority order listed below, can authorise use of Shire's Plant and Machinery for firefighting purposes within or outside the Shire boundaries: -

- Deputy Chief Executive Officer
- Manager Works & Services
- Shire President
- Deputy Shire President

Shire Plant must be driven by Shire employees who will be paid by the Shire during normal working hours, but Plant is also available out of normal working hours on the condition the Shire employee(s) operate Plant as volunteers without payment. However, if an employee wishes to claim payment for hours worked outside normal hours, rather than providing this service on a voluntary basis, they are to be paid in accordance with their Award for the time worked. In such a situation the Shire is to negotiate with DFES compensation for additional costs incurred. Recompense of the additional cost incurred by the Shire to negotiate with DFES prior to committing the employee to work the overtime outside of normal hours.

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23</b>
	<b>06/15-18; 03/17-32</b>
	<b>SC07/15-2</b>

**CMP-014 Sports Ground**

MANAGEMENT PROCEDURE No.	CMP-014
MANAGEMENT PROCEDURE	SPORTS GROUND
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY No.	4.90
RELEVANT DELEGATIONS	

**OBJECTIVES:**

Protect the playing surface of the Nabawa Sporting Complex oval.

**MANAGEMENT PROCEDURE STATEMENT/S:**

The area defined for the sports oval be used solely for the purpose of pedestrian team sports unless otherwise determined by the Chief Executive Officer.

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 06/17-13, 03/20-13; 03/21-10</b>



**CMP-017 Collection of Native Seeds**

MANAGEMENT PROCEDURE No.	CMP-017
MANAGEMENT PROCEDURE	COLLECTION OF NATIVE SEED
RESPONSIBLE OFFICER	MANAGER OF WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	4.130
LEGISLATION	BIODIVERSITY CONSERVATION REGULATIONS 2018 (REGULATION 60)
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To ensure that the person making application to collect native seeds has necessary qualifications and licenses

**MANAGEMENT PROCEDURE STATEMENT:**

This Operational Procedure provides the eligibility criteria for permission to collect native seeds from road reserves within and under the management of the Shire.

To be eligible to collect native seeds from Road Reserves within the Shire it must be carried out subject to the following:

- All persons collecting native seed are licensed in accordance with the relevant legislation and will abide by the conditions of this License.
- Permission is for a 12-month period and to be reviewed annually.
- The letter of approval only allows for collection by the applicants' staff members.
- Appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds.
- All care will be taken to avoid the disturbance of fauna habitation.
- All care will be taken to avoid any disturbance that may lead to soil degradation.
- All legislative requirements are fully complied with (e.g. Environmental Protection (Clearing of Native Vegetation) Regulations 2004 & Biodiversity Conservation Regulations 2018).
- Australian Standard Traffic Management signage is erected in accordance with legislation for picking undertaken on a road reserve.
- The CEO has the delegated authority under section 5.42 of the Local Government Act 1995 to approve applications for Individuals/Groups/Companies/Government Departments to collect native seeds from the road reserves within and under the management of the Shire of Chapman Valley.

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 07/19-4, 03/20-13</b>

**CMP-027 Disposal of Abandoned Vehicles**

MANAGEMENT PROCEDURE No.	CMP-027
MANAGEMENT PROCEDURE	DISPOSAL OF ABANDONED VEHICLES
RESPONSIBLE OFFICER	SENIOR RANGER
PREVIOUS POLICY/PROCEDURE No.	6.110
RELEVANT DELEGATIONS	1011

**OBJECTIVES:**

To provide guidance to officers responsible for the disposal of abandoned vehicles in the custody of the Shire and to delegate authority to the Chief Executive Officer to undertake the disposition process on behalf of the Shire. (*Local Government Act (1995) section 3.40 to 3.47*)

**MANAGEMENT PROCEDURE STATEMENT/S:**

The Shire impounds vehicles, which are abandoned in the district or are placed in positions which cause obstructions.

After all statutory processes have been followed the Shire may then dispose of the vehicles in order to defray the costs of this operation.

Following compliance with all statutory provisions relating to the impounding of abandoned vehicles and their custody, the Shire will dispose of such vehicles in the most efficient and economic manner.

The vehicles are to be advertised for sale to the highest bidder in a suitable newspaper. Bids for the purchase of vehicles are to be treated as though they were tenders for the purposes of reception, storage, opening and recording of offers.

The highest bid for any vehicle shall be accepted.

Bidders are to arrange removal of the vehicle from the Shire premises (or where it impounded) at a mutually agreed date and time at the bidder's expense.

Any vehicles that have not been disposed of after advertising as above may be disposed of by any appropriate means.

Authority to administer this Operational Procedure and accept bids for abandoned vehicles and arrange for their disposal is delegated to the Chief Executive Officer.

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

<b>Adopted – Council Resolution:</b>	<b>02/14-30</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23</b>
	<b>06/15-18; 03/17-32</b>

**CMP-029 Decontamination of Agricultural Vehicles within Townsites**

MANAGEMENT PROCEDURE No.	CMP-029
MANAGEMENT PROCEDURE	DECONTAMINATION OF AGRICULTURAL SPRAYING VEHICLES WITHIN TOWNSITES
RESPONSIBLE OFFICER	MANAGER OF WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	7.10
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To set conditions for the decontamination of agricultural spraying vehicles within townsites including Western Region localities (e.g. Parkfalls Estate, Dolby Creek Estate, Harbour Lights Estate, Coffee Pot Estate, Buller and Waggrakine)

**MANAGEMENT PROCEDURE STATEMENT:**

This Operational Procedure applies to all registered agricultural spraying operators and private operators (farmers) in the townsites of the Chapman Valley Shire:

The scope of registered pesticides covers the control of plants (herbicides), insects (pesticides), and fungi (fungicides).

If an operator requires decontaminating a vehicle within a townsite, there are two options available which may be used only at a registered premises or other site approved premises or other site approved by the Shire i.e.

1. Hand washed, using a damp cloth. There should be no run-off or ground contamination from this option. Any liquid used for washing is deemed pesticides reinstate and must be disposed of in accordance with Health (Pesticides) Regulations 2011 (No running water).
2. A pest control vehicle may be washed down using running water if it is on an impervious bunded area, with an impervious lined sump and protected from rain (roofed). Any liquid from the wash down is deemed pesticide reinstate and must be disposed of in accordance with Health (Pesticides) Regulations 2011.

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 07/19-4, 03/20-13</b>

**CMP-037 Permit – Landowners Spraying of Shire Controlled Reserves/Land**

MANAGEMENT PROCEDURE No.	CMP-037
MANAGEMENT PROCEDURE	PERMIT - LANDOWNERS SPRAYING OF SHIRE CONTROLLED RESERVES/LAND
RESPONSIBLE OFFICER	MANAGER OF WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	10.30
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To allow landowners to spray Shire controlled reserves and land under the Permit System.

**MANAGEMENT PROCEDURE STATEMENT:**

Refer to CMP-072 for other conditions and guidelines.

This Permit authorise the applicant to carry out contract spraying on Shire controlled reserves/land.

The conditions of such permission are:

- (1) Applicant must ensure full compliance with all legislation relevant to clearing native vegetation.
- (2) Applicant must only use chemical authorised by suppliers including mix, strength and levels.
- (3) Instructions and guidelines of the manufacturer/suppliers for chemical use are to be adhered to at all times.
- (4) Method(s) of application must be to the Shire's satisfaction (if required).
- (5) Chemical spraying application must take into consideration wind speed and direction to avoid spray drift.
- (6) Contractor is to avoid natural/manmade watercourses that could be polluted due to chemical over sprays.
- (7) Advice must be given to all neighbouring lands owners prior to spraying of chemicals to be used, method of application, along with date and time spraying will be carried out.
- (8) Contractor is to ensure no damage is incurred upon any rare flora or fauna in the area of spray. Such areas are to be identified prior to spraying commencing.
- (9) Contractor is to ensure road signs are erected warning that spraying is in process. Standard of signage will be that set by the Shire. Contractor must work between these warning signs at all times.
- (10) Contractor is to attach a flashing light to the cab of vehicle being used for spray application and have this light and the vehicle hazard lights flashing at all times spraying is being carried out.
- (11) Contractor is to ensure they (or their employees) comply with the requirements of the Occupational Health Safety Act 1984 and Health Act 1911 and associated Regulations for the handling, spraying and storage of chemicals.
- (12) The Shire will not accept any liability for claim resulting from the contractor carrying such works on Shire controlled reserves/land for loss/damage incurred upon the contractor or any third party.
- (13) Contractor is to produce documentation to the Shire confirming they have an appropriate Public Liability Insurance Policy prior to permission being granted for them to carry out such works on the Shire's behalf.

This Operational Procedure must be current during the request time of contract works being carried out.

This Operational Procedure must confirm that there are no exclusions arising out of the application of chemicals on Shire controlled reserves/land.

Applicants must apply for a Permit from the Chief Executive Officer who is authorised to approve/disapprove any application.

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
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<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 07/19-4, 03/20-13</b>
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## CMP-038 Declared Plants – Spraying Unit

MANAGEMENT PROCEDURE No.	CMP-038
MANAGEMENT PROCEDURE	DECLARED PLANTS - SPRAYING UNIT
RESPONSIBLE OFFICER	MANAGER OF WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	10.50
RELEVANT DELEGATIONS	

**OBJECTIVES:**

Control use of Shire owned plant and equipment.

**MANAGEMENT PROCEDURE STATEMENT:**

The Shire will refrain from carrying out declared or other nuisance plant spraying on private property and will not hire out spraying unit for private use.

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 07/19-4, 03/20-13</b>

**CMP-061 Litter**

MANAGEMENT PROCEDURE No.	CMP-061
MANAGEMENT PROCEDURE	LITTER
RESPONSIBLE OFFICER	SENIOR RANGER
PREVIOUS POLICY/PROCEDURE No.	15.190
RELEVANT DELEGATIONS	

**OBJECTIVES:**

Set guidelines for dealing with instances of littering.

**MANAGEMENT PROCEDURE STATEMENT/S:**

Where ownership or identification can be established for rubbish and litter deposited on roadsides or reserves within the Shire, immediate infringement be carried out unless the offender agrees to clean up litter immediately. Prosecution will be implemented at the discretion of the Chief Executive Officer.

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

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



**CMP-072 Voluntary Care & Maintenance Works on Shire Controlled / Owned Land**

MANAGEMENT PROCEDURE No.	CMP-072
MANAGEMENT PROCEDURE	VOLUNTARY CARE & MAINTENANCE WORKS ON SHIRE CONTROLLED/OWNED LAND
RESPONSIBLE OFFICER	MANAGER OF WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	NIL
RELEVANT DELEGATIONS	NIL

**OBJECTIVES:**

Refer to CMP-037 for other conditions and guidelines.

The verge (nature strip) is the area between the edge of the road and the private property boundary. Street verges are public domain and important for the installation of necessary services such as drainage, power and communication lines, it is important to have rules to manage the safety, access and appearance.

Shire controlled verges are owned by the Crown but managed by the Shire. The purpose of a street verge is to:

- provide a buffer between the road and private property where common public facilities may be placed; and
- provide a section of land where essential services such as power, gas and telecommunications can be placed.

This Management Procedure aims to establish clear and concise conditions and guidelines for volunteers to undertake care and maintenance works on land under the control and or ownership of the Shire.

This Management Procedure needs to be read in conjunction with the Shire of Chapman Valley's Activities in Thoroughfares and Public Places and Trading Local Law. In the event there is any contradiction between the Local Law and Procedure the Local Law will take precedence.

**MANAGEMENT PROCEDURE STATEMENT:**

Volunteers undertaking care and maintenance works on land under the control and/or ownership of the Shire are to adhere to the following conditions:

1. Work on Road Verges and Reserves

- (i) All activities and work being undertaken by volunteers on land under the control/ownership of the Shire must not adversely affect the public use of such land.

Pedestrians and other public users of land under the control/ownership of the shire will always have primary use of the land and all activities and work being undertaken by volunteers on this land is to cease immediately when such public use is occurring;

- (ii) Unless otherwise approved by the Chief Executive Officer, spraying of chemicals is strictly prohibited to ensure there is no spray-drift onto adjacent land;
- (iii) Burning materials is strictly prohibited;
- (iv) Use of Ride On, Self-Propelled, push mowers, slashers, brush-cutters, etc. is permitted under the condition all mowed material is always discharged away from the road running surface.

Such use is permitted subject to the volunteer staying a safe distance away from the road running surface at all times;

- (v) Use of all machinery during total fire ban periods is strictly prohibited;
- (vi) Manual weeding, edging, etc. is permitted subject to the volunteer staying a safe distance away from the road running surface;
- (vii) Disturbing the horizontal and/or vertical alignment of the road verge, table drains, culverts, footpaths, etc. is strictly prohibited and any such disturbance, which requires reinstatement will be undertaken by the Shire at the volunteer's costs;
- (viii) Any damage to property crossover(s) (permanent or temporary) incurred by the volunteer whilst undertaking works on Shire controlled/owned land is to be rectified by the volunteer, to the Shire's satisfaction and at the volunteers' cost;
- (ix) Any damage to all other private property (e.g. fences, signs, buildings, plant & equipment, flora, fauna, vehicles, etc.) whether on private or public land incurred by the volunteer whilst undertaking works on Shire controlled/owned land is responsibility of the volunteer;
- (x) No structure, item of plant or machinery is to be left on the Shire controlled/owned land under any circumstance. If such items are left on the land the Shire has the right to impound these items and seek recompense from the owner of the items and/or the volunteer(s) involved;
- (xi) Declared rare and protected flora is not to be disturbed under any condition. The volunteer(s) undertaking work on Shire controlled/owned land will be responsible to ensure there is no such disturbance and will be liable for any fines and charges as stipulated in legislation if such disturbance occurs;

It is imperative the volunteers enquire into the existence of declared rare and protected flora before proceeding with any works on the land;

- (xii) The volunteer must not disturb any roadside furnishings (e.g. signs, guidepost, etc.). Any such disturbance must be reported to the Shire immediately. The Shire will arrange reinstatement of the item(s) and may seek recompense of cost associated with this work from the volunteer(s);
- (xiii) Fire hydrants cannot be disturbed under any circumstances. This includes, yet is not limited to:
  - a) Damage to the hydrant lid;
  - b) Covering the hydrant lid with any material;
  - c) Damage or relocation of any signage or indicators associated with the hydrant.
- xiv) All rubbish deposited on the land under the control/ownership of the Shire resulting from works undertaken by the volunteer(s) is to be removed by the volunteer(s). If such removal does not occur to the satisfaction of the Shire this work can be undertaken by the Shire and cost recovered from the volunteer(s);
- xv) Controlled grazing of Shire road reserves is strictly prohibited. Such an activity on other controlled/owned Shire land may be considered upon application, yet no guarantee is given on approval;

## 2. Work on Medium Strips on Road Reserves

Due to safety and liability issues work on medium strips on Shire controlled road reserves is strictly prohibited.

## 3. Public Works

The Shire will always retain the right to carry out public works on land under the Shire's control/ownership and is not liable to replace or restore any verge treatment and, in particular, any plant or any acceptable material or other hard surface or sprinklers, pipes or other reticulation equipment, etc.

#### 4. Firebreaks

A person shall not construct a firebreak on a thoroughfare without first obtaining a permit from the Shire. Some areas of the Shire do not permit firebreaks as a fire control measure; therefore, permission for firebreaks on thoroughfares in these areas will not be granted;

#### 5. Public Liability Insurance

The Shire has cover for Public Liability protection, which provides cover for the Shire in relation to all sums for which the Shire shall become legally liable to pay by way of compensation in respect of:

~ Public Liability

- a) Personal Injury
- b) Damage to Property

~ Products Liability

~ Professional Indemnity

*(The above are defined in the protection wording)*

Shire volunteers conducting authorised Shire activities are deemed to be protected under this policy, subject to the wording limits, extensions and exclusions.

If a volunteer is approached by a third party in relation to personal injury or damage to property, for which they believe the Shire (or the volunteer) to be responsible, the volunteer must direct the person to their responsible manager.

Under no circumstances does the Shire give permission for the volunteer to admit liability or attempt to resolve the issue.

#### **ADDITIONAL EXPLANATORY NOTES:**

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

<b>Adopted – Council Resolution:</b>	<b>02/16-15</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>07/19-4; 03/20-13</b>

**IMP-001 Equipment & Machinery**

MANAGEMENT PROCEDURE No.	IMP-001
MANAGEMENT PROCEDURE	EQUIPMENT & MACHINERY
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	12.10
RELEVANT DELEGATIONS	

**OBJECTIVES:**

Stipulate staff responsibilities in association with the use of Shire plant and equipment.

**MANAGEMENT PROCEDURE STATEMENT/S:****STAFF RESPONSIBILITY**

If certain items of equipment are assigned to a staff member, that person is required to carry out the daily servicing of the equipment as set out in the manufacturer's handbook.

It is the employee's responsibility to inform the supervisor if they have any limitations that may affect the safe operation of any piece of plant or equipment.

The employee must ensure that any plant and equipment that they operate is in a safe and mechanically sound condition. The employee is to carry out an inspection of each item of plant immediately prior to its use to ensure that oil levels, pressures, coolant level, battery charging rates, etc are correct.

This Operational Procedure is to include all drivers and operators of plant, equipment and shire vehicles.

All defects or irregularities are to be reported to the Works Supervisor and/or the employee is to complete a defect report. If the Works Supervisor and the mechanic consider that there is a safety risk or that permanent damage will result from using an item of plant, the Works Supervisor may direct that the plant be stood down until repairs are made.

The employee is required to assist with the care and maintenance of plant, especially the larger items used daily. No new parts are to be fitted or adjustments made without the knowledge and agreement of the Works Supervisor.

The employee is not to operate any items of plant or equipment unless they have been certified by the Works Supervisor as competent to operate that equipment. The employee's competency and abilities to operate plant and equipment will be kept on record.

The interiors of shire vehicles and plant must be kept clean and free from all loose objects. These can become lethal hazards in the event of an accident.

**MAINTENANCE OF PLANT AND EQUIPMENT DAILY CHECK**

- all oils
- water
- lights
- tyres
- battery
- ensure defects are reported

**MAINTENANCE OF PLANT & EQUIPMENT AS SPECIFIED IN MAINTENANCE MANUAL**

- grease all lube fittings

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- check wheel studs and nuts
- check all V belts
- check radiator hoses
- check and clean air cleaner
- clean out cab
- any other items specified

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

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

**IMP-003 Plant Maintenance Report**

MANAGEMENT PROCEDURE No.	IMP-003
MANAGEMENT PROCEDURE	PLANT MAINTENANCE REPORT
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	12.40
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To provide Councillors & Staff with a report on the maintenance requirements of plant & equipment

**MANAGEMENT PROCEDURE STATEMENT/S:**

The Manager Works & Services shall report to each Ordinary Council meeting detailing maintenance performed, breakdowns, action taken to rectify, and other items requiring the Shire's attention.

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

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

**IMP-004 Tools**

MANAGEMENT PROCEDURE No.	IMP-004
MANAGEMENT PROCEDURE	TOOLS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	12.50
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To identify ownership of shire tools & equipment

**MANAGEMENT PROCEDURE STATEMENT/S:**

All tools and equipment purchased to be either engraved or stencilled and be marked with the identification tag (e.g. "Shire of Chapman Valley", "CVSC", SoCV).

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

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



**IMP-005 Staff Use of Plant**

MANAGEMENT PROCEDURE No.	IMP-005
MANAGEMENT PROCEDURE	STAFF USE OF PLANT
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	14.80
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To offer assistance to employees to use Shire plant for private works

This is not applicable to tools & equipment and is for plant only as determined by the Chief Executive Officer and is to be read in conjunction with IMP-007 & IMP-019

**MANAGEMENT PROCEDURE STATEMENT/S:**

In recognition of its interest in the welfare of its employees the Council authorises the Chief Executive Officer to allow after hours personal usage of plant to employees subject to the following:

- Usage will be permitted within the Shire boundary area only, to those employees who are conversant with the operating capabilities of the plant they propose to use and is not to be utilised for obtaining any personal financial gain from a third party.
- Where the use, or intended use, of plant is likely to conflict with usage by the Shire of that plant, then permission will not be given.
- Unless specific justification can be provided to show otherwise, usage of Shire plant is restricted to certain items of machinery, as determined by the Chief Executive Officer.
- Hire rates will be the private works rate(s) set by the Shire, less the labour and administration costs.
- A private works application must be completed.

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

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

**IMP-006 Sale of Used Grader Blades**

MANAGEMENT PROCEDURE No.	IMP-006
MANAGEMENT PROCEDURE	SALE OF USED GRADER BLADES
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	14.200
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To allow second-hand/used grader blades to be a source of income for the staff social club

**MANAGEMENT PROCEDURE STATEMENT/S:**

Second hand grader blades are donated to the Shire Staff Social Group at no cost for them to dispose as they see fit and all funds obtained for the sale of these items to be used for health & wellbeing purposes within the staff social group.

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23</b>
	<b>06/15-18; 03/17-32, 03/22-08</b>

**IMP-007 Use of Shire Tools & Equipment**

MANAGEMENT PROCEDURE No.	IMP-007
MANAGEMENT PROCEDURE RESPONSIBLE OFFICER	USE OF SHIRE TOOLS & EQUIPMENT MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	14.210
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To control the use of Shire owned Tools and Equipment. This needs to be read in conjunction with IMP-005.

**MANAGEMENT PROCEDURE STATEMENT/S:**

It is illegal for an employee (or any other person) to utilise public owned assets for their own personal purposes, therefore obtaining some form of benefit of a public asset.

Tools and equipment that belong to the Shire must only be used under authorisation and for the purpose of repair, maintenance, upgrade, etc. of Shire owned property and assets.

Each individual supervisor is responsible for tools and equipment under their control and has been instructed to ensure this policy is adhered to.

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

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

**IMP-008 Crossovers**

MANAGEMENT PROCEDURE No.	IMP-008
MANAGEMENT PROCEDURE	CROSSTOVERS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.10
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To set conditions and guidelines associated with the installation of crossovers

**MANAGEMENT PROCEDURE STATEMENTS:****INDUSTRIAL AND COMMERCIAL**

Industrial and Commercial crossover widths at property boundaries shall be at a standard 4 metres for a distance of 2.1 metres from the property boundary, then tapered to a standard width of a maximum of 8 metres. The cost of the first standard crossover only shall be borne one half by the Shire up to a maximum of \$500 and one half by the owner/occupier and the cost of additional widths if required up to a maximum of 11 metres and/or additional crossovers being paid in full by the owner/occupier.

The crossovers shall be a minimum 150mm compacted gravel and bitumen sealed standard off sealed roads and compacted gravel off gravel roads. Bitumen sprayed in two applications, total rate of 2.7 litres/square metre. 14mm aggregate to be applied and rolled after first application, and 10mm aggregate applied and rolled after second. Where concrete is requested and the cost is above the standard, the extra cost shall be borne by the owner and/or occupier. The concrete shall be 150mm - 25MP test or equivalent.

**RESIDENTIAL**

Residential crossovers width at property boundaries shall be at a standard of 3 metres for a distance of 2.1 metres from the property boundary, and then tapered to a standard of 6.5 metres. The cost of the first standard crossover only shall be borne one half by the Shire up to a maximum of \$500 and one half by the owner/occupier with the cost of additional widths, if required up to a maximum of 6.5 metres and/or additional crossovers, being paid in full by the owner/occupier.

The minimum standard crossover shall be a 150mm compacted gravel standard or bitumen sealed standard off sealed roads and compacted gravel off gravel roads with culvert(s) and end-walls installation being to a standard as determined by the Shire. Bitumen sprayed in two applications, total rate of 2.7 litres/square metre. 14mm aggregate to be applied and rolled after first application, and 10mm aggregate applied and rolled after second. Where concrete is requested and the cost is above the standard, the extra cost shall be borne by the owner and/or occupier. The concrete shall be 100mm - 25MP compression test or equivalent.

**RURAL, RURAL SMALLHOLDING AND RURAL RESIDENTIAL CROSSOVER POLICY**

Rural, Rural Smallholding and Rural Residential crossover widths at property boundaries shall be at a standard 4 metres for a distance of 2.1 metres from the property boundary, then tapered to a standard width of a maximum of 8 metres. The cost of the first standard crossover only shall be borne one half by the Shire up to a maximum of \$500 and one half by the owner/occupier and the cost of additional widths if required up to a maximum of 11 metres and/or additional crossovers being paid in full by the owner/occupier.

The minimum standard crossovers shall be 150mm compacted gravel off sealed or unsealed roads, with culvert(s) and end-walls installation being to a standard as determined by the Shire.

In the event a property owner requires a bitumen crossover the bitumen shall be sprayed in two applications, total rate of 2.7 litres/square metre. 14mm aggregate to be applied and rolled after first application, and 10mm aggregate applied and rolled after second.

All cost for a crossover type greater than the 125mm compacted gravel minimum standard is to be met in total by the property owner.

## **DRAINAGE**

All draining (e.g. culverts, end walls, etc.) will be at a standard set by the Chief Executive Officer and will take into consideration to specific circumstance of each individual crossover application

## **CONTRIBUTION**

### Contractor Installation

- i) An application must be submitted using the Shire's standard form and prior approval must be obtain before any works commence;
- ii) Shire Staff will undertake inspections of the proposed work and during installation. The Shire contribution will only be paid if the crossing installation is fully compliant with the standards set by the Shire;
- iii) Any non-compliance will result in a request being made of the owner/occupier to undertake remedial works to ensure crossover is brought up the standards set by the Shire. If the owner/occupier refuses to undertake remedial works as requested the Shire will either remove the crossover and reinstate the land or undertake the remedial works. In both case the cost of the works undertake will be charged to the owner/occupier at the Shire Private Works Rates and if necessary legal action taken to recover such costs if not paid.

### Shire Installation

Except in the case of a Government authority or department where a proper work authority shall be sufficient, where the Shire has agreed to undertake the construction work it will require prepayment by the owner/occupier for their 50% contribution as calculated by the Shire. This contribution must be paid in advance by the owner/occupier before any works are to commence.

Where a second crossover is to be installed it is to be so in accordance with the aforementioned standards crossing specifications and the total cost is to be met by the owner/occupier.

## **MAINTENANCE**

Maintenance of all crossovers shall be the responsibility of the owner/occupier.

## **LEVEL**

The general level of crossover at the fence line is to be a minimum of 75mm above the back of the kerb (if existing) to the centre crown of the road.

The maximum level below the centre crown of the road is to be 300mm. However, if the property has a large rise or fall from the roadway and if there is no constructed footpath a level must be obtained from the Shire before proceedings.

If there is a constructed footpath the level is to match the footpath.

## **KERBING**

Where road kerbing is of a non-mountable or semi mountable barrier type the kerbing shall be removed as necessary and neatly joined to the flush kerbing with insitu concrete.

The existing insitu barrier kerbing shall be cut with a concrete cutting saw. The existing precast barrier kerbing shall be removed without damage to pavement or remaining kerbing.

Reinstatement must be made to kerbing, concrete, paving or bitumen road surface damage during the crossing construction.

Where the road kerbing is of mountable extruded concrete type such kerbing is not to be removed and the crossing constructed is to finish level, matching the extruded kerbing.

### **CROSSOVER LOCATION**

Vehicle crossovers, including wings, shall not be constructed closer than 6 metres from the property line intersection point at corner sites, unless otherwise determined by the Chief Executive Officer. Crossovers must be constructed at right angles to the road. In cul-de-sacs and other mitigating circumstances approval may be given for a variation to this requirement upon landowner application.

### **OTHER**

The area shall be cleaned of debris, bitumen, concrete products, etc. on completion of the work.

The public shall be protected by erection of adequate signs, barriers, flashing warning lamps, temporary bridges or any other necessary safety items.

Any requirements placed on the construction or location of a crossover by the Shire must be complied with.

### **ADDITIONAL EXPLANATORY NOTES:**

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 08/15-6; 07/19-4</b>

**IMP-011 Pipes Across Roads**

MANAGEMENT PROCEDURE No.	IMP-011
MANAGEMENT PROCEDURE	PIPES ACROSS ROADS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.90
RELEVANT DELEGATIONS	2012

**OBJECTIVES:**

To set guidelines and condition for placing pipes under Shire roads

**MANAGEMENT PROCEDURE STATEMENT/S:**

In accordance with Clause 9(4) of the Local Government (Uniform Local Provisions) Regulation 1996 conditions under which pipes will be allowed to be placed beneath roadways, are as follows:

1. Pipe shall be a minimum of 450 mm below the surface of a road.
2. The applicant or subsequent owner to be responsible for the cost of repair or replacement when the pipe has been damaged during the carrying out of roadworks.
3. The applicant or subsequent owner shall remove the pipe when directed to do so by the Shire.
4. Written application must be lodged with the Shire requesting authorisation and providing a map of where pipes will cross the road prior to any works beings commenced.
5. Works shall be carried out in accordance with the Shire's requirements and at the owner's costs.
6. The road surface is to be reinstated to the Shire's satisfaction and at the owners cost.
7. The Shire encourage boring under road reserves rather than excavation.

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

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



**IMP-012 Gates Across Road Reserves**

MANAGEMENT PROCEDURE No.	IMP-012
MANAGEMENT PROCEDURE	GATES ACROSS ROAD RESERVES
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.100
RELEVANT DELEGATIONS	2011

**OBJECTIVES:**

To set guidelines and condition for placing gates across Shire roads

**MANAGEMENT PROCEDURE STATEMENTS:**

In accordance with Clause 9(4) of the Local Government (Uniform Local Provisions) Regulation 1996 conditions under which gates will be allowed across roadways, are as follows:

1. The structure is to be maintained in a condition satisfactory to the Shire.
2. The structure is to be removed by the applicant or subsequent owner when directed to do so by the Shire.
3. Approval of gates shall include the installation of a swinging gate for vehicle access and a large opening gate for machinery access.

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 07/19-4</b>

**IMP-013 Fence Line Clearing**

MANAGEMENT PROCEDURE No.	IMP-013
MANAGEMENT PROCEDURE	FENCE LINE CLEARING
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.120
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To set guidelines and condition for landowners clearing fence line on land adjoin Shire roads

**MANAGEMENT PROCEDURE STATEMENT/S:**

Where a property owner clears his fence line, all material is to be placed inside their own property for disposal.

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

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

**IMP-014 Drains & Culverts**

MANAGEMENT PROCEDURE No.	IMP-014
MANAGEMENT PROCEDURE	DRAINS AND CULVERTS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.140
RELEVANT DELEGATIONS	

**OBJECTIVES:**

Set timing for the ongoing maintenance of Shire drains & culverts

**MANAGEMENT PROCEDURE STATEMENT/S:**

All major drains and culverts to be cleaned out by the Shire on an annual basis (the beginning of each year) to prevent any build-up of rubbish in the drain, thus preventing any restriction in water flow.

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

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

**IMP-015 Finishing Off Work Areas**

MANAGEMENT PROCEDURE No.	IMP-015
MANAGEMENT PROCEDURE	FINISHING OFF WORK AREAS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.170
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To ensure works are finished off in a satisfactory manner.

**MANAGEMENT PROCEDURE STATEMENT/S:**

Shire staff be instructed to remove all debris from work areas and ensure areas are left in neat and tidy condition prior to leaving.

The procedure of tidying up a work area is considered part of the works project being carried out.

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

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

**IMP-016 Code of Practice for Working in the Vicinity of Services**

MANAGEMENT PROCEDURE No.	IMP-016
MANAGEMENT PROCEDURE	CODE OF PRACTICE FOR WORKING IN THE VICINITY OF SERVICES
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.180
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To advise staff of the Code associated with working in the vicinity services.

**MANAGEMENT PROCEDURE STATEMENT/S:**

The Shire has a legal "Duty of Care" to observe when working in the vicinity of Service Lines.

The process for discharging this Duty of Care in relation to such Lines is to be in accordance with the "Utility Providers Code of Practice for WA".

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

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

**IMP-017 Road Work Funding Allocation Process**

MANAGEMENT PROCEDURE No.	IMP-017
MANAGEMENT PROCEDURE	ROAD WORK FUNDING ALLOCATION PROCESS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	15.220
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To set guidelines and procedures for categorising road hierarchy network and funding allocation priorities

**MANAGEMENT PROCEDURE STATEMENT/S:**

1. Council review existing Road Hierarchy List based upon Councillor(s) submissions and staff recommendation(s).
2. Council review existing Regional Road Group priorities based upon Councillor(s) submissions and staff recommendation(s).
3. Council reviews other grant programs (e.g. Black Spot, R2R) based upon Councillor(s) submissions and staff recommendation(s).
4. Taking into account the delegations under Infrastructure Policy IMP-022, Council review existing Heavy Haulage Roads.
5. Council review existing Program of Road Works based Councillor(s) submissions and upon staff recommendation(s).
6. Councillors retain the right to present, and justify, changes to any of the above either via Chief Executive Officer's report or directly to the meeting.
7. No changes to be made to any of the above unless fully endorsed by Council.

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

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

**IMP-019 Private Works**

MANAGEMENT PROCEDURE No.	IMP-019
MANAGEMENT PROCEDURE	PRIVATE WORKS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.70
RELEVANT DELEGATIONS	2008

**OBJECTIVES:**

To provide direction regarding the use of Shire resources for the completion of Private Works

This does not include Tools & Equipment (See Procedure IMP-007)

This Procedure also needs to be read in conjunction with Procedures IMP-005.

**MANAGEMENT PROCEDURE STATEMENTS:**

The philosophy of the Shire in relation to Private Works is the Shire approves of staff competing for commercial Private Works on the basis of the following:

1. The Shire recognises that, from time to time, residents may require assistance in the form of the provision of equipment and operators to assist in undertaking Private Works. In order to ensure that the Shire's own workload is not adversely affected, the following general conditions will be applied to the provision of Private Works.
2. Where practical, all Private Works are to be performed during overtime hours and charged at the overtime rates to avoid interruption to the Shire's works program.
3. Prior to the commencement of the Private Works, the client is to agree:
  - (a) to pay for all works done;
  - (b) to make immediate payment upon service of the account; and
  - (c) no further Private Works are to be undertaken for a client until previous accounts for works have been paid.
4. Upon completion of the works, the client is to agree the works have been completed to their satisfaction, and that the record of hours worked is correct.
5. The client is to pay for all travel time to and from the job from the Shire's operating base at that time. Operating costs shall include wages (at overtime rate), public works overheads, plant operation costs, on costs, administration and depreciation.
6. A minimum of one (1) hour hire for all plant hired for Private Works will be charged in accordance with the Schedule of Fees and Charges adopted as part of the budget each financial year.
7. No plant is to be hired without the Shire's operator, except sundry plant.
8. The Chief Executive Officer may submit quotes and complete for "commercial" type works, that is, works other than those of a small or residential nature. Works are not to be quoted for or completed for unless Shire's plant is in the area doing other programmed works or will shortly be shift to the area to perform programmed works unless the work is sufficiently large enough to warrant the Shire shifting the plant to the townsite.
9. The philosophy of the Shire in relation to Private Works is the Shire approve of staff competing for commercial Private Works on the basis of the following:



- a) That the Roadworks Program set by Council at its Budget Meeting is not unduly affected to appoint that there is a large number of carry over projects into the next financial year. The Shire historically has several projects carried over from one year to the next however, these projects are to be jobs comprising of predominately wages, overheads and plant operations costs e.g. gravel sheeting.

It is generally understood the programmed jobs that attract outside funding e.g.. Regional Road Group or Black Spot funding are completed as a priority in any given year.

- b) That Private Works undertaken must not be at a loss to the Shire.
- c) It is understood that by undertaking Private Works, those employees on wages have the opportunity to gain extra financial reward as the majority of private works involves working overtime.
- d) It is the responsibility of the CEO to maintain a “balanced” approach between taking on Private Works projects and maintaining the Shire’s existing infrastructure.
- e) The Shire expects the existing road network is maintained and does not suffer as a direct result of undertaking Private Works projects
- f) Shire staff need to be aware of the sensitivities of competing in areas that are not the Shire’s specialty e.g. Dams. It is acknowledged the Shire does have the knowledge, ability, machinery and skills to undertake private works which involve road construction and subdivisions for example.

### Reports of Private Works

All private works undertaken by Shire Staff are to be listed in the Works Supervisor's information report for presentation at the Ordinary Council Meeting.

### Plant Hire (Restrictions)

All Private Works hire of Shire plant is to be within the Shire boundaries unless prior approval has been obtained from the Chief Executive Officer.

### ADDITIONAL EXPLANATORY NOTES:

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 07/19-4</b>

## IMP-020 Midwest Regional Road Group (MWRRG) Significant Roads

MANAGEMENT PROCEDURE No.	IMP-020
MANAGEMENT PROCEDURE	MIDWEST REGIONAL ROAD GROUP (MWRRG) – SIGNIFICANT ROAD POLICY
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	15.40; IP-001
LEGISLATION	STATE ROAD COUNCIL / REGIONAL ROAD
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To list roads under the control of the Shire of Chapman Valley as those recognised by the Mid-West Regional Road Group as *Significant Roads*.

**MANAGEMENT PROCEDURE STATEMENT:**

Roads under the control of the Shire of Chapman Valley recognised as being significant roads by the Mid-West Regional Road Group are: -

Rd No.	Road Name	RAV Category
19	Balla Whelarra	6
130	Chapman Valley	-
34	Coronation Beach	4
8	Dartmoor	6
21	Dartmoor Lake Nerramyne	6
12	East Bowes	6
1; 15 & 14	~ Durawah; ~ Station ( <i>between Durawah &amp; Station Valentine Rd Junctions</i> ), ~ Station Valentine	6
150	East Chapman	6
16	East Nabawa	6
10	Nanson Howatharra	4
7	Narra Tarra	4
131	Northampton – Nabawa	6
132	Yuna – Tenindewa	7
13	Valentine	6,7

**ADDITIONAL EXPLANATORY NOTES:**

The above list of *Significant Roads* are the only roads eligible for funding through the Mid-West Regional Road Group Program.

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

<b>Adopted – Council Resolution:</b>	10/01-9
<b>Reviewed – Council Resolution:</b>	05/15-23; 06/15-18; 03/17-32; 03/17-32; 07/18-10; 07/19-4

**IMP-022 Heavy Haulage Vehicle Permits**

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
RELEVANT DELEGATIONS	2012

**OBJECTIVES:**

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

**POLICY STATEMENT/S:**

The Shire 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:

- Application to be sent to MRWA Heavy Vehicle Services (HVS) - Route Assessment Section.
- HVS to forward application to Shire of Chapman Valley for comments.
- Shire staff inspect route to determine suitability in accordance with basic MRWA criteria.
- Shire staff put recommendation to MRWA to reject or progress the application.
- MRWA HVS will send the application to MRWA regional office to inspect route and make appropriate recommendation back to MRWA HVS
- 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 the Shire).

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>

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

<b>Adopted – Council Resolution:</b>	<b>04/04-23</b>
<b>Reviewed – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 03/17-32; 07/16-11; 07/18-10;03/21-03</b>

**IMP-023 Gravel Acquisitions**

MANAGEMENT PROCEDURE No.	IMP-023
MANAGEMENT PROCEDURE	GRAVEL ACQUISITIONS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.150.1; IP-004
LEGISLATION	LOCAL GOVERNMENT ACT, 1995 – SECTION 3.27
RELEVANT DELEGATIONS	

**OBJECTIVES:****LEGISLATION**

Section 3.27 of the Local Government Act 1995 states: -

Particular things Local Governments can do on land that is not Local Government property –

1. A Local Government may, in performing its general functions, do any of the things prescribed in Schedule 3.2 even though the land in which it is done is not Local Government property and Local Government does not have consent to do it;
2. Schedule 3.2 may be amended by Regulation; and
3. If Schedule 3.2 expressly states that this subsection applies, subsection (1) does not authorise anything to be done on land that is being used as a site or curtilage of a building or has been developed in any other way, or is cultivated.

**Schedule 3.2: -**

Take from land any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the Local Government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate.

Schedule 3.36 applies: -

Deposit and leave on land adjoining the thoroughfare any timber, earth, stone, sand, gravel and other material that persons engaged in making or repairing a thoroughfare, bridge, culvert, fence or gate do not, in the Local Governments opinion, require.

**Section 3.22 applies: -**

1. If a person who is –
  - a) The owner or occupier of land granted in fee simple; or
  - b) The occupier of land held under lease or on conditional terms of purchase from the crown, except for pastoral or timber purposes, has sustained damage through the performance by a Local Government of its functions under this Act, the Local Government is to compensate the person if the person requests compensation unless it is otherwise expressly stated in Sub Section (5) or in Schedule 3.1 or 3.2.

**PROCEDURE STATEMENT/S:****ACQUISITION GUIDELINES**

Following are the procedures Shire Staff will undertake when attempting to secure road building materials from private land: -

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- a) The Chief Executive Officer and/or Works Supervisor shall approach landowners and request acquisition from their property by way of right of entry to search for materials.
- b) If suitable materials are located a written agreement (as attached) is to be reached with the landowner for compensation for materials removed.
- c) Payment for road building materials acquired from the landowner will be in accordance with the Shire's schedule of payments, which form part of this policy.
- d) Should agreement for the removal of road building not be reached with the landowner, procedures to take such materials in accordance with the Legislation detailed in the Local Government Act, 1995 will be considered by Council prior to commencement.
- e) Once gravel has been pushed it legally becomes the property of the Shire and will be paid for in accordance with the measurements undertaken by the Manager of Works & Services at the time gravel is removed from the property.

### COMPENSATION

Compensation for all road building materials taken will be in the form of a cash payment at the following rates:

\$1.50 per Cubic Metre	Exclusive of GST
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### PRIVATE WORKS

The Shire will not pay for gravel acquisitions by way of private works in lieu on behalf of the landowner. However, is prepared to undertake private works for the landowner in accordance with the private works rate set by the Shire and at a time best suited for the Shire.

Landowners will be invoiced for private works undertaken and payment made to the Shire as per all other private work activities.

### BORROW PIT REHABILITATION

The Shire shall rehabilitate borrow pits, which are no longer suitable for use.

The Shire will rehabilitate borrow pits as an ongoing procedure over several years, if necessary, as the road building material is acquired to spread the cost across a number of years and diminish the burden upon ratepayers.

The Shire endorses the following method of rehabilitation: -

- Cross rip the pit floor at 1 metre spacing prior to reinstating overburden, etc.
- Level/batter the pit with sides no steeper than a gradient of 1 in 4.
- Reinstall overburden.
- Reinstall topsoil.
- Cross rip again at 1 metre across contours.
- Reinstall stock piled vegetation (if any).

### OTHER PROPERTY REHABILITATION

At the time the Shire is acquiring gravel it gives an assurance to the landowner that the following matters will be addressed: -

- Internal haul roads will be reinstated.

- All fences disturbed will be reinstated.

### **AGREEMENT**

An agreement will be provided to the landowner detailing (yet not limited to) the following matters: -

- Owner's details.
- Materials required.
- Estimated volume required.
- Locations.
- Compensation
- Additional rehabilitation requirements (other than those listed in the Policy).
- An area for the landowner to formerly sign their consent
- An area for the Shire to accept.

### **EXCAVATION**

All existing internal tracks, where possible, are to be utilised and will be maintained by the Shire for the duration of the works and on its completion.

Excavation is not to encroach any closer than 10 metres from any fence line and any damage to fences, gates, access roads, etc., is to be repaired at the cost to the Shire.

### **DELEGATED AUTHORITY**

The Shire of Chapman Valley delegates authority to the Chief Executive Officer to implement Shire's Gravel Acquisition Procedure.

### **ADDITIONAL EXPLANATORY NOTES:**

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

<b>Reviewed – Council Resolution:</b>	<b>04/06-5; 05/15-23; 06/15-18; 03/17-32; 03/17-32; 07/18-10; 03/21-10</b>

**IMP-024 Roadside Vegetation Policy – Road Construction**

MANAGEMENT PROCEDURE No.	IMP-024
MANAGEMENT PROCEDURE	ROADSIDE VEGETATION POLICY – ROAD CONSTRUCTION
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.160; IP-005
LEGISLATION	ENVIRONMENTAL PROTECTION (CLEARING OF NATIVE VEGETATION) REGULATIONS 2004 AND THE SHIRE'S ACTIVITIES IN THOROUGHFARES AND TRADING IN LOCAL LAW)
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To set Policy on vegetation activities within the road reserves under the control of the Shire.

It must be understood the Activities in Thoroughfares & Trading Local Law will always take precedence over Policy & procedure if there is any contradiction.

**POLICY STATEMENT/S:**

(This Policy must be read in conjunction with the requirements of the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 and the Shire's Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law)

Trees and scrub shall be removed as necessary for cuts, fills and general drainage works. However, every care shall be taken to preserve trees and scrub wherever possible.

**Roadworks**

1. Trees and scrub shall be removed and kept clear to the top of the back cut of the table drain.
2. Some selective clearing may be done on the inside of curves of restricted radii to improve visibility.
3. Heavy weed growths on road shoulders may be slashed or treated with chemicals.
4. Fire hazards resulting from heavy weed growths on natural treeless areas and where no wildflowers grow may be slashed if adjacent to cropped areas upon notification of the Shire.
5. Townsite streets and footpaths may be treated with chemicals.
6. Roadside vegetation clearance during road works is to avoid pushing vegetation against fences.
7. Any clearing on road reserves must be in accordance with the requirements of the Environmental Protection (Clearing of Native Vegetation) Regulations 2004

**General**

1. Reinstatement of trees with introduced varieties may be considered for rural areas damaged during construction.
2. In townsite areas trees shall be planted on opposite side of the roadway to existing power lines. Trees growing to a maximum height of 4-5 metres are to be planted wherever possible.
3. Chemicals shall be used on declared pest plants.
- 4(a) If a landowner is having problems with native vegetation growing through their fence they are permitted to prune a branch or limb causing the problem. All other vegetation clearance on a reserve is to be in accordance with the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 and Shire Local Laws.
- 4(b) The Chapman Valley Shire agree to make available, free of charge, Shire plant and operator during normal working hours to any landowner who wishes to either clear a fence line or rip land in preparation for revegetation under the following conditions: -



- (i) The road is considered by the Shire to be of such a narrow width that any future roadwork enhancements will result in the clearance of a majority of vegetation from this road reserve.
- (ii) That the landowner is prepared to set his fence back a recommended minimum of 20 metres from the roads centre and revegetate this section of land; or  
If the fence is to remain where it is, the landowner is prepared to revegetate a corridor inside his fence line of a recommended minimum of 20 metres from the roads centre.
- (iii) Such work will be carried out at the Shire's convenience and where practicable be incorporated into the roadwork's program for this location or when plant is within close proximity to the location in question.
- (iv) Such work will be carried out within Shire budgeting constraints for road works during that particular financial year.
- (v) All land will remain in the ownership of the original landowner when a fence set-back procedure is undertaken unless otherwise negotiated by the Shire and the Landowner where there will be no change to existing land title.  
The original boundary fence line is to be delineated to ensure it can easily be identified where Shire and landowner responsibilities are.
- 4(c) The landholder shall not be entitled to remove any trees or scrub from the road reserve under either of these options.
- 5. Maintenance of the road reserve trees or scrub shall be the responsibility of the Shire.
- 6. Landowners clearing vegetation in accordance with this policy, Environmental Protection (Clearing of Native Vegetation) Regulations 2004 and Shire Local Laws are to ensure all vegetation is push onto their adjacent private property and not left on the reserve.

### **Tree Planting**

In reference to the Shire's Activities in Thoroughfares & Trading Local Law the following conditions apply (other than were specified in the Shire's Development Guidelines)

- 1. No tree planting will be permitted on twenty-metre-wide road reserves.
- 2. On road reserves greater than twenty metres no vegetation is to be planted within 9 metres of the outside of the road pavement. This condition is relevant to the road reserve only and not private/public land adjacent to the road reserve.
- 3. On road reserves greater than twenty metres no vegetation must be planted within five metres of the top of the back cut of the table drain. This condition is relevant to the road reserve only and not private/public land adjacent to the road reserve.
- 4. Trees must not be planted under power lines.
- 5. Trees planted on road reserves become Shire property and may be removed at any time at the Shire's discretion if the trees become a hazard or interfere with future road works.
- 6. Where trees are planted on a private basis the planting, watering and maintenance of the trees is entirely the responsibility of the adjoining landholder who undertakes the planting.

The entire Road Verges Policy shall be administered at the discretion of the Chief Executive Officer.

### **Planting of Vegetation by Developers within the Shire of Chapman Valley**

The Shire allow for the planting of vegetation within the road reserve by the developer, on the understanding that:

- (a) The vegetation must not be planted under any power lines;
- (b) The vegetation must to be maintained by the developer for at least two years from the planting, which includes the attendance of watering and pruning (if required);
- (c) The vegetation is not to be planted in locations that will potentially interfere with line of sight from road intersection or driveway, with determination of this matter delegated to the Chief Executive Officer;

- (d) The Shire will not replace any vegetation on verges, medium strips, etc. after the two (2) year developer maintenance period other than in the following areas;
  - (i) Shire adopted Streetscape Plans, Development Plans, etc.;
  - (ii) Town Sites of Nanson, Nabawa & Yuna.
- (e) Local residents and landowners are encouraged to maintain their own verges under the condition they are aware of the necessary safety and liability issues associated with the practice of activities on thoroughfares and public places.
- (f) Vegetation planted on road reserves become Shire property and may be removed at any time at the Shire's discretion if the vegetation become a hazard or interfere with future road works.

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

<b>Adopted – Council Resolution:</b>	<b>12/03-5</b>
<b>Reviewed – Council Resolution:</b>	<b>04/06-5; 05/15-23; 06/15-18; 03/17-32; 03/17-32; 07/18-10</b>

**IMP-025 Road Hierarchy**

<b>POLICY NO</b>	IMP-025
<b>POLICY</b>	ROAD HIERARCHY
<b>RESPONSIBLE OFFICER</b>	MANAGER WORKS & SERVICES
<b>PREVIOUS POLICY/PROCEDURE No.</b>	15.200; IP-006
<b>LEGISLATION</b>	STATE ROAD COUNCIL / REGIONAL ROAD GROUP
<b>RELEVANT DELEGATIONS</b>	

**OBJECTIVES:**

To establish an agreed road hierarchy for roads under the control of the Shire of Chapman Valley

**POLICY STATEMENT/S:**

Following is the agreed road hierarchy for the Shire of Chapman Valley, reviewed annually at the time Council is allocating resources and funding for the forthcoming year to ensure all mitigating circumstances are taken into account and adjustments made accordingly.

**A - MAIN ARTERIAL ROADS**

<b>Rd No.</b>	<b>Road Name</b>	<b>RAV Category</b>
19	Balla Whelarra	6
130	Chapman Valley	-
34	Coronation Beach	4
8	Dartmoor	6
21	Dartmoor Lake Nerramyne	6
12	East Bowes	6
1; 15 & 14	~ Durawah; ~ Station ( <i>between Durawah &amp; Station Valentine Rd Junctions</i> ), ~ Station Valentine	6
150	East Chapman	6
16	East Nabawa	6
10	Nanson Howatharra	4
7	Narra Tarra	4
131	Northampton – Nabawa	6
132	Yuna – Tenindewa	7
13	Valentine	6,7

**B - MAIN FEEDER ROADS**

<b>Rd No.</b>	<b>Road Name</b>	<b>RAV Category</b>
7	Naraling - East Yuna	6
6	Nolba Road (to Nolba Stock Route Junction)	6
51	Nolba Stock Route	6
4	Wandana	6
5	Wandin	6
95	White Peak	-

**C - MINOR FEEDER ROADS**

Rd No.	Road Name	RAV Category	Rd No.	Road Name	RAV Category
52	Balaam	4	98	Baugh	4
68	Bella Vista	4	23	Bindoo	4
133	Calder Place	-	50	Cannon Whelarra	6
125	Coffee Pot Drive	-	47	Coonawa	6
70	David	-	18	East Dartmoor	6
151	Eliza Shaw Drive	-	135	Green Drive	-
67	Hickety	4	11	Indialla Road (Townsite)	4
37	James	-	94	Kerr Dartmoor	6
126	Mills Place	-	9	Murphy Norris	4
99	Murphy Yetna	4	82	Nabawa Yetna	4
96	Nolba Rockwell	4	22	North Dartmoor	6
39	St John	4	15	Station (other than section between Durawah & Station Valentine Rds Junctions) (See Category A)	6
114	Tenindewa North	6	97	Wheeldon - Hosking	6
108	Yuna South	4			

**D – MAJOR ROAD ACCESS**

Rd No.	Road Name	RAV Category	Rd No.	Road Name	RAV Category
45	Binnu East	4	44	Brooks	-
40	Burton Williamson	6	42	Campbells	4
46	Dartmoor Harris	4	27	Dindiloa	6
35	Durawah Northern Gully	6	24	Forrester Brooks	6
100	East Terrace	-	20	Marrah	6
60	Mt Erin - Nabawa	4	49	Murrays	-
31	Newmarracarra	4	69	Oakajee	4
28	Olsen	4	55	Parks	4
121	Richardson	6	127	Ridley	-
30	South Whelarra	6	88	Scott	4
53	Urch	4	41	Valentine Williamson	6
93	Wandana Exten	4	128	Wokarena	-

**E – MINOR ACCESS ROADS**

<b>Rd No.</b>	<b>Road Name</b>	<b>RAV Category</b>	<b>Rd No.</b>	<b>Road Name</b>	<b>RAV Category</b>
136	Ahern Place	-	75	Angels	-
115	Badgegong	-	134	Baston Close	-
72	Beatty Hasleby	-	162	Brown Lane	-
	Bawden Lane	-		Beaufort Close	-
149	Bunter Way	-	112	Burges	-
80	Butcher Knife	-	178	Cahill Rise	-
43	Caratti	-	147	Carey	-
163	Cargeeg	-	154	Carol	-
113	Cooper St (Nanson)	-	177	Copperhill Junction	-
154	Cogley	-	159	CV Access (Nabawa)	-
61	Crabbe	4	140	Dillistone	4
143	Dixon Place	-	138	Dolby Place	-
173	Dune Vista	-	100	East Terrace	-
153	East Terrace Acc	-	71	Eastough Yetna	-
58	Fairview Farm	-	91	Farrells Back	-
160	Flavel	-	56	Fong	-
32	Forrester	-	124	Goodletts	-
105	Gould	-	73	Gray Dindiloa	6
148	Hackett	-	170	Harmony Place	-
36	Hayward	6	78	Heelan Maloney	-
79	Heelan Mellish	-	156	Hester	-
172	Hilltop Loop	-	63	Hipper	-
86	Hotel	-	64	Jacky Jupp	4
158	James Eastough Close	-	179	Joon Vista	-
139	Kennedy	-	144	Lacey	-
101	Lauder	-	89	Lewis	-
76	Lorimer	-	122	Marrah Spur	-
25	McGauran	4	59	McKay	-
26	McNaught Mazzuchelli	6	164	Merino Fairway	-
110	Mills	-	54	Morcom	6
171	Mumbelarra Drive	-	111	Murphy	-
38	Thompson-Reidy	6	120	Norman's Well	-
87	Norris	-	65	O'Donnell	-
84	Old Nabawa Northampton	3	107	Old Nolba	-
175	Patten Place	-	165	Parmelia Boulevard	-
166	Pitchford Crest	-	120	Post Office	-
66	Protheroe	4	167	Redcliffe	-
109	Reynolds	-	146	Rewell	-
141	Royce	-	85	Post Office	-
152	River	-	129	Richards	-
106	Snell	-	142	Smith	-
57	State Farm	6	168	Stirling	-
145	Wells	-	117	Warr	6
62	Whitehurst –Tetlow	-	176	Westlake Place	-
118	Williamson	6	169	Wittenoom Circle	-
104	Yarra	-			

ADDITIONAL EXPLANATORY NOTES:

This Management Procedure needs to also take into account Infrastructure Management Procedures IMP-017; IMP-022; IMP-025 and the following:

SHIRE OF CHAPMAN VALLEY  
ROAD HIERARCHY  
ROAD TYPE & CRITERIA  
(see *Attachment A* for Category Description & Function)

CRITERIA	MRWA ROADS	SHIRE OF CHAPMAN VALLEY – LOCAL ROADS				
	PRIMARY DISTRIBUTOR (see Note 2)	SIGNIFICANT ROADS (ROADS 2030) MAIN ARTERIAL ROADS	MAIN FEEDER ROADS	MINOR FEEDER ROADS	MAJOR ACCESS ROADS	MINOR ACCESS ROAD
	(PD)	(A)	(B)	(C)	(D)	(E)
Primary Criteria						
1. Location (see Note 3)	All of WA incl. BUA	Non-Built Up &/or Built Up Area.	Non-Built Up &/or Built Up Areas.	Non-Built Up &/or Built Up Areas.	Non-Built Up &/or Built Up Areas.	Non-Built Up &/or Built Up Areas.
2. Responsibility	Main Roads Western Australia.	Shire of Chapman Valley	Shire of Chapman Valley	Shire of Chapman Valley	Shire of Chapman Valley	Shire of Chapman Valley
3. Degree of Connectivity	Predominantly connects to other Primary and Distributor roads.	High. Predominantly connects to Primary and/or other Distributor roads.	High. Predominantly connects to Category A roads.	Medium. Predominantly connects to Category B roads.	Medium. Predominantly connects to Category C roads	Low. Provides mainly for property access.

4. Predominant Purpose	Movement of inter-regional and/or cross town/city traffic e.g. freeways, highways and main roads.	Roads recognized under the Midwest Roads 2030 Regional Strategy for Significant Roads. Criteria specified for this Road Type as stipulated by the Mid West Regional Road Group is shown at <b>Attachment C</b> .	High order local government roads, which perform a similar function to Category A roads yet with reduced capacity. These are roads ineligible and not recognised in the Midwest Roads 2030 Regional Strategy as Significant Roads, yet form a main feeder role within the Shire's road network to/from Primary Distributor (PD) & Main Arterial (Category A) roads.  These roads will also have: <ul style="list-style-type: none"> <li>Significant commercial agricultural activity to road and feeder roads;</li> <li>Significant collector road for PD &amp; A Category roads</li> </ul>	Roads which are not PD, Category A or B yet which link to/from these roads for efficient movement of people and goods within the Shire.  These are medium order local government roads which provide for: <ul style="list-style-type: none"> <li>lower number of properties servicing commercial agricultural activities;</li> <li>Access to a specific facility;</li> <li>Local traffic only.</li> </ul>	Connect predominantly to other Shire Roads as access routes only.  Not district (shire) local feeder roads, yet which are designed for efficient movement of people and goods from properties to PD, Category A, B or C roads  These are lower order local government roads which provide for: <ul style="list-style-type: none"> <li>lower number of properties servicing commercial agricultural activity than Category C roads;</li> <li>Local traffic only.</li> </ul>	Provide local access to abutting properties and predominantly link (yet not limited to) Category D roads.  Includes unformed roads/tracks within a road reserve used by the public
<b>Secondary Criteria</b>						
5. Indicative Traffic Volume (AADT)	In accordance with Classification Assessment Guidelines.	In accordance with the <i>Significant Roads Categories &amp; Road Type Description</i> sections of the Mid West Regional Road Group <i>Policy &amp; Procedures Manual</i>  (See Extract from MWRRG Policy Manual at <b>Attachment B</b> )	Not specified, yet should be greater than C; D & E category Roads	Not specified, yet should be greater than D & E category Roads	Not specified, yet should be greater than E Category Roads	Not specified.
6. Recommended Operating Speed	50 – 110 km/h (depending on design characteristics).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).
7. Heavy Vehicles permitted	Yes. (as determined by MRWA Heavy Vehicle Services)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)



8. Intersection treatments	Controlled with appropriate measures e.g. high-speed traffic management, signing, line marking, grade separation.	Controlled with measures such as signing and line marking where appropriate.  Line marking installs in accordance with MRWA guidelines.	Controlled with minor Local Area Traffic Management or measures such as signing.	Controlled with minor Local Area Traffic Management or measures such as signing.	Controlled with minor Local Area Traffic Management or measures such as signing or Self-controlling with minor measures.	Controlled with minor Local Area Traffic Management or measures such as signing or Self-controlling with minor measures.
9. Frontage Access	None on Controlled Access Roads. On other routes, preferably none, but limited access is acceptable to service individual properties.	Yes	Yes	Yes	Yes	Yes.
10. Pedestrians	Preferably none. Crossing should be controlled where possible.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.
11. School Buses	Yes.	Yes.	Yes.	Yes.	Yes.	Yes
12. On-Road Parking	No (emergency parking on shoulders only).	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.
13. Signs & Line marking	Centrelines, speed signs, guide and service signs to highway standard.	Centrelines, speed signs, guide and service signs.  In accordance with MRWA guidelines and where applicable.  (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable.  (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable.  (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable.  (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable.  (Note: Speed signs not applicable on unsealed roads).
14. Rest Areas/Parking Bays	In accordance with Main Roads' <i>Roadside Stopping Places Policy</i> .	Not Applicable.	Not Applicable.	Not Applicable	Not Applicable.	Not Applicable.

**DEFINITIONS/ACRONYMS**

AADT	Annual Average Daily Traffic
ESA	Equivalent Standard Axles
Built Up Areas	See Note 3 below. The criteria was provided by the Western Australian Local Government Grants Commission (WALGGC).
MWRRG	Mid West Regional Road Group
MRWA	Main Roads Western Australia
Primary Criteria	A road, or road section, must meet all of these criteria to qualify for the category.
Secondary Criteria	These criteria are provided as indicators of the likely characteristics of a road designated under a particular road type. Ideally, a road should have all of these characteristics, but it is recognised that is unlikely to occur in a number of instances, particularly for traffic volumes in rural areas.
VPD	Vehicles Per Day

**NOTES**

1. The type designated to each road should represent the role that the road is intended to perform. It may not necessarily reflect the current conditions on the road.
2. Declared Roads under the Main Roads Act ('highways' and 'main roads')
3. Built Up Areas (as defined by the Western Australian Local Government Grants Commission)  
Built up areas are identified because roads within them generally involve greater expenditure than roads in non-built up areas. This is because roads in built up areas:
  - have high traffic volumes;
  - have large numbers of intersections, necessitating intersection treatments, pavement markings, signs, etc.;
  - require kerbing for traffic control and or drainage;
  - require an asphalt surface where traffic volumes are high, or where noise reduction is important;
  - require underground drainage because surface drainage is impractical;
  - involve high cost of service alterations during reconstruction;
  - involve high costs because road works have to be carried out under heavy traffic.

The following definition is intended to limit built up areas to localities where the above conditions prevail.

Residential localities, which have lots with areas less than 0.45 ha, and commercial and industrial areas that meet the following criteria are classed as built up:

- at least half the blocks are developed;<sup>1</sup>
- existing roads have a minimum standard of a gravel road for old subdivisions and a sealed road for new subdivisions.

Areas serving sporting complexes, schools and caravan parks are classed as built up where:

- they are located in an area which is developed as residential; or
- the existing roads serving these facilities are already sealed and kerbed.

A road connecting two built up areas is classed as a road in a built-up area where the connecting road is less than 300m in length.

<sup>1</sup> Roads within new subdivisions being developed in accordance with a Structure Plan should be designed and constructed in accordance with the planned use of the road once the area is fully developed. They should be categorised on the basis of the intended purpose.

**ATTACHMENT A****DESCRIPTION & FUNCTION OF ROAD HIERARCHY CATEGORIES**

<b>Road Category</b>	<b>Description</b>	<b>Function</b>
<b>Main Roads WA Responsibility</b>		
PD	Primary Distributor	Provide for major regional and inter-regional traffic movement and carry large volumes of generally fast-moving traffic. Some are strategic freight routes and all are State Roads. They are managed by Main Roads Western Australia.
<b>Shire of Chapman Valley Responsibility</b>		
A	Main Arterial (Significant Roads 2030)	Roads recognized under the Midwest Roads 2030 Regional Strategy for Significant Roads. Criteria specified for this Road Type as stipulated by the Mid West Regional Road Group is shown at <b>Attachment C</b> .
B	Main Feeder Roads	High order local government roads, which perform a similar function to Category A roads yet with reduced capacity. These are roads ineligible and not recognised in the Midwest Roads 2030 Regional Strategy as Significant Roads, yet form a main feeder role within the Shire's road network to/from Primary Distributor (PD) & Main Arterial (Category A) roads.  These roads will also have: <ul style="list-style-type: none"> <li>Significant commercial agricultural activity to road and feeder roads;</li> <li>Significant collector road for PD &amp; A Category roads</li> </ul>
C	Minor Feeder Roads	Roads which are not PD, Category A or B yet which link to/from these roads for efficient movement of people and goods within the Shire.  These are medium order local government roads which provide for: <ul style="list-style-type: none"> <li>lower number of properties servicing commercial agricultural activities;</li> <li>Access to a specific facility;</li> <li>Local traffic only.</li> </ul>
D	Major Access Roads	Connect predominantly to other Shire Roads as access routes only.  Not district (shire) local feeder roads, yet which are designed for efficient movement of people and goods from properties to PD, Category A, B or C roads  These are lower order local government roads which provide for: <ul style="list-style-type: none"> <li>lower number of properties servicing commercial agricultural activity than Category C roads;</li> <li>Local traffic only.</li> </ul>
E	Minor Access Roads	Provide local access to abutting properties and predominantly link (yet not limited to) Category D roads.  Includes unformed roads/tracks within a road reserve used by the public

**ATTACHMENT B****MWRRG ROAD TYPE CRITERIA**

<b>Road Type &amp; Description</b>	<b>2 Formed</b>	<b>3 Gravel</b>	<b>4 Sealed</b>	<b>5 Sealed</b>	<b>6 Sealed</b>	<b>7 Sealed</b>
<b>New Construction</b> <sup>1</sup>			4.0 m	7.0 m	8.0m – 9.0m	Passing Lane
<b>Existing Road</b> <sup>2</sup>			<5.6m	5.6-7.0m	>7.0m	
<b>AADT Range</b>	0-30	31-50	51-100	101-500	501-1000	> 1000
<b>Daily ESA Range</b>	0-5	6-20	21-40	41-60	> 60	

<sup>1</sup> Seal widths are the minimum for new construction of the relevant Road Type

<sup>2</sup> Width range for the purpose of determining Road Type for existing roads

**ATTACHMENT C****MID WEST REGIONAL ROAD GROUP**  
**REGIONAL STRATEGY FOR SIGNIFICANT ROADS CRITERIA****1. Freight & Community Access**

- 1.1 Roads connecting areas of significant population (>500).
- 1.2 A road which performs a district distributor function in major urban centres.
- 1.3 A road which forms part of an inter-regional route.
- 1.4 A road which links inter-regional or regional routes.
- 1.5 The development of parallel routes should be avoided.
- 1.6 A road which connects major transport terminals or connects a major transport terminal to a major route.
- 1.7 A road which serves a major resource or industrial site.
- 1.8 A road providing access to regional institutions or community service centres.
- 1.9 A road used for hauling grain from an off-road rail bin to a rail head.
- 1.10 A road which forms part of a regional heavy haulage route.
- 1.11 A road which provides access to a remote community with a population of more than 250.
- 1.12 A road which is the only land access between a remote community (population more than 50) and at least one town centre.

**2. Tourism/Recreation**

- 2.1 Roads which provide access to tourist attractions or recreation areas of State or regional significance.
- 2.2 Roads which form part of a State or regionally significant tourist drive.
- 2.3 Roads which have a high visual quality proven through a formal visual assessment using a methodology approved by the Australian Institute of Landscape Architects.
- 2.4 Roads which connect the region with a significant tourist destination and give travel time and distance savings.

**3. Road Function**

Whether the road services predominantly through traffic or local traffic.

**DEFINITIONS**

**Regional Route:** Shall be defined as a road that provides a connection between inter-regional routes or between areas of significant population.

**Inter-Regional Route:** Shall be defined as a road that provides the main connection between this region, other regions in the State and interstate.

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**Major Route:** A road which provides both regional and inter-regional access.

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

Adopted – Council Resolution:	11/03-6
Reviewed – Council Resolution:	12/02-15; 05/15-23; 06/15-18; 04/16-14; 03/17-22; 07/18-10; 08/18-3; 03/19-11; 08/19-8; 03/20-3;03/21-03





# **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 18<sup>th</sup> 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 <sup>th</sup> July 2018
Full Manual Review	Minute Reference: 07/19-4	17 <sup>th</sup> July 2019
Full Manual Review	Minute Reference: 03/20-13	18 <sup>th</sup> March 2020
Full Manual Review	Minute Reference: 03/21-10	17 <sup>th</sup> March 2021
Full Manual Review	Minute Reference: 03/22-08	16 <sup>th</sup> March 2022
Policy Review CMP-019	Minute Reference: 07/22-03	21 <sup>st</sup> July 2022

Key Documents, Policies / Procedures / Guidelines	4
1.0 Procedures	4
CMP-003 Building Applications .....	4
CMP-004 Dwelling Unfit for Occupation .....	6
CMP-008 Use of Crockery .....	7
CMP-009 Use of Furniture .....	8
CMP-010 Building & Facility Hire Conditions .....	9
CMP-012 Nanson Show Grounds – Annual Chapman Valley Show .....	11
CMP-015 SPARE .....	13
CMP-019 Camping Areas .....	14
CMP-031 Naming/Branding of Building, Facility, Precinct, Etc. ....	16

## 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:**

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

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CMP-004 Dwelling Unfit for Occupation

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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:**

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

## 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:**

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



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**CMP-009 Use of Furniture**

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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:**

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

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CMP-010 Building & Facility Hire Conditions

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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:**

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

## 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:**

<b>Adopted – Council Resolution:</b>	<b>10/09-1</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32</b>

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**CMP-015 SPARE**

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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:**

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

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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) All campers (rate payers, non-ratepayers, resident, non-resident, etc.) are required to pay camping fee set by Council.
- 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;
- 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:**

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



## 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):**

<b>Adopted – Council Resolution:</b>	<b>04/21-02</b>
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<b>Reviewed/Amended – Council Resolution:</b>	
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# **Elected Members Governance and Policy Manual**

# Version Control

## This Is a Controlled Document of the Shire of Chapman Valley

Originated date: Adopted by Council on 18<sup>th</sup> 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 <sup>th</sup> July 2018
Review CP-005	Minute Reference 11/18-9	21 <sup>st</sup> November 2018
Full Manual Review	Minute Reference 07/19-4	17 <sup>th</sup> July 2019
Full Manual Review	Minute Reference: 03/20-13	18 <sup>th</sup> March 2020
Full Manual Review	Minute Reference: 03/21-10	17 <sup>th</sup> March 2021
Review CP-005	Minute Reference 09/21-08	15 September 2021
Full Manual Review	Minute Reference: 03/22-08	16 <sup>th</sup> March 2022

Preface	4
Part 1 Overview of Corporate Governance	4
Governance in the Legislative Environment.....	4
Good Governance Principles and Practice .....	5
Part 2: Integrated Planning and Reporting	7
2.1 Integrated Planning and Reporting Principles and Processes .....	7
2.2 Chapman Valley Community Vision and Mission .....	10
2.3 Chapman Valley Strategic Goals and Objectives .....	10
Part 3 Detailed Guidelines for Governance Practice	11
3.1 Vision and Organisational Culture.....	11
3.2. Roles, Responsibilities and Relationships .....	12
3.3 Decision Making.....	16
3.4 Financial Management.....	18
3.5 Risk Management.....	20
3.6 Delegations .....	20
3.7 Accountability .....	21
3.8 Support for Elected Members in the Governance Process .....	22
Part 4: Key Documents, Policies / Procedures for Council	24
4.0 Policies	25
CP-005 - Code of Conduct For Council Members, Committee Members and Candidates .....	25
Division 1 — Preliminary provisions .....	25
Division 2 — General principles .....	25
Division 3 — Behaviour .....	26
Division 4 — Rules of conduct .....	28
CP-006 Attendance at Events Policy .....	35
CP-007 Elected Member Correspondence .....	41
CMP-015 Elected Members - Corporate Clothing.....	42
Appendix 1 Form 4 Register of gifts and contributions to travel	46
Appendix 2 Standing Orders Local Laws 2016	47

## Preface

Corporate governance is a system of processes through which an organisation makes decisions and how it directs, controls and monitors its operations. The systems are complex and are required by legislation. The Governance Manual will assist the Council to achieve its commitment to excellence in governance. The manual links the respective roles under the Local Government Act and other relevant legislation with the suite of available governance documents. It is designed to provide guidance and information to the major participants in all functions and governance processes of the Council.

It will act as:

- an introduction for new Councillors and staff members to the governance framework and processes for the Council.
- a guide and reference for Councillors in performing their duties as elected representatives;
- a document establishing clear guidelines for the day to day governance of the Council.
- a basis to monitor the performance of the Council and administration in working towards excellence in governance.

The manual has been based on a number of existing governance frameworks, but in particular “Excellence in Governance for Local Government” produced by the Local Government Managers Australia and CPA Australia.

### ***The Manual is divided into four parts:***

Part One: Overview of Corporate Governance and Principles  
Part Two: Integrated Planning and Reporting  
Part Three: Detailed Guidelines for good governance practice  
Part Four: Key documents, policies and procedures relevant to Elected Members

The Governance Manual will form the basis for an annual corporate governance review by Council which will assess the effectiveness of the Elected Members and Administration in achieving good governance.

## **Part 1 Overview of Corporate Governance**

### **Governance in the Legislative Environment.**

Local Governments in Western Australia are required to make report and implement decisions, according to the provisions of the Local Government Act 1995 (the Act). Other legislation regulates the way in which a local government exercises its authority in areas such as Town Planning, Environmental Health, Cat and Dog Control, Emergency Management, Litter Control, Bush Fire, and Building Control.

The Act defines the roles and responsibilities of Elected Members and the CEO to ensure a local government fulfils its obligations and exercises its powers and functions appropriately. Section 3.1 (1) of the act prescribes the general function of a local government is to provide for the good government of persons in its district.

To facilitate good government, Shires develop strategies and policies, and provide mechanisms and processes for their implementation. This manual establishes the policies and processes by which the Elected Members and the CEO Officer undertake their respective roles.

### **DEFINITION OF ‘GOOD GOVERNANCE’.**

Good governance is about the processes for making and implementing decisions. It's not about making 'correct' decisions, but about the best possible process for making those decisions. Good decision-making processes, and therefore good governance, share several characteristics. All have a positive effect on various aspects of local government including consultation policies and practices, meeting procedures, service quality protocols, Councillor and officer conduct, role clarification and good working relationships. Ref <http://www.goodgovernance.org.au>

### **EXCELLENCE IN GOVERNANCE.**

Excellence in governance occurs when it is underpinned by accountability, integrity, openness and commitment to sustainability. It involves a focus on clarity of roles and responsibilities, robust systems which support both internal and external accountability and public access to decision making and information. From a Local Government perspective, the establishment of a governance framework reinforces the statutory authority and responsibilities of Council as a corporate body and assists Elected Members and professional officers in the delivery of quality services.

Central to the achievement of these outcomes is the engagement of key stakeholders and intended beneficiaries in the development and implementation of initiatives for the betterment of local communities. Effective outcomes are best achieved where the role and focus of Elected Members as a collective corporate body, is directed to policy formulation and strategic development. The role of the officers is to implement the policies and strategies of the Council through an accountable, effective and efficient application of resources and assets.

### **COUNCIL GOVERNANCE STATEMENT.**

Governance is based on the understanding the Council, CEO and staff have different roles and responsibilities which, when combined, create the environment for effective management and operation of the Council. It recognises good governance does not only apply to internal procedures but ultimately reflects in the satisfaction of the residents and other stakeholders of the Shire both now and into the future.

### **COUNCIL GOVERNANCE FRAMEWORK**

The fundamental objective of a corporate governance framework is to promote stability, confidence and consistency of process by providing role clarity and certainty of direction for the Elected Members and administrative office holders of the Council. The basis for this governance framework can be found in strategic documents and associated operational mechanisms which have been developed and implemented pursuant to roles and functions prescribed by the Local Government Act 1995 (The Act) and arising from the vision, mission, values and goals enunciated in the Strategic Community Plan.

### **Good Governance Principles and Practice**

Clear principles govern how decisions are made by the whole organisation. Decisions should be based on the principles to ensure all governance processes and practices reflect the overarching principles of operation. Elected Members and staff must take specific responsibility for governance in their own activities to achieve best practice in governance and alignment with the agreed principles. The following practices relate to the five principles of operation and the achievement of good governance at the Council.

#### **Principle 1 - Vision and Organisational Culture**

- There is a positive organisational culture promoting openness and honesty, in which questioning is encouraged and accountability is clear.
- The Council is united in a clear vision and positive culture, which respects the natural and built heritage of the Council as well as community needs and aspirations.

- Strategic Community Plan is produced through a comprehensive and inclusive process, which is inclusive of all sectors of the local government region.

**Principle 2 - Roles, responsibilities and relationships**

- There is clarity about the roles of local government and there exists a sophisticated approach to defining and implementing these.
- There are effective and appropriate working relationships promoted and supported within and between the Shire President, Councillors, CEO and Administration.
- There is a demonstrated respect for different roles of the various elements of the Shire and the need for positive working relationships between these elements.

**Principle 3 - Decision-making and management**

- Ensure there are effective decision-making processes in place to reflect the transparency and accountability which underpin excellence in governance.
- There should be robust and transparent financial management established and maintained to meet local government's accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future.
- An effective approach to the identification, assessment, monitoring and management of risks should be established and maintained.
- Appropriate delegations should be implemented and maintained.
- There should be an active performance management system in place to enable Elected Members and staff to be openly accountable for their performance.
- Demonstrating exemplary leadership qualities through effective decision-making and related management processes reflecting transparency, integrity and sustainability.

**Principle 4 - Accountability**

- Appropriate consultation should be undertaken to reflect the scope and potential impact of the matter. It should respect the position and opinion of all stakeholders. The outcomes of the consultation should be taken into account when the decision is made and feedback should be provided to those who participated.
- The Council must account for its activities and have systems to support this accountability.
- The established internal structures be maintained to provide for independent review of processes and decision-making to assist the Council to meet its accountability to stakeholders.
- There should be methods for accounting for all local government activities, including installing and maintaining systems which reinforce accountability and communicate outcomes achieved to the community.

**Principle 5 -Commitment to Sustainability**

- The Council will endeavour to keep up to date with all processes, methodologies and technologies which are capable of achieving improved outcomes for the Shire.
- Awareness of practices will lead to improved resource management, environmental protection and rehabilitation, stronger communities and added economic value will be raised within the Council and staff, and across the community.

- The potential environmental, social and economic impact of any project or decision will be considered.
- Making the right decisions for both now and for future generations, in careful monitoring of progress to avoid negative impact, and, in ensuring a positive change for improved results and outcomes.

### GOOD GOVERNANCE PRACTICE

The increasing level of scrutiny now being directed to the operations and activities of public bodies has created a need for full and open disclosure of the governance systems, which exist within these organisations. Accountability is an essential element of good governance and applies to Elected Members and CEO alike.

From a political perspective, accountability requires the Shire President and Councillors of the Council be accessible to residents and ratepayers so they may be responsive to community issues and needs. As the governing body of the Shire, the Council has the ultimate responsibility for ensuring compliance with legislation and regulations.

It is the CEO's responsibility to ensure Council is provided with unbiased and relevant, professional advice and information on which decisions are made. The CEO is also responsible for the management of staff, financial resources and the maintenance of effective and efficient systems, procedures and processes which are necessary to meet the accountability requirements of the Council. Accountability is unachievable without effective stewardship of the Shire's financial, physical, intellectual and natural heritage assets. Stewardship refers to the planning and management required ensuring optimum use of assets to serve existing community needs and provide a lasting legacy for future generations.

It requires innovation, reflected in strategies designed to encourage sustainable growth and prosperity, which are compatible with the unique character and focus of the Shire.

### Part 2: Integrated Planning and Reporting **2.1 Integrated Planning and Reporting Principles and Processes**

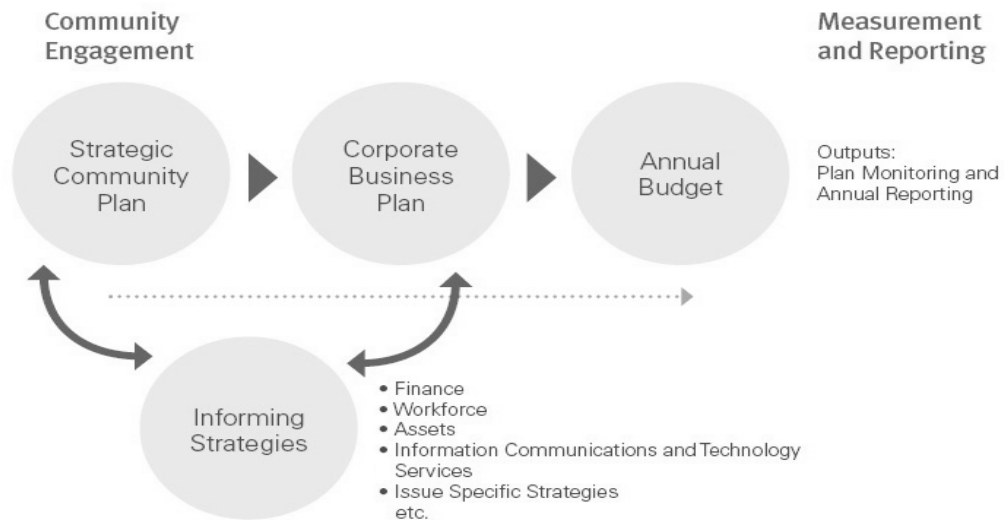
The Integrated planning and reporting principles and practices give local governments a framework for establishing local community and regional priorities and underpinning them through the Shire's long term planning processes, capital and major projects and operational functions.

They are supported in regulations of the Local Government Act 1995 **Section S5.56 (1) A "plan for the future"** and Regulations on how to achieve have been made under **S5.56 (2):**

- *That Local Governments develop a Strategic Community Plan that links community aspirations with the Council's long term strategy.*
- *That the Local Government has a Corporate Business Plan linking to long term financial planning that integrates asset management, workforce planning and specific Council plans (Informing Strategies) with the strategic plan.*

Regulation changes were implemented in August 2011 with full compliance required by 30 June 2013





### Elements of Integrated Planning and Reporting Framework

For further information re Integrated Planning and Reporting copy or paste this reference into your internet explorer to connect to the WA Department of Local Government and Communities.  
<https://www.dlgc.wa.gov.au/CommunityInitiatives/Pages/Integrated-Planning-and-Reporting.aspx>

**STRATEGIC COMMUNITY PLAN**

The Strategic Community Plan must be at least a 10year plan, which generally responds to three main questions put to the community and to the Shire:

- Where are we now?
- Where do we want to be?
- How do we get there?

The plan prioritises community aspirations giving consideration to things such as:

- Economic objectives
- Leadership Objectives
- Community Objectives
- Environment Objectives
- Additional factors as appropriate to identified changes in environment or demographics.

**Community Input**

Opportunities will be provided to enable the community to have input into the plan for the future through advertising, communication and consultation processes.

**CORPORATE BUSINESS PLAN**

The Corporate Business Plan activates the Strategic Community Plan by responding to:

- Council's distillation and prioritisation of the community's short, medium and long-term aspirations.
- Existing operational plans, priorities and external factors impacting on resourcing.
- The assessment and integration of services and business area plans.

The process through which the Corporate Business Plan is developed incorporates:

- The priorities for the first four years of the Strategic Community Plan
- General operations and discretionary services
- Requirements of the Informing Strategy Plans\*

*It is planned for 4year terms and reviewed annually for relevance and affordability*

**\* INFORMING STRATEGIES**

These consist of the:

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

These strategies / plans support the integrated planning process by informing the consultation processes with data and information about capacity, capability and affordability of current services and functions. They facilitate resourcing of ongoing services and functions, growth and community aspirations. All of the above plans need to be integrated and underpinned by common assumptions and agreed projections.

## 2.2 Chapman Valley Community Vision and Mission

**Vision:** “We are a thriving community, making the most of our coastline, ranges and rural settings to support us to grow and prosper.”

**Mission:** “To maintain and enhance sustainable growth and prosperity in accordance with the Chapman Valley traditional rural and natural values.” and valuing the rural lifestyle with the safety, peace and quiet being the most highly valued attributes.

## 2.3 Chapman Valley Strategic Goals and Objectives

### Governance and Accountability

- Ensure governance and administration systems, policies and processes are current and relevant
- Be accountable and transparent while managing resources effectively
- Make informed decisions within resources and areas of responsibility
- Ensure robust processes and guidelines for development

### Economic Development and Business Attraction

- Build population and business activity through targeted strategies.
- Provide support for business development and local employment.
- Welcome local tourism and participation in regional strategy.
- Ensure town planning complements economic development activities.

### Community and Lifestyle

- Nurture the sense of community.
- Strengthen our advocacy role and regional partnerships to support provision of local services and facilities.
- Maintain and enhance safety and security for the community.

### Environment Protection and Sustainability

- Preserve the natural environment
- Maintain the rural identity of the Shire

### Physical and Digital Infrastructure

- Develop, manage and maintain built infrastructure
- Manage and maintain roads, drainage and other essential infrastructure assets
- Aspire to robust communication and digital infrastructure in the Shire

## **Part 3 Detailed Guidelines for Governance Practice**

### **3.1 Vision and Organisational Culture**

#### **Vision**

There is a clear vision and Strategic Community Plan produced through a comprehensive and inclusive process which is owned by all sectors of the Local Government". The Council vision as stated in Part 1 is drives the culture of the organisation. The vision has been generated as a united focus for the Shire. Governance decisions and practice must at all times contribute towards achievement of the vision.

#### **Organisational Culture**

There is a positive culture to promote openness and honesty, in which questioning is encouraged and accountability is clear.

The principles introduced in Part 1 will be demonstrated as an integral part of the organisational culture. If all individuals involved in our Local Governance apply the values, the culture of the organisation will provide the greatest opportunity of achieving excellence in governance. In addition, the Elected Members and staff will strive to achieve the following eight elements within its organisational culture:

#### **Effectiveness in Management Structures and Practices**

- A good management structure will be maintained based on the organisation's vision, with clear roles and responsibilities.
- Responsibility and accountability will be delegated appropriately down the organisation.
- Management will support clarity in responsibility and accountability and focus on outcomes.
- There will be effective and efficient processes and systems in place.

#### **Good Communication and Feedback Opportunities**

- Good relationships will be developed between the various parts of the Shire.

#### **Learning**

- Decision making processes will incorporate appropriate consultation, knowledge management and involvement.
- There will be learning and development programs for Elected Members and Officers designed to meet their skills and knowledge requirements.

#### **Ethical Behaviour and Conduct**

- The Code of Conduct and ethics will be owned and lived, particularly by leaders throughout the organisation.
- The Council, Shire President, CEO and senior management will be models of appropriate behaviour.

#### **Conflict of Interest Management**

- An effective induction program will reinforce the organisation's culture so all people associated with the organisation recognise where conflict of interest may arise and how relevant action can be taken.
- There will be agreement about different, yet complementary, roles of Councillors and officers.

#### **Support for Frankness and Openness**

- Opportunities will be provided for open and frank exchange between Elected Members, management and staff.
- Effective feedback mechanisms from the community will be established and maintained.

**Confidentiality**

- Where issues of confidentiality arise, the Shire will be transparent about instances where confidentiality will be protected.

**Innovation**

- The Shire will recognise it operates in a changing environment and therefore must be aware of opportunities in those changes required to improve the way the Shire operates.
- The Shire staff will be encouraged to take reasonable efforts to keep abreast of current best practice and up to date technologies.

**3.2. Roles, Responsibilities and Relationships****3.2.1. Working Relationships**

*“There are effective working relationships promoted and supported within and between the Shire President, councillors, CEO and administration”.*

Effective working relationships are promoted and/or supported by and between the Shire President, councillors, CEO and staff. It is a requirement staff contact by Elected Members is made through the CEO. Should an Elected Member wish to contact any staff member directly, a request shall first be made to the CEO, who will assess the request and advise the Elected Member of his/her decision.

Good corporate governance requires clear identification and definitions of responsibility and a clear understanding of relationships between the organisation's stakeholders and those responsible for managing its resources.

Very important relationships are those between:

- The Shire President and the Councillors;
- Elected Members and Elected Members;
- The Shire President and the CEO;
- Elected Members and the CEO.

***Effective relationships are achieved and maintained at the Shire through:***

- Parties agreeing on and respecting the differences in their roles.
- Protocols being established based on the agreements about roles and responsibilities being followed.
- Information and discussion about the various roles being included in Councillors' induction processes.
- Goodwill on the part of all parties to make governance work and being a prepared to tackle problems when they arise.
- A common understanding the political activities of Council are legitimate as local government is a formal level of government and Councillors are accountable to their constituents as well as to the Shire as a whole.
- Councillors have to be able to address these accountability requirements in a constructive manner.

### **3.2.2. Council - Roles and Responsibilities**

Under the Act Council is a body corporate with perpetual succession, a common seal, and is charged with responsibilities. The Shire has interpreted these responsibilities as they are contained in the Act in conjunction with the Shire's governance framework and this governance framework and statement document provides the following guidance on the range and scope of these following roles:

#### **(a) Directs and controls the Shire affairs.**

This role encompasses strategic planning mechanisms to ensure the continued viability and performance of the organisation, the setting of strategic goals for the organisation and the monitoring of the Shire's performance against these strategic goals.

#### **(b) Is responsible for the performance of the Shire functions.**

This role provides for the Council to bear the ultimate responsibility for the performance of the Shire's functions, but not its day to day operations, which are the responsibility of the CEO. The Council exercises this responsibility through the development of appropriate governance frameworks, including delegations of authority, and in the determination of an appropriate organisational structure in consultation with the CEO.

#### **(c) Oversees the allocation of the Shire finances and resources.**

The Council exercises this role by adopting the Shire's budget and long term financial plans. It is advised by officers of the Shire who are responsible for the development of appropriate financial controls and strategic documents.

#### **(d) Determines the Shire policies.**

The role of Council in setting policy is most effective when policies are developed in consultation with the CEO who will then implement them through the development of appropriate management practices and work processes with staff.

Council policy should set the standards for the organisation to achieve, and make strategic policy decisions to guide staff in their decision making processes.

### **3.2.3 Role of Elected Representation**

The Council consists of eight members including the Shire President. Councillors are elected by the community. The Shire President is elected by the Councillors. Local Government elections are conducted biennially on a fixed date prescribed by the Act, with candidates elected to the office of Councillor for a four (4) year period. The Council elected President is for a two (2) year period.

Each individual Councillor has a legislative requirement to fulfil this role. This governance framework provides guidance to Councillors on how they perform this role at the Shire.

Individually Councillors have a responsibility to act as a conduit between the community and the Shire. Not only must they represent the interest of the broader community on the Council, but also as community leaders they must represent the interests of the Shire at all times.

While Councillors may be elected from an individual location of the Shire, their primary obligation is to represent the interests of the broader community. It is not appropriate for individual Councillor's constituent concerns to interfere with their decision making processes in providing good governance of the Shire as a whole.

Councillors are responsible and ultimately accountable for long term financial planning, the annual budget and monitoring financial performance. In doing so, each individual elected member accepts a joint and individual responsibility for the financial outcomes.

Accountability and transparency is also facilitated through the standards and behaviour maintained by members – most notably, through their adherence to legislation governing declarations of financial and other interest where these arise, together with associated implications for participation in any debate.

*Elected Members rely on:*

- Financial advice and information from administration;
- Input from internal and external auditors.

Elected Members must also seek whatever additional information they need to make informed decisions through appropriate channels.

### **Responsibilities of Council**

The responsibilities of Council can be categorised into the following three key areas:

#### ***Legislative***

- If considered necessary, the Council is responsible for adopting local laws to reflect current community standards and provide for the good governance of the Shire. Council when making local laws must be aware of their legislative effect.

#### ***Executive***

- The Council is responsible for overseeing the executive functions of the Shire and determines appropriate policies, strategies and functions for the CEO to implement.

#### ***Quasi - judicial***

- The Council is responsible for applying factual situations to the legislative regime in a quasi-judicial manner under the Local Government Act, Town Planning and Development Act and other relevant legislation.

### **Accountability, stewardship, sustainability and innovation focus.**

Accountability, stewardship, sustainability and innovation objectives are most effectively pursued where the focus of Elected Members of Council centres upon:

- Strategic planning, policy development and defining scope for delegation of powers and functions;
- Allocating the Shire's resources to the CEO;
- Monitoring performance of the Shire against adopted strategies and objectives;
- Representing the interests of the community;
- Appointing the CEO and participating in the performance review process of this officer.

Accordingly, the Council is required to be accountable and transparent by undertaking deliberations and making resolutions within a framework which is factually based, non-prejudicial and relevant to issues at hand.

### **3.2.4. Limitation of Member Liability**

The Shire has the legal capacity of a natural person. As such, the Shire may instigate legal proceedings in its corporate name and have proceedings taken against it. Section 9.56 of the Act, (as below) specifies the limitation Councillors must be aware of when taking office.

#### ***Section 9.56 of the WA Local Government Act 1995 Division 4 — Protection from liability***

*Certain persons protected from liability for wrongdoing 9.56.*

*(1) A person who is — (a) a member of the council, or of a committee of the council, of a local government; (b) an employee of a local government; or (c) a person appointed or engaged by a local government to perform functions of a prescribed office or functions of a prescribed class, is a protected person for the purposes of this section.*

*(2) An action in tort does not lie against a protected person for anything that the person has, in good faith, done in the performance or purported performance of a function under this Act or under any other written law.*

*(3) The protection given by this section applies even though the thing done in the performance or purported performance of a function under this Act or under any other written law may have been capable of being done whether or not this Act or that law had been enacted.*

*(4) This section does not relieve the local government of any liability that it might have for the doing of anything by a protected person.*

*(5) In this section — (a) a reference to the doing of anything includes a reference to the omission to do anything; 314 Local Government Act 1995 No. 74 s. 9.57 (b) a reference to the doing of anything by a protected person in the performance or purported performance of a function under any written law other than this Act is limited to a reference to the doing of anything by that person in a capacity described in subsection (1) (a), (b) or (c), as the case may be.*

It is largely due to such legislative-based requirements local governments have embraced strategies designed to mitigate the liability of members and officers, with liability insurance protection and risk management now serving as a significant element of corporate governance frameworks.

It is for these reasons many organisations have developed and implemented processes for identifying, analysing and mitigating risks, which could prevent the achievement of business objectives. These organisations have put control activities in place to manage risk throughout the organisation by developing risk management plans which cover activities as diverse as (yet not limited to) reviews of operating performance, information technology and management information systems.

### **3.2.5. The Shire President Role**

The role of the Shire President as provided under Section 2.8 of the Act is to:

- preside at meetings in accordance with the Act;
- provide leadership and guidance to the community;
- carry out civic and ceremonial duties on behalf of the Shire;
- speak on behalf of the Shire;
- perform such other functions as are given to the Shire President by the Act or any other written law;
- liaise with the CEO on the Shire affairs and the performance of its functions; and
- otherwise fulfil the role of Councillor.

### **3.2.6. The Deputy Shire President Role**

Section 2.9 of the Act enables the Deputy Shire President to perform the functions of the Shire President, if:

- the Office of Shire President is vacant; or
- if the Shire President is not available, or is unable or unwilling to perform the functions of Shire President.
- 

### **3.2.7 Statutory Role of Councillors**

Section 2.10 of *the Act* describes the role of a Councillor is to:

- represent the interests of electors, ratepayers and residents of the Shire;



- provide leadership and guidance to the Shire community;
- facilitate communication between the community and the Council;
- participate in the Shire decision making processes at Council and Committee meetings; and
- perform such other functions as are given to a Councillor by this Act or any other written law.

### **3.2.8 CEO Role**

The CEOs functions as described under Section 5.41 of the Act are to:

- advise the Council in relation to the functions of the Shire under the Act and other written laws;
- ensure advice and information is available to the Council to ensure informed decisions can be made;
- cause Council decisions to be implemented;
- manage the day to day operations of the Shire;
- liaise with the Shire President on the Shire affairs and the performance of the Shire's functions;
- speak on behalf of the Shire if the Shire President agrees;
- be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to Section 5.37 (2) in relation to senior employees);
- ensure records and documents of the Shire are properly kept for the purposes of the Act, or any other written law; and
- perform any other function specified or delegated by the Shire or imposed under the Act or any other written law as a function to be performed by the CEO.

Section 5.42 of the Act enables the Shire to delegate in writing to the CEO, the capacity to exercise any of its powers or duties, with the exception of those relating to:

- actions in which decisions of an absolute majority or a 75% majority of the Council is required;
- acceptance of a tender which exceeds an amount as determined by the Council;
- appointment of an auditor;
- acquisition or disposal of any property valued at an amount exceeding an amount determined by the Council for the purposes of this paragraph;
- any of the Council's powers under Sections 5.98A, 5.99A or 5.100 (determining fees, allowances and expenses of members and Committee members);
- borrowing money on behalf of the Shire;
- hearing or determining an objection of a kind referred to in Section 9.5;
- (carrying out any power or duty requiring the approval of the Minister or the Governor); or
- such other powers or duties as may be prescribed.

This clear separation of elected member and CEO roles and responsibilities as identified within the Act reinforces good governance principles. It also ensures the Shire adheres to all statutory requirements whilst meeting the expectations of its community.

### **3.2.8. Executive Management Role**

In undertaking its functions and responsibilities, Council is supported by the CEO and Senior Staff. The Executive Management Team, comprising of the CEO and staff as determined by the CEO, meets regularly as a basis for ensuring effective coordination of the Shire's operations and implementation of Council resolutions. These meetings are complemented by operational meetings (Administration meetings and works tool box meetings) to enable management information dissemination and to receive feedback from officers.

## **3.3 Decision Making**

### **Decision-Making**

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The five stages in decision making which will be followed at the Shire are:

### **Agenda Setting**

This will be achieved through:

- an effective and efficient strategic planning process which produces owned strategic goals; and
- processes being in place which ensures Council plans are properly implemented.

### **Information Gathering**

This will be achieved through:

- ensuring the information gathered is sufficient to allow a decision to be made;
- ensuring an effective process within the administration to convert information into advice;
- providing good quality and timely Council reports, which provide the necessary information, options and clear recommendations. The reports will always incorporate the corporate view of the issue in question, the financial impacts, effects on Integrated Plans, consultation and any risks;
- having workable and productive consultation processes in place ensures decision-makers are aware of the views of those whom the decision affects;
- a sound process for identifying and distilling data into appropriate information;
- agendas being structured so as to facilitate good decision-making processes.

### **Opinion Formation**

This will be achieved through ensuring Elected Members understand the issues and have enough information provided to make a decision.

### **Decision-making**

This will be achieved through:

- Council and committee meetings being well chaired and conducted in accordance with Council Standing Orders Local Law 2016;
- facilitating participation and involvement while ensuring debate is relevant and succinct;
- robust debate which ensures all issues are aired. Although it is robust, the debate is conducted with courtesy and respect;
- the Chair attempting to find common ground amongst Elected Members; opportunities being available for the community to participate appropriately;
- delegations where appropriate.

### **Implementation**

This will be achieved through:

- decisions being implemented in a timely manner;
- solidarity amongst the Councillors once a decision has been made;
- confidentiality being maintained wherever necessary.

### 3.4 Financial Management

“There should be robust and transparent financial management established and maintained to meet local government’s accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future”.

*The Council will achieve this by:*

- Ensuring management have service delivery strategies to reflect the services and projects identified for the relevant financial year as shown in the Corporate Plan.
- Approve each year’s annual budget in accordance with the adopted service delivery strategies as shown in the Corporate Plans and the Long Term Financial Plan.
- Council, through policy, will determine the appropriate mix between borrowing for capital works and funding them from revenue. Council will consider the implications of its decisions on the level of capital works and asset maintenance.

#### Funding Strategic Objectives

Section 5.56 of the Act requires a local government to prepare a plan for the future. The Council must know the direction it is going long term. Its vision and goals must be properly reflected in the Strategic Community Plan. Council will take its final decisions about the content of the Strategic Community Plan based on an understanding of the long-term financial consequences of their decisions.

#### Long-Term Financial Planning

Elected Members, sitting as Council, will determine the Long Term Financial Plan, and be *accountable* for the process of developing it. The delivery of the services identified in the Long Term Financial Plan will be in accordance with the Shire’s strategic direction. The financial strategy should be consistent with the Council’s Strategic Community Plan and it must be able to fund its projects, functions and service improvements. Information will be presented to Council by officers through reports to enable Council to make informed decisions.

The Shire’s Long Term Financial Plan will detail the significant programs and activities to be undertaken by the Shire over the next ten years and roll on each year with amendments and additions. The Plan provides a broad overview of where financial resources of the Shire will be directed over this period and the manner in which these activities will be funded. The implementation of a Long Term Financial Plan (**LTFP**) can be used to align capital and operating expenditure requirements with income streams and comply with Council’s rating strategy and policy incorporated in the LTFP.

#### The Rating System

The rating system at the Shire will reflect the Council’s strategy and vision for the future of the Shire. The rating levels and mix will represent a fair distribution of the rate burden across the community. Council’s approach to rating will incorporate the concept of intergenerational equity; (i.e. the way the rating burden is spread between current and future generations of ratepayers of the Shire). Council will be informed whether the rates outcome, which was envisaged in the LTFP, is still appropriate and consistent with all objectives of the Strategic Community Plan. Mindful of the role outlined under Section 2.10 of the Act, Councillors must assess if the budget delivers what the Council wishes to achieve.

#### Annual Budget

Developed as part of sound business management, the annual budget provides a framework for allocation of financial, physical and staff resources required in pursuing the Shire’s objectives for the proceeding twelve-month period. The Manager Finance and Corporate Services (MFCS) will annually develop a budget preparation timetable and process to meet Councils statutory requirements and give enough time to resolve major issues. The CEO and MFCS will ensure Council

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and staff are given adequate time to have the opportunity to work through key issues. Council's Long Term Financial Plan will provide broad guidance for the budget. The Long Term Financial Plan will be reviewed at least annually to incorporate the long-term impact of any significant changes or decisions which are not consistent with the current plan.

### **3.4.1 FINANCIAL REPORTING - PERFORMANCE AGAINST BUDGET**

#### **Statutory Compliance**

The Shire recognises when decisions are made by Council, when resolutions are acted upon and when performance outcomes are reported, it is important the requirements of any legislation and/or regulations are complied with, especially because of the reporting requirements of the Compliance Audit Return. Compliance will be pursued through ensuring the integrity of the key financial planning and reporting mechanisms which underpin the Shire's operations – especially the Annual Budget and Annual Report.

Compliance with key financial and statutory requirements is assessed through the audit schedule conducted in accordance with *the Act* by professionally qualified internal and external parties as appointed by the Shire. Financial reporting to Council will, as a minimum, be in accordance with its statutory requirements.

#### **Content**

The focus of financial reports to Council is to provide accurate information about the Shire's overall financial position. Councillors, when considering the financial reports, will satisfy themselves the information they are given reflects the actual situation of the Shire. Councillors will ensure they understand sufficiently about the financial indicators for them to ask appropriate questions and interpret the responses.

#### **Annual Report**

The Annual Report has its basis in *the Act*, but also serves as the vehicle by which the Shire can evaluate, monitor, control, improve and report on the outcome of its activities over a particular financial year. The Annual Budget should reflect the priorities expressed in the Strategic Community Plan and the Annual Report should indicate the extent to which those priorities have been achieved.

### **3.4.2 SERVICES AND FUNDS**

Council will:

- have appropriate user charges for its services and facilities.
- be mindful of the proportion of financial resources required to meet operational and capital costs for the Shire.
- comply with government policy.
- where appropriate, seek to obtain other avenues of financial assistance such as grants, being mindful of financial and management obligations of accepting any grant
- ensure costs can be recognised, recorded and recovered appropriately.

### **3.4.3 CAPITAL WORKS AND DEBT SERVICING**

- Key assets will be maintained.
- Any borrowing must be sustainable and not impose an unacceptable level of debt servicing.
- Council will be informed on the proportion of financial resources required to service debt and decide whether it is appropriate for the Shire.

### **3.4.4 ACCOUNTABILITY AND POLICY**

- Council will meet legislative and financial reporting requirements.

- Council will meet accountability requirements to the community in terms of stewardship of assets.
- Council will strive to achieve best practice in financial policies and practices.
- Council will strive to leave an appropriate legacy for future Councils.

#### 3.4.5 AUDIT

The Local Government Act 1995 (the Act) requires all local governments establish an audit and risk committee. This committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions.

*Ref: Audit in Local Government - The appointment, function and responsibilities of Audit Committees; Local Government Operational Guidelines – Number 09 Revised September 2013*

### 3.5 Risk Management

An effective approach to the identification, assessment, monitoring and management of risks should be established and maintained. The Shire's performance in implementing effective risk management strategies and adherence to sound business practice is reinforced through access to independent legal advice (as required), the completion of the annual statutory Compliance Audit Report (internal) and the annual financial audit undertaken by professional, external auditors as required by the Act. The Shire also maintains a wide range of assets including: infrastructure assets; real property; financial assets; information, intellectual property and natural and heritage assets.

As required by regulations, the Shire takes an active approach to risk management in the conduct of its business through the implementation of a number of specific and organisation wide initiatives. This risk management strategy involves the Shire identifying, collating and treating all the identified risk (internal and external) to ensure a coordinated approach to effectively minimise business, financial and physical liability to the Shire's operations. The Council will ensure the risk management program is of the standard required to meet its fiduciary obligations to:

- safeguard assets
- ensure there are sufficient monies to meet its financial obligations when due prevent and detect fraud
- ensure accuracy and completeness of accounting records.

### 3.6 Delegations

Effective delegations should be implemented and maintained. Delegations of authority are required in order to provide officers of the Shire with the power to exercise duties and make determinations. It is essential Council's delegations are performed in accordance with the adopted governance framework and are compliant with relevant legislation. The Shire is required to keep records on the exercise of its delegations. Council may delegate authority to the CEO and other nominated officers under the provisions of the following legislations (yet not limited to), the Local Government Act 1995, Local Government (Miscellaneous Provisions) Act 1960, Building Act 2011, Health Act 1911, Strata Titles Act 1985, Caravan Parks and Camping Grounds Regulations 1987, Bushfire Act 1954, Emergency Management Act, Litter Control Act, Dog Act, Cat Act and the Shire, Town Planning Scheme to perform some of its functions and duties.

The Local Government Act and associated regulations allow the CEO to sub-delegate to any other officer the authority to perform functions and duties exercisable by the CEO under the Local Government Act or have been delegated to the CEO by the Council.

This is in accord with a governance framework whereby officers are responsible to the CEO and the CEO is responsible to Council. The CEO is also responsible for the implementation of Council decisions and may delegate some of this responsibility to other officers of the Shire.

All delegations are to be recorded in a register established for the purpose (as required by the Act) and reviewed annually. The CEO will advise Council of any decisions made under delegated authority.

Under the provisions of Town Planning Scheme Council may delegate authority to certain officers other than the CEO. If such a delegation is exercised Council shall be advised.

### **3.7 Accountability**

“Local government must account for its activities and have systems to support this accountability”

Excellence in governance is based on the premise of those who are involved in governance being held accountable for what they do. Accountability at the Shire means the Elected Members and management taking responsibility for their performance.

Elected Members and management at the Shire accept they are accountable under legislation in terms of how the Council operates and reports. This also extends to other measures such as:

- Risk management systems implemented and maintained to ensure community assets are protected.
- Internal and external audits and Finance & Audit committee focused towards providing assurances to all stakeholders the processes and procedures are being adhered to and financial reports are accurate.
- Consultation and policies to support good decision making by ensuring Elected Members are aware of the views of those who will be affected by any decision.

#### **3.7.1. OPERATIONAL AND STRATEGIC PERFORMANCE MANAGEMENT**

“There should be an active performance management system in place to enable Elected Members and staff to be openly accountable for their performance”.

The Shire hope to establish a range of mechanisms to ensure performance is measured, reviewed and improved and thereby enable remedial action to be taken, where necessary. The Shire is committed to the development of appropriate performance measures in financial policies and strategic plans to ensure long term viability. Ongoing financial performance will continue to be monitored through internally and externally based systems and processes. Effective coordination between the strategic and operational elements will be maintained through a regular report to Council which is based on the Strategic Community Long Term Financial Plans.

#### **3.7.2 CEO PERFORMANCE MANAGEMENT**

The CEO is appointed by the Council and is directly accountable to it. The Council is accountable for setting the CEO's performance plan and subsequent monitoring of his or her performance. This responsibility belongs to Council sitting as the Council and is not the responsibility of individual Elected Members.

Council appoints a CEO's Performance Review Working Group which is responsible for;

- Determining and setting in place an appropriate review process.
- Undertaking a performance appraisal of the CEO in accordance with the provisions of Section 5.38 of the Local Government Act 1995 and in accordance with the terms and conditions of the employment contract of the CEO.



- The Working Group will then report to the full Council its determination on the performance appraisal for Council input and endorsement for:
  - Negotiating and setting goals, objectives, key performance indicators and changes to the remuneration package within the terms of the CEO's contract.
  - Any goals, objectives, key performance indicators or remuneration package changes as negotiated and set, must be acknowledged in writing by both the Shire President and the CEO.

### **3.7.3 INDEPENDENT REVIEW**

Local governments should continue with existing internal structures to provide for independent reviews of processes and decision-making to assist the Council to meet its accountability to stakeholders". Independent Reviews will be sought as appropriate through Internal and external auditors as appropriate.

### **3.7.4 CUSTOMER CONSULTATION**

"Consultation should be undertaken appropriate to the scope and potential impact of the matter. It should respect the position and opinion of all stakeholders. The outcomes of the consultation should be taken into account when the decision is made, and feedback should be provided to those who participated." It reflects the core values (i.e. Respect, Openness, Teamwork, Leadership and Excellence) as important elements in serving the needs of residents and ratepayers.

The Shire is prepared to explore new and innovative methods of service delivery in order to provide improved access to information and enhance customer interaction.

The Shire is committed to fostering high levels of public awareness of its activities, by providing its residents and ratepayers with access to a wide range of information. Any policy or planning developments will be fully inclusive of the affected areas.

In addition to meeting the state wide and local public notice requirements prescribed by the Act in respect to particular proposals and activities, the Shire will also ensure information is available by electronic means. The Shire will utilise the local press for notifying residents about important issues. Information will also be posted on its official notice board located at the Nabawa Administration Centre. The Shire Newsletter will continue in its role as a mechanism for disseminating information and encouraging feedback on key strategies, projects and significant Shire events.

The Shire's website at: [www.chapmanvalley.wa.gov.au](http://www.chapmanvalley.wa.gov.au) will serve as the focal point for providing up to date information and service delivery information to ratepayers and residents.

Public consultation involving residents and ratepayers is facilitated by the Shire through a range of mechanisms which include; information provision, consultation, public comment, Ordinary, Special and Annual General Meetings.

## **3.8 Support for Elected Members in the Governance Process**

Elected Members are encouraged to attend professional development offered by the Local Government Department, WA Local Government Association or any other appropriate body/individual to better enable them to carry out their duties. Professional development needs, advice or resources can be facilitated by the CEO or relevant delegated officers.

The Shire Code of Conduct provides Councillors and Staff at the Shire with consistent guidelines for an acceptable standard of professional conduct. The Code addresses the broader issue of ethical responsibility and encourages greater transparency and accountability in the operations of the Council and Administration.

The Code is complementary to the principles adopted in the Local Government Act 1995 and regulations which incorporates four fundamental aims to result in:

- Better decision-making by Council;
- Greater community participation in the decisions and affairs of Council;
- Greater accountability by Council to its communities; and
- More efficient and effective organisation.

The Code requires a commitment to ethical and professional behaviour and outlines principles in which individual and collective responsibilities may be based. The Shire of Chapman Valley's Code of Conduct is found in **Section Four** of this Governance Manual.

Any Elected Member, Committee Member or Council employee having concerns with regard to an actual, perceived, potential, intended or unintended breach of either the specific provisions or the spirit of the Code of Conduct, or any provisions of the Local Government Act 1995 or such regulations or local laws created there under or any other relevant legislation, should discuss those concerns with the Shire President for Elected Members or CEO for Council employees.

Such reports shall be treated in the strictest confidence until such time as an appropriate investigation has been undertaken. Any actions taken as a result of a breach will be made in accordance with the provisions of any applicable legislative requirements and the local government's responsibilities as an employer.

It should be noted the Corruption and Crime Commission Act 2003 requires the reporting to the Commission by all public-sector agencies of suspected "misconduct" within their agency. Misconduct generally occurs when a public officer abuses authority for personal gain or to cause a detriment to another person or acts contrary to the public interest.

### **Reporting Alleged Breaches of the Code**

- Councillors will report an alleged breach by a Councillor or employee to the President who will in turn refer the alleged breaches by an employee to the CEO.
- Employees will report an alleged breach by a Councillor or employee to the CEO who will in turn refer alleged breaches by a Councillor to the President.
- Councillors and employees will report an alleged breach by the CEO to the President.
- Councillors will report an alleged breach by the President to the Deputy President.

### **Responsibility for Upholding the Code**

- All Council members have a shared responsibility for upholding the Code.
- The President is responsible for dealing with alleged breaches of the Code by a Councillor or the CEO.
- The CEO is responsible for dealing with an alleged breach by an employee.
- The Deputy President is responsible for dealing with an alleged breach by the President.

### **Dealing with Alleged Breaches**

- All alleged breaches will be investigated promptly while the issue is current. The investigation of an alleged breach will be dealt with in a sensitive nature, guided by the principles of natural justice and will be investigated in confidence.
- When investigating an alleged breach, the investigator will maintain all records of the investigation.



- A breach of the Code will be dealt with in a manner deemed appropriate by the investigator taking into consideration the nature and the seriousness of the breach.
- After investigating the alleged breach, the investigator will advise the relevant parties of the outcome.

#### **Part 4: Key Documents, Policies / Procedures for Council**

These are Shire specific local laws, policies, procedures and guidelines relevant to the Elected Members, and form part of this manual to act as an induction and reference tool for Councillors of Chapman Valley. They are officially managed as part of the Chapman Valley Policy Manual

For consistency and appropriate running of meetings, agreed and approved standing orders should guide and manage the meeting process. The Shire of Chapman Valley Standing Orders Local Law 2016 covers this. *(Attached at the end of the document)*

## 4.0 Policies

### CP-005 - Code of Conduct For Council Members, Committee Members and Candidates

<b>POLICY NO</b>	CP-005
<b>POLICY</b>	CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES.
<b>RESPONSIBLE OFFICER</b>	CHIEF EXECUTIVE OFFICER
<b>PREVIOUS POLICY No.</b>	9.80
<b>LEGISLATION</b>	LOCAL GOVERNMENT (MODEL CODE OF CONDUCT) REGULATIONS 2021

#### Division 1 — Preliminary provisions

##### 1. Citation

This is the *Shire Chapman Valley's Code of Conduct for Council Members, Committee Members and Candidates*.

##### 2. Terms used

(1) In this code —

**Act** means the *Local Government Act 1995*;

**candidate** means a candidate for election as a council member;

**complaint** means a complaint made under clause 11(1);

**publish** includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

#### Division 2 — General principles

##### 3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

##### 4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and

- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

## **5. Relationship with others**

- (1) A council member, committee member or candidate should —
  - (a) treat others with respect, courtesy and fairness; and
  - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

## **6. Accountability**

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

## **Division 3 — Behaviour**

## **7. Overview of Division**

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates;
- (b) the mechanism for dealing with alleged breaches of those requirements; and
- (c) Team Values & Behaviours (see *Additional Explanatory Notes* below).

## **8. Personal integrity**

- (1) A council member, committee member or candidate —
  - (a) must ensure that their use of social media and other forms of communication complies with this code; and
  - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
  - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
  - (b) must comply with all policies, procedures and resolutions of the local government.

## **9. Relationship with others**

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

**10. Council or committee meetings**

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

**11. Complaint about alleged breach**

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
  - (a) in writing in the form approved by the local government; and
  - (b) to a person authorised under subclause (3); and
  - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

**12. Dealing with complaint**

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
  - (a) take no further action; or
  - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
  - (a) engage in mediation;
  - (b) undertake counselling;
  - (c) undertake training;
  - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
  - (a) its finding and the reasons for its finding; and

- (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

### 13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
  - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
  - (b) either —
    - (i) the behaviour was dealt with by the person presiding at the meeting; or
    - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

### 14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
  - (a) in writing; and
  - (b) given to a person authorised under clause 11(3).

### 15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

## Division 4 — Rules of conduct

Notes for this Division:

- 1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
- 2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

### 16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

### 17. Misuse of local government resources

- (1) In this clause —
  - electoral purpose*** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;
  - resources of a local government*** includes —
    - (a) local government property; and
    - (b) services provided, or paid for, by a local government.

- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

**18. Securing personal advantage or disadvantaging others**

- (1) A council member must not make improper use of their office —
  - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
  - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

**19. Prohibition against involvement in administration**

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

**20. Relationship with local government employees**

- (1) In this clause —  
**local government employee** means a person —
  - (a) employed by a local government under section 5.36(1) of the Act; or
  - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
  - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
  - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
  - (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

**21. Disclosure of information**

- (1) In this clause —  
**closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;  
**confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;  
**document** includes a part of a document;  
**non-confidential document** means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —

- (a) derived from a confidential document; or
  - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
  - (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or
  - (e) to the Minister; or
  - (f) to a legal practitioner for the purpose of obtaining legal advice; or
  - (g) if the disclosure is required or permitted by law.

## **22. Disclosure of interests**

- (1) In this clause —  
**interest** —
  - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
  - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
  - (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
  - (a) that they had an interest in the matter; or
  - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
  - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
  - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
  - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

## **23. Compliance with plan requirement**

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

**ADDITIONAL EXPLANATORY NOTES:**

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

**TEAM VALUES AND BEHAVIOURS**

Values: RESPECT, TRUST, HONESTY, INTEGRITY & ETHICAL		
	Acceptable/Expected Behaviours	Unacceptable Behaviours
1	Ask the question: RUOK?	Not reach out to someone in need.
2	Address the issue rather than holding grudges.	Holding a grudge can carry this mindset into future deliberations and impair good decision-making.
3	Remove misinformation by dealing in facts and supporting your comments and action with evidence..	Basing decisions on rumour, innuendo or ill-informed comments is detrimental to good decision-making.
4	Seek to know what you don't know.	Not making an effort to uncover what you don't know and basing your opinion only on what you know at the time.
5	Ensuring decisions are made based on full involvement & not manipulating the process to ensure a collective consensus of an outcome is achieved.	Manipulating the decision-making process (e.g. timing, absenteeism, misinformation) to achieve your own desired outcome.
6	Listen to all sides of the issue before making a decision.  Listen to all of the debate	Not listening and make assumptions or predetermined decisions.  Refuse to listen to different sides of the issue for the sake of exchanging opinions and making up your mind before you have heard the whole of the debate.
7	Agree to disagree without malice.	Being precious about your own position being the only outcome and not accepting alternative opinions.
8	Agree on ground rules and adhering to these (e.g. Code of Conduct, Values, Behaviours, Standing Orders, etc.)	Endorsing ground rules and boundaries as a token gesture only and not adhering to these.  Only exercising the need for adhering to ground rules & boundaries when it suits you.  Collapsing into our Lower State.
9	Consider the use of a mediator on occasions when needed to assist with issues.	Not supporting the need for a mediator and when a mediator is introduced not participating or communicating at the time of mediation and letting issues continue.
10	Speak positively about the Council, Staff, Community and all decision made by the Majority, irrespective of if the decision is contrary to your individual position.	Talking down the Council, Staff, Community and any decision made by the majority which may not be your individual position.



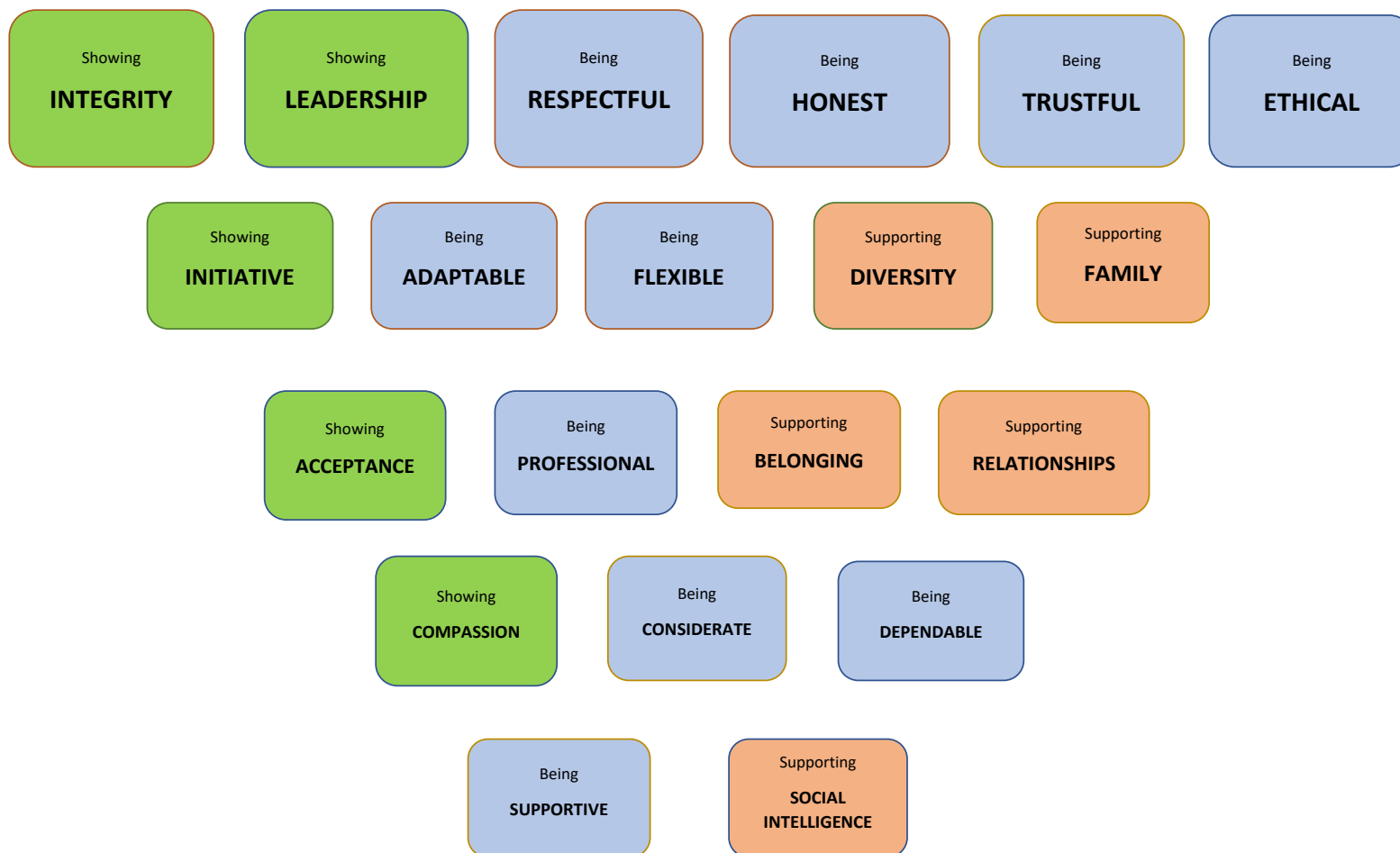
***A thriving community, making the most of our coastline, ranges and rural settings to support us to grow and prosper***

**TEAM VALUES AND BEHAVIOURS**

Values: RESPECT, TRUST, HONESTY, INTEGRITY & ETHICAL		
	Acceptable/Expected Behaviours	Unacceptable Behaviours
11	<i>Step back and view the big picture.</i>	<i>Advocate and promote a path based on a limited view only.</i>
12	<i>Address the issue rather than letting things fester.</i>	<i>Letting things fester and allowing the problem to continue and explode later.</i>
13	<i>Have an open-minded approach.</i>	<i>Not willing to listen to new ideas and opinions, to learn new things and consider alternate approach to problem solving.</i>
14	<i>Listen to and understand other points of view.</i>	<i>By not listening you show lack of empathy, understanding, appreciation and respect.</i>
15	<i>Remain focused on the issue rather than getting personal.</i>	<i>Tackling the person not the issue</i>
16	<i>Debate constructively/legitimately.</i>	<i>Becoming personal, argumentative &amp; irrational during the debate.</i>
17	<i>Retaining confidentiality within the Team when required.</i>	<i>Divulging confidential and personal information to promote yourself or your personal position.</i>
18	<i>Being loyal to the absent.</i>  <i>Avoid saying something about someone unless you would say it in the person's presence.</i>	<i>Talking behind each other's back.</i>
19	<i>Telling the truth at all times and challenging matters when truth is not being told</i>	<i>Avoiding the truth and ignoring/condoning untruths.</i>
20	<i>Adhering to my roles and responsibilities within the organisation.</i>	<i>Encroaching into area, roles and responsibilities of the organisation, which is outside my jurisdiction and role.</i>
21	<i>Celebrate the organisations successes and wins.</i>	<i>No, or limited, effort to publicly promote the organisations successes and wins.</i>



**WE AIM TO PROVIDE STRONG LEADERSHIP AND MAINTAIN A POSITIVE CULTURE WITHIN OUR ORGANISATIONAL & COMMUNITY BY:**



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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 03/17-32; 07/18-10, 11/18-9; 02/21-12; 09/21-08</b>

**CP-006 Attendance at Events Policy**

<b>POLICY NO</b>	CP-006
<b>POLICY</b>	ATTENDANCE AT EVENTS POLICY
<b>RESPONSIBLE DIRECTORATE</b>	CEO
<b>PREVIOUS POLICY No.</b>	CMP-030
<b>LEGISLATION</b>	Section 5.90A of the Local Government Act 1995
<b>RELEVANT DELEGATIONS</b>	1019

**1. OBJECTIVES**

- 1.1. To introduce policy to address section 5.90A. of the Local Government Act 1995 Policy for attendance at events
- 1.2. To provide elected members and staff with consistent guidelines to ensure transparency, relevance, and value for money for ratepayers.
- 1.3. This Policy does not cover Elected Member Training. Refer to Management Procedure Ref CMP-030: *"Elected Member Training & Professional Development"*.

**2. POLICY STATEMENTS**

- 2.1. In developing the Attendance at Events Policy, council needs to actively consider the purpose of and benefits to the community from council members and CEOs attending events. The policy should not be used to intentionally circumvent conflict of interests which may arise from attending events hosted by a provider who will have a significant matter before council. The Attendance at Events policy is to enable council members to attend events as a representative of council without restricting their ability to participate in council meetings.
- 2.2. This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and the Chief Executive Officer (CEO).
- 2.3. Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

**3. LEGISLATION**

- 3.1. 5.90A. Policy for attendance at events

In this section — *event* includes the following —

- a) a concert;
  - b) a conference;
  - c) a function;
  - d) a sporting event;
  - e) an occasion of a kind prescribed for the purposes of this definition.
- 3.2. A local government must prepare, and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
    - a) the provision of tickets to events; and
    - b) payments in respect of attendance; and
    - c) approval of attendance by the local government and criteria for approval; and

d) any prescribed matter.

***\*Absolute majority required.***

3.3. A local government may amend\* the policy.

***\*Absolute majority required.***

3.4. When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

3.5. The CEO must publish an up-to-date version of the policy on the local government's official website.

#### **4. PROVISION OF TICKETS TO EVENTS**

##### **4.1. Invitation**

###### **4.1.1.**

All invitations of offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the Chief Executive Officer. Invitations made directly to an Elected Member are to be handed to the Chief Executive Officer for action to be taken in accordance with this Policy.

###### **4.1.2.**

Any other invitation or offer of tickets not addressed to an Elected Member or the Chief Executive Officer in general is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

###### **4.1.3.**

A list of events and attendees authorised by the local government in advance of the event is recorded in Attachment A.

#### **5. APPROVAL OF ATTENDANCE**

5.1 In deciding on attendance at an event, the Council will consider:

- a) who is providing the invitation or ticket to the event,
- b) the location of the event in relation to the local government (within the district or out of the district),
- c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
- d) whether the event is sponsored by the local government,
- e) the benefit of local government representation at the event,
- f) the number of invitations / tickets received, and
- g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

5.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

5.3 The CEO is authorised to determine matters relating to staff attending conferences, seminars or training (in addition to those listed at Attachment A) that form part of the ongoing operational requirements of the Shire using the considerations as outlined in 5.2 of this policy.

#### **6. PAYMENTS IN RESPECT OF ATTENDANCE**

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- 6.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.
- 6.2 For any events where a member of the public is required to pay, unless previously approved and listed in Attachment A, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.
- 6.3 If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- 6.4 Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

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

<b>Adopted – Council Resolution:</b>	<b>03/20 -13</b>
<b>Reviewed/Amended – Council Resolution:</b>	

**ATTACHMENT A – EVENTS AUTHORISED IN ADVANCE**

Event Description	Date of event	Approved Attendee/s	Position	Approved contribution	Date of council resolution or CEO authorisation
Western Australian Local Government Association (WALGA) Annual Conference and AGM	Annual Event	President, Deputy President 2 x Elected Members CEO	Elected Members & CEO	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Note: Alcoholic beverages are not covered.	Elected Members – Min Ref:##/##-## Staff – CEO discretion (Clause 5.3)
Northern Country Zone Conferences	Periodical	President, Deputy President Elected Members CEO DCEO	Elected Members & CEO DCEO	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Note: Alcoholic beverages are not covered.	Elected Members – Min Ref:##/##-## Staff – CEO discretion (Clause 5.3)
State Government Budget announcement, launches and other events	Ongoing	President, Deputy President CEO	Elected Members & CEO	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Note: Alcoholic beverages are not covered.	Elected Members – Min Ref:##/##-## Staff – CEO discretion (Clause 5.3)
WALGA Road Conference	Annual Event	President, Deputy President 2 x Elected Members CEO Manager Works &	Elected Members & CEO Manager Works & Svce	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Note: Alcoholic beverages are not	Elected Members – Min Ref:##/##-## Staff – CEO discretion (Clause 5.3)

Event Description	Date of event	Approved Attendee/s	Position	Approved contribution	Date of council resolution or CEO authorisation
		Svc		covered.	
Local Government Professionals Annual Conference	Annual Event	CEO DCEO	CEO DCEO	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses.  Note: Alcoholic beverages are not covered.	Staff – CEO discretion (Clause 5.3)
Synergy Soft IT Annual User Group Conference	Annual Event	CEO Manager Finance & Corporate Services	CEO Manager Finance & Corporate Services	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses.  Note: Alcoholic beverages are not covered.	Staff – CEO discretion (Clause 5.3)
Moore Stephens Annual Budget Finance Conferences	Annual Event	CEO Manager Finance & Corporate Services	CEO Manager Finance & Corporate Services	Registration, Accommodation, Travel, Meals and other reasonable cost	Staff – CEO discretion (Clause 5.3)



Event Description	Date of event	Approved Attendee/s	Position	Approved contribution	Date of council resolution or CEO authorisation
				<p>&amp; living expenses.</p> <p>Note: Alcoholic beverages are not covered.</p>	
Works Supervisors Annual Conference	Annual Event	CEO Manager Works & Svc	CEO Manager Works & Svc	<p>Registration, Accommodation, Travel, Meals and other reasonable cost &amp; living expenses.</p> <p>Note: Alcoholic beverages are not covered.</p>	Staff – CEO discretion (Clause 5.3)

**CP-007 Elected Member Correspondence**

<b>POLICY NO</b>	CP-007
<b>POLICY</b>	ELECTED MEMBERS CORRESPONDENCE
<b>RESPONSIBLE OFFICER</b>	CHIEF EXECUTIVE OFFICER
<b>PREVIOUS POLICY No.</b>	9.110
<b>LEGISLATION</b>	STATE RECORDS ACT, 2000
<b>RELEVANT DELEGATIONS</b>	

**OBJECTIVES:**

Ensure compliance with the requirements of the State Records Act, 2000

**POLICY STATEMENT/S:**

In accordance with the requirements of the State Records Act 2000 all correspondence received, or generated, by Councillors in relation to the Shire of Chapman Valley must be forwarded to the Chief Executive Officer for record keeping.

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

<b>Adopted – Council Resolution:</b>	06/02-15
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<b>Reviewed/Amended – Council Resolution:</b>	05/15-23; 06/15-18; 03/17-32; 03/17-32
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**CMP-015 Elected Members - Corporate Clothing**

MANAGEMENTPROCEDURE No.	CMP-015
MANAGEMENT PROCEDURE	ELECTED MEMBERS - CORPORATE CLOTHING
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY No.	NA
RELEVANT DELEGATIONS	NA
LEGISLATIVE RELEVANCE	LOCAL GOVERNMENT ACT & ADMINISTRATION REGULATIONS 1996

**OBJECTIVES:**

To stipulate the level and conditions of providing Elected Member corporate clothing levels and payment arrangements.

**MANAGEMENT PROCEDURE STATEMENT/S:**

The Shire's annual allocation to Elected Members corporate clothing in accordance with Clause 32 of the Local Government (Administration) Regulations, 1996 i.e.

**32. Expenses that may be approved for reimbursement (Act s. 5.98(2)(b) and (3))**

- (1) For the purposes of section 5.98(2)(b), the kinds of expenses that may be approved by any local government for reimbursement by the local government are —
- (a) an expense incurred by a council member in performing a function under the express authority of the local government; and
  - (b) an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
  - (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.

As stipulated under legislation, the Elected Member is to incur the expense in the first instance and seek reimbursement from the Shire for the cost of the following items of clothing with the Shire of Chapman Valley logo embroidered on the clothing with colour and supplier as stipulated by the Chief Executive Officer:

- Two (2) Polo Shirts per annum; or
- Two Corporate/Business Shirts per annum.

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

<b>Adopted – Council Resolution:</b>	<b>04/21-02</b>
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<b>Reviewed/Amended – Council Resolution:</b>	
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## CP-017 Risk Management

<b>POLICY NO</b>	CP-017
<b>POLICY</b>	RISK MANAGEMENT
<b>RESPONSIBLE OFFICER</b>	MANAGER FINANCE & CORPORATE SERVICES
<b>PREVIOUS POLICY No.</b>	6.120
<b>LEGISLATION</b>	OCCUPATIONAL HEALTH & SAFETY ACT, 1984

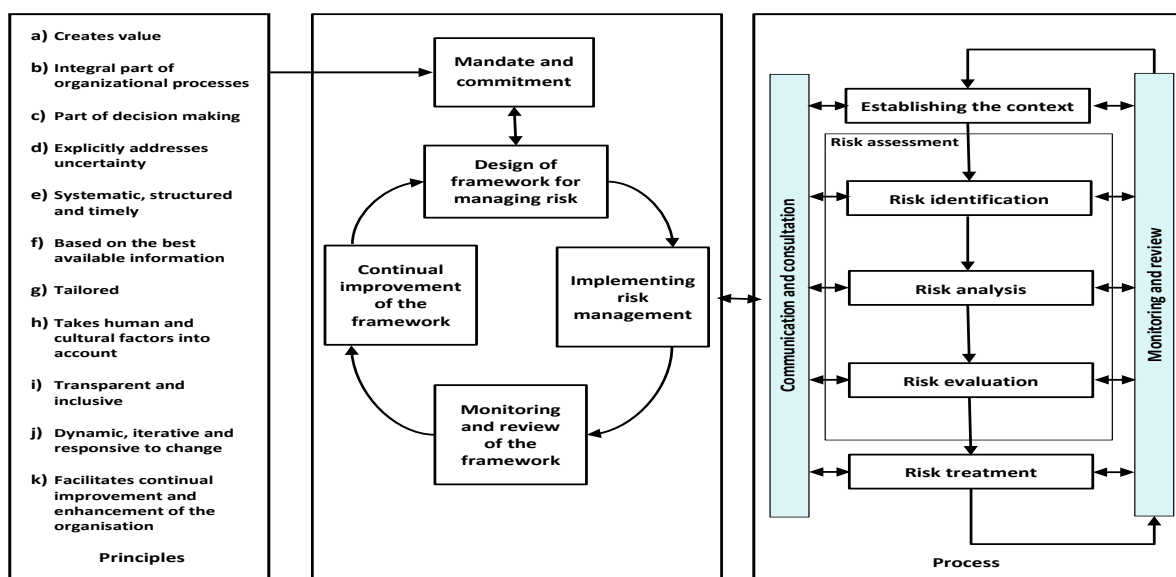
**OBJECTIVES:**

The Policy and Procedures form the Risk Management Framework for the Shire of Chapman Valley ("the Shire"). It sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks. All components of this document are based on AS/NZS ISO 31000:2009 Risk Management.

It is essential all areas of the Shire adopt these policies and procedures to ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations and internal policies.
- Integrated Planning and Reporting requirements are met.
- Uncertainty and its effects on objectives is understood.

This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire along with existing time, resource and workload pressures. Further information or guidance on risk management procedures is available from LGIS Risk Management.



The Shire of Chapman Valley ("the Shire") Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

**POLICY STATEMENT/S:**

It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks which may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

The Shire's Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as, direct and monitor implementation, practice and performance.

Every employee within the Shire is recognised as having a role in risk management from the identification of risks to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process, or management of specific risks or categories of risk.

**Definitions (from AS/NZS ISO 31000:2009)**

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

**Risk Management Objectives**

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations.

**Risk Appetite**

The Shire quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment

criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

### **Roles, Responsibilities & Accountabilities**

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).

### **Monitor & Review**

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire's Management Team and its employees. It will be formally reviewed at least every two years.

### **ADDITIONAL EXPLANTORY NOTES:**

This Policy needs to be read in conjunction with Management Procedure CMP-036.

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

<b>Adopted – Council Resolution:</b>	<b>06/14-12</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 03/17-32</b>

## Appendix 1 Form 4 Register of gifts and contributions to travel



### Form 4

*Local Government Act 1995*  
*Local Government (Administration) Regulations 1996*

#### REGISTER OF GIFTS AND CONTRIBUTIONS TRAVEL - WEBSITE

##### 1. Gifts

Section 5.82 of the *Local Government Act 1995*

Name of relevant person making disclosure	Description of gift	Name of person who made gift	Address of person who made gift	Date gift was received	Estimated value of gift at time it was made	Nature of relationship between relevant person and person who made gift

##### 2. Contributions to travel

Section 5.83 of the <i>Local Government Act 1995</i> Name of relevant person making disclosure	Description of contribution	Name of person who made contribution	Address of person who made contribution	Date contribution was received	Estimated value of contribution at time it was made	Nature of relationship between relevant person and person who made contribution	Description of travel	Date of travel

**Appendix 2 Standing Orders Local Laws 2016**

	WESTERN AUSTRALIA
	<i>Local Government Act 1995</i>
	<b>SHIRE OF CHAPMAN VALLEY</b>
	<b>Standing Orders Local Law 2016</b>
	<b>ARRANGEMENT</b>
<b>Part 1 - Preliminary</b>	
1.1	Citation
1.2	Commencement
1.3	Application and intent
1.4	Interpretation
1.5	Repeal
<b>Part 2 – Establishment and membership of committees</b>	
2.1	Establishment of committees
2.2	Types of committees
2.3	Delegation of some powers and duties to certain committees
2.4	Limits on delegation of powers and duties to certain committees
2.5	Appointment of committee Members
2.6	Tenure of committee membership
2.7	Resignation of committee Members
2.8	Register of delegations to committees
2.9	Committees to report
<b>Part 3 - Calling and convening meetings</b>	
3.1	Ordinary and special Council meetings
3.2	Calling Council meetings
3.3	Convening Council meetings
3.4	Calling committee meetings
3.5	Public notice of meetings
<b>Part 4 – Presiding Member and quorum</b>	
<i>Division 1: Who presides</i>	
4.1	Who presides
4.2	When the Deputy President can act
4.3	Who acts if no President
4.4	Election of Presiding Members of committees
4.5	Election of Deputy Presiding Members of committees
4.6	Functions of Deputy Presiding Members
4.7	Who acts if no Presiding Member
<i>Division 2 – Quorum</i>	
4.8	Quorum for meetings
4.9	Reduction of quorum for Council meetings
4.10	Reduction of quorum for committee meetings
4.11	Procedure where no quorum to begin a meeting
4.12	Procedure where quorum not present during a meeting
4.13	Names to be recorded
<b>Part 5 - Business of a meeting</b>	
5.1	Business to be specified
5.2	Order of business
5.3	Motions of which previous notice has been given
5.4	New business of an urgent nature
5.5	Adoption by exception resolution



**Part 7 - Questions by Members**

- 7.1 Questions by Members

**Part 6 - Public participation**

- 6.1 Meetings generally open to the public
- 6.2 Meetings not open to the public
- 6.3 Question time for the public
- 6.4 Question time for the public at certain meetings
- 6.5 Minimum question time for the public
- 6.6 Procedures for question time for the public
- 6.7 Other procedures for question time for the public
- 6.8 Distinguished visitors
- 6.9 Deputations
- 6.10 Petitions
- 6.11 Presentations
- 6.12 Participation at committee meetings
- 6.13 Council may meet to hear public submissions
- 6.14 Public Inspection of agenda materials
- 6.15 Confidentiality of information withheld
- 6.16 Recording of proceedings
- 6.17 Prevention of disturbance

**Part 7 - Questions by Members****Part 8 – Conduct of Members**

- 8.1 Members to be in their proper places
- 8.2 Titles to be used
- 8.3 Advice of entry or departure
- 8.4 Members to indicate their intention to speak
- 8.5 Priority of speaking
- 8.6 Presiding Member may take part in debates
- 8.7 Relevance
- 8.8 Speaking twice
- 8.9 Duration of speeches
- 8.10 No speaking after conclusion of debate
- 8.11 No interruption
- 8.12 Personal explanations
- 8.13 No reopening of discussion
- 8.14 Adverse reflection
- 8.15 Withdrawal of offensive language

**Part 9 - Preserving order**

- 9.1 Presiding Member to preserve order
- 9.2 Point of order
- 9.3 Procedures on a point of order
- 9.4 Calling attention to breach
- 9.5 Ruling by the Presiding Member
- 9.6 Continued breach of order
- 9.7 Right of Presiding Member to adjourn

**Part 10 - Debate of substantive motions**

- 10.1 Motions to be stated and in writing
- 10.2 Motions to be supported
- 10.3 Unopposed business
- 10.4 Only one substantive motion at a time
- 10.5 Order of call in debate
- 10.6 Limit of debate
- 10.7 Member may require question to be read
- 10.8 Consent of seconder required for alteration
- 10.9 Order of amendments
- 10.10 Form of an amendment
- 10.11 Amendment must not negate original motion
- 10.12 Relevance of amendments

- 10.13 Mover of motion may speak on amendment
- 10.14 Effect of an amendment
- 10.15 Withdrawal of motion or amendment
- 10.16 Right of reply

**Part 11 - Procedural motions**

- 11.1 Permissible procedural motions
- 11.2 No debate
- 11.3 Who may move
- 11.4 Procedural motions - right of reply on substantive motion
- 11.5 Meeting to proceed to the next business
- 11.6 Debate to be adjourned
- 11.7 Meeting now adjourn
- 11.8 Question to be put
- 11.9 Member to be no longer heard
- 11.10 Ruling of the Presiding Member to be disagreed with

**Part 12 - Disclosure of interests**

- 12.1 Disclosure of interests

**Part 13 - Voting**

- 13.1 Question - when put
- 13.2 Voting
- 13.3 Majorities required for decisions
- 13.4 Method of taking vote

**Part 14 – Minutes of meetings**

- 14.1 Keeping of minutes
- 14.2 Content of minutes
- 14.3 Public inspection of unconfirmed minutes
- 14.4 Confirmation of minutes

**Part 15 - Adjournment of meeting**

- 15.1 Meeting may be adjourned
- 15.2 Effect of adjournment

**Part 16 – Revoking or changing decisions**

- 16.1 Requirements to revoke or change decisions
- 16.2 Limitations on powers to revoke or change decisions
- 16.3 Implementing a decision

**Part 17 - Suspension of Local Laws**

- 17.1 Suspension of Local Laws
- 17.2 Where Local Laws do not apply
- 17.3 Cases not provided for in Local Laws

**Part 18 - Meetings of electors**

- 18.1 Electors' general meetings
- 18.2 Matters for discussion at general electors' meeting
- 18.3 Electors' special meetings
- 18.4 Requests for electors' special meetings
- 18.5 Convening electors' meetings
- 18.6 Who presides at electors' meetings
- 18.7 Procedure for electors' meetings
- 18.8 Participation of non-electors
- 18.9 Voting at electors' meetings
- 18.10 Minutes of electors' meetings
- 18.11 Decisions made at electors' meetings

**Part 19 - Enforcement**

- 19.1 Penalty for breach
- 19.2 Who can prosecute

*LOCAL GOVERNMENT ACT 1995***Shire of Chapman Valley  
Standing Orders Local Law 2016**

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the *Shire of Chapman Valley* resolved on 17 August 2016 to make the following local law.

**Part 1 - Preliminary****1.1 Citation**

This local law may be cited as the *Shire of Chapman Valley Standing Orders Local Law 2016*.

**1.2 Commencement**

By virtue of section 3.14 of the Act, this local law comes into operation 14 days after the date of their publication in the *Government Gazette*.

**1.3 Application and intent**

- (1) This local law provides rules and guidelines which apply to the conduct of meetings of the Council and its committees and to meetings of electors.
- (2) All meetings are to be conducted in accordance with the Act, the Regulations and this local law.
- (3) This local law is intended to result in:
  - (a) better decision-making by the Council and committees;
  - (b) the orderly conduct of meetings dealing with Council business;
  - (c) better understanding of the process of conducting meetings; and
  - (d) the more efficient and effective use of time at meetings.

**1.4 Interpretation**

- (1) In this local law unless the context otherwise requires:

*75% majority* has the meaning given to it in the Act;

*absolute majority* has the meaning given to it in the Act;

*Act* means the *Local Government Act 1995*;

*CEO* means the Chief Executive Officer of the local government;

*committee* means a committee of the Council established under section 5.8 of the Act;

*committee meeting* means a meeting of a committee;

*Council* means the Council of the Shire of Chapman Valley;

*Local government* means the *Shire of Chapman Valley*;

*President* means the President of the local government or other Presiding Member at a Council meeting under section 5.6 of the Act;

*meeting* means a meeting of the Council or a committee, as the context requires;

*Member* has the meaning given to it in the Act;

*Presiding Member* means:

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- (a) in respect of the Council, the person presiding under section 5.6 of the Act; and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

**Regulations** mean the *Local Government (Administration) Regulations 1996*;

**simple majority** means more than 50% of the members present and voting; and,

**substantive motion** means an original motion or an original motion as amended, but does not include an amendment or a procedural motion.

- (2) Unless otherwise defined in this local law, the terms and expressions used in this local law are to have the meaning given to them in the Act and Regulations.

#### 1.5 Repeal

The *Shire of Chapman Valley Standing Orders Local Law 2000* as published in the *Government Gazette* on 8 August 2000 is repealed.

### Part 2 – Establishment and membership of committees

#### 2.1 Establishment of committees

- (1) The establishment of committees is dealt with in the Act.
- (2) A Council resolution to establish a committee under section 5.8 of the Act is to include:
  - (a) the terms of reference of the committee;
  - (b) the number of council members, officers and other persons to be appointed to the committee;
  - (c) the names or titles of the council members and officers to be appointed to the committee;
  - (d) the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and
  - (e) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.
- (3) This local law is to apply to the conduct of committee meetings.

#### 2.2 Types of committees

The types of committees are dealt with in the Act.

#### 2.3 Delegation of some powers and duties to certain committees

The delegation of some powers and duties to certain committees is dealt with in the Act.

#### 2.4 Limits on delegation of powers and duties to certain committees

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

#### 2.5 Appointment of committee members

The appointment of committee members is dealt with in the Act.

#### 2.6 Tenure of committee membership

Tenure of committee membership is dealt with in the Act.

#### 2.7 Resignation of committee members

The resignation of committee members is dealt with in the Regulations.

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**2.8 Register of delegations to committees**

The register of delegations to committees is dealt with in the Act.

**2.9 Committees to report**

A committee:

- (a) is answerable to the Council; and
- (b) is to report on its activities when, and to the extent, required by the Council.

**Part 3 - Calling and convening meetings****3.1 Ordinary and special Council meetings**

- (1) Ordinary and special Council meetings are dealt with in the Act.
- (2) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.
- (3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

**3.2 Calling Council meetings**

The calling of Council meetings is dealt with in the Act.

**3.3 Convening Council meetings**

- (1) The convening of a Council meeting is dealt with in the Act.
- (2) Subject to subclause (3), the CEO is to give at least 72 hours notice, for the purposes of section 5.5, in convening a special meeting of the Council.
- (3) Where, in the opinion of the President or at least one-third of the Members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.

**3.4 Calling committee meetings**

The CEO is to call a meeting of any committee when requested by the President, the Presiding Member of a committee or any two members of that committee.

**3.5 Public notice of meetings**

Public notice of meetings is dealt with in the Regulations.

**Part 4 – Presiding Member and quorum***Division 1: Who presides***4.1 Who presides**

Who presides at a Council meeting is dealt with in the Act.

**4.2 When the Deputy President can act**

When the Deputy President can act is dealt with in the Act.

**4.3 Who acts if no President**

Who acts if there is no President is dealt with in the Act.

**4.4 Election of Presiding Members of committees**

The election of Presiding Members of committees and their deputies is dealt with in the Act.

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**4.5 Election of Deputy Presiding Members of committees**

The election of Deputy Presiding Members of committees is dealt with in the Act.

**4.6 Functions of Deputy Presiding Members**

The functions of Deputy Presiding Members are dealt with in the Act.

**4.7 Who acts if no Presiding Member**

Who acts if no Presiding Member is dealt with in the Act.

*Division 2 – Quorum***4.8 Quorum for meetings**

The quorum for meetings is dealt with in the Act.

**4.9 Reduction of quorum for Council meetings**

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

**4.10 Reduction of quorum for committee meetings**

The reduction of a quorum for committee meetings is dealt with in the Act.

**4.11 Procedure where no quorum to begin a meeting**

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

**4.12 Procedure where quorum not present during a meeting**

If at any time during a meeting a quorum is not present, the Presiding Member is:

- (a) immediately to suspend the proceedings of the meeting for a period of up to 15 minutes; and
- (b) if a quorum is not present at the expiry of that period, the Presiding Member is to adjourn the meeting to some future time or date.

**4.13 Names to be recorded**

At any meeting:

- (a) at which there is not a quorum present; or
  - (b) which is adjourned for want of a quorum,
- the names of the Members then present are to be recorded in the minutes.

**Part 5 - Business of a meeting****5.1 Business to be specified**

- (1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the Presiding Member or the Council.
- (2) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.
- (3) Subject to subclause (4), no business is to be transacted at an adjourned meeting of the Council other than that:
  - (a) specified in the notice of the meeting which had been adjourned; and
  - (b) which remains unresolved.
- (4) Where a meeting is adjourned to the next ordinary meeting of the Council then, unless the Council resolves otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering Reports (Item 10) at that ordinary meeting.

**5.2 Order of business**

- (1) Unless otherwise decided by the Council the order of business at any ordinary meeting of the Council is to be as follows:

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1. Declaration of Opening/Announcement of Visitors
2. Announcements from the Presiding Member
3. Attendance
  - 3.1 Apologies
  - 3.2 Previously approved leave of absence
4. Public Question Time
  - 4.1 Response to previous public questions taken on notice
  - 4.2 Public question time
5. Applications for leave of absence
6. Declaration of interest
7. Presentations
  - 7.1 Petitions
  - 7.2 Presentations
  - 7.3 Deputations
8. Confirmation of minutes
9. Items to be dealt with En Bloc
10. Officers' Reports
11. Elected Members Motions of which previous notice has been given
12. New business of an urgent nature introduced by decision of the meeting
13. Delegates' reports
14. Announcements by Presiding member without discussion
15. Matters for which meeting may be closed to public
16. Closure

- (2) Unless otherwise decided by the Council, the order of business at any special meeting of the Council is to be the order in which that business stands in the agenda of the meeting.
- (3) In determining the order of business for any meeting of the Council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed.

### **5.3 Motions of which previous notice has been given**

- (1) Unless the Act, Regulations or this local law otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 10 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the district.
- (4) The CEO -
  - (a) may, with the concurrence of the President, may exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of this local law or any other written law;
  - (b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
  - (c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
  - (d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless:
  - (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
  - (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.



- (6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.

#### **5.4 New business of an urgent nature**

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the local government and must be considered and dealt with by the Council before the next meeting.

#### **5.5 Adoption by exception resolution**

- (1) In this clause 'adoption by exception resolution' means a resolution of the Council that has the effect of adopting, for a number of specifically identified reports, the officer recommendation as the Council resolution.
- (2) Subject to subclause (3), the local government may pass an adoption by exception resolution.
- (3) An adoption by exception resolution may not be used for a matter:
- (a) that requires a 75% majority;
  - (b) in which an interest has been disclosed;
  - (c) that has been the subject of a petition or deputation;
  - (d) that is a matter on which a Member wishes to make a statement; or
  - (e) that is a matter on which a Member wishes to move a motion that is different to the recommendation.

### **Part 6 - Public participation**

#### **6.1 Meetings generally open to the public**

Meetings being generally open to the public is dealt with in the Act.

#### **6.2 Meetings not open to the public**

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.
- (2) The Council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried:
- (a) the Presiding Member is to direct everyone to leave the meeting except:
    - (i) the Members;
    - (ii) the CEO; and
    - (iii) any Officer specified by the Presiding Member; and
  - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the Presiding Member, be removed from the meeting.
- (5) While the resolution under subclause (2) remains in force, the operation of clause 8.9 is to be suspended until the Council or the committee, by resolution, decides otherwise.

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- (6) A resolution under this clause may be made without notice.
- (7) Unless the Council resolves otherwise, once the meeting is reopened to members of the public, the Presiding Member is to ensure that any resolution of the Council made while the meeting was closed is to be read out including a vote of a Member to be included in the minutes.

**6.3 Question time for the public**

Question time for the public is dealt with in the Act.

**6.4 Question time for the public at certain meetings**

Question time for the public at certain meetings is dealt with in the Regulations.

**6.5 Minimum question time for the public**

Minimum question time for the public is dealt with in the Regulations.

**6.6 Procedures for question time for the public**

Procedures for question time for the public are dealt with in the Regulations.

**6.7 Other procedures for question time for the public**

- (1) A member of the public who raises a question during question time, is to state his or her name and address.
- (2) A question may be taken on notice by the Council for later response.
- (3) When a question is taken on notice the CEO is to ensure that:
  - (a) a response is given to the member of the public in writing; and
  - (b) a summary of the response is included in the agenda of the next meeting of the Council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to:
  - (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.
- (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
- (7) The Presiding Member may decide that a public question shall not be responded to where:
  - (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
  - (b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
  - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.
- (8) A member of the public shall have two minutes to submit a question.
- (9) The Council, by resolution, may agree to extend public question time.

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- (10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

#### **6.8 Distinguished visitors**

If a distinguished visitor is present at a meeting of the Council, the Presiding Member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

#### **6.9 Deputations**

- (1) Any person or group wishing to be received as a deputation by the Council is to either:
  - (a) apply, before the meeting, to the CEO for approval; or
  - (b) with the approval of the Presiding Member, at the meeting, address the Council.
- (2) The CEO may either:
  - (a) approve the request and invite the deputation to attend a meeting of the Council; or
  - (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Unless the council resolves otherwise, a deputation invited to attend a Council meeting:
  - (a) is not to exceed 5 persons, only 2 of whom may address the Council, although others may respond to specific questions from Members;
  - (b) is not to address the Council for a period exceeding 10 minutes without the agreement of the Council; and,
  - (c) additional members of the deputation may be allowed to speak with the leave of the Presiding Member.
- (4) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

#### **6.10 Petitions**

- (1) A petition is to -
  - (a) be addressed to the President;
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;
  - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request; and
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the local government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause (3).
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
  - (a) the matter is the subject of a report included in the agenda; and
  - (b) the Council has considered the issues raised in the petition.

#### **6.11 Presentations**

- (1) In this clause, a *presentation* means the acceptance of a gift or an award by the Council on behalf of the local government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

#### **6.12 Participation at committee meetings**

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- (1) In this clause a reference to a person is to a person who:
  - (a) is entitled to attend a committee meeting;
  - (b) attends a committee meeting; and
  - (c) is not a member of that committee.
- (2) Without the consent of the Presiding Member, no person is to address a committee meeting.
- (3) The Presiding Member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.
- (4) A person addressing the committee with the consent of the Presiding Member is to cease that address immediately after being directed to do so by the Presiding Member.
- (5) A person who fails to comply with a direction of the Presiding Member under subclause (4) may, by order of the Presiding Member, be removed from the committee room.
- (6) The Council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

#### **6.13 Council may meet to hear public submissions**

- (1) Where an item on the agenda at a Council meeting is contentious and is likely to be the subject of a number of deputations, the Council may resolve to meet at another time to provide a greater opportunity to be heard.
- (2) The CEO and the President shall set the time and date of the meeting to provide the opportunity to be heard.
- (3) Where the Council resolves to meet to provide the opportunity to be heard under subclause (1), the Presiding Member shall:
  - (a) instruct the CEO to provide local public notice of the time and date when the Council will meet to provide an opportunity to be heard;
  - (b) provide a written invitation to attend the meeting to provide the opportunity to be heard to all members of the public who have applied under clause 6.9 to make a deputation on the issue; and
  - (c) cause minutes to be kept of the meeting to provide the opportunity to be heard.
- (4) A meeting held under subclause (1) shall be conducted only to hear submissions. The council shall not make resolutions at a meeting to provide the opportunity to be heard.
- (5) At a meeting held under subclause (1), each person making a submission shall be provided with the opportunity to fully state his or her case.
- (6) A member of the public shall be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the Presiding Member.
- (7) Once every member of the public has had the opportunity to make a submission the Presiding Member is to close the meeting.
- (8) The CEO is to ensure that a report is included on the agenda of the next Council meeting summarising each submission made at the meeting.
- (9) The Council must not resolve on the matter that is the subject of a meeting to provide the opportunity to be heard until it has received the CEO's report under subclause (8).

#### **6.14 Public Inspection of agenda materials**

The right of the public to inspect the documents referred to, and in accordance with, regulation 14 of the Regulations may be exercised at Lot 7 Chapman Valley Road, Nabawa, and on the local government's website.

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**6.15 Confidentiality of information withheld**

- (1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be:
  - (a) identified in the agenda of a Council meeting under the item "Matters for which meeting may be closed";
  - (b) marked *Confidential* in the agenda; and
  - (c) kept confidential by Officers and Members until the Council resolves otherwise.
- (2) A member or an officer in receipt of confidential information under subclause (1) or information that is provided or disclosed during a meeting or part of a meeting that is closed to the public is not to disclose any of that information to any person other than another member or an officer to the extent necessary for the purpose of carrying out his or her duties.
- (3) Subclause (2) does not apply where a member or officer discloses the information to his or her lawyer or government officer for the purpose of seeking advice in order to lawfully fulfil his or her role and responsibilities.

**6.16 Recording of proceedings**

- (1) A person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council without the permission of the Presiding Member.
- (2) If the Presiding Member gives permission under subclause (1), the Presiding Member is to advise the meeting, immediately before the recording is commenced, that such permission has been given and the nature and extent of that permission.

**6.17 Prevention of disturbance**

- (1) A reference in this clause to a person is to a person other than a member.
- (2) A person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the Presiding Member.
- (3) A person observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (4) A person shall ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the Council.
- (5) A person shall not behave in a manner that is contrary to section 75 of the Criminal Code.

**Part 7 - Questions by Members****7.1 Questions by Members**

- (1) Members may ask questions relating to an item on the notice paper or on matters related to the good government of persons in the district.
- (2) A Member requesting general information from an Officer at a Council meeting may ask a question without notice and with the consent of the Presiding Member, may ask one or more further questions of that Officer or another Officer present at the meeting.
- (3) Where possible the Officer shall endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the Officer may ask that -
  - (a) the question be placed on notice for the next meeting of Council; and

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- (b) the answer to the question be given to the Member who asked it within 14 days.
- (4) Every question and answer -
  - (a) is to be brief and concise; and
  - (b) is not to be accompanied by argument, expression of opinion or statement of facts, except to the extent necessary to explain the question or answer.
- (5) In answering any question, an Officer may qualify his or her answer and may at a later time in the meeting or at a subsequent meeting alter, correct, add to or otherwise amend the original answer.

#### **Part 8 – Conduct of Members**

##### **8.1 Members to be in their proper places**

- (1) At the first meeting held after each election day, the CEO is to allot alphabetically a position at the Council table to each Member.
- (2) Each Member is to occupy his or her allotted position at each Council meeting.

##### **8.2 Titles to be used**

A speaker, when referring to the President, Deputy President or Presiding Member, or a Member or Officer, is to use the title of that person's office.

##### **8.3 Advice of entry or departure**

During the course of a meeting of the Council, a Member is not to enter or leave the meeting without first advising the Presiding Member, in order to facilitate the recording in the minutes of the time of entry or departure.

##### **8.4 Members to indicate their intention to speak**

A Member of the Council who wishes to speak is to indicate his or her intention to speak by raising his or her hand or by another method agreed by the Council. Each Member will stand when invited to speak by the Presiding Member.

##### **8.5 Priority of speaking**

- (1) Where two or more Members indicate, at the same time, their intention to speak, the Presiding Member is to decide which Member is entitled to be heard first.
- (2) A decision of the Presiding Member under subclause (1) is not open to discussion or dissent.
- (3) A Member is to cease speaking immediately after being asked to do so by the Presiding Member.

##### **8.6 Presiding Member may take part in debates**

The Presiding Member may take part in a discussion of any matter before the Council, subject to compliance with this local law.

##### **8.7 Relevance**

- (1) A Member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
- (2) The Presiding Member, at any time, may:
  - (a) call the attention of the meeting to:
    - (i) any irrelevant, repetitious, offensive or insulting language by a Member; or
    - (ii) any breach of order by a Member; and
  - (b) direct that Member, if speaking, to discontinue his or her speech.

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- (3) A Member is to comply with the direction of the Presiding Member under subclause (2) by immediately ceasing to speak.

#### **8.8 Speaking twice**

A Member is not to address the Council more than once on any motion or amendment except:

- (a) as the mover of a substantive motion, to exercise a right of reply;
- (b) to raise a point of order; or
- (c) to make a personal explanation.

#### **8.9 Duration of speeches**

- (1) A Member is not to speak on any matter for more than 5 minutes without the consent of the Council which, if given, is to be given without debate.
- (2) An extension under this clause cannot be given to allow a Member's total speaking time to exceed 10 minutes.

#### **8.10 No speaking after conclusion of debate**

A Member is not to speak on any motion or amendment:

- (a) after the mover has replied; or
- (b) after the question has been put.

#### **8.11 No interruption**

A Member is not to interrupt another Member who is speaking unless:

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 8.13; or
- (d) to move a procedural motion that the Member be no longer heard under clause 11.1(e).

#### **8.12 Personal explanations**

- (1) A Member who wishes to make a personal explanation relating to a matter referred to by another Member who is then speaking is to indicate to the Presiding Member his or her intention to make a personal explanation.
- (2) The Presiding Member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other Member.
- (3) A Member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or she may have been misunderstood.

#### **8.13 No reopening of discussion**

A Member is not to reopen discussion on any Council decision, except to move that the decision be revoked or changed under Part 16.

#### **8.14 Adverse reflection**

- (1) A Member is not to reflect adversely on a decision of the Council except on a motion that the decision be revoked or changed under Part 16.
- (2) A Member is not:
  - (a) to reflect adversely on the character or actions of another Member or Officer; or
  - (b) to impute any motive to a Member or Officer, unless the meeting resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.
- (3) A Member is not to use offensive or objectionable expressions in reference to any Member, Officer or other person.
- (4) If a Member specifically requests, immediately after their use, that any particular words used by a Member be recorded in the minutes:

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- (a) the Presiding Member is to cause the words used to be taken down and read to the meeting for verification; and
- (b) the Council may, by resolution, decide to record those words in the minutes.

#### **8.15 Withdrawal of offensive language**

- (1) A Member who, in the opinion of the Presiding Member, uses an expression which:
  - (a) in the absence of a resolution under clause 8.14:
    - (i) reflects adversely on the character or actions of another Member or Officer; or
    - (ii) imputes any motive to a Member or Officer; or
  - (b) is offensive or insulting,
 must, when directed by the Presiding Member, withdraw the expression and make a satisfactory apology.
- (2) If a Member fails to comply with a direction of the Presiding Member under subclause (1), the Presiding Member may refuse to hear the Member further on the matter then under discussion and call on the next speaker.

### **Part 9 - Preserving order**

#### **9.1 Presiding Member to preserve order**

- (1) The Presiding Member is to preserve order, and, whenever he or she considers necessary, may call any Member to order.
- (2) When the Presiding Member speaks during a debate, any Member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every Member present is to preserve strict silence so that the Presiding Member may be heard without interruption.
- (3) Subclause (2) is not to be used by the Presiding Member to exercise the right provided in clause 8.6, but to preserve order.

#### **9.2 Point of order**

- (1) A Member may object, by way of a point of order, only to a breach of:
  - (a) any of this local law; or
  - (b) any other written law.
- (2) Despite anything in this local law to the contrary, a point of order:
  - (a) takes precedence over any discussion; and
  - (b) until determined, suspends the consideration or discussion of any other matter.

#### **9.3 Procedures on a point of order**

- (1) A Member who is addressing the Presiding Member is not to be interrupted except on a point of order.
- (2) A Member interrupted on a point of order is to resume his or her seat until:
  - (a) the Member raising the point of order has been heard; and
  - (b) the Presiding Member has ruled on the point of order,
 and, if permitted, the Member who has been interrupted may then proceed.

#### **9.4 Calling attention to breach**

A Member may, at any time, draw the attention of the Presiding Member to any breach of this local law.

#### **9.5 Ruling by the Presiding Member**

- (1) The Presiding Member is to rule on any point of order which is raised by either upholding or rejecting the point of order.

- (2) A ruling by the Presiding Member on a point of order is to be final unless the majority of Members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the Presiding Member rules that:
  - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
  - (b) a statement made or act done by a Member is out of order, the Presiding Member may require the Member to make an explanation, retraction or apology.

#### **9.6 Continued breach of order**

If a Member:

- (a) persists in any conduct that the Presiding Member had ruled is out of order; or
- (b) refuses to make an explanation, retraction or apology required by the Presiding Member under clause 9.5(3), the Presiding Member may direct the Member to refrain from taking any further part in the matter under discussion, other than by voting, and the Member is to comply with that direction.

#### **9.7 Right of Presiding Member to adjourn**

- (1) For the purpose of preserving or regaining order, the Presiding Member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the Presiding Member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

### **Part 10 - Debate of substantive motions**

#### **10.1 Motions to be stated and in writing**

Any Member who wishes to move a substantive motion or an amendment to a substantive motion:

- (a) is to state the substance of the motion before speaking to it; and
- (b) if required by the Presiding Member, is to put the motion or amendment in writing.

#### **10.2 Motions to be supported**

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a Council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

#### **10.3 Unopposed business**

- (1) Immediately after a substantive motion has been moved and seconded, the Presiding Member may ask the meeting if any Member opposes it.
- (2) If no Member opposes the motion, the Presiding Member may declare it carried without debate and without taking a vote.
- (3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the Council.
- (4) If a Member opposes a motion, the motion is to be dealt with under this Part.



- (5) This clause does not apply to a motion to revoke or change a decision which has been made at a Council meeting under Part 16.

**10.4 Only one substantive motion at a time**

When a substantive motion is under debate at a meeting of the Council, no further substantive motion is to be accepted. The Council is not to consider more than one substantive motion at any time.

**10.5 Order of call in debate**

The Presiding Member is to call speakers to a substantive motion in the following order:

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

**10.6 Limit of debate**

The Presiding Member may offer the right of reply and put a substantive motion to the vote if he or she believes that sufficient discussion has taken place even though all Members may not have spoken.

**10.7 Member may require question to be read**

A Member may require the question or matter under discussion to be read at any time during a debate, but not so as to interrupt any other Member who is speaking.

**10.8 Consent of seconder required for alteration**

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

**10.9 Order of amendments**

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.

**10.10 Form of an amendment**

An amendment must add, delete, or substitute words to the substantive motion.

**10.11 Amendment must not negate original motion**

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

**10.12 Relevance of amendments**

Each amendment is to be relevant to the motion in respect of which it is moved.

**10.13 Mover of motion may speak on amendment**

Any Member may speak during debate on an amendment.

**10.14 Effect of an amendment**

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any Member may speak and any further amendment may be moved.

**10.15 Withdrawal of motion or amendment**

- (1) Subject to subclause (2), the Council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.
- (2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of Members present, until the amendment proposed has been withdrawn or lost.

**10.16 Right of reply**

- (1) The mover of a substantive motion has the right of reply.
- (2) The mover of any amendment to a substantive motion has a right of reply.
- (3) The right of the reply may only be exercised:
  - (a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or
  - (b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.
- (4) After the mover of the substantive motion has commenced the reply:
  - (a) no other Member is to speak on the question;
  - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (6) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

**Part 11 - Procedural motions****11.1 Permissible procedural motions**

In addition to the right to move an amendment to a substantive motion (under Part 10), a Member may move the following procedural motions:

- (a) that the meeting proceed to the next item of business;
- (b) that the debate be adjourned;
- (c) that the meeting now adjourn;
- (d) that the question be now put;
- (e) that the Member be no longer heard;
- (f) that the ruling of the Presiding Member be disagreed with;
- (g) that the meeting be closed to the public under clause 6.2.

**11.2 No debate**

- (1) The mover of a motion specified in paragraph (a), (b), (c), (f) or (g) of clause 11.1 may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion specified in paragraph (d) or (e) of clause 11.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

**11.3 Who may move**

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

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**11.4 Procedural motions - right of reply on substantive motion**

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

**11.5 Meeting to proceed to the next business**

The motion "that the meeting proceed to the next business", if carried, has the effect that:

- (a) the debate on the substantive motion or amendment ceases immediately;
- (b) no decision is made on the substantive motion;
- (c) the Council moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

**11.6 Debate to be adjourned**

A motion "that the debate be adjourned":

- (a) is to state the time to which the debate is to be adjourned; and
- (b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

**11.7 Meeting now adjourn**

- (1) A Member is not to move or second more than one motion of adjournment during the same sitting of the Council.
- (2) Before putting the motion for the adjournment of the Council, the Presiding Member may seek leave of the Council to deal first with matters that may be the subject of an adoption by exception resolution under clause 5.5;
- (3) A motion "that the meeting now adjourn":
  - (a) is to state the time and date to which the meeting is to be adjourned; and
  - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the Presiding Member or the Council determines otherwise.

**11.8 Question to be put**

- (1) If the motion "that the question be now put", is carried during debate on a substantive motion without amendment, the Presiding Member is to offer the right of reply and then put the motion to the vote without further debate.
- (2) If the motion "that the question be now put" is carried during discussion of an amendment, the Presiding Member is to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.

**11.9 Member to be no longer heard**

If the motion "that the member be no longer heard", is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

**11.10 Ruling of the Presiding Member to be disagreed with**

If the motion "that the ruling of the Presiding Member be disagreed with", is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

**Part 12 - Disclosure of interests****12.1 Disclosure of interests**



Disclosure of interests is dealt with in the Act.

### **Part 13 - Voting**

#### **13.1 Question - when put**

- (1) Immediately after the debate on any question is concluded and the right of reply has been exercised, the Presiding Member -
  - (a) is to put the question to the Council; and
  - (b) if requested by any Member, is to again state the terms of the question.
- (2) A Member is not to leave the meeting when the Presiding Member is putting any question.

#### **13.2 Voting**

Voting is dealt with in the Act and the Regulations.

#### **13.3 Majorities required for decisions**

The majorities required for decisions of the Council and committees are dealt with in the Act.

#### **13.4 Method of taking vote**

- (1) In taking the vote on any motion or amendment the Presiding Member:
  - (a) is to put the question, first in the affirmative, and then in the negative;
  - (b) may put the question in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
  - (c) may accept a vote on the voices or may require a show of hands; and
  - (d) is, subject to this clause, to declare the result.
- (2) If a Member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.
- (3) If a member of council or a committee specifically requests that there be recorded -
  - (a) his or her vote; or,
  - (b) the vote of all members present,
 on a matter voted on at a meeting of the council or committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.
- (4) If a Member calls for a division:
  - (a) those voting in the affirmative are to pass to the right of the Presiding Member; and
  - (b) those voting in the negative are to pass to the left of the Presiding Member.
- (5) For every division, the CEO is to record:
  - (a) the name of each member who voted; and
  - (b) whether he or she voted in the affirmative or negative.

### **Part 14 – Minutes of meetings**

#### **14.1 Keeping of minutes**

The keeping and confirmation of minutes are dealt with in the Act.

#### **14.2 Content of minutes**

- (1) The content of minutes is dealt with in the Regulations.
- (2) In addition to the matters required by regulation 11, the minutes of a Council meeting is to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.

**14.3 Public inspection of unconfirmed minutes**

The public inspection of unconfirmed minutes is dealt with in the Regulations.

**14.4 Confirmation of minutes**

- (1) When minutes of an ordinary meeting of the Council are distributed for consideration prior to their confirmation at the next meeting, if a Member is dissatisfied with the accuracy of the minutes, the Member may provide the local government with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the Council.
- (2) At the next ordinary meeting of the Council, the Member who provided the alternative wording shall, at the time for confirmation of minutes -
  - (a) state the item or items with which he or she is dissatisfied; and
  - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (3) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

**Part 15 - Adjournment of meeting****15.1 Meeting may be adjourned**

The Council may adjourn any meeting:

- (a) to a later time on the same day; or
- (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

**15.2 Effect of adjournment**

Where any matter, motion, debate or meeting is adjourned under this local law:

- (a) the names of Members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 8.8 [speaking twice] apply when the debate is resumed.

**Part 16 – Revoking or changing decisions****16.1 Requirements to revoke or change decisions**

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

**16.2 Limitations on powers to revoke or change decisions**

- (1) Subject to subclause (2), the Council or a committee is not to consider a motion to revoke or change a decision:
  - (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 16.3 to implement the decision; or
  - (b) where the decision is procedural in its form or effect.
- (2) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

**16.3 Implementing a decision**

- (1) In this clause:
  - (a) *authorisation* means a licence, permit, approval or other means of authorising a person to do anything;
  - (b) *implement*, in relation to a decision, includes:

- (i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
  - (ii) take any other action to give effect to the decision; and
- (c) **valid notice of revocation motion** means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the local laws and may be considered, but has not yet been considered, by the Council or a committee as the case may be.
- (2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.
- (3) The Council or a committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.
- (4) A decision made at a meeting is not to be implemented by the CEO or any other person:
  - (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
  - (b) unless and until the valid notice of revocation motion has been determined by the Council or the committee as the case may be.
- (5) The CEO is to ensure that members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation:
  - (a) is to take effect only in accordance with this clause; and
  - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

## **Part 17 - Suspension of Local Laws**

### **17.1 Suspension of Local Laws**

- (1) A Member may at any time move that the operation of one or more of the provisions of this local law be suspended.
- (2) A Member moving a motion under subclause (1) is to state the reasons for the motion but no other discussion is to take place.
- (3) A motion under subclause (1) which is:
  - (a) seconded; and
  - (b) carried by an absolute majority,
 is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

### **17.2 Where Local Laws do not apply**

- (1) In situations where:
  - (a) one or more provisions of this local law have been suspended; or
  - (b) a matter is not regulated by the Act, the Regulations or this local law,
 the Presiding Member is to decide questions relating to the conduct of the meeting.
- (2) The decision of the Presiding Member under subclause (1) is final, except where a motion is moved and carried under clause 11.10.

### **17.3 Cases not provided for in Local Laws**

Page



The Presiding Member is to decide questions of order, procedure, debate, or otherwise in cases where this local law, the Act or the Regulations are silent. The decision of the Presiding Member in these cases is final, except where a motion is moved and carried under clause 11.10.

#### **Part 18 - Meetings of electors**

- 18.1 Electors' general meetings**  
Electors' general meetings are dealt with in the Act.
- 18.2 Matters for discussion at electors' general meetings**  
The matters to be discussed at electors' general meetings are dealt with in the Regulations.
- 18.3 Electors' special meetings**  
Electors' special meetings are dealt with in the Act.
- 18.4 Requests for electors' special meetings**  
Requests for electors' special meetings are dealt with in the Regulations.
- 18.5 Convening electors' meetings**  
Convening electors' meetings is dealt with in the Act.
- 18.6 Who presides at electors' meetings**  
Who presides at electors' meetings is dealt with in the Act.
- 18.7 Procedure for electors' meetings**  
(1) The procedure for electors' meetings is dealt with in the Act and the Regulations.  
(2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the Presiding Member is to have regard to this local law.
- 18.8 Participation of non-electors**  
A person who is not an elector of the local government shall not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person do so.
- 18.9 Voting at electors' meetings**  
Voting at electors' meetings is dealt with in the Regulations.
- 18.10 Minutes of electors' meetings**  
Minutes of electors' meetings are dealt with in the Act.
- 18.11 Decisions made at electors' meetings**  
Decisions made at electors' meetings are dealt with in the Act.

#### **Part 19 - Enforcement**

- 19.1 Penalty for breach**  
A person who breaches a provision of this local law commits an offence.  
**Penalty: \$1,000.00 and a daily penalty of \$100.00.**
- 19.2 Who can prosecute**  
Who can prosecute is dealt with in the Act.

Dated 30<sup>th</sup> of August 2016.

Page



SHIRE OF

**Chapman Valley**

*love the rural life!*

# **Finance Policy, Procedures & Guidelines Manual**



# Version Control

## This Is a Controlled Document of the Shire of Chapman Valley

Originated date: Adopted by Council on 18<sup>th</sup> 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 <sup>th</sup> July 2018
Full Manual Review	Minute Reference: 07/19-4	17 <sup>th</sup> July 2019
Revenue Reimbursements / Credits	Minute Reference: 11/19-11	20 <sup>th</sup> November 2019
Full Manual Review	Minute Reference: 03/20-13	18 <sup>th</sup> March 2020
Full Manual Review	Minute Reference: 03/21-10	17 <sup>th</sup> March 2021
Full Manual Review	Minute Reference 07/21-03	21 <sup>st</sup> July 2021
Full Manual Review	Minute Reference: 03/22-08	16 <sup>th</sup> March 2022
Community Enhancement Donations & Sponsorships	Minute Reference: 05/22-02	19 <sup>th</sup> May 2022

**Table of Contents**

Key Documents, Policies / Procedures / Guidelines	4
Policies	4
CP-021 Management Of Investments .....	4
CP-022 Rate / Debt Recovery – Management of Debts Owing to the Shire .....	8
CP-024 Purchasing.....	10
CP-025 Regional Price Preference.....	20
Procedures	22
CMP-006 Use of Electronic Signature .....	22
CMP-007 Related Party Disclosure .....	24
CMP-018 Revenue Reimbursement/Credits .....	29
CMP-021 Corporate Credit Card .....	30
CMP-039 – COVID-19 FINANCIAL HARDSHIP .....	32
CMP-045 Staff Payment of Expenses .....	35
CMP-046 Relocation Expenses.....	36
CMP-047 Superannuation .....	37
CMP-050 National Wage Case Decisions .....	38
CMP-064 Financial Assistance .....	39
CMP-065 Donations & Community Events Sponsorship.....	44
CMP-066 Waiver of Fees & Charges .....	44
CMP-067 Community Growth Fund – Operational.....	52
CMP-068 Self Supporting Loans .....	64
CMP-070 Disposal of Surplus & Minor Assets .....	65

**Key Documents, Policies / Procedures / Guidelines**

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

**Policies****CP-021 Management Of Investments**

POLICY NO	CP-021
POLICY	MANAGEMENT OF INVESTMENTS
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY No.	5.40
LEGISLATION	LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 19
RELEVANT DELEGATIONS	3003

**OBJECTIVES:**

To invest the local government's surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirement is being met.

While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- The investment is expected to achieve a predetermined market average rate of return that takes into account the Shire's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

**POLICY STATEMENT/S:****Definitions**

- *authorised institution* means —
  - a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
  - b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;
- *foreign currency* means a currency except the currency of Australia.

**Legislative Requirements**

All investments are to comply with the following:

- *Local Government Act 1995* – Section 6.14;
- The *Trustees Act 1962* – Part III Investments;
- *Local Government (Financial Management) Regulations 1996* – Regulation 19, Regulation 19C, Regulation 28, and Regulation 49
- Australian Accounting Standards

#### Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with the *Local Government Act 1995*. The CEO may in turn delegate the day-to-day management of the Shire's Investment to senior staff or Chief Financial Officer subject to regular reviews.

#### Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

#### Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of the Shire's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

#### Approved Investments

Without approvals from Council, investments are limited to:

- State/Commonwealth Government Bonds;
- Interest bearing deposits;
- Bank accepted/endorsed bank bills;
- Commercial paper;
- Bank negotiable Certificate of Deposits; and
- Managed Funds with a minimum long-term Standard & Poor (S&P) rating of "A" and short-term rating of "A2".

#### Prohibited Investments

This investment policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

In accordance with section 6.14(1) of the *Local Government Act 1995* and Reg 19C of the *Local Government (Financial Management) Regulations 1996* this policy prohibits investing money in any of the following:

- (a) deposit with an institution except an authorised institution;
- (b) deposit for a fixed term of more than 12 months;
- (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- (d) invest in bonds with a term to maturity of more than 3 years;
- (e) invest in a foreign currency.

**Risk Management Guidelines**

Investments obtained are to comply with three key criteria relating to:

- a) Portfolio Credit Framework: limit overall credit exposure of the portfolio
- b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions
- c) Term to Maturity Framework: limits based upon maturity of securities.

a) Overall Portfolio Limits

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A-1+	100%	100%
AA	A-1	100%	100%
A	A-2	60%	80%

b) Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A-1+	45%	50%
AA	A-1	35%	45%
A	A-2	20%	40%

If any of the local government investments are downgraded such that they no longer fall within the investment policy, they will be divested as soon as practicable.

Investments fixed for greater than 12 months are to be approved by Council and reviewed on a regular term and invested for no longer than 5 years.

c) Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Term to Maturity Limits		
Portfolio % <1-year	Portfolio % >1 year	100 Max; 40% Min
60%		35%
Portfolio % > 3 year		25%
Portfolio % > 5 year		
Individual Investment Maturity Limits		
ADI		5 years
Non ADI		3 years

Investment Advisor

The local government's investment advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended; and is free to choose the most appropriate product within the terms and conditions of the investment policy.

#### Measurement

The investment return for the portfolio is to be regularly reviewed by an independent financial advisor by assessing the market value of the portfolio. The market value is to be assessed at least once a month to coincide with monthly reporting.

#### Benchmarking

Performance benchmarks need to be established.

Investment	Performance Benchmark
Cash	Cash Rate
Enhanced/Direct Investments	UBSWA Bank Bill
Diversified Funds	CPI + appropriate margin over rolling 3-year periods (depending upon composition of fund)

#### Reporting and Review

A monthly report will be provided to Council in support of the monthly statement of activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

An Investment Strategy will run in conjunction with the investment policy. The investment strategy will be reviewed with an independent investment adviser every six month with a more formal review once a year. The Strategy will outline:

- The Shire's cash flow expectations;
- Optimal target allocation of investment types, credit rating exposure, and term to maturity exposure and;
- Appropriateness of overall investment types for the Shire's portfolio.

This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes.

Documentary evidence must be held for each investment and details thereof maintained in an investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Shire's behalf as at 30 June each year and reconciled to the Investment Register.

#### ADDITIONAL EXPLANATORY NOTES:

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

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

**CP-022 Rate / Debt Recovery – Management of Debts Owing to the Shire**

POLICY NO	CP-022
POLICY	RATE/DEBT RECOVERY - MANAGEMENT OF DEBTS OWING TO THE SHIRE
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY No.	5.60
LEGISLATION	LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 11
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To assist in the timely and effective collection of debts the following shall be the process for the recovery of monies owing to the Shire of Chapman Valley.

**POLICY STATEMENT/S:****RATES****Rate Notices**

Rate Notices shall be sent out to all ratepayers as soon as possible after the budget has been set, or in the case of interim rates, as soon as possible after a revaluation has been received. Instalment Notices are to be sent at the specified dates.

**Issue Final Notice – 14 Days After Due Date**

A Final Notice is to be issued for all rates/charges remaining outstanding 14 days after the due date, (apart from those ratepayers who have opted to pay by instalments or special arrangement).

Letter-advising ratepayers of applicable interest charges on the outstanding amounts should be issued in lieu of a final notice.

**14 Days After Final Notice – Notice of Intent to Summons**

If payment not received within 14 days of final notice being issued, (allowing for postal delays), a Notice of Intent to Summons is to be issued, allowing 14 days for payment of the account, prior to commencement of legal action.

Debtors who have made an arrangement to pay - A Notice of Intent to Summons is to be issued 14 days after the default of an arrangement to pay.

**Authority to Undertake Legal Action**

The Chief Executive Officer is authorised to undertake legal action for the recovery of all current and arrears rates and charges remaining outstanding 14 days after the date of issue of the Notice of Intent to Summons (in note 4 above). Discretion is to be exercised on the amount owed and/or term outstanding when initiating such legal action.

**Form of Legal Action**

Legal Action for debts may be either through the Local Court, by the Shire's Solicitors or any Commercial Debt Collection Agencies with the CEO's approval.

**Sale of Land**

The Chief Executive Officer is to bring to the Council's attention, any rates which remain unpaid for a period of three years for: -

A determination on taking possession, or

Selling the land for the recovery of rates in accordance with the provisions of the Local Government Act 1995.

Or alternatively, placing a caveat against the land to secure Shire's interest.

### **Other Considerations**

The Council would need to consider the following issues when determining whether to sell land for outstanding rates: -

Whether the cost to recover the rates or transfer the land outweighs the amount outstanding,

Whether it would be more cost effective to caveat the land rather than take possession.

### **SUNDRY DEBTORS**

#### **Initial Invoice**

An invoice should be sent as soon as possible after the debt has been incurred.

#### **Statement Issued at End of Month**

Statements for all amounts outstanding should be issued at the end of each month.

#### **After One Month - Second Statement and Letter of Demand**

Sundry debtors should be sent a first statement at month's end, then a final account one month later. The second account is to be accompanied by a letter pointing out that if money is not paid, or reasons given why it cannot be paid within 14 days, legal action will be proceeded with in accordance with sections 4, 5 and 6 of the Rate Collection Policy.

Exceptions are employees who have arranged to have payments deducted from wages or salaries.

#### **ADDITIONAL EXPLANATORY NOTES:**

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/04-35; 05/15-23; 06/15-18; 03/17-32; 03/17-32</b>



## CP-024 Purchasing

<b>POLICY NO</b>	CP-024
<b>POLICY</b>	PURCHASING
<b>RESPONSIBLE OFFICER</b>	MANAGER FINANCE & CORPORATE SERVICES
<b>PREVIOUS POLICY No.</b>	5.90
<b>LEGISLATION</b>	LOCAL GOVERNMENT ACT, 1995 LOCAL GOVERNMENT (FUNCTIONS & GENERAL) REGULATIONS, 1996
<b>RELEVANT</b>	3004

**OBJECTIVES:**

The Shire's purchasing activities will:

- (a) Achieve best value for money which considers sustainable benefits, such as; environmental, social and local economic factors;
- (b) Foster economic development by maximising participation of local businesses in the delivery of goods and services;
- (c) Use consistent, efficient and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;
- (d) Apply fair and equitable competitive purchasing processes to engage potential suppliers impartially, honestly and consistently;
- (e) Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- (f) Comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire's Policies and Procedures;
- (g) Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire of Chapman Valley
- (h) Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire's Risk Management framework;
- (i) Ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan;
- (j) Ensure confidentiality protects commercial-in-confidence information and only releases information where appropriately approved.

**POLICY STATEMENT:****1. ETHICS & INTEGRITY**

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

**2. VALUE FOR MONEY**

The Shire will apply value for money principles in critically assessing purchasing decisions and acknowledges the lowest price may not always be the most advantageous.

**2.1 Assessing Value for Money**

Value for money assessment will consider:

G:\040 Governance\411 Council Documents\Agendas\Ordinary Meetings of Council\2023\3 - Apr 2023\CEO\10.3.1 Finance Manual.docx

- (a) All relevant Total Costs of Ownership (TCO) and benefits including; transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, consumables, deployment, training, maintenance and disposal;
- (b) The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc.
- (c) The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- (d) A strong element of competition by seeking a sufficient number of competitive quotations consistent with this Policy, where practicable;
- (e) The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- (f) The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy including Local Economic Benefit; and
- (g) Analysis and management of risks and opportunities which may be associated with the purchasing activity, potential supplier/s and the goods or services required.

### 3. PURCHASING THRESHOLDS AND PRACTICES

#### 3.1 Defining the Purchasing Value

The Shire will apply reasonable and consistent methodologies to assess and determine Purchasing Values, which ensure:

- (a) The appropriate purchasing threshold and practice is applied in all purchasing activities; and
- (b) Wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities where the requirements are able to be provided by a single supplier.

A **category of supply** can be defined as groupings of similar goods or services with common: supply and demand drivers; market characteristics; or suppliers.

#### 3.2 Strategic Purchasing Value Assessments

The Shire will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to future purchasing activity.

#### 3.3 Individual Purchasing Value Assessments

Where there is no relevant current contract, each purchasing activity is to assess the Purchasing Value based upon the following considerations:

- (a) Exclusive of Goods and Services Tax (GST); and
- (b) The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.

(c) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.

(d) Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

The calculated estimated Purchasing Value will determine the applicable threshold and purchasing practice to be undertaken.

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

### 3.4 Table of Purchasing Thresholds and Practices

#### 3.4.1 Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

<b>Priority 1:</b>	<b>Existing Prequalified Supplier Panel or other Contract</b>  Current contracts, including a Panel of Prequalified Suppliers or contracted supplier, must be used where the Shire's supply requirements can be met through the existing contract.  If the Shire does not have a current contract relevant to the required supply, then a relevant WALGA PSA is to be used.
<b>Priority 2:</b>	<b>Local Suppliers</b>  Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure, wherever possible, quotations are sought from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority.  If no relevant local supplier is available, then a relevant WALGA PSA may be used.
<b>Priority 3:</b>	<b>Tender Exempt - WALGA Preferred Supplier Arrangement (PSA)</b>  Use a relevant WALGA PSA regardless of whether or not the Purchasing Value will exceed the tender threshold.  However, if a relevant PSA exists but an alternative supplier is considered to provide best value, then the CEO, or an officer authorised by the CEO, may approve the alternative supplier. Reasons for not using a PSA may include: <ul style="list-style-type: none"> <li>i. Local supplier availability (not within the PSA); or,</li> <li>ii. Social procurement – preference to use Aboriginal business or Disability Enterprise.</li> </ul> If no relevant WALGA PSA is available, then a relevant State Government CUA may be used.

<b>Priority 4:</b>	<p><b>Tender Exempt - WA State Government Common Use Arrangement (CUA)</b></p> <p>Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier may be approved by the CEO, or an officer authorised by the CEO.</p> <p>If no relevant CUA is available, then a Tender Exempt <i>[F&amp;G Reg.11(2)]</i> arrangement may be used.</p>
<b>Priority 5:</b>	<p><b>Other Tender Exempt arrangement <i>[F&amp;G Reg. 11(2)]</i></b></p> <p>Regardless of whether or not the Purchasing Value will exceed the tender threshold, the Shire will investigate and seek quotations from tender exempt suppliers, and will specifically ensure, wherever possible, quotations are sought from a WA Disability Enterprise and/or an Aboriginal Owned Business capable of providing the required supply.</p>
<b>Priority 6:</b>	<p><b><u>Other Suppliers</u></b></p> <p>Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with relevant Purchasing Value Threshold and Purchasing Practice specified in the table below.</p>

### 3.4.2 Purchasing Practice Purchasing Value Thresholds

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

	<b>Amount of Purchase</b>	<b>Purchase Conditions</b>	<b>Recording Conditions</b>
A	Up to \$10,000	Direct purchase from suppliers	Standard Purchase Order
B	\$10,001 - \$35,000	Seek one verbal or written quotation.	<b>Endorse Purchase Order</b> verbal or written quotes obtained or sought
C	\$35,001- \$85,000	Seek at least two written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).	<b>Written Quotes</b> – Copies attached to Purchase Order or evidence of quotes being sought.
D	\$85,001- \$249,999	Seek at least three written quotations containing price and specification of goods and services (with	<b>Written Quotes</b> – Copies attached to Purchase Order or evidence of quotes being sought.

		procurement decision based on all value for money considerations).	
E	\$250,000 and above	Conduct a public tender process or use the WALGA Preferred Suppliers process.	Tender Register Requirements & Filing of Tender Documents
F	Emergency Purchases (Within Budget)	<p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>If there is no existing Panel or contract, then clause <i>Supplier Order of Priority</i> will apply wherever practicable.</p> <p>However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply OR compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p> <p>The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.</p>	
G	Emergency Purchases (No budget allocation available)	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the <i>Local Government Act 1995</i>, the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>	
H	LGIS Services Section 9.58(6)(b) Local Government Act	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>	

### 3.4.3 Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

- (a) A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; OR
- (b) A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets

G:\040 Governance\411 Council Documents\Agendas\Ordinary Meetings of Council\2023\3 - Apr 2023\CEO\10.3.1 Finance Manual.docx

in accordance with s.6.8 of the *Local Government Act 1995* and *Functions and General Regulation 11(2)(a)*; OR

- (c) A State of Emergency declared under the *Emergency Management Act 2005* and therefore, *Functions and General Regulations 11(2)(aa), (ja) and (3)* apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then seek quotes or tenders, as applicable.

#### **3.4.4 Inviting Tenders Though not Required to do so**

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures [F&G Reg. 13].

#### **3.4.5 Expressions of Interest**

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process [F&G Reg. 21] where the required supply evidences one or more of the following criteria:

- (a) Unable to sufficiently scope or specify the requirement;
- (b) There is significant variability for how the requirement may be met;
- (c) There is potential for suppliers to offer unique solutions and/or multiple options for how the purchasing requirement may be sought, obtained, specified, created or delivered;
- (d) Subject to a creative element; or
- (e) Provides a procurement methodology which allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

#### **3.4.6 Unique Nature of Supply (Sole Source Supplier) Local Government (Functions & General Regulation – 11(2)(f))**

In the situation of any purchases above the legislated tender threshold amount from sole source providers the Chief Executive Officer is to present these to Council for endorsement, with evidence of due diligence as proof of there being a sole source provider situation, prior to progressing with the purchase.

An arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely there is more than one potential supplier may only be approved where the:

- (a) purchasing requirement has been documented in a detailed specification; and
- (b) specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- (c) market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations / tenders cannot be sourced through more than one potential supplier.

An arrangement of this nature will only be approved for a period not exceeding one (1) year. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to evidence only one potential supplier still genuinely exists.

#### **3.4.7 Anti-Avoidance**

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

#### **3.4.8 Contract Renewals, Extensions and Variations**

Where a contract has been entered into as the result of a publicly invited tender process, then *Functions and General Regulation 21A* applies (i.e. *Varying a contract for the supply of goods or services*) applies.

For any other contract, the contract must not be varied unless

- (a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- (b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

### **4. SUSTAINABLE PROCUREMENT**

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers who demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will apply Sustainable Procurement criteria as part of the value for money assessment to ensure, wherever possible, our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes.

Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (e.g. initiatives such as corporate philanthropy).

#### **4.1 Local Economic Benefit**

The Shire has adopted a Regional Price Preference Policy, which may be applied when undertaking all purchasing activities.

#### **4.2 Socially Sustainable Procurement**

The Shire will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

##### **4.2.1 Aboriginal Businesses**

*Functions and General Regulation 11(2)(h)* provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is \$250,000 or less, or worth \$250,000 or less.



The Shire will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in *F&G Reg.11(2)(h)*) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Aboriginal Business for any amount up to and including \$250,000 (ex GST), it must be satisfied through alternative means the offer truly represents value for money.

The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

#### **4.2.2 Australian Disability Enterprises**

*Functions and General Regulation 11(2)(i)* provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of \$250,000 (ex GST), it must be satisfied through alternative means the offer truly represents value for money.

The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

#### **4.3 Environmentally Sustainable Procurement**

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

### **5. PANELS OF PRE-QUALIFIED SUPPLIERS**

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- there are numerous potential suppliers in the local and regional procurement related market sector(s) which satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

#### **5.1 Establishing and Managing a Panel**

If the Shire decides a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In an invitation to apply to become a pre-qualified supplier, the Shire may state the expected number of suppliers it intends to put on the panel.

If the Shire deems it needs additional suppliers to be added to a category within the panel, or the panel itself, to satisfy its needs or those of the local community, it will do so with the approval of the CEO.

Panel contract arrangements will be managed to ensure the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure risks are managed and expected benefits are achieved. Contract Management Conditions will be established outlining the requirements for the Panel Contract and how it will be managed.

## **5.2 Distributing Work Amongst Panel Members**

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with the invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- seek quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- purchase goods and services exclusively from any pre-qualified supplier appointed to the Panel, and under what circumstances; or
- develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.
- When a ranking system is established, no one contract will be for more than 12 months and an annual review of pricing & ranking will be undertaken.

## **5.3 Purchasing from the Panel**

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire's electronic records system. A record is to be maintained for each quotation process made under each Panel to capture all communications between the Shire and Panel members

## **6. RECORD KEEPING**

All Local Government purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Shire relevant to the performance of the contract.

## **7. PURCHASING POLICY NON-COMPLIANCE**

The Purchasing Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes to substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with; legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive officer or the Manager Finance & Corporate Services.

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- (a) an opportunity for additional training to be provided;
- (b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or
- (c) where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.

#### **ADDITIONAL EXPLANATORY NOTES:**

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

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>21/03-10; 09/13-9; 05/15-23; 06/15-18; 03/17-32; 03/17-32; 11/15-14; 06/18-7; 07/18-10; 07/19-4; 05/20-15; 03/21-10; 08/22-04</b>

**CP-025 Regional Price Preference**

POLICY NO	CP-025
POLICY	REGIONAL PRICE PREFERENCE
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	5.100
LEGISLATION	LOCAL GOVERNMENT (FUNCTION AND GENERAL) –REGULATIONS 1995 - PART 4A
RELEVANT DELEGATIONS	

**OBJECTIVES:**

In order to promote sub-regional development, the Shire of Chapman Valley may provide a price preference to regional suppliers (located within the stipulated areas) when evaluating and awarding contracts with the Shire via the Tendering Process. Any price preference provided will comply with part 4A of the Local Government (Function and General) Regulations 1995 as amended.

**POLICY STATEMENT/S:**

- 1) Price preference may be given to all suppliers submitting conforming tenders for the supply of goods and services (including construction (building) services) to the Shire of Chapman Valley, unless Council resolves that this policy not apply to a particular tender.
- 2) The following price preference may be given to suppliers submitting tenders assessed in relation to this policy:
  - 2.1 Goods and Services – up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.
 

Stipulated Area

10% to all suppliers located within the Shire of Chapman Valley.  
5% to all suppliers located within the Mid-West Region.
  - 2.2 Construction (building) Services – up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.
 

Stipulated Area

5% to all suppliers located within the Shire of Chapman Valley.  
2.5% to all suppliers located within the Mid-West Region.
  - 2.3 Goods and Services, including Construction (Building) Services tendered for the first time where the Shire previously supplied the Goods or Services – up to a maximum price reduction of \$500,000 unless a lesser amount is stipulated in the tender document.
 

Stipulated Area

10% to all suppliers located within the Shire of Chapman Valley.  
5% to all suppliers located within the Mid-West Region.
- 3) Regional Price Preference will only be given to suppliers located within the stipulated areas for more than 6 months prior to advertising date of the tender.

Located within the area stipulated is defined as a supplier having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods or services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the stipulated area. An example is franchisee of a multinational company.

- 4) Only those goods and services identified in the tender, as being from a source located within the stipulated area may have the price preference applied when assessing the tender.
- 5) Price is only one factor the Shire considers when evaluating a tender. There is nothing contained within this policy which compels the Shire to accept the lowest tender or any tender based on price offered.
- 6) The Chief Executive Officer may impose this policy upon other purchases undertaken under delegated authority if considered appropriate (i.e. not necessarily subject to the Tender Process).

#### **ADDITIONAL EXPLANATORY NOTES:**

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

<b>Adopted – Council Resolution:</b>	<b>10/02-14</b>
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<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 03/17-32</b>
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**Procedures**

MANAGEMENT PROCEDURE NO	CMP-006
MANAGEMENT PROCEDURE	USE OF ELECTRONIC SIGNATURE
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	NIL
RELEVANT DELEGATIONS	NIL

CMP-

**006 Use of Electronic Signature****OBJECTIVE**

This Procedure establishes principles and processes for electronic signature (e-signature) implementation, application and management, whilst also recognising the requirements of Section 9.49A of the Local Government Act, 1995 and the State Records Act, 2000.

**MANAGEMENT PROCEDURE STATEMENT/S:**

Definitions:

*Electronic Signatures (or e-signature)* - A technology allowing a person to electronically affix a signature or its equivalent to an electronic document, i.e. may be text on an email or a scanned signature.

*Digital Signatures* - An encrypted digital code appended to an electronic message or document to verify it was created by a known sender (authentication) the sender cannot deny having sent the message (non-repudiation), and that the message was not altered in transit (integrity).

Approved use

E-Signatures CAN be used for once off/ low volume / low risk transactions as below:

Correspondence compiled to manage the day-to day administration relating to operational matters within the officer's area of responsibility;

Technical correspondence, standard and form letters relating to operational matters within the officer's area of responsibility.

Building and Planning applications and approvals;

Local Law permits / licenses – applications and approvals;

Supplier contracts;

Employment contracts, employee appointments and information acceptance records;

Elected Member declarations and reimbursement claims;

Employee declarations;

Certificates of Authorisation;

E-Signatures CANNOT be used for legal documents or high-risk transactions such as:

Common Seal – Local Laws, Local Planning Schemes, Land Transfer Forms

Legal Agreements – Deeds, Leases, Memorandums of Understanding

Giving Notices – Local Government Act - s.3.25 Notices, Impounding Notices, and Cat Act, Dog Act, etc.

G:\040 Governance\411 Council Documents\Agendas\Ordinary Meetings of Council\2023\3 - Apr 2023\CEO\10.3.1 Finance Manual.docx

**Infringement Notices**

*The CEO only will determine if a document can or cannot be endorsed by way of an e-signature*

**PROCESS TO BE FOLLOWED**

The person from whom the signature is required must consent to the use of the electronic signature method (the 'consent requirement').

Method of signing must evidence signor's identity (digital signature) and their approval of the document's content (the 'reliability requirement') either in the transaction metadata or in the document itself.

Method of signing must be as reliable and secure as is appropriate for the purposes for which the electronic document was generated.

If approval is given the officer authorised by the author is to insert the electronic signature to the document.

When printing is complete the officer authorised by the author must delete all copies of the e-signature and the copy inserted into the document.

On registering the document, the officer authorised by the author is to attach a note providing evidence of authority from the author to use the e-signature.

**ADDITIONAL EXPLANATORY**

The CEO or most senior officer available must be consulted if an officer is not completely sure which signatory method is to be used on a specific document.

**ADOPTED/REVIEWED/AMENDED (OTHER**

<b>Adopted – Council Resolution:</b>	<b>07/18-10</b>
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<b>Reviewed/Amended – Council Resolution:</b>	<b>03/21-10</b>
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## CMP-007 Related Party Disclosure

MANAGEMENT PROCEDURE No.	CMP-007
MANAGEMENT PROCEDURE	RELATED PARTY DISCLOSURE
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS PROCEDURE No.	NA
RELEVANT DELEGATIONS	NIL

**OBJECTIVES:**

The Shire must disclose certain related party relationships and related party transactions together with information associated with those transactions in its general purpose financial statements, to comply with Australian Accounting Standard AASB 124 Related Party Disclosures.

The objective of the Standard is to ensure an entity's financial statements contain disclosures necessary to draw attention to the possibility its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire must make an informed judgement as to who is a related party and what transactions need to be considered, when determining if disclosure is required.

**MANAGEMENT PROCEDURE STATEMENT/S:**

The following definitions will apply to this procedure:

<i>Act</i>	Local Government Act 1995
<i>AASB 124</i>	The Australian Accounting Standards Board, Related Party Disclosures Standard
<i>Arm's length terms</i>	Terms between parties which are reasonable in the circumstances of the transaction which would result from:  neither party bearing the other any special duty or obligation; and the parties being unrelated and uninfluenced by the other, and each party having acted in its own interest
<i>Associate</i>	In relation to an entity (the first entity), an entity over which the first entity has significant influence.
<i>Close family members of Key Management Personnel (KMP)</i>	Those family members who may be expected to influence, or be influenced by, a KMP in their dealings with the Shire e.g.  <ul style="list-style-type: none"> <li>• the KMP's children, and spouse or domestic partner;</li> <li>• the KMP's parents or step-parents;</li> <li>• children of the KMP's spouse or domestic partner; and</li> <li>• dependants of the KMP or the KMP's spouse or domestic partner.</li> </ul>
<i>Control</i>	The ability to direct the business' activities of an entity through rights or exposure to returns from its involvement with the entity.
<i>Entity</i>	Can include a body corporate, a partnership or a trust, incorporated association, or unincorporated group or body.

<i>Financial Benefit</i>	<p>A financial benefit includes giving a financial benefit indirectly through an interposed entity, making an informal, oral or non-binding agreement to give the benefit, and giving a benefit which does not involve paying money.</p> <p>Examples (not limited) of “giving a financial benefit” to a Related Party include the following:          Giving or providing the Related Party finance or property.          Buying an asset from or selling an asset to the Related Party.          Leasing an asset from or to the Related Party.          Supplying services to or receiving services from the Related Party.          Issuing securities or granting an option to the Related Party.          Taking up or releasing an obligation of the Related Party.</p>
<i>Joint Control</i>	The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
<i>Joint Venture</i>	An arrangement of which 2 or more parties have joint control and have right to the net assets of the arrangement.
<i>Key Management Personnel or Key Management Person or KMP</i>	<p>Person(s) having authority and responsibility for planning, directing and controlling the activities of the Shire.          Specifically, key management personnel of the Shire are:</p> <p>the shire president;          councillors;          the chief executive officer;          Senior Managers with delegated authority</p>
<i>KMP Compensation</i>	All forms of consideration paid, payable, or provided in exchange for services provided.
<i>Material (materiality)</i>	The assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions users make on the basis an entity's financial statements. For this procedure, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.
<i>Ordinary Citizen Transaction</i>	<p>Transactions an ordinary citizen would undertake with the Shire, which is undertaken on arm's length terms and in the ordinary course of carrying out Shire's functions and activities.          Examples of ordinary citizen transactions assessed to be not material in nature are:          paying rates and utility charges;          Fines          using Shire's public facilities after paying the corresponding fees/charges          Attending Shire functions which are open to the public.</p>

<b><i>Related Party</i></b>	<p>A person or entity which is related to the Shire pursuant to the definition contained in the AASB 124.</p> <p>Examples of related parties of the Shire are: Shires' subsidiaries; key management personnel; close family members of key management personnel; entities controlled or jointly controlled by key management personnel or their close family members</p>
<b><i>Related Party Transactions</i></b>	<p>A transfer of resources, services or obligations between the Shire and a related party, regardless of whether a price is charged.</p> <p>Examples of related party transactions are: purchases or sales of goods; purchases or sales of property and other assets; rendering or receiving of services; rendering or receiving of goods; leases; transfers under licence agreements; transfers under finance arrangements (example, loans); provision of guarantees (given or received); commitments to do something if an event occurs or does not occur in the future; settlement of liabilities on behalf of Council or by the Shire on behalf of a related party.</p>
<b><i>Significant</i></b>	<p>Likely to influence the decisions users of the Shire's financial statements make having regard to both the extent (value and frequency) of the transactions, and the transactions have occurred between the Shire and related party outside a public service provider/ taxpayer relationship.</p>

The purpose of this procedure is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

#### Identification of Related Parties

AASB 124 provides the Shire will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

A related party is a person or entity to the entity preparing the financial statements. Related parties include a person who has significant influence over the reporting entity, a member of the Key Management Personnel (KMP) of the entity, or a close family member of the person who may be expected to influence the person.

KMPs are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the Shire has identified the following persons as meeting the definition of *Related Party*.

#### An Elected Council Member

Key Management Personnel (KMP) being a person employed under section 5.36 of the *Local Government Act 1995* in the capacity of Chief Executive Officer, Deputy CEO or Senior Staff with delegated authority. Close members of the family or any person listed above, including the person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of the person or person's spouse or domestic partner.

Entities which are controlled or jointly controlled by a Council member, KMP or their close family members.

G:\040 Governance\411 Council Documents\Agendas\Ordinary Meetings of Council\2023\3 - Apr 2023\CEO\10.3.1 Finance Manual.docx

(Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire will therefore be required to assess all transactions made with these persons or entities.

#### Identification of Related Party Transactions

A related party transaction is a transfer of resources services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provisions of services have been identified as meeting this criterion:

Ordinary Citizen Transactions	Related Party Transactions
Paying rates	Employee compensation whether it is for KMP or close family members of KMP
Fines	Application fees paid to the Shire for licenses, approvals or permits
Use of Shire owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces under the same terms, conditions and charges placed on the public for such use.	Lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a Real Estate Agent)
Attending council/shire functions which are open to the public	Lease agreements for commercial properties
	Monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement).
	Sale or purchase of any property owned by the Shire, to a person identified above.
	Sale or purchase of any property owned by a person identified above, to the Shire
	Loan Arrangements
	Contracts and agreements for construction, materials, goods, consultancy or services

Some of the transactions listed above, occur on terms and conditions no different to those applying to the public and have been provided during delivering public service objectives. These transactions are those an ordinary citizen would undertake with council or the shire and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire can determine an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

Where any of the services OCTs were not provided at arm's length and under the same terms and conditions applying to the public, Council Elected Members and KMPs will be required to make a declaration in the Related Party Disclosures - Declaration form about the nature of any discount or special terms received.

All transactions which do not meet the criteria of arm's length transactions, Council Elected Members and KMPs (as identified above) will be required to complete a Related Party Disclosures - Declaration form.

#### Frequency of disclosures

G:\040 Governance\411 Council Documents\Agendas\Ordinary Meetings of Council\2023\3 - Apr 2023\CEO\10.3.1 Finance Manual.docx

**Related Party Transactions Notification (RPT Notifications)** - KMP must provide a RPT Notification, notifying any existing or potential related party transactions between Council or the shire and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members, to the Chief Executive Officer no later than the 30 June each year.

**Additional RPT Notifications** - Also, during a financial year, if a KMP knows of:  
any new or potential related party transaction which is required or likely to be required to be disclosed in the Shire's financial statements; or  
any change to a previously notified related party transaction (including a change to a related party relationship),

the KMP must provide additional RPT Notifications notifying of the new or potential related party transactions or changes, by no later than 30 days after the KMP knows of the transaction or change.

#### Confidentiality

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

#### Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

#### **ADDITIONAL EXPLANATORY NOTES:**

*AASB 124 Related Party Disclosures*  
*Local Government Act 1995*  
*Local Government (Financial Management) Regulations 1996*  
*Associated Policies/Procedures*  
*Related Party Disclosures - Declaration form*

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

<b>Adopted – Council Resolution:</b>	<b>07/18-10</b>
<b>Reviewed/Amended – Council Resolution:</b>	

**CMP-018 Revenue Reimbursement/Credits**

MANAGEMENT PROCEDURE No.	CMP-018
MANAGEMENT PROCEDURE	REVENUE REIMBURSEMENT/CREDITS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	N/A
RELEVANT DELEGATIONS	NIL

**OBJECTIVES:**

To determine how surplus revenue/credits paid to the Shire are dealt with.

**MANAGEMENT PROCEDURE STATEMENT:**

1. In the event the Shire receives revenue reimbursements or credits (e.g. annual insurance premium surplus reimbursement) the Chief Executive Officer (at his/her discretion) is to place the revenue into the appropriate area(s) of the relevant Fund.
2. Any additional revenue reimbursements or credits above the materiality threshold (as determined by the Shire's Significant Accounting Policy) are to be included as part of the overall annual budget review process required to be undertaken by the end of March each financial year.
3. All other additional revenue reimbursements or credit items will simply be absorbed into the overall budget operations and included in the financial statements.

The Chief Executive Officer, at his/her discretion, may bring any specific item of revenue or expenditure budget line item(s) to Council for determination at any time of the year and not necessarily wait until the statutory annual budget review process

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

<b>Adopted – Council Resolution:</b>	<b>11/19-11</b>
<b>Reviewed/Amended – Council Resolution:</b>	

**CMP-021 Corporate Credit Card**

MANAGEMENT PROCEDURE No.	CMP-021
MANAGEMENT PROCEDURE	CORPORATE CREDIT CARD
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY No.	5.120
RELEVANT DELEGATIONS	3004

**OBJECTIVES:**

Develop clear and concise guidelines and condition for the use of the Credit Cards issued to specific staff. The purpose of this Corporate Credit Card Policy is to ensure corporate credit cards are issued and used appropriately for related business expenditure only, and all expenses incurred are endorsed budget items, properly approved and reconciled monthly.

**MANAGEMENT PROCEDURE STATEMENT:****1.0 Introduction**

A corporate credit card will be issued to the Chief Executive Officer (limit \$6,000) and Deputy Chief Executive Officer (\$4,000) of the Shire of Chapman Valley to facilitate and simplify the purchasing process for minor purchases or any purchase where a credit card is the only acceptable form of payment (e.g. Shire related travel expenditure, refreshments, etc.).

**2.0 Definitions**

**Credit Cards** – Is defined as a facility allowing the card holder to pay for goods and services on credit.

**Business Expenses** – Is defined as any expense necessary to the conduct of the business or is allowed under the terms of the employee's contractive employment with the shire or its relevant policies or procedures.

**Personal Expense** – Is defined as any expense not of a business nature.

**Corporate Credit Card Purchasing**

3.1 The Chief Executive Officer and the Deputy Chief Executive Officer are the only officers to use corporate credit cards for business expense purchasing of goods and services on behalf of the Shire of Chapman Valley. A signature is required to confirm understanding of responsibility

3.2 Cash withdrawals are strictly prohibited.

3.3 The corporate credit card credit limit will be set by Council and reviewed at least once a year at the time all Policies and Operational Procedures are reviewed.

The current total limit on the Shire of Chapman Valley corporate credit card is \$10,000.

3.4 Personal expenditure on the Shire of Chapman Valley's corporate credit card is strictly prohibited.

3.5 All purchases by the Shire of Chapman Valley corporate credit card must be accompanied by an appropriate tax invoice/receipt to ensure the shire is able to claim all input tax credits in accordance with the requirements with the Australian Taxation Office.

3.6 The Corporate Credit Card should only be used where the supplier is not a creditor and will only transact via cash or card. The Corporate Credit Card is not to be used when and if the Purchase Order system for any creditor is an option; all avenues of supplier creditor accounts should be explored prior to the authorisation of the Corporate Credit are use.



**Reporting Requirements**

- 4.1 The Shire of Chapman Valley corporate credit card statement of expenditure is to be endorsed by the Chief Executive Officer and Deputy Chief Executive Officer as appropriate as all expenditure items listed on the statement being authorised and undertaken by him/her.
- 4.2 The endorsed credit card statement of expenditure is to be included with the financial reports presented to Council in the Agenda's for the ordinary meetings of Council for information.

**General Conditions**

- 5.1 The Chief Executive Officer and Deputy Chief Executive Officer as appropriate must surrender the Shire of Chapman Valley credit card upon termination of his/her services within the Shire of Chapman Valley or when resolved to do so by Council.
- 5.2 All Corporate credit card incentives (e.g. fly buys) are not to be acquired or accumulated by the Chief Executive Officer for his/her personal use of gain.

Any such credit card incentives associated with the Shire of Chapman Valley corporate credit are to be utilised for the benefit of the Shire of Chapman Valley's business expense operations only.

- 5.3 All expired Shire of Chapman Valley corporate credit cards are to be destroyed by the Chief Executive Officer and Deputy Chief Executive Officer as appropriate upon receipt of a new or replacement card.
- 5.4 Any breach of this Operational Procedure is to be reported to Council for information and action if deemed necessary.

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

<b>Adopted – Council Resolution:</b>	<b>11/05-4</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 07/18-10; 07/19-4</b>

**CMP-039 – COVID-19 FINANCIAL HARDSHIP**

MANAGEMENT PROCEDURE NO	CMP-039
MANAGEMENT PROCEDURE	COVID19 - FINANCIAL HARDSHIP
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS PROCEDURE No.	NIL
RELEVANT DELEGATIONS	NIL

**OBJECTIVE**

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire recognises these challenges will result in financial hardship for our ratepayers.

This Procedure is intended to ensure we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

This Procedure applies to:

1. Outstanding Rates Notice charges as at the date of adoption of this Procedure; and
2. Rates Notice charges levied for the 2020/21 and 2021/2022 financial years.

It is a reasonable community expectation, as we deal with the effects of the pandemic, for those with the capacity to pay Rates Notice charges will continue to do so. For this reason the Procedure is not intended to provide relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

**MANAGEMENT PROCEDURE STATEMENT/S:****Payment Difficulties, Hardship And Vulnerability**

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay Rates Notice charges debt.

Financial hardship occurs where a person is unable to pay Rates Notice charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire recognises the likelihood COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This Procedure is intended to apply to all ratepayers experiencing financial hardship regardless of their status.

**Anticipated Financial Hardship due to COVID19**

We recognise many ratepayers are already experiencing financial hardship due to COVID19. We respect and anticipate the probability of additional financial difficulties will arise when their Rates Notice charges are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this Procedure and encourage eligible ratepayers to apply for hardship consideration.

**Financial Hardship Criteria**

While evidence of hardship will be required, we recognise not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness

- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

### **Payment Arrangements**

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- A ratepayer has made genuine effort to meet Rates Notice charges obligations in the past;
- The payment arrangement will establish a known end date which is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of any change in circumstance which jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

### **Interest Charges**

A ratepayer meeting the Financial Hardship Criteria and entering into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

### **Deferment of Rates**

Deferment of Rates Notice charges may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred Rates Notice charges balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

### **Rate Notice Charges Debt Recovery**

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3<sup>rd</sup> due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates Notice charges debts which remain outstanding on 1 July 2022, we will offer the ratepayer one further opportunity of adhering to a payment plan to clear the total debt by the end of the 2022/2023 financial year.

Rates Notice charges debts which remain outstanding at the end of the 2022/2023 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

### **Review**

We will establish a mechanism for review of decisions made under this Procedure, and advise the applicant of their right to seek review and the procedure to be followed.

**Communication and Confidentiality**

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this Procedure and its application, when communicating in any format (i.e. verbal or written) with a ratepayer with outstanding Rates Notice charges debt.

We recognise applicants for hardship consideration are experiencing additional stresses, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

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

<b>Adopted – Council Resolution:</b>	<b>05/20-17</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>07/21-03</b>

**CMP-045 Staff Payment of Expenses**

MANAGEMENT PROCEDURE No.	CMP-045
MANAGEMENT PROCEDURE	STAFF PAYMENT OF EXPENSES
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.60
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To determine expenses paid to staff to attend various conferences, training, events, etc.

**MANAGEMENT PROCEDURE STATEMENT/S:**

Where a Member of Staff is required to travel on approved Shire business, the Shire shall pay travelling, meals and accommodation costs of the Staff Member only.

Travelling costs shall be -

- In the case of travel by motor vehicle, travel shall be in a Shire vehicle unless agreed between the Chief Executive Officer and the staff member.
- A condition of agreement will be that in the absence of the above the following applies: -  
~ In the case of travel by motor vehicle (other than Shire owned), travelling expenses will be in accordance with the relevant Award rates.
- All other expenses to be authorised by the Chief Executive Officer.
- Any additional cost associated with a Staff Members partner and/or family must be fully covered by the Staff Member and not the Shire.

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32, 03/20-13; 03/21-10</b>

**CMP-046 Relocation Expenses**

MANAGEMENT PROCEDURE No.	CMP-046
MANAGEMENT PROCEDURE	RELOCATION EXPENSES
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.70
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To set staff relocation expense levels and conditions.

**MANAGEMENT PROCEDURE STATEMENT/S:**

The successful applicant will be eligible for relocation expenses, negotiable to \$5,000 or as otherwise determined by the Chief Executive Officer.

Should the employee resign or employment is terminated within 12 months, 50% is repayable to the Shire or as otherwise determined by the Chief Executive Officer.

**ADDITIONAL EXPLANATORY NOTES:**

The Chief Executive Officer, as the authority for the appointment and termination of staff, is able to determine the need for flexibility in each relocation event under the restriction of staying within the annual overall budget constraints for this expenditure.

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 03/21-10</b>

## CMP-047 Superannuation

MANAGEMENT PROCEDURE No.	CMP-047
MANAGEMENT PROCEDURE	SUPERANNUATION
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY No.	14.90
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To set levels of Superannuation payment to staff, whilst ensuring all legislative conditions are adhered to for such payments.

**MANAGEMENT PROCEDURE STATEMENT/S:**

**Non- Contract Employees** - The Shire will make superannuation guarantee contributions based on legislation of the Employee's base wage/salary, to the Local Government Superannuation Plan on behalf of the employee.

Providing the Employee makes voluntary contributions of at least 5% of their base wage/salary, the Shire will provide an additional superannuation contribution of 3%, of the Employee's base wage/salary.

**Contract Employees** - As determined by the Employee Contract

**Salary Sacrifice Arrangements and Variation of Cash Component**

**All Employees** - As long as the Officer advises the Chief Executive Officer in writing that the remaining cash component is adequate for the Officer's ongoing living expenses, the Officer may, at the Officer's request, receive future payment of a portion of the cash component in such manner as suits the Officer's personal circumstances. The method of payment must comply with all relevant State and Commonwealth laws and any liability with respect to the taxation implications including, without limitation, fringe benefits tax, shall be borne by the Local Government and reimbursed by the Officer. In this regard the Local Government may deduct such amounts from any outstanding sum due from the Local Government to the Officer.

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

<b>Adopted – Council Resolution:</b>	<b>10/09-1</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 03/21-10</b>



**CMP-050 National Wage Case Decisions**

MANAGEMENT PROCEDURE No.	CMP-050
MANAGEMENT PROCEDURE	NATIONAL WAGE CASE DECISIONS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.120
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To stipulate how national wage increases are handed down to staff, irrespective of over-award payments already being made.

**MANAGEMENT PROCEDURE STATEMENT:**

All national wage decisions (Commonwealth or State) relevant to this Local Government Authority will be passed onto all staff, unless otherwise resolved by Council to absorb all or part of any increase into existing above Award payments in place as part of the annual budget adoption process.

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 07/19-4</b>

**CMP-064 Financial Assistance**

MANAGEMENT PROCEDURE No.	CMP-064
MANAGEMENT PROCEDURE	FINANCIAL ASSISTANCE
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	NA
RELEVANT DELEGATIONS	3008

**OBJECTIVES:**

To set the categories, type and amount of Financial Assistance that shall be provided by the Shire to Community Organisations and individuals in the local community. To provide guidelines for the application, assessment and determination of requests received for financial assistance and to ensure expenditure of all funds are appropriately accounted for and reported on.

**MANAGEMENT PROCEDURE STATEMENT/S:**

This Procedure provides an overarching framework for the Shire of Chapman Valley to provide Financial Assistance to Community Organisations and individuals within our local Community to enhance community values and aspirations.

In determining the requests for Waiver of Fees and Charges under this Procedure, the approval is governed by the Delegation No 3008 Write Off Debts.

Delegation No 3008 Write Off debts

*The exercise of powers and the discharge of duties under section 6.12 of the Local Government Act 1995 to waive or grant concessions (excluding rate concessions) and to write off debts not exceeding \$1000. In cases where the request for Fee Waivers exceed \$1,000 a report needs to be submitted to an Ordinary Council Meeting for Council's consideration and approval.*

**Strategy**

- The Shire receives a number of requests throughout the year for financial assistance from Community Organisations and Individuals. A Procedure for the assessment of the applications ensures:
- Transparency and accountability to the Community;
- Fairness and equity to all applicants;
- Eligibility criteria is applied to each type of Financial Assistance;
- The amount of Financial Assistance available;
- Guidelines are in place to assist applicants in completion and lodgement of forms;
- Applications are assessed by a Delegated Officer;
- Effective reporting mechanisms and administrative procedures advise the Shire of the type and total value of financial assistance provided for the financial year.

**Scope**

- This Procedure applies to requests for financial assistance towards:
- An activity, event, competition, project or celebration;
- Programs with a charitable or community service oriented purposes;
- Disaster relief funds for humanitarian reasons;
- An organisation's development;
- Provision of services and maintenance of facilities within the Shire;
- The establishment of new facilities or improvements to existing facilities of a capital nature.

Each application for financial assistance is considered on its individual merits. The Shire of Chapman Valley reserves the right to determine eligibility for financial assistance based on information provided in the application.

Recipients of support will be asked to assess their performance in line with this Procedure and requirements set out in Shire Corporate Management Procedures CMP-065 Donations, CMP-066 Waiver of Fees & Charges, CMP-067 Community Growth Fund Grants and CMP 068 Self Supporting Loans.

Failure to satisfactorily complete the performance valuation requirements may disqualify recipients from future funding assistance from the Shire and or require the funds to be returned.

### Implications

The implementation of this Procedure is supported by funds allocated through the Shire's annual budget of each financial year. The Shire has demonstrated a long-term commitment to the provision of financial assistance to eligible Community Organisations who operate as a not-for-profit organisation and individual Community members chosen to represent the shire.

### Acquittal of Funding

Recipients of financial assistance for the categories of Community Development Grants, Shire Contributions and Interest Free Loans must complete an acquittal process, including provision of requested supporting information, within one (1) month of the completion of the projects, or by the date detailed in the guidelines.

Funding acquittal requirements applicable to the Financial Assistance category will be detailed in the category guidelines and may incorporate:

- A completed Acquittal Form (if applicable);
- Copies of all relevant invoices and receipts;
- Copies of promotional materials and/or other supporting information to show how the Shires funding was acknowledged.

Failure to fully complete and lodge the required acquittal will result in a demand for the return of the funds, and will result in ineligibility for future funding rounds. Until all existing grants or funds are acquitted the organisation is not eligible to apply for an additional grant or funding from the Shire.

An organisation that cannot demonstrate that funds have been expended in accordance with the purpose for which the funds were granted, will be required to return the funds to the Shire within six months of the proposed completion date, and will be subject to an ineligibility period for future grants if funds are judged to have been misused.

### Table 1 Financial Assistance Categories

Please note that each category of financial assistance must meet specific eligibility criteria which are provided in the Guidelines accompanying the application form.

TYPE OF FINANCIAL ASSISTANCE	AMOUNT OF ASSISTANCE	DETERMINATION
Sponsorship	\$200 per School, Association or Club per annum	Chief Executive Officer
Community Enhancement Donation & Sponsorship	Maximum of <del>\$200</del> \$5,000	Tier 1 - CEO Tier 2 – CEO with TEAG

G:\040 Governance\411 Council Documents\Agendas\Ordinary Meetings of Council\2023\3 - Apr 2023\CEO\10.3.1 Finance Manual.docx

		<b>Tier 3 - Council</b>
Waiver of Fees and Charges	A maximum of 50% of the applicable fees & charges	\$1,000 or less – Chief Executive Officer  Over \$1,000 – Council
Community <del>Growth</del> Development Fund - <del>Operational</del> Grants	As determined by CGF Guidelines	Committee Recommendation to Council for decision
Council Contribution	Council consideration	Council
Interest Free Loan	Maximum of \$20,000	Council
Self-Supporting Loans	Council consideration	Council

### Dispute Resolution

All disputes in regard to this Procedure will be handled according to the Shire's Complaint Handling Procedures

### Application

Responsibility for the implementation of this Procedure rests with the Chief Executive Officer. The Procedure is to be reviewed as part of Council periodical review of all Policies & Procedures.

LEGISLATION	
LGA s5.42 Delegation of some powers and duties to CEO	<p>A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43</p> <p>*Absolute majority required</p> <p>A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation</p>
LGA s6.12 Power to defer, grant discounts, waive or write off debts	<p>Subject to subsection (2) and any other written law, a local government may –</p> <p>When adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money</p> <p>Waive or grant concessions in relation to any amount of money; or</p> <p>Write off any amount of money, which is owed to the local government.</p> <p>*Absolute majority required</p> <p>Subsection (1) (a) and (b) do not apply to an amount of money owing in respect of rates and service charges</p>

	<p>The grant of a concession under subsection (1) (b) may be subject to any conditions determined by the local government</p> <p>Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power</p>
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## DEFINITIONS

Charitable Organisation	Is a not-for-profit organisation that has a charitable purpose for the sole benefit of the public (e.g. religious groups, aged care homes, homeless shelters, disability services, universities and colleges, animal welfare societies and artistic or cultural groups).
Community Organisation	A group of people that come together to pursue a common cause or interest for the benefit of the Community and may include an Association, Centre, Club, Committee, Group, Incorporated Body or Society.
Council Contribution	An amount of money given to Community Organisations by the Shire in return for acknowledgement of assistance in the operation of Shire facilities.
Donation	A gift given by the Shire, typically for charitable purposes and/or to benefit a cause. A Donation may take various forms, including cash offering, services, new or used goods. It may also consist of emergency, relief or humanitarian aid items.
Fee and Charge	Is a set monetary amount levied by the Shire for the use of Shire owned facilities and resources or the staging of a particular event or activity as adopted by Council.
Grant	Contribution, gift, or subsidy (in cash or kind) bestowed by the Shire (grantor) for specified purposes to an eligible recipient (grantee). Grants are usually conditional upon certain qualifications as to the use, maintenance of specified standards, or a proportional contribution by the grantee or other grantor(s).
In Kind Support	<p>In-kind support can be defined as:</p> <p>Monies / financial assistance which is not a loan, and does not need to be paid back;</p> <p>Administration support;</p> <p>Equipment support;</p> <p>Infrastructure support;</p> <p>Venue hire;</p> <p>Office supplies support;</p> <p>Fees and charges for Icon Events.</p>

Interest Free Loan	Means of borrowing where no interest is charged on repayment to the Shire.
Not-for-Profit Organisation	An organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect whilst in operation.
Self-Supporting Loans	Means of borrowing where loans are repaid to Shire (See CMP-068)
Schools	Primary or Secondary educational institutions.
Shire Facility	Means all Shire owned and operated facilities and reserves across the Shire that are included as available for hire or use in the Shire's Annual Schedule of Fees and Charges as adopted by Council.
Sponsorship	A cash and/or in-kind fee paid to a person, organisation or group (typically in sports, arts or entertainment) in return for acknowledgement and recognition of the Shire during the Activity or Event.
Legislation	Local Government Act 1995

**ADDITIONAL EXPLANATORY NOTES:**

Corporate Management Procedures CMP-065 Donations, CMP-066 Waiver of Fees & Charges and CMP-067 Community Growth Fund Grants.

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

<b>Adopted – Council Resolution:</b>	
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32</b>

**CMP-065 Community Enhancement Donations & Sponsorships**

MANAGEMENT PROCEDURE No.	CMP-065
MANAGEMENT PROCEDURE	COMMUNITY ENHANCEMENT DONATIONS & SPONSORSHIPS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	N/A
RELEVANT DELEGATIONS	3005

**OBJECTIVES:**

These guidelines provide prospective applicants with information about financial assistance from the Shire of Chapman Valley by way of a donation or sponsorship towards events, activities and projects that are considered to provide community benefit.

The Shire of Chapman Valley recognises the value of donations and sponsorship to deliver activation, vitality and participation benefits to the local community. The Shire's vision in its Strategic Community Plan is of 'a thriving community, making the most of our coastline, ranges and rural settings to support us to grow and prosper.'

Providing support to community activities and events aligns with the key theme included in the Strategic Community Plan to 'nurture the sense of community.'

The intention of the donations and community event sponsorship procedure is to provide support to a broad range of events, activities and projects occurring throughout the year, based in the Shire boundaries to enhance the sense of community in the Valley.

Please read these guidelines carefully before submitting an application. You may direct any questions to the Shire by phoning us on 08 999 205011.

**MANAGEMENT PROCEDURE STATEMENT/S:****Restrictions on Funding**

Each year, the Shire of Chapman Valley donations and sponsorship procedure will provide support to events, activities and projects assessed as providing community benefit and are successful through an application process.

Donation and sponsorship support may be financial or in-kind. In-kind support may include (but is not limited to) waiving of venue hire fees, cleaning costs, or access to Shire equipment.

Included in the Shire's annual financial budget will be a specific line item amount for Community Enhancement Donations/Sponsorship. The budgeted amount will be determined by Council as part of the annual budget preparation process and may vary depending on affordability.

**The Community Organisation is encouraged to have made application to source additional funding for the activity or event.**

**Applications**

- Application are open all year round;
- Application forms can be completed online through the Shire of Chapman Valley website;
- Hardcopy application forms can be accessed by customer service at the Shire offices, or mailed out by calling 9920 5011;
- Applications should be received at least 8 weeks prior to the scheduled event/activity/project commencement date to ensure processing and evaluation procedures can be implemented (a shorter time period may be accepted for Tier One applications)

**Process**

- Application to be submitted for assessment.

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- Community Development Officer (CDO) to ensure all application components are completed;
- Chief Executive Officer (CEO) can use delegated authority through Delegation 3005 or present applications to Council for determination;
- If considered necessary the CEO may consult with the Shire President and Tourism & Events Advisory Group members prior to exercising delegated authority on the final outcome of donation/sponsorship applications;
- CEO will provide correspondence to applicants on the outcome of their request;
- A list community donations/sponsorships approved in the prior month will be presented to Council as part of the CEO's Staff Information Report.

### Tiers of funding

The minimum funding request is \$100. The maximum funding request is \$5,000.

- ~~Tier One, funding of \$100-\$1,000 can be dealt with by the CEO under Delegation 3005;~~
  - ~~Tier Two, funding of \$1,001-\$2,500 can be dealt with by the CEO in consultation with the Tourism & Events Advisory Group under Delegation 3005; and~~
  - ~~Tier Three, funding of \$2,501-\$5,000 will require presentation to Council for consideration.~~
1. Tier One, funding of \$100-\$500 for individuals participating in National Sporting competitions outside of WA (upon proof of selection) that may/may not be eligible for DSR (Regional Athlete Travel Subsidy) or ASC Local Sporting Champions) can be dealt with by the CEO under Delegation 3005;
  2. Tier ~~One~~ Two, funding of \$100-\$1,000 can be dealt with by the CEO under Delegation 3005;
  3. Tier ~~Two~~ Three, funding of \$1,001-\$2,500 can be dealt with by the CEO in consultation with the Tourism & Events Advisory Group under Delegation 3005; and
  4. Tier ~~Three~~ Four, funding of \$2,501-\$5,000 will require presentation to Council for consideration.

### Who can apply

- Applications are welcome from incorporated community organisations and not for profit organisations that have a demonstrated significant connection to Chapman Valley.
- Applications from incorporated community organisations and not-for-profit organisations based outside of Chapman Valley may be considered where the event/activity/project is considered to demonstrate community benefit and/or positive public exposure for Chapman Valley (applications should detail the benefit/exposure outcomes)
- Applications from private enterprises and for-profit organisations (based either in or outside Chapman Valley) may be considered where the event/activity/project is considered to demonstrate community benefit and/or positive public exposure for Chapman Valley (applications should detail the benefit/exposure outcomes).
- If not an incorporated organisation, an auspicing role must be taken on by an appropriate incorporated body.
- Individuals residing in or demonstrated significant connection to Chapman Valley that are participating in National Sporting competitions outside of WA (upon proof of selection) that may/may not be eligible for DSR (Regional Athlete Travel Subsidy) or ASC Local Sporting Champions).

### Eligibility

- Events, Activities and Projects must be held in the Shire of Chapman Valley Local Government boundaries (with exception of Tier 1 applicants);
- The organisation must have no outstanding debts to the Shire of Chapman Valley;
- Submit a completed application including risk management and activity/event budget;
- Funding will not be provided to more than one organisation for the same event.

**Ineligibility**

- Individuals (with exception of Tier 1 applicants) and government agencies (including schools) are not eligible for support;
- Funding will not be provided for operating costs (with exception of Tier 1 applicants) or staff costs associated with an event/activity/project;
- Activities or Events the Shire of Chapman Valley already operate;
- Recurrent funding for the same event/activity/project expenditure will not be supported, applicants can not apply for support for the same activity or event in consecutive years;
- Events/Activities/Projects with a sole political or religious purpose.
- Retrospective funding: activity/events started prior to being awarded the donation/sponsorship support, will be ineligible (with exception of projects/activities/events that demonstrate community benefit that are related to recovery from natural disaster e.g. cyclone/bushfire/flooding).

**Assessment criteria**

Criteria will include an assessment of all elements of the application form, including activity/event budget.

Criteria to be addressed include:

- **Sense of community:** to what extent does the event/activity/project nurture a sense of community in Chapman Valley?
- **Activation:** To what extent does the event/activity/project activate a public or private space in Chapman Valley?
- **Economic:** To what extent does the event/activity/project deliver economic benefits to the local businesses in Shire of Chapman Valley?
- **Activity/Event Management:** To what extent does the applicant have a capacity to deliver a successful event/activity/project?

**Donation/Sponsorship conditions**

- Funding must be used for the purpose and items as outlined in the application and approval letter;
- Successful applicants may be required to enter into a funding agreement with the Shire and agree to the terms and conditions included in that funding agreement;
- Organisations will be required to provide the Shire a tax compliant invoice(s) for the agreed amount of funding;
- Funding cannot be transferred to another organisation;
- Funding amounts approved may not reflect the full amount requested;
- If applicable, all required licences and permits must be approved by the appropriate government agency (e.g. event, venue hire, temporary food, road and traffic management if required);
- Applicants are encouraged to seek additional funding from other sources;
- Requests to change the purpose of the donation/sponsorship must be made in writing to the CEO;
- Request for extension to the approved donation/sponsorship timeline must be made in writing to the CEO prior to the activity/event;
- The Shire of Chapman Valley must be recognised as a sponsor of the activity/event in all relevant signage, media, speeches, MC notes, advertising and programming. Approved Shire logos will be supplied to the grant recipient if necessary.
- If requested, supporting documentation must be included with the application including:
  - A most recent financial statement certified by the President/Treasurer;
  - Current certificate of currency for Public Liability Insurance to the value of \$10 million;
  - Certificate of incorporation;
  - Evidence of other cash or in-kind support (where applicable);
  - Letters of support (where applicable); and
  - Organisations minutes endorsing the event.
- Activity/event is open for attendance by the local community.

**Acquittal**

- Acquittal instructions will be sent to the sponsorship recipient at the time of donation/sponsorship approval;
- Acquittal documents must be completed within 12 weeks of the event/activity/project being completed;

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- Copies of all paid invoices and receipts may be required to be submitted;
- Unspent funds at the time of the acquittal deadline (12 weeks from event date) must be returned to the Shire within 7 days of the acquittal submission;
- If applicable, it is a requirement to have all acquittals for funding completed before applying for new funding;
- Failure to complete acquittal requirements as requested may disqualify recipients from receiving further financial assistance and support from the Shire into the future.

### **Disclaimer**

- The Shire may receive more funding applications than the available budget and funding may be exhausted prior to the end of the financial year;
- If the funding allocation is achieved before the end of the financial year, new event/activity/project donation/sponsorship funding will not be available until the adoption of the Council budget in the new financial year;
- The Shire reserves the right to refuse any application in the interests of appropriate public safety and where the event/activity/project is not considered to align with the values of Council and its Strategic Community Plan;
- All decisions of the Shire are final.

### **Application Timeframes**

Applications may be lodged with the Shire of Chapman Valley at any time during the year.

### **Completing and Lodging your application**

Once you have completed all sections of the form and signed the declaration, please take a copy for your records. The Shire requires the original signed Application Form be submitted by either of the following methods:

By Post:

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

In Person:

Shire of Chapman Valley Administration Centre  
3270 Chapman Valley Road, Nabawa, WA 6532  
Office Hours: 9:00am – 4:00pm

### **What happens when your application is received?**

Your application will be reviewed by the Shire and we will notify you in writing of the outcome of our assessment.

### **Acknowledging the Shire's support**

If considered appropriate by the CEO the successful applicants will be required to liaise with the Shire's CDO and provide for marketing and media opportunities during the Event/Activity/Project.

### **ADDITIONAL EXPLANATORY NOTES:**

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

**Adopted – Council Resolution:**

**Reviewed/Amended – Council Resolution:**

**05/15-23; 06/15-18; 03/17-32; 07/21-03; 03/22-08;  
05/22-02**

**CMP-066 Waiver of Fees & Charges**

MANAGEMENT PROCEDURE No.	CMP-066
MANAGEMENT PROCEDURE	WAIVER OF FEES & CHARGES
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	NA
SECTOR	ADMINISTRATION
RELEVANT DELEGATIONS	

**OBJECTIVES:**

These procedures provide prospective applicants with information about financial assistance from the Shire of Chapman Valley by way of a Waiver of Fees and Charges.

Please read these procedures carefully before submitting an application. You may refer to the *Completing your Application* section for Shire Officer contact information.

**MANAGEMENT PROCEDURE STATEMENT/S:****Restrictions on Funding**

All fees and charges must be paid upfront and if a "Waiver of Fees and Charges" is granted, a reimbursement for the approved amount will be forwarded to the successful applicant.

The approval of a Waiver for a Fee and Charge is governed by Delegation, and specifically Delegation 3008

*Write Off Debts.*

*The exercise of powers and the discharge of duties under section 6.12 of the Local Government Act 1995 to waive or grant concessions (excluding rate concessions) and to write off debts not exceeding \$1,000. In cases where the request for Fee Waivers exceed \$1,000 a report needs to be submitted to an Ordinary Council Meeting for Council's consideration and approval.*

Where a Fee and/or Charge is due to the Shire under another Act, regulatory body or Australian Law in respect of a service, then the Shire will not consider any application to waive that Fee and/or Charge.

A maximum of 50% of the Fee and Charge will be considered for waiver as listed in the annual Schedule of Fees and Charges adopted by Council or as otherwise determined by Council.

The Shire may at its own discretion determine an individual application on its merits and give consideration to natural disasters or a declared State of Emergency.

The activity, event, competition, project or celebration must be offered within the Shire of Chapman Valley local government boundaries.

The Community Organisation is not to have already received funding from the Shire by way of a Sponsorship, Donation, Community Development Grant or Shire Contribution or received financial assistance from the Shire under any existing written agreement during the current financial year.

Where an activity, event, competition, project or celebration occurs on a regular basis within a financial year July to June, then application for financial assistance shall be based on the full financial year.

One application per financial year (July to June) may be submitted at any time during the year for Financial Assistance.

Reimbursement for utility charges such as water and electricity will not be considered for waivers.

Recurrent annual or seasonal fees for sporting groups such as the Sporting Club Levy, court hire and line marking will not be considered for waivers.

Applications are to be lodged on the Shire's official application form and retrospective applications will not be considered where they are submitted after the activity, event, competition, project or celebration.

Once the Delegated Shire Officer has determined that the application for financial assistance be approved, a request for payment for the approved percentage of the fee waiver will be submitted to the Creditors Officer for payment.

If circumstances surrounding a successful applicant change during the financial year the Shire reserves the right to review and cancel any or all of the approved financial assistance.

### **Eligibility - Who can apply?**

To be eligible for a Waiver of Fees and Charges the applicant must meet all of the following criteria:

- Operate in the Shire of Chapman Valley;
- Community Organisation which is an Incorporated body;
- Not-for-profit organisation;
- Educational Institution.

### **Waiver of Fees and Charges**

#### **Fee Waivers will be considered for:**

- Shire Fees and Charges that are not due to the Shire as an Australian Tax under Australian law in respect of a service;
- Events that occur as a result of natural disasters or declared State of Emergency;

#### **Fee Waivers under Delegated Authority will not be considered for or provided to:**

- Individual persons\*;
- State or Federal Government bodies;
- Commercial Organisations or Businesses\*;
- Fees and Charges levied and collected by the Shire under any written law;
- Support for organisational or general operating costs;
- Activities that will financially benefit the Community Organisation (i.e. entry charge);
- Activities that are already covered by an existing service agreement with the Shire of Chapman Valley;
- Community Organisations that receive funding from the Shire of Chapman Valley by way of Donation, Community Development Grant or Shire Contribution in the current financial year.

\* *Individual persons, Commercial Organisations or Businesses can apply to Council for a waiver or reduction in the fee and charges for community health & wellbeing events for a maximum three month trial period to determine the viability of the event. Fees and charges will remain payable in full until a determination is made by Council on an application for waiver or reduction.*

\* *Individual persons may seek the assistance of an Advocacy Agent to submit an application on their behalf. Note: Applications submitted by an Advocacy Agent will not impact the agent's ability to apply for financial assistance within that financial year.*

### **Application Timeframes**

Community Organisations may make application for a Fee Waiver from the Shire of Chapman Valley at any time during the year.

### **Completing and Lodging your application**

Once you have completed all sections of the form and signed the declaration, please take a copy for your records. The Shire requires the original signed Application Form be submitted by either of the following methods:

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

In Person: Shire of Chapman Valley Administration Centre  
3270 Chapman Valley Rd, Nabawa, WA 6532  
Office Hours: 9.00am – 4.00pm

By Email: [ceo@chapmanvalley.wa.gov.au](mailto:ceo@chapmanvalley.wa.gov.au)

### ***What happens when your application is received?***

Your application will be reviewed by the Shire and we will notify you in writing of the outcome of our assessment.

Acknowledging the Shire's support

Successful applicants will be required to liaise with the Shire's Community Development Officer and provide for marketing and media opportunities during the Project or Event.

### **ADDITIONAL EXPLANATORY NOTES:**

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

<b>Adopted – Council Resolution:</b>	
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<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32, 07/20-12</b>
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**CMP-067 Community Growth Fund – Operational**

MANAGEMENT PROCEDURE No.	CMP-067
MANAGEMENT PROCEDURE	COMMUNITY GROWTH FUND – OPERATIONAL
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	5.20
RELEVANT DELEGATIONS	

**OBJECTIVES:****INTRODUCTION**

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

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

In the event there are residual unallocated funds at the 30<sup>th</sup> June each year (unless an extension is granted by Council or under delegation by the Chief Executive Officer), these funds will form part of the Shire's End of Financial position and a new amount placed into the Draft Budget for Council consideration for the forthcoming financial year.

**AIM**

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

**1. OBJECTIVES**

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

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

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

**MANAGEMENT PROCEDURE STATEMENT/S:****2. RESPONSIBILITY**

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

G:\040 Governance\411 Council Documents\Agendas\Ordinary Meetings of Council\2023\3 - Apr 2023\CEO\10.3.1 Finance Manual.docx

It is the responsibility of the project contact person in the submission to ensure their community project is completed on time, within budget and reporting documents completed.

### 3. CRITERIA

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

### 4. ESSENTIAL ELIGIBILITY CRITERIA

**In order to be eligible for funding an organisation must:**

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

**In order to be eligible for funding an individual must:**

- Achieve or demonstrate recognition in their field of endeavour at a State, National or International level. Recognition at a regional level may be considered in special circumstances.
- Demonstrate a substantial degree of community support.
- Provide a letter of support from the Association or Organisation relevant to their field of endeavour
- Provide the names and contact details of two referees.
- Undertake to give due recognition to the Shire of Chapman Valley for its contribution to their activities.

- Agree to complete a specified evaluation report. *Failure to do so may render the person ineligible for future funding.*
- Funding application requests for individuals will only be to a maximum of \$1000.00.

## 5. APPLICATIONS

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

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

## 6. FUNDING REQUIREMENTS

### A. MINOR GRANTS - Requests under \$2000

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

- amount requested;
- grant purpose;

Other documents we may require are:

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

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

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

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

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

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

Please discuss your event plans with the Community Development Officer.

### C. WHAT WON'T BE FUNDED

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

## 7. ASSESSMENT AND APPROVAL PROCESS

### ACKNOWLEDGMENT OF APPLICATIONS

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

### ASSESSMENT PROCESS

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

### ASSESSMENT CRITERIA

- All applications will be assessed against the following criteria at a minimum: Ability to achieve tangible and/or measurable outcomes for the benefit of the Shire of Chapman Valley community;
- Effort for cooperative and partnership arrangements with others;
- Relevance to the current issues and status of the community;
- Evidence of consultations with relevant others in and out of Chapman Valley;
- Levels of volunteer participation and wider community participation;
- Funding history and profile, and capacity to make a significant financial or in-kind contribution to the project;
- Other state/ federal funding available to the applicant;
- Alignment and/or linkages with Local, Regional, State or National Strategic Plans or Objectives of associated organisations.

Additional criteria including the following may be assessed:

- Quotes as relevant to the project being provided or not provided;
- Asset ownership and ongoing whole of life maintenance and replacement responsibility;
- Applicants ability to fund a project upfront through a reimbursement process once project completion is achieved or if the Shire is required to auspice the process on the applicant's behalf;

### NOTIFICATION OF OUTCOME

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

### PUBLICITY

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

## FREEDOM OF INFORMATION

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

## 8. DISBURSEMENT OF GRANTS

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

- At the time of approving the grant, Council may elect to act as an auspicing body for the grant recipient. All expenditure for grant funding is to be discussed with the administration prior to any transactions being undertaken.
- If not auspicing for the grant recipient, payment will only be made at the conclusion of the project, subject to supply of final report and tax invoice, in strict accordance with the determination as to amount and conditions set by Council; unless otherwise agreed upon.

Council reserves the right to approve/decline any application irrespective of previous decisions of a similar nature and no prior decision in any way or manner can be construed as setting a precedent.

## 9. GRANT CONDITIONS

### PERIOD OF FUNDING

Community Growth Fund grants will follow an annual timeline as outlined below:

- a) February – Applications open;
- b) March - Applications close;
- c) March/April - Advisory Group determination & recommendation to Council;
- d) April – Council determination on projects to be placed into draft budget;
- e) July – Council endorsement of Draft budget and confirmation of successful CGF submissions;
- f) July/August – Successful & Unsuccessful applicant formally advised.

Grant funding confirmed in the Shire budget in the July must be expended by 20<sup>th</sup> June the following year, unless agreed otherwise at the outset OR a written request for an extension and carry-over of funds is made to, and approved by, the Chapman Valley Shire Council. **This extension may be dealt with under delegation to the Chief Executive Officer and presented to Council as part of the CEO's Staff Information Report.**

If Council endorse the carry-over of grant funds into the next financial year these funds will be transferred to a Reserve Fund under the conditions:

- a) Funds must be spent and acquitted in the next financial year (i.e. funds will not be carried over again beyond this year);
- b) Any unspent funds after the initial carry-over into the next financial year are to be placed back into the Municipal Fund before the end of that year; and
- c) the grant recipient will **only be** ~~not be~~ eligible to receive any further CGF grants ~~until the current allocated funds have been fully acquitted~~ **subject to the approved rollover and subsequent funding cannot be attached to the previous years funding.**

## PURPOSE OF GRANT

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

## UNSPENT FUNDS

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

## ABN/GST REGISTERED

Incorporated applicants must have an ABN. GST registration is not essential; however, the Shire is obliged to meet all relevant GST legislative requirements. Please ensure your budget figures included in your application are **GST EXCLUSIVE**.

## MANAGEMENT LICENCE OR SIMILAR ARRANGEMENT

Any application made which is subject to a Management Licence or similar arrangement will only be approved subject to the condition the applicant endorses any amendments required to the Management Licence or similar arrangement relevant to the application and project.

## STATUTORY PERMITS/APPROVALS

All projects subject to statutory permits/approvals (e.g. planning, building, environmental, heritage, events applications, etc.) will only approved upon the condition all such approvals are in place before project is to commence.

## 10. EVALUATION AND ACQUITTAL

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

Information to be provided will include:

### FINANCIAL REPORT

- A statement of actual and budgeted expenditure in relation to the grant. For grants of \$10,000 and over an independent audit may be required as determined by the Chief Executive Officer.
- Copies of supporting documentation such as of receipts, invoices, accounts and financial statements

## GRANT EVALUATION/COMPLETION REPORT

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

- Be a non-profit organisation and, depending on amount of grant requested, be able to supply audited accounts and annual reports.
- The level of public awareness of their activity or project.
- Public presentations (number held / attendance levels).
- Amount/type of media coverage generated.
- Involvement of volunteers.
- Demonstrate a substantial degree of community support and representation.
- Reflect the objectives and strategy of the larger association (Local, Regional, State or National).

G:\040 Governance\411 Council Documents\Agendas\Ordinary Meetings of Council\2023\3 - Apr 2023\CEO\10.3.1 Finance Manual.docx

- Agree to complete a specified evaluation report. *Failure to do so may render the applicant ineligible for future funding.*
- Maximum Government (State and Federal) funding has been obtained.
- Undertake to give due recognition to the Shire of Chapman Valley for its contribution to their activities
- To be used for projects upon land under the care, or control, of the Shire; unless it otherwise determines
- Demonstrated the Shire funding is necessary to the success of the project

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

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

#### APPLICATION FORM – COMMUNITY GROWTH FUND

Contact Details	
Name of Organisation:	Click here to enter text.
Contact Person:	Click here to enter text.
Contact number/s:	Click here to enter text.
Address:	Click here to enter text.
Postal Address:	Click here to enter text.
Website:	Click here to enter text.
Email:	Click here to enter text.

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

Banking Details	
ABN:	Click here to enter text.
Name of Account:	Click here to enter text.
Name of Bank:	Click here to enter text.

G:\040 Governance\411 Council Documents\Agendas\Ordinary Meetings of Council\2023\3 - Apr 2023\CEO\10.3.1 Finance Manual.docx



BSB:	<a href="#">Click here to enter text.</a>
Account Number:	<a href="#">Click here to enter text.</a>
Branch Name:	<a href="#">Click here to enter text.</a>
Account Holders Signature:	<a href="#">Click here to enter text.</a>
Please provide a brief description of your organisation:	
<a href="#">Click here to enter text.</a>	

**Project Summary**

Project Title:	Click here to enter text.
Proposed Start Date:	Click here to enter text.
Proposed Finish Date: <b>(must be prior to 20<sup>th</sup> June)</b>	Click here to enter text.
Location/Venue:	Click here to enter text.
Is the project being undertaken on private land or Shire of Chapman Valley owned property?	
Please provide a brief description of the project that you require funding assistance for and its objectives (attach extra sheet if you need more space):	
Click here to enter text.	

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

Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

**Acknowledgement**

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

Click here to enter text.

**Financial Information**

Does your organisation have the ability to fund this project upfront and receive grant funding through a reimbursement process? Y/N

Does your organisation require the Shire of Chapman Valley to act as an auspicing body for your grant funds? Y/N

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

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

Income		
Funding Source	\$ (EX. GST)	Confirmed Y/N
Amount Requested from the Shire of Chapman Valley	\$	N/A
Amount Contributed by your Organisation (Cash)	\$	\$
Amount Contributed by other Grants or Sponsorships:	\$	\$
•	\$	\$
•	\$	\$
•	\$	\$
In-Kind Contribution (e.g.: volunteer time @ \$30 hour)	\$	\$
•	\$	\$
•	\$	\$
<b>*TOTAL</b>	\$	\$
Expenditure (please specifically outline how Shire funds will be used)		
Project Costs	\$ (EX. GST)	Confirmed Y/N
In-Kind Contribution (Matched to income above)	\$	\$
Shire funding (please itemise below):	\$	\$
•	\$	\$
•	\$	\$
•	\$	\$
Other (please list below):	\$	\$
•	\$	\$
•	\$	\$
•	\$	\$
<b>*TOTAL</b>	\$	\$

**NB: Income and expenditure totals should be the same.**

#### Authorisation by President/Secretary

I [Click here to enter text.](#) (President/Secretary) authorise this application for a Community Growth Fund Grant to be considered for approval.

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

I also authorise to being contacted by the Shire's and consent for the Shire using images of me and quotes provided by me for promotional purposes, including but not limited to news reports, articles, media releases and the Shire website.  
[Click here to enter text.](#) Day/Month/Year

Signature

Date



**Before you send your application – please ensure that you have completed the following.  
Please answer each item when it has been completed or attached.**

- ☐ Completed all questions in the application form, including a detailed Budget that indicates where Shire funds will be spent.
- ☐ Application has been signed by President/Secretary. Where an application is being submitted by a non-incorporated organisation that has a sponsoring organisation, please ensure the sponsoring organisation signs the Declaration.
- ☐ Support letters or testimonials (optional).
- ☐ A copy of this application has been retained for your records.
- ☐ Proof of Incorporation (or letter from sponsoring organisation).
- ☐ Public Liability Insurance (Certificate of Currency).
- ☐ Quotes
- Y/N Is Project subject to an existing Management Licence or similar arrangement
- Y/N Is Project subject to a Statutory Permit/Approval (e.g. Building, Planning; Event; etc.)
- Y/N Is Project to be undertaken on Shire of Chapman Valley owned property?

**For any assistance, please contact:**

Shire of Chapman Valley's Community Development Officer

Phone: (08) 99 205011

Email: [community@chapmanvalley.wa.gov.au](mailto:community@chapmanvalley.wa.gov.au)

**Application submission**

*By post:*

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

*Email:*

[community@chapmanvalley.wa.gov.au](mailto:community@chapmanvalley.wa.gov.au)

*Hand delivery:*

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

**Closing date**

All applications must be received by \_\_\_\_\_ 201

**SHIRE OFFICE USE ONLY**

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

Fund Committee:

- |  |  |
|--|--|
| <input type="checkbox"/> Approved for receipt of Community Growth Fund Grant | <input type="checkbox"/> Declined for receipt of Community Growth Fund Grant |
|--|--|

**Amount of Funds released \$**

**FILE No.:**

\_\_\_\_\_  
Name of Authorised Officer

\_\_\_\_\_  
Signature and Stamp

\_\_\_\_\_  
Date

**ADDITIONAL EXPLANATORY NOTES:**

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

**Adopted – Council Resolution:**

**Reviewed/Amended – Council Resolution:**

**03/21-10**

**CMP-068 Self Supporting Loans**

MANAGEMENT PROCEDURE No.	CMP-068
MANAGEMENT PROCEDURE	SELF SUPPORTING LOANS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	5.50
RELEVANT DELEGATIONS	NA

**OBJECTIVES:**

To provide a fair, equitable and balanced process to considering the provision of self-supporting loans to groups within the community.

**MANAGEMENT PROCEDURE STATEMENT/S:**

Council will consider requests from all local organisations for self-supporting loan funds to be made available to the organisation, with the following matters and/or actions being taken:

The organisations to apply in writing, advising of the following information:

- Amount of loan principal required;
- Purpose for which loan is to be expended;
- Term of proposed loan;
- The last annual audited financial statements of the organisation;
- Current monthly financial statement of the organisation;
- Number of financial members of the organisation;
- Financial viability of group to repay loan;
- Whether the group is incorporate or not;
- Name of guarantees or other acceptable security; and
- Other information considered appropriate and requested by the Shire.

The Shire may request a delegation to meet with Councillors and staff to discuss the request.

Self-supporting loans will only be made available for capital type projects, i.e. construction or extensions to buildings, construction or resurfacing of tennis courts, reticulation of golf fairways etc and not for maintenance of facilities.

The Shire requires a loan agreement to be drawn up by Council's Solicitors between the organisation and the Shire, committing the group to repay the loan.

All costs associated with the raising of the loan and preparation and stamping of loan agreements to be at the group's expense.

Organisations applying to Council for a self-supporting loan are to make available, on request by the Shire, a copy of their Audited Financial Statements.

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
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<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23, 06/15-18; 03/17-32</b>
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**CMP-070 Disposal of Surplus & Minor Assets**

MANAGEMENT PROCEDURE No.	CMP-070
MANAGEMENT PROCEDURE	DISPOSAL OF SURPLUS & MINOR ASSETS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	NA
RELEVANT DELEGATIONS	2004

**OBJECTIVES:**

To appropriately dispose of unwanted minor assets with no recognisable value whilst build the capacity of community groups and organisations as a beneficiary.

**MANAGEMENT PROCEDURE STATEMENT/S:**

The Shire will dispose of surplus and minor assets when determined by the CEO to be obsolete, surplus to requirements and hold no real value to the Shire.

The disposal of such assets shall be by offer to a community based not for profit group(s) and/or within the Shire of Chapman Valley at no cost.

The method of disposal process may involve an offer to one or more of the entities at the discretion of the CEO.

In offering an asset(s) to a community entity the CEO will have regard to:

- a) the demonstrated need;
- b) proposed use of the minor asset; and
- c) financial capacity of the requesting entity.

Prior to disposal:

- a. If applicable, all software or copyright licences shall be removed from a IT items.
- b. The recipient is to acknowledge in writing that no liability is accepted by the Shire for the minor asset.

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

**Adopted – Council Resolution:**

**Reviewed/Amended – Council Resolution:**

**05/15-23; 06/15-18; 03/17-32**



SHIRE OF  
**Chapman Valley**  
*love the rural life!*

# HR Induction & Guidelines Manual



# Version Control

## This Is a Controlled Document of the Shire of Chapman Valley

Originated date: Adopted by Council on 18<sup>th</sup> 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 <sup>th</sup> July 2018
Full Manual Review	Minute Reference: 07/19-4	17 <sup>th</sup> July 2019
Full Manual Review	Minute Reference: 03/20-13	18 <sup>th</sup> March 2020
Full Manual Review	Minute Reference: 03/21-10	17 <sup>th</sup> March 2021
Full Manual Review	Minute Reference: 03/22-08	16 <sup>th</sup> March 2022

Key Documents, Policies / Procedures	4
Policies	4
CP-015 Equal Opportunity Statement and Plan .....	4
CP-016 Drug & Alcohol Policy .....	16
CP-018 Bullying .....	23
CP-019 Smoking .....	25
CP-020 Sexual Harassment.....	26
CP-023 Standards for CEO Recruitment, Performance & Termination .....	29
CP-026 Covid-19 Leave Policy .....	35
Procedures	39
CMP-013 Communications & Social Media.....	39
CMP-026 Code of Conduct - Employees and Contractors.....	43
CMP-042 Annual Leave.....	50
CMP-043 Hours of Work .....	51
CMP-044 Motor Vehicle – Usage of.....	52
CMP-049 Personal Phone Usage .....	53
CMP-052 Uniform Subsidy – Administration Staff .....	54
CMP-053 Staff Attraction, Incentive & Retention Allowances & Conditions ....	55
CMP-054 Working From Home .....	57
CMP-056 Education & Study Assistance.....	63
CMP-058 Community Service Leave.....	66
CMP-059 Leave Without Pay .....	69
CMP-060 Recruitment and Selection Procedure .....	72
CMP-063 Information Technology Usage Procedure .....	79

**Key Documents, Policies / Procedures**

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

**Policies****CP-015 Equal Opportunity Statement and Plan**

POLICY NO	CP-015
POLICY	EQUAL OPPORTUNITY STATEMENT
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	6.20
LEGISLATION	EQUAL OPPORTUNITY ACT, 1984
RELEVANT DELEGATIONS	1017

**OBJECTIVES:**

The objects of this Policy are:

- (a) to eliminate, so far as is possible, discrimination against persons on the ground of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment, age, publication of relevant details on the Fines Enforcement Registrar's website or, in certain cases, gender history in the areas of work, accommodation, education, the provision of goods, facilities and services and the activities of clubs; and
- (b) to eliminate, so far as is possible, sexual harassment and racial harassment in the workplace and in educational institutions and sexual harassment and racial harassment related to accommodation; and
- (c) to promote recognition and acceptance within the community of the equality of men and women; and
- (d) to promote recognition and acceptance within the community of the equality of persons of all races and of all persons regardless of their sexual orientation, religious or political convictions or their impairments or ages.

**POLICY STATEMENT/S:**

The Shire recognises its legal obligations under the Equal Opportunity Act, 1984, and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, age, pregnancy, race, and disability, religious or political convictions.

All employment training with this Shire will be directed towards providing equal opportunity to all employees provided their relevant experience; skills and ability meet the minimum requirements for such training.

All promotional policies and opportunities with this Shire will be directed towards providing equal opportunity to all employees provided their relevant experience; skills and ability meet the minimum requirements for such promotion.

All offers of employment within this Shire will be directed towards providing equal opportunity to prospective employees provided their relevant experience; skills and ability meet the minimum requirements for engagement.

This Shire will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.

The equal opportunity goals of this Shire are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

The Shire will exercise the conditions and requirements of its Equal Opportunity Management Plan.

**ADDITIONAL EXPLANATORY NOTES:**

Attached is a copy of the *Shire of Chapman Valley Equal Employment Opportunity Management Plan* as required under Section 145 (2) (a) – (h) of the Equal Opportunity Act 1984.

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

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

# *Shire of Chapman Valley*

## *Equal Employment Opportunity Management Plan*

### **2021 - 2025**

#### **Chief Executive Officer's Foreword**

The Shire of Chapman Valley is committed to the development of a culture that is supportive of employment equity and diversity. A workplace that is free from discrimination or harassment; where people are treated on the basis of merit.

The Shire will, through the Equal Employment Opportunity Management Plan, facilitate the identification and removal of barriers; whilst promoting policies and procedures that reflect and respect the diversity of the community.

Maurice Battilana  
Chief Executive Officer  
Shire of Chapman Valley



## Introduction

Each authority shall prepare and implement an Equal Employment Opportunity (EEO) Management Plan to achieve the objectives in Part IX (Equal opportunity in public employment) of the Equal Opportunity Act 1984. The Equal Employment Opportunity Management Plan requirements are based upon Section 145 (2) (a) – (h) of the Equal Opportunity Act 1984.

### 145. Preparation and implementation of management plans

(2) The management plan of an authority shall include provisions relating to —

- (a) The devising of policies and programs by which the objects of this Part are to be achieved; and
- (b) The communication of those policies and programs to persons within the authority; and
- (c) The collection and recording of appropriate information; and
- (d) The review of personnel practices within the authority (including recruitment techniques, selection criteria, training and staff development programs, promotion and transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices; and
- (e) The setting of goals or targets, where these may reasonably be determined, against which the success of the management plan in achieving the objects of this Part may be assessed; and
- (f) The means, other than those referred to in paragraph (e), of evaluating the policies and programs referred to in paragraph (a); and
- (g) The revision and amendment of the management plan; and
- (h) The appointment of persons within the authority to implement

The purpose of this Equal Employment Opportunity Management Plan is to comply with requirements of the Act by identifying and implementing strategies in key areas to eliminate discrimination in the workplace.

This Equal Employment Opportunity Management Plan has identified 5 key areas to promote EEO principles and compliance.

Action	Target Group	Target Date	Responsibility	Performance Indicator
Update EEO Policy	Shire of Chapman Valley	Annually as part of Policy/Procedures Review	CEO	EEO Policy created with consultation, adopted and communicated to all staff
Implement EEO Management Plan	Shire of Chapman Valley	Ongoing	CEO	EEO Management Plan & strategies communicated to all staff; No complaints are received in relation EEO principles
Ensure that all new policies developed conform with EEO principles	Shire of Chapman Valley	Ongoing	CEO	Policies comply with EEO standards; are communicated to staff and equitable access is provided to all staff;

1. Policies & Procedures
2. Communication & Awareness
3. Training & Development
4. Harassment & Grievance Procedures
5. Implementation & Evaluation

These EEO key areas will provide the Shire with a strategy and mechanism to measure the progress in achieving EEO management goals.

#### Strategy 1 – Policies and Procedures

Objective: The Shire has policies and procedures in place that support EEO principles.

#### Strategy 2 – Communication & Awareness

Objective: That all employees understand these EEO principles and their rights and responsibilities in the workplace.

Action	Target Group	Target Date	Responsibility	Performance Indicator
Make available all EEO Management Plan documents and EEO Policies	All Employees	Ongoing	CEO	All EEO documentation is available on internal common data drive. All documents are made available in hard copy.
All managers/supervisors are aware of their responsibilities at commencement of employment	Managers & Supervisors	Ongoing	CEO	All new Managers/Supervisors sign off to confirm their awareness of EEO Management Plans & Policies within one month of commencement.
All aspects of EEO are covered in the induction process	New employees	Ongoing	CEO	Ensure all EEO information can be found in the induction handbook. Ensure all policies are communicated as part of the induction process and employees are aware of their obligations.

#### Strategy 3 – Training & Development

Objective: All employees will have access to training and development opportunities relevant to their employment.

Action	Target Group	Target Date	Responsibility	Performance Indicator
Encourage training opportunities for all employees.	All Employees	Ongoing	CEO	Provide training opportunities in a shared access area. All documents are made available in hard copy. Ensure training incorporates EEO principles.
All managers/supervisors are informed of changing responsibilities in relation to EEO	Managers/Supervisors	Ongoing	CEO	All Managers/Supervisors confirm their awareness of EEO Management Plans & Policies in their performance reviews.

#### Strategy 4 – Harassment & Grievance Procedures

Objective: Provide and promote effective grievance policy and procedures.

Action	Target Group	Target Date	Responsibility	Performance Indicator
Review and update grievance policy	Council & All Employees	Annually as part of Policy/Procedures Review	CEO	Review current grievance policy and cross reference to EEO policy/plan.
Provide information to all employees about what constitutes an EEO grievance and the grievance handling procedures	All employees	Ongoing	CEO	Provide access to all employees of the EEO policy/plan and grievance procedures. Information to be included in the induction hand book.
Provide training in bullying and harassment awareness	All employees	Ongoing	CEO	All employees attend bullying and harassment training awareness as required.

#### Strategy 5 – Implementation & Evaluation

Objective: Successful implementation, evaluation and review of the EEO Management Plan.

Action	Target Group	Target Date	Responsibility	Performance Indicator
Communicate requirements to workforce	All employees	Ongoing	CEO	Management and employees are aware of EEO policies and procedures. Changes are communicated to all employees.
Conduct EEO diversity survey	All employees	Ongoing	CEO	Response rate to EEO diversity survey is 80% of employees.
EEO Management objective are reviewed annually.	Council & All Employees	Ongoing	CEO	Objectives are reviewed & updated to reflect current EEO legislation.

**The Equal Employment Opportunity Management Plan is to be read in conjunction with the following information.**

Equal Employment Opportunity Policy  
Harassment & Grievance Procedures  
Workplace Display Material  
Complaints against Employees

#### **EQUAL EMPLOYMENT OPPORTUNITY**

The Shire of Chapman Valley is committed to a policy of equal employment opportunity, fair treatment and non-discrimination for all existing and future employees.

All employment practices (recruitment, selection, training and employment, promotion and transfer and all other

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terms and conditions of service) will be based on the merit of the individual against specific job requirements. Existing and future employees will not be discriminated against in their employment on the grounds of gender, race, disability, age, pregnancy or potential pregnancy, marital status, family status or family responsibility, political or religious conviction, gender history or sexual orientation.

The Shire will, through its Equal Employment Opportunity Management Plan, ensure any discriminatory practices are progressively removed from its policies and procedures and will recognise and encourage employees on the basis of their abilities, aptitudes, qualifications and skills, through the implementation and monitoring of effective Human Resources policies and procedures.

The Equal Employment Opportunity (EEO) policy also aims to eliminate all forms of workplace harassment. The Shire believes the implementation of an EEO policy and plan will create a more productive workplace and will result in better services to the community.

### **Purpose**

The purposes of the Shire's EEO policy are:

- To eliminate and ensure the absence of discrimination in employment on the grounds of gender, race, impairment or disability, age, marital or family status, political or religious conviction, sexual orientation or gender history; and
- To promote equal employment opportunity for women, indigenous Australians, people with disabilities, youth and people from culturally diverse backgrounds or other minority groups within the Shire.

### **Equal Employment Opportunity (EEO)**

EEO is the principle which ensures that all employees and potential employees are treated equally and fairly, regardless of their gender, race, impairment or disability, age, marital or family status, political or religious conviction, sexual orientation or gender history.

### **Discrimination**

Discrimination refers to unequal treatment or opportunities. Discrimination may be direct, indirect or systemic.

- **Direct Discrimination** is when a person is treated less favourably than another person in the same or similar circumstances based on one or more of the above mentioned grounds.
- **Indirect Discrimination** is when policies, rules and practices which appear neutral or impartial adversely affect a group or individual, thus reducing opportunities. These rules and practices are discriminatory in effect, as they exclude people with suitable skills who don't meet the apparently fair rules or practices, e.g. Height requirements for certain jobs, no female toilets at certain worksites.
- **Systemic Discrimination** is rules or practices which result in different patterns of access to different jobs and different access to benefits or services. It is the result of both direct and indirect discrimination.

### **Merit**

Merit is the mechanism of assessing each person's skills and abilities against the needs of the job, and disregarding unlawful personal characteristics which are relevant to the job. Merit recognises experience gained both inside and outside formal employment.

### **Affirmative Action**

Affirmative Action programs are designed to overcome the effects of past discrimination. This discrimination has formed barriers which exclude target groups from having access to equal employment opportunity. Affirmative action seeks to address the effects of past disadvantages and prevent future disadvantages. It is the method of achieving equal employment opportunity for target groups. This may involve, for example, the provision of selection tests with a sign language interpreter present for applicants with hearing disabilities.

### **Harassment**

Unlawful harassment is unwanted, uninvited and inappropriate behaviour based on a person's sex, race or disability. Sexual Harassment is unwelcome conduct of a sexual nature that a reasonable person would be offended, humiliated

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or intimidated by. This can be verbal, written or physical by nature. It does not matter that the person did not mean to be offensive.

Racial Harassment is when a person is threatened, abused, insulted or taunted about their race, or a characteristic generally associated with their race and they believe if they object to the unwanted behaviour they will be disadvantaged in the workplace.

Disability harassment is when a person is threatened, abused, offended or excluded because of their disability.

**The Shire of Chapman Valley considers any sexual, racial and other forms of harassment as an unacceptable form of behaviour which will not be tolerated under any circumstances.**

#### **Victimisation**

Any employee who has made a complaint, or is witness to a complaint in relation to discrimination, harassment or bullying will not be discriminated against or suffer any other disadvantage for having made a complaint in good faith.

#### **Vilification**

Vilification generally refers to any act that happens publicly as opposed to privately; and that could incite other to hate, have serious contempt for, or have serious ridicule of you or a group of people, because of race, ethnic, religious or national origin, sexual orientation or transgender status (including references to HIV or AIDS status).

#### **JURISDICTION**

EEO policies and practices apply to all employees. All employees are obliged to follow non-discriminatory practice in the workplace, as it is Council and the Chief Executive Officer (as the responsible employers) which are legally accountable for discrimination in employment matters.

#### **RESPONSIBILITY/ACCOUNTABILITY**

##### **All Staff**

- Are responsible for upholding the EEO principles outlined in this policy, however specific responsibility lies with line managers and supervisors to prevent discrimination and promote equal opportunity in the workplace.
- Have the right to seek advice from the Anti-Discrimination Board.

##### **Managers/Supervisors**

- Are responsible for ensuring that the principles covered in this policy are upheld by the staff for which they are responsible.
- Are responsible for ensuring equality of employment opportunity is extended to all staff, and that no unlawful discrimination occurs in employment practices.
- Ensure the Shire's EEO policy and plan is implemented within their Division.
- Ensure all staff with supervisory responsibilities is aware of employees' rights and obligations under the Shire's EEO policy and relevant legislation.

##### **The EEO Co-ordinator will**

- Work with management and staff to develop and implement the EEO policy and program including guidelines and best practice standards.
- Research EEO matters and keep management informed of developments in EEO.
- Provide statistical and other human resources information to allow the Shire to develop and monitor its EEO program.
- Integrate the EEO policy and practices into human resources management practice and Shire's programs.
- Advise on grievance handling procedures.
- Assist with the development and review of Human Resources policies and procedures.
- Ensure that position descriptions of all staff reflect their EEO responsibilities and accountabilities.

##### **The Chief Executive Officer will**

- Ensure the Shire's EEO policy and program is implemented within the Shire.

- Ensure all staff complies with the Shire's EEO policy and with legal obligations under relevant legislation.
- Ensure that management audits of the EEO program are undertaken on a regular basis to ensure that the EEO policy and program continue to meet their objectives.

Any reports of harassment will be treated seriously and sympathetically by the Shire, and will be investigated thoroughly and confidentially. The Shire's grievance policy and procedures will be followed in the case of a harassment complaint.

Disciplinary action will be taken against any Shire employee found to be perpetrating harassment of other Shire employees.

#### **BREACHES OF POLICY**

Breaches of the Equal Employment Opportunity policy will not be tolerated. Failure to extend equality of employment opportunity to all employees is a serious matter and will result in the appropriate disciplinary action. Serious breaches of this policy may result in termination of employment.

#### **GRIEVANCE POLICY AND PROCEDURES**

A grievance is any work related disagreement, complaint or matter which someone thinks is unfair or unjustified and which is causing that person concern or distress. Grievances can relate to almost any aspect of employment including: issues concerning transfer and promotion, rosters, leave allocation, work environment, safety in the work place, performance appraisal, discrimination or harassment.

#### **Policy Statement:**

**The Shire is committed to resolving grievances wherever possible through mediation consultation, cooperation and discussion.**

- All grievances will be handled in utmost **confidentiality**. Only the people directly involved will have access to information about the complaint.
- All procedures will be **impartial**. No assumptions will be made, and no action will be taken until all relevant information has been collected, investigated and considered.
- The Shire is committed to ensure that **no repercussions** or victimisation occurs against anyone who makes a complaint.
- Seeking redress of a trivial, frivolous or vexatious issue through a grievance procedure will not be tolerated.
- Complaints will be dealt with in a **timely** manner.

#### **Responsibilities:**

**General Manager/Group Managers:** for serious and complex grievances which could involve possible fraud, corruption, physical danger or serious misconduct of a senior staff member.

**Supervisors/Team Leaders:** in general all supervisors/team leaders are to be the first point of receipt and will be responsible for the investigation and resolution of staff grievances.

**Human Resources staff:** are to provide advice and assistance and where necessary receive and investigate the grievance, particularly if the grievance relates to a discrimination, harassment or personnel/industrial matter.

Using the grievance procedure does not eliminate the right of a staff member or the Shire as an employer in gaining advice or assistance from unions, professional associations or any other external agency.

#### **GRIEVANCE PROCEDURES**

- In general the grievance should be first discussed with or put in writing to the supervisor/team leader for resolution. This would not apply where the issue directly relates to the activities of the supervisor/team leader.
- The relevant investigator should obtain the facts, clarify issues and then discuss findings with the staff member lodging the grievance.

- Where a Contact Officer or Investigator believes they cannot handle the grievance objectively, or where they lack the power to resolve the particular complaint, they may refer to the Human Resources Manager.
- A written record of the complaint should be taken by the Officer responsible for investigating the complaint. This Officer would also talk to the other person/people involved separately and impartially. Where agreement as to resolution is reached, the Officer should follow up the situation to ensure what has been agreed to actually occurs.
- If a grievance remains unresolved, it is to be taken to senior management or to a mutually agreeable third party for mediation/arbitration.
- Union, employee association or Human Resource Management assistance can be sought to assist resolution at any step in the procedure.
- Grievances should generally be resolved within 4 weeks.

#### **Contact Officers**

An independent contact officer shall be nominated in each Division using the following selection criteria:

- commitment to EEO principles
- discretion and ability to maintain confidentiality
- sound listening skills, mediation, conflict resolution and interpersonal skills
- awareness of discrimination issues
- known integrity and support for principles of social justice
- investigative ability

#### **Qualified Privilege**

A staff member who raises a grievance is protected against any action for defamation by the defence of qualified privilege provided the grievance is raised in accordance with these procedures and does not intentionally make a malicious or substantially frivolous complaint.

A staff member who carries out grievance investigation and resolution in accordance with these procedures, or a staff member who is required to prepare a report concerning another staff member is protected against any action for defamation by the defence of qualified privilege provided that

- they act in accordance with established procedures
- they are not motivated by malice, and
- they do not publish such material to persons who have no legitimate interest in receiving it.

A Complainant has the right to

- Keep notes, copy of written documents or diary record of all incidents and any responses, including date, times, witnesses and other details?
- advise his/her supervisor, Human Resources Manager or EEO Coordinator or a person at an appropriate level within the organisation
- contact their respective Union for advice
- contact the WA Anti-Discrimination Board where appropriate

A Person who is subject of a complaint has the right to

- be informed verbally of what behaviour they are being accused of
- to respond to the allegations and cite witnesses if appropriate
- to fair treatment and procedures
- to be heard by an unbiased person

The Person receiving a report/complaint should

- advise complainant that their complaint will be treated sensitively, confidentially and without victimisation
- in the case of harassment complaints, establish whether complainant has advised alleged harasser that their behaviour is unwelcome
- In the case of harassment complaints, advise the Human Resources Branch that a complaint has been made.
- Ensure that a written report is obtained from the complainant, containing appropriate details, witness reports etc.
- Approach the subject of the complaint or alleged harasser to seek a response to the allegations made about their behaviour. This approach should be made either in the company of the person's supervisor/team leader

or Human Resources Branch Representative.

- Conduct a confidential interview and seek reports from any identified witnesses.

### **Disciplinary procedures**

Should a grievance and its subsequent investigation indicate the need for disciplinary action, the relevant Group Manager is to be advised and the Shire's Disciplinary Policy and Procedures are to be followed.

In the case of discrimination/harassment complaints, the following disciplinary procedures will apply:

#### **If the behaviour is admitted**

- where the behaviour is admitted and is of a single visually or auditory offensive nature (eg sexist/racist poster or language rather than a sexual proposition or a physically threatening approach)
- A first disciplinary interview should be conducted and written warning issued to the Harasser together with a reinforcement of the Shire's policy.
- If the behaviour is admitted and has consisted of repeated incidents of physical approaches etc, a First and final warning should be issued.
- the admitted harasser should be cautioned that they should take no action which could be construed as victimisation, as this will lead to further disciplinary action.
- if the harasser is the complainant's immediate supervisor, the harasser's supervisor must be consulted on any decisions regarding promotion, job rotation etc involving the complainant, and
- Should be offered counselling to avoid further incidents.
- A copy of any disciplinary letters shall be placed on the harasser's file.

#### **If the behaviour is not admitted and there were no witnesses, the following procedures apply:**

- in such cases, the "balance of probability" needs to be taken into consideration  
The alleged harasser is to be reminded of the Shire's policy, advised that their alleged behaviour has been perceived by the complainant as harassment and informed that their behaviour with the Complainant will be monitored.
- the alleged harasser is to be cautioned that they should take no action which could be construed as victimisation towards the complainant
- the complainant will be advised of the alleged harasser denial and of their right to seek assistance from the Anti-Discrimination Board
- No notes of the allegations will be recorded on personal files.
- Any notes/reports taken in respect of harassment complaints and the actions taken as a result will be kept in a separate confidential file by the Human Resources Manager.
- These records may be required should a complainant choose to go to the Anti-Discrimination Board.
- breaches of confidentiality of harassment complaints are unacceptable and may be subject to separate disciplinary action

### **WORKPLACE DISPLAY MATERIAL**

**The Shire of Chapman Valley is committed to ensuring the Shire's workplaces present a positive public image and do not display material which is unlawfully discriminating and likely to cause offence.**

**Council is also required to comply with legislation which makes sexual harassment and racial vilification unlawful.**

As such, all material of a sexist, racist or otherwise offensive or discriminatory nature **shall not be displayed** in any Shire workplace. Material could include graphics such as pictures, posters, cartoons, picture calendars, graffiti or writing such as poems, quotes, notes or jokes. Examples of such material could be calendars or posters of almost nude females or males or material which portrays a stereotypical view of a person of another race.

It is the responsibility of every supervisor and manager to ensure that their workplace does not display sexist, racist or otherwise offensive material and that any such material on display is removed. Any employee who displays such material will be asked to remove it as it is inappropriate in the workplace and against the Shire's policy. If an employee does not remove the material, the supervisor will take the responsibility to do so and the employee will be given a written warning advising them that any future breaches of policy will result in formal disciplinary action being taken against them. All existing and future suppliers and contractors, who wish to make available such material, will be

advised of Council's policy regarding workplace discrimination.

**CP-016 Drug & Alcohol Policy**

POLICY NO	CP-016
POLICY	DRUG & ALCOHOL
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	6.100
LEGISLATION	OCCUPATIONAL HEALTH & SAFETY ACT, 1984
RELEVANT DELEGATIONS	

**OBJECTIVES:**

The purpose of the Shire of Chapman Valley - Drug and Alcohol Policy is to ensure that all employees, contractors and visitors who are present at Shire of Chapman Valley work sites are in a condition to safely carry out their work and do not present a risk to the safety of any other person in the workplace.

The Shire of Chapman Valley has a general 'duty of care' obligation to ensure that, as far as practicable, workers are not exposed to hazards and risks that could arise from workers being impaired by alcohol and or other drugs and, where they may arise.

**POLICY STATEMENT/S:**Drug and Alcohol Direction

The Shire of Chapman Valley believes that individuals in the workplace who have taken drugs (prescribed, over the counter and illegal) and/or alcohol present a potential risk to the safety of themselves and others. The limits and consequences for individuals who exceed these limits are stated in the Shire of Chapman Valley's Policy

Safety Obligations of Chapman Valley Shire

The Shire for Chapman Valley has obligations to ensure the health and safety of all individuals present at the Shire of Chapman Valley and Shire Work Sites. These obligations are:

- is required, so far as reasonably practicable, to ensure the safety of employees, contractors and visitors while present at the workplace;
- will provide necessary assistance through preventative, educational and rehabilitative programs to overcome drug and alcohol problems which present a safety risk to individuals present at the workplace; and
- will take reasonable steps to ensure that it meets its obligations to employees, contractors and visitors to conduct its operations in a safe and responsible manner.

Safety Obligations for Employees

If an employee has a problem that will result in impairment they have a 'duty of ensure' that they do not put themselves or others at risk and take appropriate steps to ensure that the problem is addressed.

Ensure own safety e.g. they should ensure that their activities away from work do not impact on their ability to perform their duties safely.

Report to their employer any situation that they have reason to believe could constitute a hazard and they cannot reasonably correct themselves,

Report to their employer any injury or harm of which they are aware that arises in the course of, or in their work.

Requirements — Drug and Alcohol Testing in the Workplace

The consumption of alcohol and/or drugs can lead to major deficiencies in an Individual's ability to work safely and their standard of performance. This can have a serious adverse impact both on the Individual's safety and the safety of others in the workplace. The Shire of Chapman Valley is required to minimise the potential adverse impacts of drugs and/or alcohol in the workplace in order to ensure the safety of all Individuals.

The excessive consumption of alcohol and/or drugs can also exacerbate fatigue and reduce workplace awareness and safety performance. Fatigue management is a critical consideration of the Shire of Chapman Valley's operations and this Drug and Alcohol Policy has been developed to support the management of fatigue in the workplace.

#### Maximum Acceptable Levels of Drugs and Alcohol

The Shire of Chapman Valley has adopted the view that in order to ensure the safety of all individuals on site, all individuals must:

- (a) Have a blood alcohol content level of below 0.05 %; and (0.05% for personnel called back to work)
- (b) Not test positive for any of the drugs listed in Appendix 1.

The Shire of Chapman Valley Work Sites has breath alcohol testing apparatus's. These apparatus's are able to indicate an Individuals blood alcohol concentration (BAC) from a breath sample.

The Shire of Chapman Valley has drug and alcohol testing apparatus's. These apparatus's are able to detect from an Individual's saliva whether they have consumed more than the permitted maximum amount of the drugs that are listed in Appendix 1. If an Individual has consumed more than the maximum amount permitted, then the test will show a positive result.

#### Prescription/Over the counter Drugs

Any Individual who has been prescribed medication by a medical practitioner will not be in contravention of this Policy as a result of taking that drug in accordance with the prescription, provided that:

The Individual is certified by a medical practitioner as being able to work safely (having regard to the nature of that persons position) if they consumed the relevant medication at prescribed levels;

It is not necessary for the worker to disclose the illness for which they are taking medication.

#### Personnel Called Back to Work

The Shire of Chapman Valley has a number of employees that may be expected to attend emergency situations at various times during their non-working days. This includes people in the Management Team, Emergency Response Personnel, Safety Personnel, Supervisors and others who are required to attend emergency callouts.

Employees who are called back to work must remain under 0.05% BAC to attend a call out. Employees must self-test prior to attending any call out if they have been consuming alcohol to ensure they are under the site limit.

On any occasion where the self-test is over 0.05%, the employee must contact their Supervisor to arrange suitable coverage.

#### Alcohol Testing

All Individuals must comply with any request made by an authorised officer of the Shire of Chapman Valley to provide a breath sample in the workplace.

#### *Blood Alcohol Concentration (BAC) - Maximum Acceptable Level*

The maximum acceptable level of BAC is less than 0.05%. (Or 0.05% for Emergency call back to work)

#### *Self-Testing - Alcohol Results greater than 0.05% BAC*



Employees and Contractors have the opportunity to self-test for alcohol prior to presenting for work.

Where the self-test breath alcohol content (BAC) indicates a level that is greater than 0.05% the employee or Contractor must inform their Supervisor immediately, that they are unfit for work. The employee or contractor's supervisor will instruct that the employee or contractor is to see the Workplace Health & Safety Officer (or designated personnel) and obtain a blue form indicating that their BAC is above 0.05%. The supervisor will determine if the employee or contractor is to be stood down for the remainder of the shift or is permitted to attend work when their BAC is under 0.05%. If the employee or contractors BAC is above 0.05%, they are required to remain at their place of residence.

All further self-test results of individuals that indicate a BAC greater than 0.05% will be treated in the same manner. However, where this occurs the employee will be in breach of the Shire policy detailed on page 8 'Breach of this Policy by an Employee'.

If an employee is stood down in this circumstance, the employee will be entitled to access their accrued annual leave. If the employee has no accrued annual leave, they will be required to take unpaid leave.

#### *Random Testing – Alcohol and Drugs*

An Individual or a group of Individuals may, at any time and without notice, be requested to provide a breath/saliva sample to an authorised officer of Chapman Valley Shire.

#### *Casual and Post Incident Testing - Alcohol and Drugs*

Chapman Valley Shire will request that an Individual provide a sample to an authorised officer of the Shire of Chapman Valley where that Individual:

- Has been directly or indirectly involved in an incident or near miss in the workplace,
- May have breached safety precautions or procedures,
- Has, or may have, committed an act of misconduct,
- Displays any material decline in work performance or work attendance or any irrational or uncharacteristic behaviour;
- If evidence is found of possible alcohol or drug consumption at work (e.g. alcohol containers on worksites or in vehicles) and it can be identified with reasonable certainty those who may have been involved;
- Is reasonably suspected of having contravened this Policy.

#### *Drug Test Results Initial Testing*

A screening test will be undertaken to detect the presence of the substances listed in Appendix 1.

Where the screening test returns a positive result, the employee will be required to undertake a confirmatory test.

#### *Confirmatory Testing*

Confirmatory tests shall be conducted using by an accredited laboratory.

#### *Breach of this Policy by an Employee*

If the Shire of Chapman Valley conducts a drug or alcohol test and an employee who has presented for work tests positive to drugs or has a breath test reading (other than a self-test' as described on Page 7) indicating that BAC is above 0.05%, (unless there is a call back to work then please refer to Page 6 – Personnel called

back to work) the employee will be in breach of this Policy. The consequences for a breach of this Policy are set out below:

#### First Offence:

The Shire will issue the employee with a written warning. The employee will be stood down and sent home for the remainder of that shift without pay or permitted to access their accrued annual leave.

#### Second offence:

A second offence will (subject to any mitigating circumstances) be required to attend counselling. Free confidential advice, assistance and information is also available from the Alcohol and Drug Foundation (Australia-wide) on 1800 198 024 (24 hours a day), or you can access information via the web: [www.dao.health.wa.gov.au](http://www.dao.health.wa.gov.au)

#### Third offence:

The third offence will result in the termination of the employee's employment subject to any mitigating circumstances.

#### Contractors

From time to time, contractors are engaged to provide services for the Shire of Chapman Valley. For the purpose of this Policy any reference to a 'Contractor' includes any employee or sub-contractor of any company who has been engaged by the Shire of Chapman Valley to perform services. Contractors will be required to adopt measures that meet, as a minimum, the requirements set out in this Policy.

#### Breach of this Policy by a Contractor or Visitor

If the Shire of Chapman Valley conducts a drug or alcohol test and a Contractor or visitor tests positive to any of the drugs listed in Appendix 1 or has a BAC reading in excess of 0.00%, (Except during a call back to work when 0.05% applies) then the Contractor or visitor will be in breach of this Policy.

A breach of this Policy by a Contractor or visitor will result in their immediate and permanent removal from the Shire site.

#### Refusal, Avoidance of Tests

An Individual who refuses or avoids testing without a legitimate reason; fails to co-operate fully with the administration of an alcohol or drug test, will be subject to disciplinary action, which may include, but is not limited to: summary dismissal (in the case of employees), immediate removal from the site (in the case of Contractors and visitors) or termination of the engagement (in the case of Contractors).

#### Transport Arrangements

Any Individual who is in breach of the Policy and is required to leave the workplace will be offered an alternative means of transport home.

Depending on the circumstances, the costs incurred will generally be covered by Chapman Valley Shire. However, in some circumstances, the Individual will be required to bear this cost. This is a matter that will be determined by the Chapman Valley Shire in its sole discretion.

#### *Positive Test Result Book Keeping*

All drug and Alcohol test are 'Private and Confidential'. All tests results will be assessable only by managers. All negative tests results will be destroyed.

#### Procedural Fairness

The Shire of Chapman Valley actions and decisions made under this Policy will be in accordance with the following principles of procedural fairness:

- Individuals will be provided with an opportunity to have a witness present during any meetings which they are required to attend in relation to any matter concerning this Policy;
- Individuals will be given an opportunity to put their case forward (including any mitigating circumstances) and respond to allegations where an adverse decision or finding may be made against them;
- An investigation should seek to ascertain all reasonably attainable facts from the people involved or relevant witnesses;
- An Individual's privacy will be highly respected;
- Decision makers will consider all of the circumstances (including any mitigating circumstances) and provide reasons for decisions.

#### Accountabilities

The Departmental Managers are accountable for ensuring effective implementation and communication of this Policy in their area of responsibility.

#### Policy Review

This Policy shall be reviewed every 12 months or as required by changes to process or legislation to ensure currency of scope and methodology.

#### Protection of Privacy

The Shire of Chapman Valley will take all necessary steps to ensure that the test results of any drug or alcohol sample provided by an Individual, any investigations in relation to such test results, and participation in counseling or rehabilitation services will, to the extent practicably possible, remain confidential between the Individual, Supervisor, Manager or Chief Executive Officer.

#### **ADDITIONAL EXPLANATORY NOTES:**

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

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

**Appendix 1****Definitions**

<b><i>TERM</i></b>	<b><i>DEFINITION</i></b>
<b>Authorised Person</b>	Person authorised by the Shire of Chapman Valley to carry out duties described in this Standard
<b>BAC</b>	Blood Alcohol Concentration
<b>Confirmatory Test</b>	Subsequent test to be undertaken if the screening test returns a positive result.
<b>Contractor</b>	For the purpose of this Policy any reference to a Contractor includes any employee or subcontractor of any company who has been engaged by the Shire to perform services. Contractors will be required to adopt measures that meet the requirements set out in this Standard.
<b>Drug</b>	A chemical substance intended to affect the structure or function of the body or mind.
<b>Individuals</b>	For the purpose of this Policy any reference to an Individual will include (without limitation) all employees, agents, contractors, employees of contractors, job applicants and visitors to any Shire site.
<b>Prescription Drugs</b>	Drugs prescribed by a Medical Practitioner
<b>Screening Test</b>	Initial Urine/Saliva test to determine presence of alcohol or drugs above the designated limit
<b>Visitor</b>	For the purpose of this Standard any reference to a Visitor will include any individual who attends the workplace not considered an employee or contractor.
<b>Workplace</b>	All those areas of the Shire of Chapman Valley Sites, including premises where site personnel work or are likely to be during their hours of work, or any place at which site personnel are likely to be working in the course of carrying out their duties in connection with the site.

## Drugs and Substances

The categories of drugs and substances prohibited by the Shire of Chapman Valley include but are not limited to those listed below.

Alcohol	An employee with a blood alcohol content greater than or equal to <b>0.05% BAC</b> . (0.05% in the 'called back to work' situations Emergency Call-back situation)
Sympathomimetic amines	Amphetamines, methyl amphetamine, methylenedioxy methamphetamine (MDMA), phentermine, including ephedrine and pseudoephed. While not an exhaustive list, consumption of the following substances may trigger a positive drug result under this category: Speed, Ecstasy, Benadryl, Codral, and Sudafed.
Benzodiazepines	Oxazepam, temazepam, flunitrazepam, diazepam, nitrazepam, clonazepam or their metabolites. While not an exhaustive list, consumption of the following substances may trigger a positive drug result under this category: Valium, Serepax, Murelax, Normison and Mogadon
Cannabis metabolites	Tetrahydrocannabinol-9-carboxylic acid (THC).
Cocaine metabolites	Benzoyllecgonine and ecgonine methyl ester.
Opiates	Morphine and codeine. Heroin, Codral, Dymadon, Panadeine Forte and Panadeine.

**CP-018 Bullying**

POLICY NO	CP-018
POLICY	BULLYING
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.280
LEGISLATION	OCCUPATIONAL HEALTH & SAFETY ACT, 1984
RELEVANT DELEGATIONS	

**OBJECTIVES:**

The Shire seeks to provide all employees with a work environment that is safe, equitable and free of discrimination and harassment.

This includes the prevention and effective management of bullying behaviour in the workplace.

**POLICY STATEMENT/S:****Responsibilities of Executive Managers**

- Executive Managers will:
- Demonstrate professional and ethical behaviour adhering to the Code of Conduct at all times.
- Inform line managers/supervisors of their duty of care responsibilities under the OSH Act 1984
- Verify that line managers/supervisors implement strategies to prevent and discourage Workplace Bullying and Harassment.
- respond to complaints of bullying if:
- complaints have not been resolved at the workplace level;
- the line manager/supervisor is the subject of the complaint; and/or
- the line manager/supervisor has a conflict of interest.

**Responsibilities of Line Manager/Supervisors**

- Line managers/supervisors will manage bullying behaviour in the workplace by:
- demonstrating professional and ethical behaviour, adhering to the Code of Conduct at all times
- informing employees of relevant legislation, policies and support services related to workplace bullying.
- Ensure all staff attend an Induction process and informing them as required during their employment
- monitoring the workplace for unreasonable and inappropriate conduct that may constitute bullying and addressing any occurrences;
- implementing strategies and reviewing, if necessary, relevant workplace practices to address potential bullying issues;
- responding promptly and appropriately to all issues/allegations
- address any unreasonable or inappropriate conduct of staff and visitors

**Responsibilities of Employees**

*Employees should take reasonable care for their own safety and health at work and avoid adversely affecting the safety or health of any other person through inappropriate behaviour in the workplace.*

- All employees will:
- not place the safety and health of others at risk by engaging in bullying;
- report incidents of workplace bullying
- adhere to the Code of Conduct at all times
- Participate in investigations and complaint resolution processes, and abide by any resolution agreements.

**ADDITIONAL EXPLANATORY NOTES:**

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

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

## CP-019 Smoking

POLICY NO	CP-019
POLICY	SMOKING
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.140
LEGISLATION	TOBACCO PRODUCTS CONTROL ACT & REGULATION, 2006
RELEVANT DELEGATIONS	NIL

**OBJECTIVES:**

To ensure compliance with the *Tobacco Products Control Act & Regulation, 2006* legislation and to recognise the health and wellbeing of the Shire staff and constituents.

**POLICY STATEMENT/S:**

Smoking by Shire staff is prohibited at all times in the following areas:

1. All staff work station areas (General Office, Depot etc.),
2. All Shire vehicles; and
3. All other areas as stipulated in the *Tobacco Products Control Act & Regulation, 2006*

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

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



**CP-020 Sexual Harassment**

POLICY NO	CP-020
POLICY	SEXUAL HARASSMENT
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.150 & 14.160
LEGISLATION	OCCUPATIONAL HEALTH & SAFETY ACT
RELEVANT DELEGATIONS	NA

**OBJECTIVES:**

The Shire strongly supports the concept that every employee, elected member and member of the public employed by or engaged in business with the Shire, has a right to do so in an environment which is free from sexual harassment and the Shire is committed to providing such an environment.

**POLICY STATEMENT/S:**

The Shire considers sexual harassment to be an unacceptable form of behaviour, which will not be tolerated and recognises that sexual harassment is unlawful.

Sexual harassment is any conduct of a sexual and/or sexist nature (whether physical, verbal or non-verbal), which is unwelcome and unsolicited, and rejection of which may disadvantage a person in their employment or their life in general. The following examples may constitute sexual harassment when they are considered offensive to an employee, elected member or member of the general public:

- Deliberate and unnecessary physical contact such as patting, pinching, fondling, kissing, brushing against, touching.
- Subtle or explicit demands for sexual activities or molestation.
- Intrusive enquiries into a person's private life.
- Uninvited and unwelcome jokes that have a sexual and/or sexist undertone.
- Unsolicited leers and gestures of a sexual nature and the display within the workplace of sexually offensive material.

The Shire recognises that sexual harassment can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. The Shire is therefore committed to any action, which ensures the absence of sexual harassment in the workplace including general training of the workforce and specific training for officers identified to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct.

Any complaints of sexual harassment made against another person associated with the Shire will be viewed seriously, treated confidentially and thoroughly investigated by appropriately trained persons.

Any person making a claim of sexual harassment will be protected at all times. No transferring of staff or face-to-face meetings between the complainant and the person whose behaviour has been found to be unwelcome will occur without the prior consent of both parties.

An employee whose health or work performance has been affected by sexual harassment will not have their employment status or conditions disadvantaged in any way.

A formal complaints/grievance process forms part of this Policy and will be utilised to effectively resolve complaints of sexual harassment.

**Complaint/Grievance Implementation Process**

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**Introduction**

All complaints of sexual harassment will be treated confidentially and resolved promptly.

Wherever possible, the handling of complaints and resolution of such will be at the workplace where they occurred. Care will be taken throughout the investigation to ensure that neither the complainant nor the alleged harasser are victimised.

It is recognised that cases of sexual harassment may occur between supervisor and employee and as such, alternative methods of raising complaints are provided for by this procedure.

**Implementation Process**

1. A complaint of sexual harassment may be lodged with any of the following person: -

Immediate Supervisor/Manager (except where this person is the alleged harasser)

Divisional Manager (if applicable - except where this person is the alleged harasser)

A Nominated Grievance Officer (if applicable)

Chief Executive Officer

Union Shop Steward

Mayor/President (only if the alleged harasser is the Chief Executive Officer)

2. A person receiving a complaint of sexual harassment will: -

Decide, in consultation with the complainant, whether the matter can be resolved at this level or whether it should be referred to a more senior level of management.

Assure the complainant that all details of the complaint will be treated confidentially and allow the person to decide on procedure.

Prepare a confidential report for the Chief Executive Officer on the nature of the complaint and ensure follow-up reports are provided until the matter is resolved.

Ensure no information regarding the complaint is discussed outside this procedure.

In a case where a union shop steward receives the complaint, the divisional manager and/or grievance officer is to be advised of the details of the complaint.

3. The person handling the complaint, whether it is the person who received the complaint or a more senior person, will, with the approval of the complainant: -

As soon as possible, advise the alleged harasser of the nature of the complaint and provide an opportunity for that person to comment. Where appropriate the alleged harasser should be invited to discontinue any perceived unwelcome behaviour.

Advise the alleged harasser of the right to contact their Union for advice and representation.

Advise the alleged harasser that no disciplinary action will be taken without the person being given the opportunity to be heard.

Keep simple, brief notes of the facts of the interviews held with both the complainant and alleged harasser.

4. If it is not possible to resolve the complaint simply by discussion with the complainant and the alleged harasser: -

The matter will be investigated and where the complainant or the alleged harasser is a member of a Union, the Union will be party to the investigation.

All documentation relating to the complaint will remain confidential and will not be produced or made available for inspection, except on the order of a Court or a request from the Commissioner of Equal Opportunity.

5. During the period of the investigation of a case of serious sexual harassment: -

If requested by either party or by management, alternative working arrangements may be made.

6. If, following investigation and resolution, a complaint is judged to have foundation: -

Appropriate remedial action will be taken including where appropriate disciplinary/counselling action appropriate to the circumstances and/or seriousness of the matter.

A record of the detail of the disciplinary action will remain on the employee's personal file for a period of 12 months, whereupon the record will be destroyed unless otherwise decided by the Chief Executive Officer.

7. If, following investigation, a complaint is judged to have no foundation: -

The complainant will be counselled and if it is considered that the complaint was made frivolously or maliciously, disciplinary action may be taken against the complainant.

Continued referred to a complaint and its aftermath could be considered as either a continuing or new incident of harassment.

#### **ADDITIONAL EXPLANATORY NOTES:**

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

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

## CP-023 Standards for CEO Recruitment, Performance &amp; Termination

POLICY NO	CP-023
POLICY	STANDARDS FOR CEO RECRUITMENT, PERFORMANCE & TERMINATION
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	NA
LEGISLATION	LOCAL GOVERNMENT ACT 1995; and LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS
RELEVANT DELEGATIONS	NA

**Division 1 — Preliminary provisions****1. Citation**

These are the *Shire of Chapman Valley Standards for CEO Recruitment, Performance and Termination*.

**2. Terms used**

(1) In these standards —

**Act** means the *Local Government Act 1995*;

**additional performance criteria** means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

**applicant** means a person who submits an application to the local government for the position of CEO;

**contract of employment** means the written contract, as referred to in section 5.39 of the Act, which governs the employment of the CEO;

**contractual performance criteria** means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

**job description form** means the job description form for the position of CEO approved by the local government under clause 5(2);

**local government** means the [insert name of local government];

**selection criteria** means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

**selection panel** means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards, which are also used in the Act, have the same meaning as they have in the Act, unless the contrary intention appears.

**Division 2 — Standards for recruitment of CEOs****3. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

**4. Application of Division**

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
  - (a) if it is proposed the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
  - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

## **5. Determination of selection criteria and approval of job description form**

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
  - (a) the duties and responsibilities of the position; and
  - (b) the selection criteria for the position determined in accordance with subclause (1).

## **6. Advertising requirements**

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

## **7. Job description form to be made available by local government**

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government they unable to access the website address —
  - (i) email a copy of the job description form to an email address provided by the person; or
  - (ii) mail a copy of the job description form to a postal address provided by the person.

## **8. Establishment of selection panel for employment of CEO**

- (1) In this clause —  
***independent person*** means a person other than any of the following —
  - (a) a council member;
  - (b) an employee of the local government;
  - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

- (3) The selection panel must comprise —
  - (a) council members (the number of which must be determined by the local government); and
  - (b) at least 1 independent person.

#### **9. Recommendation by selection panel**

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
  - (a) a summary of the selection panel's assessment of each applicant; and
  - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
  - (a) a new recruitment and selection process for the position be carried out in accordance with these standards; and
  - (b) the changes (if any) the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
  - (a) in an impartial and transparent manner; and
  - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
  - (a) assessed the applicant as having demonstrated the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
  - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
  - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

#### **10. Application of cl. 5 where new process carried out**

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers changes should be made to the duties and responsibilities of the position or the selection criteria —
  - (a) clause 5 does not apply to the new recruitment and selection process; and
  - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

**11. Offer of employment in position of CEO**

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

**12. Variations to proposed terms of contract of employment**

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the **negotiated contract**) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

**13. Recruitment to be undertaken on expiry of certain CEO contracts**

- (1) In this clause —  
**commencement day** means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- (2) This clause applies if —
  - (a) upon the expiry of the contract of employment of the person (the **incumbent CEO**) who holds the position of CEO —
    - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether the period commenced before, on or after commencement day; and
    - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether the process was carried out before, on or after commencement day;
  - and
  - (b) the incumbent CEO has notified the local government they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

**14. Confidentiality of information**

The local government must ensure information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, the recruitment and selection process.

**Division 3 — Standards for review of performance of CEOs**



**15. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

**16. Performance review process to be agreed between local government and CEO**

- (1) The local government and the CEO must agree on —
  - (a) the process by which the CEO's performance will be reviewed; and
  - (b) any performance criteria to be met by the CEO in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

**17. Carrying out a performance review**

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
  - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
  - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on evidence.

**18. Endorsement of performance review by local government**

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

**19. CEO to be notified of results of performance review**

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

**Division 4 — Standards for termination of employment of CEOs****20. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

**21. General principles applying to any termination**

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
  - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and



- (b) notifying the CEO of any allegations against the CEO; and
- (c) giving the CEO a reasonable opportunity to respond to the allegations; and
- (d) genuinely considering any response given by the CEO in response to the allegations.

## **22. Additional principles applying to termination for performance-related reasons**

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
  - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the **performance issues**) related to the performance of the CEO; and
  - (b) informed the CEO of the performance issues; and
  - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
  - (d) determined the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

## **23. Decision to terminate**

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

## **24. Notice of termination of employment**

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

### **ADDITIONAL EXPLANATORY NOTES:**

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

<b>Adopted – Council Resolution:</b>	<b>03/21-10</b>
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<b>Reviewed/Amended – Council Resolution:</b>	
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**CP-026 Covid-19 Leave Policy**

POLICY NO	CP-026
POLICY	COVID-19 Leave Policy
RESPONSIBLE OFFICER	CEO
PREVIOUS POLICY No.	-
LEGISLATION	National Cabinet Decision 30 September 2022
RELEVANT DELEGATIONS	-

**OBJECTIVES:**

The objective of this Policy is to outline the terms and conditions associated with leave related to the COVID-19 pandemic. This policy covers provisions that are in addition to other leave provisions prescribed by the National Employment Standards and the Local Government Industry Award 2020. It also relates to non-paid leave associated with Elected Members.

**SCOPE:**

This Policy is intended to supplement and summarise employment conditions contained in awards, legislation and enterprise agreements but not to override them. To ascertain the rights and responsibilities of both the Shire, employees and Elected Members the parties should always refer to the primary documentation, e.g. Local Government Industry Award 2020.

**POLICY STATEMENT/S:**

Local Governments still have an obligation to provide a safe and healthy working environment for its employees and Elected Members and ensure others are also not put at risk. Local Governments are encouraged to conduct a safety risk assessment and think about the approach that will be adopted when mandatory isolation ends on 14<sup>th</sup> October 2022. Local Governments should consider implementing or amending an existing policy for managing employees who test positive to COVID-19 whilst meeting any applicable consultation obligations under Work Health and Safety legislation, enterprise/industrial agreements, and the relevant award(s).

**1. COVID-19 Leave for Staff****1.1 Objective**

This policy outlines the provision of additional paid leave for employees in response to the COVID-19 pandemic under circumstances where an absence from the usual workplace is unforeseen and the conditions under which it may be taken. It is important that the provision of additional paid leave for employees be considered in conjunction with the following policies:

- CMP-042 Annual Leave
- CMP-054 Working From Home
- CMP-059 Leave without Pay

**1.2 Policy**

G:\040 Governance\411 Council Documents\Agendas\Ordinary Meetings of Council\2023\3 - Apr 2023\CEO\10.3.1 HR & Induction Manual.docx

### Paid Pandemic Leave Allocation

Full Time and Part Time employees are entitled to up to 5 days COVID-19 leave per annum (38 hours for a Full Time employee, pro rata for part time employees) following an applicable confirmed diagnosis of COVID-19, a positive PCR or Rapid Antigen Test or in the event that they are mandated to quarantine or self-isolate by the WA Department of Health in the case of exposure to a locally transmitted case. Other circumstances related to COVID-19 and the application of this leave may be granted or declined at the CEO's discretion. Each 'day' of COVID-19 leave will be calculated according to the rostered or ordinary hours an employee would have worked on that day.

### Mandatory Pandemic Leave

All Full time and Part time employees who test positive to COVID-19 are required to self-isolate for a period of at least two (2) days prior to considering to return to work, regardless if they have no symptoms and/or have no accrued leave available, the employee should be asked to work from home where possible. If it is not possible for the employee to work from home, the Local Government is to consider measures such as asking the employee to wear a mask or physical distance at work (i.e. moving them to duties where they work alone). If an employee works remotely and alone and there is no risk to themselves or others, then the employee could attend work as usual. Deep cleaning practices should be adhered to during this occurrence.

Employees can access the Paid Pandemic Leave Allocation or other leave entitlements if they require more than the 5 days leave allocated per annum or elect not to use the pandemic leave. These include:

- Annual Leave – at half or full pay
- Long Service Leave – at half, full or double pay
- Personal Leave
- Leave without Pay – once all other leave types are exhausted

For New employees with insufficient accrued leave, the CEO be allowed discretion to approve additional leave (provided the Annual Budget allocation is not extinguished).

### Working Arrangements

Working from home is encouraged (within five days of contraction) where it is available and where you feel it is safe to do.

Measures such as asking the employee to wear a mask or physical distance at work (i.e. moving them to duties where they work alone). If an employee works remotely and alone and there is no risk to themselves or others, then the employee could attend work as usual.

The provision of Microsoft Teams and Zoom access is preferred to attending official meetings.

### 1.3 Procedure

- a) Employees should read this policy and discuss it with their Line Manager and/or their People and Development representative.
- b) The employee requesting COVID-19 leave must submit a leave request through the Payroll officer, and include the required evidence as outlined in 1.2 Policy - Paid Pandemic Leave Allocation.

- c) Upon approval, the employee is to remain in contact with their Line Manager to arrange a return to work/work from home timing.
- d) Complete the COVID-19 Return to Work Plan and return to their Line Manager/Payroll Officer.

## **2. COVID-19 Leave for Elected Members**

### **2.1 Objective**

This policy outlines the relationship between the Local Government and the Elected Member and the obligation to provide a safe and healthy working environment for its employees and Elected Members and ensure others are also not put at risk. Local Governments are encouraged to conduct a safety risk assessment and think about the approach that will be adopted when mandatory isolation ends on 14<sup>th</sup> October 2022. Local Governments should consider implementing or amending an existing policy for managing employees who test positive to COVID-19 whilst meeting any applicable consultation obligations under Work Health and Safety legislation, enterprise/industrial agreements, and the relevant award(s).

### **2.2 Policy**

#### **Pandemic Leave Allocation**

Elected Members are not considered employees of the Local Government and therefore not eligible for Paid Pandemic Leave.

Following positive test to COVID-19, Elected Member are required to self-isolate from Council duties for a period of at least two (2) days prior to considering to return to 'in-person' duties regardless if they have no symptoms.

#### **Working Arrangements**

Working from home is encouraged (within five days of contraction) where it is available and where it is felt it is safe to do.

Measures such as asking the Elected Member to wear a mask or physical distance during 'in-person' duties.

The provision of Microsoft Teams and Zoom access is preferred to attending official meetings.

### **2.3 Procedure**

- a) Elected Members should read this policy and discuss it with the Chief Executive Office and Shire President following a positive test and discuss a 'Return to Normal Duties' plan.

**ADDITIONAL EXPLANATORY NOTES:**Legislative and Strategic Context

- Local Government Industry Award 2010
- National Employment Standards (NES)

Review Position and Date

This policy is to be reviewed by the Management Team as required and in-line with changes and directives issued by government bodies throughout the pandemic.

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

<b>Adopted – Council Resolution:</b>	<b>11/22-10</b>
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<b>Reviewed/Amended – Council Resolution:</b>	
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## Procedures

### CMP-013 Communications & Social Media

MANAGEMENT PROCEDURE No.	CMP-013
MANAGEMENT PROCEDURE	COMMUNICATIONS & SOCIAL MEDIA
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	NIL
RELEVANT DELEGATIONS	NIL

### OBJECTIVES:

This procedure establishes protocols for the Shire of Chapman Valley's official communications with our community to ensure the Shire of Chapman Valley is professionally and accurately represented and to maximise a positive public perception of the Shire of Chapman Valley.

### MANAGEMENT PROCEDURE STATEMENT

This procedure applies to:

1. Communications initiated or responded to by the Shire of Chapman Valley with our community; and
2. Elected Members when making comment in either their Shire of Chapman Valley role or in a personal capacity.

### ADDITIONAL EXPLANATORY NOTES

Official Communications

**The purposes of the Shire of Chapman Valley's official communications include:**

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting Shire of Chapman Valley events and services.
- Promoting Public Notices and community consultation/engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire of Chapman Valley.
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire of Chapman Valley's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Shire. Our communications will always be respectful and professional.

The Shire of Chapman Valley will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Advertising and promotional materials;
- Media releases prepared for the President, to promote specific Shire of Chapman Valley positions;
- Social media; and
- Community newsletters, letter drops and other modes of communications undertaken by the Shire of Chapman Valley's Administration at the discretion of the CEO. On behalf of the Shire of Chapman Valley

The Shire President is the official spokesperson for the Shire of Chapman Valley and may represent the Shire of Chapman Valley in official communications, including; speeches, comment, print, electronic and social media. [ s.2.8(1)(d) of the Local Government Act 1995]

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson.  
[s.2.9 and s.5.34 of the Local Government Act 1995]

The CEO may speak on behalf of the Shire of Chapman Valley, where authorised to do so by the Shire President. [s.5.41(f) of the Local Government Act 1995]

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until the Shire President has had opportunity to speak on behalf of the Shire of Chapman Valley.

Communications by Elected Members, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Chapman Valley into disrepute,
- compromise the person's effectiveness in their role with the Shire of Chapman Valley,
- imply the Shire of Chapman Valley's endorsement of personal views, or
- disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Chapman Valley.

Elected member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

All enquiries from the Media for an official Shire of Chapman Valley comment, whether made to an individual Elected Member or Employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire of Chapman Valley.

Elected Members may make comments to the media in a personal capacity – refer to clause **Elected Member Statements** on Shire Matters below.

The Shire of Chapman Valley will maintain an official website, as our community's on-line resource to access to the Shire of Chapman Valley's official communications.

The Shire of Chapman Valley uses Social Media to facilitate interactive information sharing and to provide responsive feedback to our community. Social Media will not however, be used by the Shire of Chapman Valley to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire of Chapman Valley maintains the following Social Media accounts:

- Social networks, may include - Website, Facebook, Twitter, You Tube

The Shire of Chapman Valley may also post and contribute to Social Media hosted by others, to ensure that the Shire of Chapman Valley's strategic objectives are appropriately represented and promoted.

The Shire of Chapman Valley actively seeks ideas, questions and feedback from our community; however, we expect participants to behave in a respectful manner. The Shire of Chapman Valley will moderate its Social Media accounts to address and where necessary delete content which is deemed as:

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- Promotional, soliciting or commercial in nature;
- Unlawful or incites others to break the law;
- Information which may compromise individual or community safety or security;
- Repetitive material copied and pasted or duplicated;
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- Content that violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the Shire of Chapman Valley.

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Where a third-party contributor to a Shire of Chapman Valley's social media account is identified as posting content which is deleted in accordance with the above, the Shire of Chapman Valley may at its complete discretion block that contributor for a specific period or permanently.

#### Shire President / Mayoral Social Media Official Accounts

The Shire of Chapman Valley supports the Shire President in using official social media account/s to assist the Shire President in fulfilling their role under section 2.8 of the *Local Government Act*, to speak on behalf of the Local Government. The content will be administered and moderated in accordance with this procedure.

These official Shire of Chapman Valley accounts must not be used by the Shire President for personal communications.

#### Use of Social Media in Emergency Management and Response

The Shire of Chapman Valley may use the following channels to communicate and advise our community regarding Emergency Management:

Website;  
Facebook;  
Twitter;  
You Tube

Official communications undertaken on behalf of the Shire of Chapman Valley, including on the Shire of Chapman Valley's Social Media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire of Chapman Valley's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

Personal communications and statements made privately in conversation, written, recorded email or posted in personal social media have the potential to be made public, whether it was intended to be made public or not.

Therefore, on the basis that personal or private communications may be shared or become public at some point in the future, Elected Members must ensure that their personal or private communications do not breach the requirements of this procedure, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

#### Elected Member Statements on Shire Matters

An Elected Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Chapman Valley.

Any public statement made by an Elected Member, whether made in a personal capacity or in their Local Government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Chapman Valley;
2. Be made with reasonable care and diligence;
3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
4. Be factually correct;
5. Avoid damage to the reputation of the local government;
6. Not reflect adversely on a decision of the Council;
7. Not reflect adversely on the character or actions of another Elected Member or Employee;
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions about any Elected Member, Employee or community member.

An Elected Member who is approached by the media for a personal statement may request the assistance of the CEO.



Comments which become public and which breach this procedure, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a serious breach of the *Local Government Act 1995* and may be referred for investigation.

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

<b>Adopted – Council Resolution:</b>	<b>07/18-10</b>
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<b>Reviewed/Amended – Council Resolution:</b>	

**CMP-026 Code of Conduct - Employees and Contractors**

MANAGEMENT PROCEDURE No.	CMP-026
MANAGEMENT PROCEDURE	CODE OF CONDUCT – EMPLOYEES AND CONTRACTORS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	6.90
RELEVANT DELEGATIONS	

**PREAMBLE**

This Code of Conduct provides employees and contractors in the Shire of Chapman Valley with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability.

The Code is complementary to the principles adopted in the *Local Government Act* and regulations which incorporates four fundamental aims to result in:-

- (a) better decision-making by the Shire of Chapman Valley;
- (b) greater community participation in the decisions and affairs of the Shire of Chapman Valley;
- (c) greater accountability of the Shire of Chapman Valley to their communities; and
- (d) more efficient and effective Local Government.

This Code provides a guide and a basis of expectations for employees and contractors. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

**STATUTORY ENVIRONMENT**

This Code of Conduct observes statutory requirements of the *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*.

Employees are to acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*.

Contractors acknowledge they are subject to the provisions of the Code upon being engaged as a contractor and whilst they remain as a contractor for the Shire of Chapman Valley.

**1. ROLES & RESPONSIBILITIES****1.1 Role of the CEO and Employees**

The CEO is appointed by Council and is the communication link between Councillors and employees.

All other Council employees are responsible to the CEO.

The CEO is responsible to the Council for the implementation of Council policies, decisions and budgeted works, the provision of accurate and timely advice to Council and the efficient administration of the Council.

The role of employees is determined by the functions of the CEO as set out in S 5.41 of the *Local Government Act 1995*: -

*"The CEO's functions are to —*

- (a) advise the council in relation to the functions of a Local Government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the Local Government;*
- (e) liaise with the mayor or president on the Local Government affairs and the performance of the Local Government functions;*
- (f) speak on behalf of the Local Government if the mayor or president agrees;*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) ensure that records and documents of the Local Government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the Local Government or imposed under this Act or any other written law as a function to be performed by the CEO."*

## **2. CONFLICT AND DISCLOSURE OF INTEREST**

### **2.1 Conflict of Interest**

- (a) Employees and contractors will ensure there is no actual (or perceived) conflict of interest between their personal interests, including those of their immediate family, business partners or close associates, and the impartial fulfillment of their professional duties.
- (b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire of Chapman Valley, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Employees will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the Shire of Chapman Valley area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (d) Employees who exercise recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Employees will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised such convictions cannot be a basis for discrimination and this is supported by anti- discriminatory legislation.

### **2.2 Financial Interest**

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Employees will adopt the principles of disclosure of financial interest as contained within sections 5.59 – 5.90 of the Local Government Act 1995

## **2.3 Disclosure of Interest – Impartiality - Employees**

*In this clause “interest” means an interest which 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.*

- (a) An employee who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter –
  - (i) in a written notice given to the CEO before the meeting; or
  - (ii) at the time the advice is given.
- (b) A requirement described under items (a) and (b) excludes an interest referred to in S 5.60 of the *Local Government Act 1995*.
- (d) A person who is an employee is excused from a requirement made under item (a) to disclose the nature of an interest if -
  - (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
  - (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of this kind.
- (e) If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then –
  - (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
  - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (f) If -
  - (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
  - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
  - (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting,
 the nature of the interest is to be recorded in the minutes of the meeting.

## **3. PERSONAL BENEFIT**

### **3.1 Use of Confidential Information (Rules of Conduct – Reg 6 refers)**

Employees and contractors will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

### **3.2 Intellectual Property**

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Chapman Valley upon its creation unless otherwise agreed by separate contract.

### 3.3 Improper or Undue Influence

Employees will not take advantage of their position to improperly influence other Councillors or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

Similarly, employees and contractors will not take advantage of their position to the detriment of Council, the Shire or other persons.

### 3.4 Gifts (LGA s5.82)

All employees must declare:

- (a) A gift worth above \$300.
- (b) A gift which is one or two or more gifts given to the employee by the same person within a period of six (6) months which are in total worth of \$300.
- (c) Gifts worth \$300 or more are 'prohibited gifts' and simply cannot be accepted.

A gift includes:

*"any disposition of property, or conferral of any other financial benefit, made by one person in favour of another otherwise than by will, without consideration in money or money's worth passing from the person in whose favour it is made to the other, or with such consideration so passing if the consideration is not fully adequate, but does not include any financial or other contribution to travel".*

Employees do not have to declare a notifiable gift if it is:

- (a) Less than \$300.
- (b) Received from a relative as defined by 5.74(1) of the Local Government Act 1995.
- (d) A gift from a statutory authority, government instrumentality or non-profit association for professional training.

## 4. CONDUCT OF EMPLOYEES AND CONTRACTORS

### 4.1 Personal Behaviour

(a) Employees and contractors will:

- (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
- (ii) perform their duties impartially and in the best interests of the Shire of Chapman Valley uninfluenced by fear or favour;
- (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Chapman Valley and its communities and shall be particularly mindful to avoid interference in commercial relationships between developers and objectors or between developers competing for the right to develop.
- (iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and

- (v) always act in accordance with their obligation of fidelity to the Shire of Chapman Valley and not publicly reflect adversely upon any decision of the Council or Council's management.

## **4.2 Honesty and Integrity**

Employees and contractors will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the Chief Executive Officer any dishonesty or possible dishonesty on the part of any other employee, and in the case of a contractor to the employee who is responsible for overseeing their activities.
- (c) be frank and honest in their official dealing with each other.
- (d) Endeavour to resolve serious conflict through initial discussion facilitated by the CEO or, in the event the CEO is too closely involved, an independent impartial person or peer group.

## **4.3 Discrimination**

Employees and contractors are required to treat each other and members of the community with respect and observe the requirements of Discrimination and Equal Opportunity legislation by:

- (a) Ensuring the workplace is free from any form of discrimination.
- (b) Applying the philosophy and principles of EEO at all levels of the organisation.
- (c) Ensuring they do not engage in unlawful harassment or bullying in the workplace.

## **4.4 Performance of Duties**

While on duty, employees will give their whole time and attention to the Shire of Chapman Valley's business and ensure their work is carried out efficiently, economically and effectively, and their standard of work reflects favourably both on them and on the Shire of Chapman Valley.

## **4.5 Compliance with Lawful Orders**

- (a) Employees will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
- (b) Employees will give effect to the lawful policies of the Shire of Chapman Valley, whether or not they agree with or approve of them.

## **4.6 Administrative and Management Practices**

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

## **4.7 Corporate Obligations**

- (a) Standard of Dress

Employees are expected to comply with neat and responsible dress standards at all times. Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual employees.

**(b) Communication and Public Relations**

- (i) All aspects of communication by employees (including verbal, written or personal), involving Shire of Chapman Valley's activities should reflect the standards and objectives of the Shire of Chapman Valley. Communications should be accurate, polite and professional.
- (ii) Statements to the press on behalf of the Shire will only be made by the President or the CEO, or unless the President directs otherwise.

It shall be incumbent on employees when referring a member of the community to their local Councillor over issues the officer cannot resolve due to current Council policy, the officer notify the Councillors of the referral and any information which may assist in resolving the issue.

**5. DEALING WITH COUNCIL PROPERTY****5.1 Use of Shire of Chapman Valley Resources**

Employees and contractors will:

- (a) be scrupulously honest in their use of the Shire of Chapman Valley's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Shire of Chapman Valley resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Shire of Chapman Valley's resources (including the services of Council employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised by the Chief executive officer to do so within Policy/Procedure conditions, and appropriate payments are made (if required and as determined by the Chief Executive Officer).
- (d) Not use Council vehicles for private use unless authorised to do so within Policy/Procedures and as authorised by the Chief Executive Officer or as stipulated in Employee Contractual arrangements.
- (e) Foster an awareness of the community's ownership of the Shires natural and built environment

**5.2 Travelling and Sustenance Expenses**

Employees will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Shire of Chapman Valley in accordance with Councils policy/procedures and the provisions of the *Local Government Act 1995*.

**5.3 Access to Information**

Employees will ensure Councillors are given access to all practical and relevant information necessary for them to properly perform their functions and comply with their responsibilities.

**5.4 Freedom of Information**

Employees and contractors acknowledge:

- (a) The *Freedom of Information Act 1992* (FOI Act) was introduced to facilitate public access to documents and an application can be made seeking access to any information held by the Shire of Chapman Valley
- (b) An object of the FOI Act is to 'make the persons and bodies responsible for State and local government more accountable to the public'.

- (c) They are obligated to assist the Shire's CEO and the Shire's Freedom of Information officers in locating documents relevant to an application made under the FOI Act.

## **6. BREACHES AND MISCONDUCT**

Complaints regarding a breach of this Code or of misconduct will be dealt with quickly and fairly in accordance with the principles of procedural fairness and natural justice.

### **6.1 Employees and Contractors**

A complaint alleging an employee or contractor has breached this Code shall be made in writing. Complaints regarding:

- (a) An employee are to be made to the Chief Executive Officer or in the case of a contractor to the employee who is responsible for overseeing their activities.
- (b) The Chief Executive Officer is to be made to the President. The complaint will be investigated in a manner which is in accordance with the Shires Complaint Handling Procedure, Public Interest Disclosure Procedures and the principles of natural justice.

### **6.2 Misconduct**

For the purposes of this Code, misconduct is defined in accordance with section 4 of the *Corruption, Crime and Misconduct Act 2003*.

The Chief Executive Officer has a statutory obligation to report to the Corruption and Crime Commission allegations of suspected serious misconduct.

Allegations of suspected minor misconduct are dealt with by the Public Sector Commission.

### **6.3 Public Interest Disclosure**

The Shire follows the standard public interest disclosure procedure which provides confidential mechanisms for reporting and investigating misconduct allegations or improper conduct and other public interest information in accordance with the *Public Interest Disclosure Act 2003*.

#### **ADDITIONAL EXPLANATORY NOTES:**

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23, 06/15-18; 03/17-32;02/21-02</b>



**CMP-042 Annual Leave**

MANAGEMENT PROCEDURE No.	CMP-042
MANAGEMENT PROCEDURE	ANNUAL LEAVE
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.10
RELEVANT DELEGATIONS	1008

**OBJECTIVES:**

To attempt in minimising the effect of annual leave clearance by staff, whilst ensuring all Award and legislative requirements, along with the welfare of staff are taken into consideration.

**MANAGEMENT PROCEDURE STATEMENT/S:****Road Works Crew**

Annual Leave – Unless otherwise determined by the Chief Executive Officer annual leave will be cleared as follows:

- Two weeks in December/January each year as a Christmas close down period.
- Two weeks during the calendar year under an agreed roster set at the beginning of the year, bearing in mind that not more than one employee will be rostered off for leave at any one time and the avoidance of peak road works periods.
- Alterations to the roster must be by mutual arrangement between respective staff member(s), Works Supervisor and CEO.
- Clearance of other leave (e.g. Military, LSL, etc) will also be taken into consideration when setting the Annual Leave roster to ensure staff numbers are not depleted to a level that may be detrimental to the organization.
- All staff are to have cleared their full four-week entitlement by the end of the calendar year (including the December/January Christmas close down period). If staff member(s) has not cleared their full entitlement by this time they are to clear all accrued leave during December/January.
- Clearing the two weeks Annual leave during the calendar year will be way of a maximum of two weeks and a minimum of one week only.
- Commencement of the above Annual Leave Operational Procedures will be immediate, depending on accrued leave entitlement of individual staff and an agreed roster being finalised.

**All Other Staff**

All annual leave must be taken before the next annual leave becomes due; however, with Chief Executive Officer's permission may be accumulated for no more than two years at any one time.

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

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

**CMP-043 Hours of Work**

MANAGEMENT PROCEDURE No.	CMP-043
MANAGEMENT PROCEDURE	HOURS OF WORK
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.40
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To determine hours of work for Shire staff

**MANAGEMENT PROCEDURE STATEMENT:****ADMINISTRATION STAFF**

The Shire shall adopt working hours between the range of 8.00am to 5.00pm with a half of an hour for lunch for Local Government Industry Award 2010 staff, Managers and Chief Executive Officer. The Chief Executive Officer may amend these arrangements at his/her discretion under the condition core office opened hours are retained (e.g. Spread of Hours, Home Based Works, Roster Days Off arrangements).

The Chief Executive Office is to determine the Annual Christmas/New Year close down period of the administration office with staff clearing accrued leave on days of absence which are considered normal workdays and not Public Holidays

**ROADWORKS STAFF**

The Shire adopt core working hours between the range of 7.00am to 4.30pm with half an hour for lunch. This is based on a 9-work day/2 week period subject to the RDO's being flexible if and when the occasion arises. These arrangements may be amended at the Chief Executive Officer's discretion.

**ADDITIONAL EXPLANATORY NOTES:**

The Annual Christmas/New Year close down period of the administration office should include the Christmas and New Year Public Holidays and the normal working days between these two periods.

The Chief Executive Officer is to determine what level of emergency staff and contact details are required during this close down period.

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 10/15-8; 07/19-4; 03/21-10</b>

**CMP-044 Motor Vehicle – Usage of**

MANAGEMENT PROCEDURE No.	CMP-044
MANAGEMENT PROCEDURE	MOTOR VEHICLES – USAGE OF
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.50
RELEVANT DELEGATIONS	2001

**OBJECTIVES:**

To stipulate conditions for the use of Shire vehicles

**MANAGEMENT PROCEDURE STATEMENT/S:****PRIVATE USE OF SHIRE LIGHT VEHICLES**

Unless as otherwise determine in Employee Contracts conditions the Chief Executive Officer is authorised to determine private use of the Shire's light vehicles by staff.

**CARE OF VEHICLES**

As a general condition all staff with a vehicle in their care are required to clean the vehicle regularly and garage it in a secure place.

**COMMUTER USE**

The Chief Executive Officer shall be authorised to allow temporary commuter use of vehicle.

Commuter use being use of a motor vehicle to and from a place of residence to work during the absence of any of the abovementioned officers, or when considered necessary in the interests of the Shire's operations

**ADDITIONAL EXPLANATORY NOTES:**

All private usage of shire vehicles is subject to Fringe Benefit Tax

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>06/02-8; 10/02-13; 07/04-5; 05/05-2; 05/15-23; 06/15-18; 03/17-32; 03/21-10</b>

**CMP-049 Personal Phone Usage**

MANAGEMENT PROCEDURE No.	CMP-049
MANAGEMENT PROCEDURE	PERSONAL TELEPHONE USAGE
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY No.	14.110
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To control private usage of Shire telephones

**MANAGEMENT PROCEDURE STATEMENT:**Office Telephones

The use of office telephones to make private calls is not prohibited; however, such calls should be kept to a minimum and for emergency purposes only, or as otherwise approved by the CEO (or DCEO in the CEO's absence).

Mobile Phones

Staff Position	Private Use of Mobile Phone	Conditions
Chief Executive Officer	Y	The Local Government to provide for business and personal use of the officer a mobile telephone with all calls, rental and service charges paid for.  Strictly no use when overseas.
Deputy Chief Executive Officer	Y	
Manager Works & Services	Y	Staff may make private calls subject to the use being monitored by the Manager Finance & Corporate Services with excessive use (as determined by the CEO) for private calls to be reimbursed by the staff member to the Shire.  Strictly no use when overseas
Building Surveyor/Projects	Y	
Works Leading Hand	Y	
Senior Ranger	Y	
Community Development Officer	N	No Private Use allowed.
Plant Operators - Construction & Maintenance	N	No Private Use allowed.

**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; 06/19-15; 07/19-4

**CMP-052 Uniform Subsidy – Administration Staff**

<b>MANAGEMENT PROCEDURE No.</b>	CMP-052
<b>MANAGEMENT PROCEDURE</b>	UNIFORM SUBSIDY – ADMINISTRATION STAFF
<b>RESPONSIBLE OFFICER</b>	MANAGER FINANCE & CORPORATE SERVICES
<b>PREVIOUS POLICY No.</b>	14.190
<b>RELEVANT DELEGATIONS</b>	

**OBJECTIVES:**

To stipulate the level and conditions of providing staff uniforms.

**MANAGEMENT PROCEDURE STATEMENT/S:**

The Shire's annual contribution to administration staff uniforms will be in accordance with each individual employment contract.

All new staff members are required to successfully complete the probationary period prior to the issue of any uniforms, at which time 50 % of the annual endorsed budget allocation per staff member may be expensed at the completion of the probationary period and the remaining 50% after successfully completing six months service

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

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

**CMP-053 Staff Attraction, Incentive & Retention Allowances & Conditions**

<b>MANAGEMENT PROCEDURE No.</b>	CMP-053
<b>MANAGEMENT PROCEDURE</b>	STAFF ATTRACTION, INCENTIVE & RETENTION ALLOWANCES & CONDITIONS
<b>RESPONSIBLE OFFICER</b>	MANAGER FINANCE & CORPORATE SERVICES
<b>PREVIOUS POLICY No.</b>	14.220 / 14.219
<b>RELEVANT DELEGATIONS</b>	

**OBJECTIVES:**

To set the level of Staff Attraction/Incentive/Retention Allowances & Conditions which are in addition to National Employment Standards and Award requirements.

**MANAGEMENT PROCEDURE STATEMENT/S:**

All Staff Attraction/Incentive/Retention Allowances & Conditions are based on a fulltime employee (i.e. 1976 ordinary hours per annum) receiving the full entitlement and all part time employees receiving a reduced pro-rata allowance or entitlement based on the number of hours worked. Allowances will be paid fortnightly.

Staff Attraction/Incentive/Retention Allowances & Conditions will be reviewed as required by Council for consideration in forthcoming Draft Budgets.

The Shire's adopted Budget will determine all Staff Attraction/Incentive/Retention Allowances & Conditions to be paid to and/or offered to staff each financial year

**Annual Incentive Allowance (formally known as “Staff Housing Allowance”)**

An annual amount set by Council as part of the annual budget cycle (paid fortnightly) in full for full time employees (1967 hours pa) and reduced on a pro-rata basis for part time employees.

**Days in Lieu**

Subject to the terms of this Procedure, each employee who is scheduled to work on the working day after the New Year's Day holiday and Easter Tuesday each year or is on paid leave shall become entitled to a day's paid absence in lieu for each of the days.

On the working day after the New Year's Day holiday and Easter Tuesday each year an employee who is scheduled to work those days or is on paid leave shall become entitled to a day's paid absence in lieu for each of days.

Further, an employee who works a roster and is on a rostered day off on either the working day after the New Year's Day holiday or Easter Tuesday shall also be entitled to a day's paid absence in lieu of each of the days.

The days in lieu are to be taken in the year in which they fall due and at the convenience of the employer. The employer may elect to allow employees to accrue the days in lieu.

It is at the discretion of the Local Government whether employees are required to work on the actual days in lieu.

**VARIATION TO PROCEDURE**

This Procedure may be varied or cancelled at the discretion of Chief Executive Officer.

All employees will be notified by the normal correspondence method of any variation or cancellation to this Procedure. It is the responsibility of all employees to read this Procedure prior to applying for leave.

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
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<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 07/16-17; 03/21-10</b>
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**CMP-054 Working From Home**

MANAGEMENT PROCEDURE No.	CMP-054
MANAGEMENT PROCEDURE	WORKING FROM HOME
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.240
RELEVANT DELEGATIONS	

**OBJECTIVES:**

The Shire of Chapman Valley (Local Government) is committed to providing flexible and family friendly working arrangements for employees. This procedure outlines the circumstances in which a working from home arrangement is appropriate and provides guidelines to facilitate the management of such an arrangement.

This procedure applies to permanent employees of the Local Government seeking to enter into a regular arrangement to carry out part of his/her duties from home, for a specified period of time or in exceptional circumstances, permanently.

**MANAGEMENT PROCEDURE STATEMENT/S:**

For the purpose of this procedure 'working from home' means working away from an employee's ordinary contracted place of employment. A 'home office' means a designated space for an employee to work while away from the workplace.

In order to ensure the safety and wellbeing of our employees, and to ensure the arrangement is consistent with the Local Government's requirements, an interested employee must apply for a Working from Home Arrangement (WFHA). All applications are considered on a case-by-case basis by the Manager for subsequent consideration and approval by the Chief Executive Officer. The Manager and employee are responsible for demonstrating the requirements of this procedure have been satisfied before an application for a WFHA is approved. The Chief Executive Officer may refuse an application for a WFHA where it is not suitable or it does not meet operational requirements.

**Eligibility criteria**

The Local Government's responsibility to consider flexible working arrangements is in accordance with the Local Government Industry Award 2010 and the National Employment Standards in the Fair Work Act 2009.

Applications to work from home will be assessed according to the following criteria:

- Suitability of the employee's work to be performed off-site
- The employee being able to demonstrate efficiency will be maintained or increased as a result of the WFHA
- The reasons for the employee wanting to work from home
- Ability of the employee to complete work within the employee's agreed span of hours as detailed in their employment contract and the Local Government Industry Award 2010
- The presence of the skills, ability and knowledge to work autonomously
- The impact the arrangement may have on the productivity of co-workers
- The impact the arrangement may have on service delivery and customer service
- Proposed methods for engaging with the employee and assessing their productivity and effectiveness



- The employee having a suitable home office and access to necessary equipment, internet and IT systems to enable the employee to effectively work from home

### **Line Manager responsibilities**

Where a WFHA has been approved, it is the responsibility of an employee's manager to:

- ensure the employee is working in accordance with their WFHA and adhering to the Local Government's policies and procedures
- ensure the employee has completed a risk assessment of their home office and other relevant areas, for example bathroom, kitchen and facilitate the Local Government to conduct safety inspections
- review and sign off on records of hours worked (timesheets) as required
- monitor and review the WFHA on a regular basis to ensure it is meeting the needs of the Local Government and the employee
- communicate regularly and ensure employees working from home are included in team meetings and receive all necessary information to undertake their work
- where practicable, ensure equipment and tools required to perform the tasks are provided to the employee, and
- accurately document the ownership and usage arrangements of the equipment and assets.

### **Employee responsibilities**

Where an employee's application to work from home has been approved, it is the employee's responsibility to ensure they:

- adhere to the Local Government's policies and procedures
- maintain regular contact with their respective Line Manager and colleagues, and be contactable during their agreed hours of work
- meet fitness for work requirements. If an employee is unwell, injured or unable to work due to other reasons, then the employee must submit a request for leave
- take all reasonable steps to establish a safe working environment and report any health, safety and wellbeing hazards, near misses and incidents
- maintain accurate and up to date records of hours worked at home within the normal span of hours
- allow a person, appointed by the Local Government, to access their home office and related areas to allow a safety inspection as required, and
- take all reasonable precautions necessary to secure the Local Government's equipment.

### **Working from home arrangement agreement**

An employee's terms and conditions of employment remain the same when working from home. This includes hours of work, remuneration and the requirement to perform their role effectively and efficiently, and to act in the best interests of the Local Government. Any variation to hours of work, availability and expectations associated with implementing a WFHA must be documented in a working from home agreement.

WFHAs will be reviewed on a regular basis to ensure they are operating effectively and meeting the requirements of the Local Government. As part of the review process, concerns with the WFHA may be addressed or if the WFHA is unsuccessful, the agreement may be terminated.

### **Consequences of breaching this policy**

This procedure constitutes a lawful instruction to employees. Any breach of this procedure may lead to disciplinary action including, but not limited to, termination of employment.

**Variation to this policy**

This policy may be cancelled or varied from time to time. The Local Government's employees will be notified of any variation to this policy by the normal correspondence method.

**Related Documents**

- Shire of Chapman Valley Staff Code of Conduct
- Relevant Shire Policies & Procedures
- Local Government Industry Award 2010 and
- National Employment Standards in the Fair Work Act 2009

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

<b>Adopted – Council Resolution:</b>	<b>09/04-10</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 03/21-10</b>

**WORKING FROM HOME ARRANGEMENT (WFHA)****EMPLOYEE DETAILS**

<b>Employee name:</b>	
<b>Position:</b>	
<b>Department:</b>	
<b>Employment status (full-time or part-time):</b>	
<b>Office location:</b>	
<b>Address of WFHA site:</b>	
<b>Email address:</b>	
<b>Mobile phone number:</b>	

**WORKING FROM HOME ARRANGEMENT**

<b>Days of work:</b>	
<b>Hours of work:</b>	
<b>Start and finish times or span of hours:</b>	
<b>Declared workspace (description of work area):</b>	
<b>Commencement date:</b>	
<b>Review date:</b>	
<b>End date:</b>	

**WORKING FROM HOME ARRANGEMENT**  
**OCCUPATIONAL SAFETY AND HEALTH CHECKLIST**

Is the workspace free of potential hazards that could cause physical harm (for example frayed wires, bare conductors, loose wires, exposed wires to the ceiling, frayed or torn carpeting seams or uneven floor surfaces)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are chairs sturdy with no loose casters/wheels?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are the electrical cords and extension wires secured?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Is the office space neat, clean, and free of obstructions and excessive amounts of combustibles?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do the desk, chair, computer and peripherals meet ergonomic requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there enough light for reading?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there adequate ventilation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there a working ( <i>test</i> ) smoke detector within hearing distance of the workspace?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the noise level of the area acceptable to avoid distraction from task concentration?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have been issued Local Government equipment, have you been briefed on the care of the equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

#### GENERAL REQUIREMENTS

- The Manager and the employee must agree to a communication strategy to ensure the employee is contactable during work hours and involved in their usual work activities and projects.
- An employee's terms and conditions of employment remain the same when working from home and all work governing documents will continue to apply. This includes the employee's employment contract, the Code of Conduct, the Local Government's policies and procedures, and any other document that may be relevant.
- The employee agrees to ensure their productivity is maintained or improved while working from home.
- The employee agrees to keep accurate and current records of hours worked at home.
- The hours worked by the employee will be within the normal span of hours and as documented in this agreement.
- The employee may only undertake overtime with the prior written approval of the Manager.
- The employee still needs to apply for leave as required.
- The employee is to ensure that adequate arrangements are in place for any caring responsibilities while the employee is working from home.
- The employee understands they are responsible for their commitment to work, health and safety and will advise the Local Government of any support or assistance required.
- The employee must take all reasonable precautions to ensure the Local Government's equipment and documents are kept secure, private and confidential.

- The Local Government may terminate the working from agreement at any time and for any reason, with one week's notice.

**EMPLOYEE DECLARATION**

I, \_\_\_\_\_, understand the importance of this Working From Home Agreement, agree to comply with the General Requirements outlined above and undertake that the information I have provided is accurate and current. Should any of the information provided by me change, I will notify the Local Government as soon as possible.

I understand that on return to the workplace, any equipment issued will be returned to the Local Government in the same condition in which it was issued.

**Employee's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**APPROVAL**

As the employee's Manager, I agree to the terms and conditions of this Working From Home Agreement.

**Manager's name:** \_\_\_\_\_

**Manager's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

As the CEO, I agree to the terms and conditions of this Working From Home Agreement.

**CEO's name:** \_\_\_\_\_

**CEO's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

*A copy of this Agreement is to be given to the employee and placed on the employee's personnel file.*

**CMP-056 Education & Study Assistance**

MANAGEMENT PROCEDURE No.	CMP-056
MANAGEMENT PROCEDURE	EDUCATION AND STUDY ASSISTANCE
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.250
RELEVANT DELEGATIONS	

**OBJECTIVES:****PROCEDURE OBJECTIVE**

The intention is to adopt both this Operational Procedure and the LGIA conditions.

**PURPOSE**

Employees may be assisted to undertake courses of study at tertiary education institutions such as universities, technical colleges, accredited Local Governments and private companies.

The pre-requisites for assistance are:

- that the course(s) complement the Local Government's goals and strategies; and
- are relevant to the work of the employee.

**OBJECTIVE**

To encourage employees to pursue studies relevant to their positions and to the Local Government.

**MANAGEMENT PROCEDURE STATEMENT/S:****PROCEDURE*****Eligibility for Assistance***

To be considered for assistance employees need to satisfy the following criteria:

- Approved courses shall be such that they will improve employees' qualifications and be appropriate to their current classification or advancement.
- Employment must be of a continuing nature.
- The subjects involved shall not be repeat subjects. Repeated subjects must normally be completed in own time, although submissions for time off for repeated subjects without pay or with such time to be made up, will be considered on merit.

The following criteria should be applied in determining staff access to study courses:

- The attending of the study course does not unduly impact upon the operational objectives of the Local Government.
- Any officer requesting to be approved study leave shall ensure that an application is made in writing and stipulates the following:
  - course name;
  - location;
  - length of course;
  - relevancy to the current position; and
  - cost of course

- f. The duration and length of study leave shall be granted at the discretion of the Chief Executive Officer.
- g. Study leave may be extended by the Chief Executive Officer during periods where the workload, training or time attending exams is additional to that normally required.

***Time off for Lectures***

Paid leave granted to employees to attend external studies shall include travelling time but only if that travel occurs during normal hours in which the employee would normally have been required to work.

Employees may be permitted time off with pay up to five hours per week, including travelling time, providing the equivalent period of time attending lectures is incurred in the employee's own time, subject to:

the number of staff attending courses of study at any one time shall not unduly interfere with work of the Local Government or any one department; and

study release may, at the Chief Executive Officer's discretion, be waived from time to time under extreme workload conditions.

***Examination Leave***

Employees undertaking examinations arising from an approved course of study may apply to the Chief Executive Officer for time off with pay to sit for examinations that are scheduled during working hours.

***Reimbursement of Fees***

All applications for assistance should be accompanied by proof of enrolment and breakdown of associated fees including receipts and any approved assistance for associated costs for study (including books, fees and transport) may be approved at the discretion of the Chief Executive Officer.

An employee who undertakes an approved course of study may apply to the Chief Executive Officer to have compulsory fees (other than for supplementary examinations and late enrolment or late entry fees) reimbursed, after successful completion of the semester/term.

Expenditure for books, stationery, equipment, parking and travel are not reimbursed, although such expenses may be eligible deductions for taxation purposes.

Claims for payment shall be accompanied by official receipts for fees paid, together with an official statement from the educational Local Government, indicating passes in those subjects.

***Continuity***

To continue to qualify for assistance under the education Procedure, employees will need to successfully complete each semester's subjects.

In the event that the employee is unsuccessful in completion of a study module or leaves the Local Government before the completion of that semester's study, repayment of financial support given for that semester's study is to be made as follows:

By deduction from the employee's pay on a fortnightly basis over a six month period (prior written consent from the employee is required before approval will be granted) ; or

Should the employee leave the Local Government, the amount outstanding is to be deducted from the employee's final pay (prior written consent from the employee is required before approval will be granted).

***Withdrawal of Support for Unsatisfactory Progress***

Support may be withdrawn subject to:

- review of semester results;
- behaviour and progress of the employee;
- the educational requirements of the Local Government; or
- repeated subject failures associated with any study course.

### **Promotion**

The successful completion of any approved course shall not necessarily entitle an employee to a higher classification, grading or remuneration.

### **Responsibility**

Each individual staff member is required to ensure that their eligibility for education and study assistance is maintained.

The relevant Director/Manager must ensure that this procedure is adhered to.

### **VARIATION TO PROCEDURE**

This Procedure may be varied or cancelled at the discretion of Chief Executive Officer.

All employees will be notified by the normal correspondence method of any variation or cancellation to this Procedure. It is the responsibility of all employees to read this Procedure prior to applying for leave.

### **ADDITIONAL EXPLANATORY NOTES:**

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

<b>Adopted – Council Resolution:</b>	<b>05/14-14</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32</b>



**CMP-058 Community Service Leave**

MANAGEMENT PROCEDURE No.	CMP-058
MANAGEMENT PROCEDURE	COMMUNITY SERVICE LEAVE
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.230
RELEVANT DELEGATIONS	

**OBJECTIVES:****PURPOSE**

An employee has an entitlement to be absent from employment for the purposes of engaging in an eligible community service activity. Under the *Fair Work Act 2009*, an eligible community service activity is defined as follows:

- ~ Jury service (including attendance for the purpose of jury selection) that is required by or under a law of the Commonwealth or of a State or Territory; or
- ~ Carrying out a voluntary emergency management activity;

The following Community Service Procedure includes provisions for employees to access leave under the following conditions:

- ~ Voluntary Emergency Management Activities;
- ~ Jury Service / Duty; and
- ~ Defence Reserve Leave

**OBJECTIVE**

To recognise that employees are able to access leave for the purposes of community service, defence reserve leave and jury duty leave, and provide guidelines to facilitate access to such leave.

**MANAGEMENT PROCEDURE STATEMENT/S:****PROCEDURE****Community Service Leave**

Community Service Leave refers to leave associated with an employee who is absent from work for purposes of engaging in a voluntary emergency management activity.

- a. An employee who engages in a voluntary emergency management activity is entitled to be absent from employment for a period (including reasonable travel and rest time) to engage in that activity, in the form of Community Service Leave.
- b. Access to Community Service Leave for the purposes of voluntary emergency management activity will be in the form of unpaid leave.
- c. Employees accessing Community Service Leave must notify their supervisor as soon as is practicable of the period, or expected period of absence. Employees must also provide evidence supporting their application for (unpaid) Community Service Leave.

**Jury Service Leave**

- a. Employees who are selected for jury duty must advise their supervisor as soon as possible of the dates, and submit the relevant documentation to Payroll.
- b. As required under West Australian Law, the Local Government will continue to pay the employee their usual wages while the employee attends jury duty / service.

- c. The employee must produce the relevant claim/reimbursement forms and attendance certificates (including dates of leave) and provide to payroll for processing.
- d. Payroll will apply to the WA Sherriff's Office, for reimbursement of the cost of the employee's wages while on jury duty/service.

### Defence Reserve Leave

It is recognised that the Australian Defence Reserves continues to be an important part of our national defence strategy and that employer support is essential to their continued effectiveness.

This Procedure applies to all employees who are Reservists and undertake training and/or military service with the Australian Defence Forces.

- a. Employees applying for Defence Reservist Leave are required to provide evidence from the Defence Force of the extent of the leave requirement.
- b. Employees wishing to take Defence Reservist Leave are to provide reasonable notification to the Local Government. Generally this should be three months prior to the period of leave required.
- c. Leave for Reservists is typically 4 weeks (20 working days or 28 calendar days) leave each year although an additional 2 weeks leave to allow for a Reservists' attendance at recruit/initial employment training will be granted where required. This leave is in addition to any annual leave entitlements, but is not accumulative and cannot be carried over to the following year.
- d. An employee may elect to use annual leave entitlements to cover a proposed Defence Reservist Leave period, however employees electing not to use annual or long service leave credits for defence service and/or military service shall be granted leave without pay.
- e. On application to the Chief Executive Officer, paid leave, in the form of 'top up pay' (see clause (f) below), may be granted to employees who are members of the Defence Forces Reserves for the purpose of participating in training camps, or equivalent continuous duty. Where granted, such paid leave will apply to a specific period or periods of leave only, and will not be considered an ongoing arrangement.
- f. Where the Local Government agrees to make payment for Defence Reservist Leave it will be paid on the basis of the difference between the employee's normal weekly salary (calculated on the same basis as annual leave provisions) and the remuneration received from the Armed Services - 'top up pay'. Should the amount received from the Armed Services be greater than the normal weekly salary, no additional payments will be made by the Local Government. Superannuation contributions will be based on the employee's normal weekly salary.
- g. "Continuous full-time defence service" (excluding any time taken on annual or long service leave), will not count for annual leave or sick leave, as the employee's contract is temporarily suspended. These entitlements will accrue with the relevant Defence Force during the period of service. For periods of defence service other than continuous full-time defence service, employees' entitlements will continue to accrue:
- h. Full time military service will count as service for long service leave purposes.
- i. Unpaid Leave will be treated as leave without pay.
- j. An employee's contract is suspended whilst undertaking continuous fulltime defence service. In order to preserve employment entitlements, an employee must apply to resume duty as soon as reasonably practicable and not more than 30 days after the completion of the period of military service.
- k. Staff taking Defence Reservist Leave are required to pay normal rental during their absence should they have access to employee housing.
- l. The Local Government will keep Reservist employees who are undertaking peacetime training or deployment informed of critical developments in the workplace e.g. salary related matters (enterprise or workplace agreement negotiations).

### Legislation

- a. The *Defence Reserve Service (Protection) Act 2001 (the Act)* provides that:
- b. "Defence Service" means service in a part of the Reserves and includes training.
- c. Reserve service may be continuous full-time defence service or other defence service (e.g. short periods of defence reserve service which may include training), and must not prejudicially affect employees' entitlements or other conditions of employment.
- d. The Act does not invoke any obligation on the Local Government to pay the Reservists' remuneration in respect of the civilian employment whilst absent on defence service or to provide make-up pay in circumstances where the Defence Force pay is lower than employees' public sector pay.

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- e. Any entitlements relating to Reserve service (including training) and/or military service contained in industrial awards or agreements will continue to apply, subject to them satisfying the provisions of the Act.
- f. There is no scope for the Local Government to ask employees to limit the number of training courses per year or to take less reserve service leave as this is in breach of the Act. Section 17 of the Act draws no distinction between essential and non-essential training or service and specifically contemplates a reservist "volunteer(ing)" for service or training.
- g. There is no discretion under the Act for the Local Government to refuse requests for reserve service or training leave, irrespective of inconvenience to the Local Government or the nonessential nature of the leave. The Local Government is only entitled to verify that the leave request relates to the actual reserve service or training.

### **Local Government Support Payment Scheme**

- a. In 2001, the Commonwealth Government introduced legislation to enhance and encourage Reserve personnel. One of the key features of the new Reserve legislation has been the introduction of the Local Government Support Payment (ESP). This payment is available to the Local Government when a Reservist is released for more than 2 weeks per year.
- b. The Scheme involves payment of an amount equivalent to the Average Weekly full-time Ordinary Time Earnings (AWOTE) as calculated by the Australian Bureau of Statistics, and is as recognition of the costs and/or disruption to the Local Government caused as a consequence of releasing a reservist for a period of continuous Defence service.
- c. Service that is considered under the Local Government Support Payment is:
  - i) ordinary Reserve Service, and
  - ii) voluntary continuous full-time service, if the relevant Service Chief (that is the Chief of Navy, Army or Air Force) or their delegates have designated the service as protected service.
- d. Under the Scheme the Local Government is eligible to receive the ESP once a Reservist has completed 14 days continuous Reserve service in any financial year. The qualifying period can be undertaken as a single period or as multiple periods of continuous Defence service, as long as each period of continuous Defence service is a minimum of five consecutive days.
- e. Further details of the operation of the Australian Defence Force Reserves Local Government Support Payment (ESP) Scheme can be obtained from the Defence Reserve Support Local Government on 1800 803 485 or their website [www.defence.gov.au/reserves](http://www.defence.gov.au/reserves).

### **VARIATION TO PROCEDURE**

This Procedure may be varied or cancelled at the discretion of Chief Executive Officer.

All employees will be notified by the normal correspondence method of any variation or cancellation to this Procedure. It is the responsibility of all employees to read this Procedure prior to applying for leave.

### **ADDITIONAL EXPLANATORY NOTES:**

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

<b>Adopted – Council Resolution:</b>	<b>05/14-14</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32</b>

**CMP-059 Leave Without Pay**

MANAGEMENT PROCEDURE No.	CMP-059
MANAGEMENT PROCEDURE	LEAVE WITHOUT PAY
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.330
RELEVANT DELEGATIONS	

**OBJECTIVES:****PURPOSE**

The Local Government recognises that in order to retain the services of employees, it is sometimes necessary to grant leave of absence without pay if all other leave entitlements are exhausted by the employee. Each request for leave of absence without pay shall be considered on its merits.

**OBJECTIVE**

To enable employees to take unpaid leave in special circumstances, at the discretion of the Chief Executive Officer.

**MANAGEMENT PROCEDURE STATEMENT:****PROCEDURE**

Applications for leave without pay shall be supported by full details of reasons for such leave.

Factors that shall be taken into account prior to approving all leave without pay applications include but not limited to:

- a. the extent to which the employee's department/section will be inconvenienced;
- b. any future projects or Local Government objectives, which the leave may impact upon;
- c. the reasons for taking such leave;
- d. the amount of unpaid leave that has been requested;
- e. the costs (where applicable) of filling the position with a replacement;
- f. the availability and cost of relief arrangements; and
- g. the employee's past work performance and behaviour.

The Chief Executive Officer may approve leave for a period determined appropriate by the CEO. Once a decision has been made the employee shall be given written notification which outlines:

- h. whether or not the approval for leave without pay has been issued;
- i. any conditions attached to the leave without pay including a copy of this Procedure;
- j. the grounds and reasons why the leave was approved or rejected; and
- k. the length of time for which the approval has been issued.

Leave without pay will not normally be approved unless the employee has exhausted all annual and/or long service leave, Rostered Days Off, etc. entitlements.

A copy of the leave application and correspondence will be committed to the employee's personal file for future reference.

***Accrual of Leave***

An employee who has been approved leave without pay shall not be entitled to accrue any annual, personal, sick or long service leave during the period of time that they are absent from work.

***Employment whilst on Leave***

G:\040 Governance\411 Council Documents\Agendas\Ordinary Meetings of Council\2023\3 - Apr 2023\CEO\10.3.1 HR & Induction Manual.docx

An employee shall not be allowed, without the prior written approval of the Chief Executive Officer, to engage in any other employment for reward or recognition while they are on leave.

### ***Illness and Redeployment***

Where leave without pay resulting from illness or injury is requested after all other possible leave entitlements are exhausted, the Chief Executive Officer may approve such leave as long of the employee continues to:

Keep in regular contact (at least fortnightly) with the Chief Executive Officer regarding the progress of their illness, nature of illness and likely timeframe of returning to work.

Provide the Local Government with a certificate from a registered medical practitioner for the periods of absence.

Where an employee has requested leave without pay due to illness or injury because the employee is employed in a capacity, which involves manual labour or some other duties, which cannot be completed due to the illness or injury, then at the discretion of the Chief Executive Officer, the employee may be redeployed to alternative duties during a rehabilitation period until such time as the employee is able to return to their previous role.

Any redeployment due to illness or injury must be done with the genuine consent of the employee.

Once an employee's alternative duties and safe work environment have been decided, the Chief Executive Officer may request that the employee seek a certificate from a registered medical practitioner stating that the employee is able to complete the alternative duties without having any negative ramifications on their illness or injury and that the employee's new work environment will be suitable to recovery.

Where an employee has been redeployed under these provisions, the Chief Executive Officer, through discussion with the employee, will decide if the employee's salary will be maintained during the alternative duties at the previous position rate.

### ***Leave without pay for further education***

The Local Government acknowledges that it is sometimes beneficial for an employee to apply for leave without pay for a period in which they are intending to study for a further qualification at a tertiary level.

The Local Government is supportive of employees who seek further education and at the discretion of the Chief Executive Officer may approve leave without pay for a period of time if:

- a. the employee is genuinely intending to return to work after such studies;
- b. the studies are not able to be completed via any alternative method without leave;
- c. the studies are relevant to the current position or potential future career development within the organisation;
- d. the extent to which the employee's department/section will be inconvenienced;
- e. any future projects or Local Government objectives, which the leave may impact upon;
- f. the amount of unpaid leave that has been requested;
- g. the costs (where applicable) of filling the position with a replacement; and
- h. the employee's past work performance and behaviour.

### **VARIATION TO PROCEDURE**

This Procedure may be varied or cancelled at the discretion of Chief Executive Officer.

This Procedure will always be subservient to the relevant Award requirements.

All employees will be notified by the normal correspondence method of any variation or cancellation to this Procedure. It is the responsibility of all employees to read this Procedure prior to applying for leave.

### **ADDITIONAL EXPLANATORY NOTES:**

**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:****Adopted – Council Resolution:****05/14-14****Reviewed/Amended – Council  
Resolution:****05/15-23; 06/15-18; 03/17-32; 07/19-4**

**CMP-060 Recruitment and Selection Procedure**

PROCEDURE NO	CMP-060
PROCEDURE	RECRUITMENT AND SELECTION PROCEDURE
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS PROCEDURE/PROCEDURE No.	NIL
LEGISLATION	LOCAL GOVERNMENT ACT – 5.36(1)(b); 5.36(3) & 5.40
RELEVANT DELEGATIONS	NIL

**Note: This Procedure does not apply to the CEO Recruitment Process which is catered for under the Shire's Standards for CEO Recruitment, Performance & Termination as required under the Local Government (Administration) Amendment Regulations 2021.**

**OBJECTIVES:**

Ensure the process for recruitment and selection is based upon the principles of merit, equal employment opportunity and confidentiality.

The Shire is committed to ensuring recruitment and selection of prospective employees is in accordance with sections 5.36(1)(b); 5.36(3) and 5.40 of the Local Government Act i.e.

**5.36. LOCAL GOVERNMENT EMPLOYEES**

- (1) A local government is to employ
  - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- (3) A person is not to be employed by a local government in any other position unless the CEO (a) believes that the person is suitably qualified for the position; and
  - (b) is satisfied with the proposed arrangements relating to the person's employment.

**5.40. PRINCIPLES AFFECTING EMPLOYMENT BY LOCAL GOVERNMENTS**

The following principles apply to a local government in respect of its employees —

- (a) employees are to be selected and promoted in accordance with the principles of merit and equity; and
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and
- (c) employees are to be treated fairly and consistently; and
- (d) there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the *Equal Opportunity Act 1984* or on any other ground; and
- (e) employees are to be provided with safe and healthy working conditions in accordance with the *Occupational Safety and Health Act 1984*; and
- (f) such other principles, not inconsistent with this Division, as may be prescribed.

The Shire is committed to an effective and professional method of selecting employees, which is consistent with its organisational values.

**PROCEDURE STATEMENT/S:**

The Shire's aim is to attract, select, employ, and retain quality employees who will contribute to the Shire's culture and values.

The Procedure applies to the recruitment and selection of all vacant positions excluding the Chief Executive Officer (CEO).

G:\040 Governance\411 Council Documents\Agendas\Ordinary Meetings of Council\2023\3 - Apr 2023\CEO\10.3.1 HR & Induction Manual.docx

CEO recruitment and employment procedures are prescribed in the relevant sections of the Act and the *Local Government (Administration) Amendment Regulations 2021* and the Shire's *Standards for CEO Recruitment, Performance & Termination*.

If the CEO is recruiting a 'senior employee' as defined in section 5.37 of the Act, this Procedure applies in addition to the requirement for the CEO to inform Council of any decision to employ or dismiss a 'senior employee'.

The following procedure details processes for recruitment and selection of employees.

## **1. Position Description and Selection Criteria**

Each position within the Shire of Chapman Valley shall have a selection criteria and position description approved by the Chief Executive Officer prior to advertising.

Before recruitment commences the line manager of the vacant position must provide the Chief Executive Officer with documented evidence outlining the need for the position taking into account the organisations staffing requirement and Shire's strategic and operational plans. The line manager, in consultation with the shire employee responsible for human resource, must also provide the following supporting documentation:

- Position Description and
- Selection Criteria.

Position Description is a written statement of the primary tasks, functions, responsibilities, interactions, qualifications and experience attached to a specific position. The position description should be reviewed by the line manager to ensure it is up to date, reflects the requirements of the position and properly adheres to the principles of merit and equal opportunity.

The position description is the basis for identifying the key selection criteria for the position. The selection criteria will include the knowledge, skills, experience and qualifications the ideal candidate should possess to successfully fulfil the functions of the position.

The selection criteria will facilitate an accurate and merit-based assessment against the applicant's skills and abilities.

All positions will be evaluated to determine the appropriate classification and remuneration level of jobs.

## **2. Recruitment Strategy**

The most appropriate strategy for recruitment will be adopted to ensure the timely and effective use of resources and to maximise the successful performance of the role for the Shire. Whilst the Shire is committed to providing opportunities for existing employees to apply for vacancies within the organisation, the recruitment mix (advertisements, internal applications, external applications) will be determined by a range of elements, including the role, required skills and abilities, existing skill base and organisational needs with regard to present and future corporate needs.

At the discretion of the Chief Executive Officer, vacant positions may be filled by:

- an internal recruitment process;
- an external recruitment process involving external advertising or the use of a recruitment agency for senior positions; or
- by direct selection.

### **2.1 Direct Selection**

The Chief Executive Officer may, at their discretion, select on merit a prospective employee (internal or external) for appointment to a position without advertising the vacancy.

Direct selections may be made in the following circumstances:

- a) where a position requires a high degree of specialist knowledge or skill;



- b) where a major re-organisation has taken place, jobs have been re-designed, and/or where existing employees must be accommodated within a new organisational structure; or
- c) where direct selection is in the best interests of the smooth operation of the Shire.

## 2.2. Internal Recruitment

The Chief Executive Officer may determine to fill any vacancy by inviting applications from within the organisation. This process can be utilised where a number of potential candidates with the required specialist knowledge or skills have been identified within the Shire's workforce.

The advertising of all internal vacancies will be coordinated through the staff member responsible for human resources within the Shire. Internal positions will be advertised via email, notice boards and intranet (if available).

Internal applicants for positions must address the job application requirements and selection criteria established for the position.

## 2.3 External Advertising and Applications

The Chief Executive Officer may elect to recruit persons externally through placing an advertisement in the newspaper, online sources or a combination of both including the Shire's website and any social media platforms or listing the vacancy with a specialist recruitment agency.

The placement of external position advertisements will be coordinated by the staff member responsible for human resources within the Shire.

A contact officer will be appointed for all advertised positions. The contact officer should have an understanding of the position and would normally be the immediate supervisor of the position or human resources. Contact officers must interact with potential applicants in a discreet, professional and non-discriminatory manner.

## 3. **Acknowledgement of Applications**

All applicants will receive confirmation of their application and an outline of the recruitment process via email.

## 4. **Shortlisting of Applicants**

The purpose of shortlisting is to select a smaller group of applicants to proceed to the interview stage. The first step in short listing is to assess if the applicants appear to meet the essential criteria based on their application. It is not necessary for every applicant who meets the essential criteria be interviewed.

The line manager and any other staff member considered appropriate by the Chief Executive Officer should be involved in the shortlisting process and they should be familiar with the ethical considerations behind their decision-making process. This involves:

- The principles of merit (choosing the best candidate for the job),
- Avoiding discrimination and,
- Natural justice and fair treatment

## 5. **Interview Panel Members will be appointed by Chief Executive Officer**

If considered necessary by the Chief Executive Officer, interview panels are to be established and will comprise of a maximum of three persons inclusive of the direct line manager of the position being advertised and at least one other Shire staff member, unless otherwise agreed. Members of the panel must possess the following qualities:

- Knowledge of the work area;
- An understanding of the nature of the work concerned and its relationships to Shire's functions;
- An understanding of the selection policies and procedures;
- A gender balance on the panel is desirable where practicable.

## 6. **Interview Assessment Guidelines**

The staff member responsible for human resources within the Shire will prepare the interview questions in consultation with the direct line manager. Interview questions will include a series of behavioural based questions relating to the key performance requirements of the position and based on the defined selection criteria.

## **7. Interviews**

Interviews will be conducted in-line with the Equal Employment Opportunity guidelines. All positions require a minimum of one round of interviews prior to the final selection being made. Candidate responses to the selection criteria will be scored using a standardised scoring process. Where appropriate, relevant skill will form part of the selection process. A formal selection report must be provided to the Chief Executive Officer for approval prior to an offer of the position being made to the preferred candidate.

The panel shall, where possible, reach consensus on the applicant with the most merit to fill the position. Where consensus cannot be reached, or where two or more applicants are considered equal by the panel, the relevant information will be referred to the Chief Executive Officer for determination.

If there isn't a suitable applicant, the panel may decide to:

- Readvertise (perhaps more widely) and re-examine and modify the position requirements.
- Assess the best applicant's ability to meet the position requirements if supplementary training were provided.
- Review the adequacy of the process followed
- Review the position.

## **8. Reference Checks and Academic Results**

Reference checks are an important part of the selection process as they provide the selection panel with more information on which to make comparisons between interviewed applicants.

Reference checks of at least two recent employment or educational based referees must be undertaken, with a brief referee report being completed. Standard questions should be asked of each referee. Referee checks must relate to the inherent requirements of the position; however, the referee should be allowed and encouraged to speak freely, therefore a free ranging conversation beyond the selection criteria should not be stopped.

The referee should be asked to provide factual information or to give examples of observations made or opinions given about the applicant. These requests should be made in a way not to reflect doubt on the referee nor stops the flow of discussion.

Reference checks should be coordinated by the responsible line manager or the staff member responsible for human resources within the Shire.

Applicants, where relevant, should also be required to provide certified copies or originals of academic results, professional qualifications or work-related licences.

## **9. Pre- Employment Checklist**

To provide appropriate levels of risk management in the recruiting process to minimise risk a pre-employment checklist must be completed which includes, yet not limited to the following:

### **9.1 Verification of candidate identity**

The preferred candidates identity must be verified using a 100 points check including the candidates right to work in Australia.

Successful applicants should provide a certified copy of suitable proof of identification such as a driver's licence Australian passport using a 100 point ID

### **9.2 Criminal Record Screening**

Dependent on the risk associated with a particular role applicants may be required to provide a current National Police Clearance..

## **10. Pre-employment Medical**

A pre-employment health assessment may be required as part of the recruitment process. The purpose of this assessment is in the interests of the prevention of industrial injury and/or illness by the proper placement of employees in those positions best suited to their physical capabilities.

The assessment is not for the purpose of determining the success or otherwise of a person's application for employment. A health assessment will be undertaken by a medical examiner of Shire's choice. The Shire will pay the medical examiner's fee.

The Local Government may direct a preferred candidate to undertake a pre-employment medical to ascertain whether the candidate is fit to undertake the inherent requirements of the role as specified

#### **11. Job Offers and Employment Commencement**

On approval from the Chief Executive Officer and the completion of all required pre-employment checks, the successful applicant will be offered the position.

#### **12. Employee Declarations**

Before commencement of employment all employee declarations are required to be completed and signed. This includes, yet not limited to, employment conditions agreement, confidentiality agreement, drivers licence declaration, information technology acknowledgement.

#### **13. Employment Agreements/Contracts**

All successful applicants will receive a letter of appointment (agreement-based employee) or a letter of offer and employment contract (common law contract).

The letter of appointment and letter of offer/employment contract are some of the most important documents issued by the Shire. Together with the prospective employee's acceptance, it forms the basis of the contract of employment. Documenting the employment relationship will ensure the prospective employee knows on what terms she or he is agreeing to work, thus minimising any doubt, as well as the likelihood of any further disputes.

The letter of employment should contain the following information as a minimum:

- Position title and duties together with a copy of the position description;
- Employee's classification, wage rate and payment arrangements;
- Duration of employment;
- Supervisor/line authority;
- Hours of work and place of work;
- Superannuation details;
- Leave entitlements;
- Probationary period and review mechanisms;
- References to the applicable award, industrial agreement and employees
- Reference to relevant policies and procedures.

The employment documents must be signed and returned by the applicant prior to the commencement of employment. Should at any time during the period of employment any of the terms and conditions of employment need to be changed or varied for whatever reason, a new contract of employment or letter of appointment will be completed and the employee must agree prior to the variations or change taking place.

A personnel file containing the employee's application for employment, letter/contracts of employment and pre-employment checks will be established in the Shire information/records management system.

All personnel information will be kept on file and will be made available to the individual employee to view on request.

#### **14. Notification of Employees Appointments**

The appointment to positions will be notified when confirmation of acceptance has been received and all unsuccessful applicants have been notified.

## 15. Probationary Period

### *Notification upon Appointment*

All Shire of Chapman Valley managers and senior employees will endeavour to adhere to the following guidelines when establishing a probationary period for an employee:

- The probationary period must be committed to writing at the outset of the employment relationship, so both the Shire of Chapman Valley and employees are clearly aware and informed of the probationary period. This may be in the form of a letter of offer, contract of employment, policy or enterprise agreement. The length of the probationary period will be determined after having regard to the nature of the position and the required time frame for assessment; and
- A probationary period must be determined in advance and prior to appointment;
- The Shire of Chapman Valley will endeavour to notify the employee in writing of their probationary period and the discretion of the Shire of Chapman Valley to extend the probationary period, in either the letter of appointment or the contract of employment.

### *Termination of Employment during Probationary Period*

An employee may be dismissed during a probationary period pursuant to their contract of employment. However, it is important that if an employee's employment is terminated, that:

- the Shire of Chapman Valley outlines the reasons for termination; and
- the employee is given an opportunity to respond to the reasons for the termination of their employment.

### *Permanent Appointment to Position*

Where it has been decided an employee has performed satisfactorily in order to be granted ongoing employment, the following procedures shall be followed:

- the employee's permanent status will be confirmed in writing;
- the manager and employee will meet to discuss any performance issues, areas of improvement and areas of positive performance, and record these discussions in writing;
- any training needs of the employee will be identified and record these training needs in writing;
- the employee should be given the opportunity to provide feedback regarding the probationary process and the matters discussed during the probationary process; and
- Identify and explain areas within the Key Performance Indicators which require improvement.

Failure to complete a final probationary review within the set timeframe will not automatically result in an employee being permanently appointed to any that position. If the final probationary review is not completed within the set timeframe, the employee on probation will be contacted as soon as practicable and informed their probationary will be extended to allow for a final assessment to be conducted.

### *Extension to the Probationary Period*

The Shire of Chapman Valley may decide to extend the probationary period beyond the initial probationary period rather than appoint the employee permanently. Any decision to extend the probationary period should take into account the factors outlined below:

- employee absence or change in management;
- the employee's performance;
- the guidelines set out in the relevant award, letter of employment and/or contract of employment;
- the measures taken during the probationary period to discuss the deficiencies of the employee;
- the nature and seriousness of the deficiencies;
- the efforts by the employee to rectify any deficiencies;
- review of the employee's efforts to rectify their performance;
- Whether the nature of the work requires a longer probationary period in order to assess the employee's capacity to perform the role;
- the employee's personal circumstances such as previous experience, knowledge, age, expectations and family responsibilities; and
- any other factor deemed relevant by the Local Government.

The employee should be informed where the Shire of Chapman Valley decides to extend the probationary period and this extension should be confirmed in writing.

## 16. Record Keeping

During the recruitment and selection process, applications and information relating to applications will be recorded and stored in accordance with the Record Keeping Plan and State Records Act 2000 (WA).

Documentation recommending the appointment of the successful candidate including reference checks will be filed on the job application file to ensure transparency of the process.

## 17. Other Related Documents and Legislation

Anti-Discrimination Act 1991  
 Age Discrimination Act 2004 (Cwth)  
 Australian Human Rights Commission Act 1986 (Cwth)  
 Disability Discrimination Act 1992 (Cwth)  
 Information Privacy Act 2009  
 Local Government Act 2009 Local Government Regulation 2012  
 Racial Discrimination Act 1975 (Cwth)  
 Right to Information Act 2009  
 Sex Discrimination Act 1984(Cwth)  
 Workplace Gender Equality Act 2012 (Cwth)  
 Code of Conduct  
 Equal Employment Opportunity  
 Industrial Instruments  
 Recruitment and Selection Procedure

### ADDITIONAL EXPLANATORY NOTES

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

<b>Adopted – Council Resolution:</b>	<b>03/21-10</b>
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<b>Reviewed/Amended – Council Resolution:</b>	
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**CMP-063 Information Technology Usage Procedure**

MANAGEMENT PROCEDURE No.	CMP-063
MANAGEMENT PROCEDURE	INFORMATION TECHNOLOGY USAGE
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY No.	NA
RELEVANT DELEGATIONS	

**OBJECTIVES:**

This Procedure outlines the conditions governing the use of all Information Technology (IT) facilities provided by the Shire of Chapman Valley. The Procedure applies to Elected Members, staff and to others to whom access to IT facilities has been provided.

**MANAGEMENT PROCEDURE STATEMENT/S:****1. General Use**

- 1.1 The Shire of Chapman Valley reserves the right to, without notice, modify, upgrade, withdraw or otherwise alter any facilities provided.
- 1.2 The Shire of Chapman Valley has ownership of all files and e-mail messages stored on Shire devices and reserves the right to examine all data and software on its facilities and to monitor usage in order to ensure compliance with this Procedure.
- 1.3 Users must respect the resource limitations of the IT facilities provided resources are not infinite.
- 1.4 Any facilities provided to users are for the business purposes of the Shire of Chapman Valley. The Shire will not be responsible for meeting any costs resulting from either the misuse of facilities or the use of facilities for non-business-related purposes.
- 1.5 The Shire of Chapman Valley supports only those facilities which it provides for business purposes. Hardware, software, operating systems and networking protocols not in use at, or provided and approved by the Shire of Chapman Valley are not supported.

**2. Storage**

- 2.1 All corporate information including correspondence, minutes of meetings, memos, file notes and reports (other than those generated through the Shire's databases) are to be stored in the Electronic Document Management System (EDMS). This is consistent with the legislative requirements of the State Records Act 2000.
- 2.2 E-mails and faxes, sent and received, and of corporate nature must be captured and stored in the Electronic Document Management System. This is consistent with the legislative requirements of the State Records Act 2000.
- 2.3 Hard copy documents must be scanned and registered into the EDMS immediately upon receipt.
- 2.4 Corporate documents must not be stored on desktop computers or on portable media (i.e.: Portable Devices, CDs, DVDs) There are appropriate methods for storing draft and 'working' documents within the EDMS.

Network drives are provided for non-corporate documents only and only limited quotas are allowed. It is the responsibility of each staff member to understand what documents should be stored in the EDMS, this information can be obtained from the Record Management Record Keeping Plan August 2014 and Record Management Standard Operating Procedures.

- 2.5 Only the network drives and corporate systems are backed up. 'C' drives and local 'H' drives are not backed up and users will be responsible for any loss of data stored on this drive or on portable media.
- 2.6 Duplication of data is to be avoided. Any documents stored in the EDMS do not need to be stored elsewhere unless access to EDMS is planned to be unavailable or the data is stored on media specifically designed for the purpose of backup.

### **3. Installing Unauthorised Software or Files**

- 3.1 Users must not purchase, install, copy or use any software without prior written consultation with the Chief Executive Officer or Manager Finance & Corporate Services.
- 3.2 The use of any files that are subject to Copyright regulations that have not been authorised in writing for use by the Copyright owner are not permitted to be used on the Shire of Chapman Valley systems.
- 3.3 Copyright authorization documentation has to be registered in the EDMS and Manage according to the Shire's record keeping plan.
- 3.4 The installation and use of third party "screen savers" is not permitted.

### **4. Access to Computer Facilities**

- 4.1 Users may use only those facilities, which they have been properly authorised to use by the relevant Manager. Authorisation must be provided to Manager Finance & Corporate Services in writing before access is provided and/or modified. Access to third party contractors or consultants must be authorised by the Chief Executive Officer and facilitated by the Manager Finance & Corporate Services for security.
- 4.2 Users may not use any of the facilities provided by the Shire of Chapman Valley in such a way as to reflect poorly upon the Shire either in part or as a whole.
- 4.3 Users may not use any of the facilities provided to them by the Shire of Chapman Valley in such a way as to achieve personal gain or to earn income external to their employment at the Shire.
- 4.4 The playing of games on Shire computers is not permitted.
- 4.5 Where the use of any IT facility is governed by a password, the password must not be inappropriately divulged to any other person.
- 4.6 Users must take every reasonable precaution to ensure that their passwords, accounts, software and data are adequately protected. We recommend that no passwords are written down and kept at or near a user's desk.
- 4.7 Any computer account or facility allocated to a user is for their exclusive use. The user must not allow another person to use it without appropriate authorisation from Managers or the Chief Executive Officer.
- 4.8 Users will comply with any directive (verbal, written or electronic) from Manager Finance & Corporate Services relating to access to IT facilities.
- 4.9 Users must treat IT facilities and telephones with respect. Any wilful damage sustained to equipment will result in the costs of repair being sought from the user of the equipment. Any damage sustained to equipment as a result of neglect may result in the costs of repair or replacement being sought from the user of the equipment.
- 4.10 Users must be aware that the use of mobile devices may result in significant communications costs. When users do not have access to Wi-Fi connections to the Shire, on-line time should



be kept to a minimum. The Shire of Chapman Valley will not be responsible for any excessive costs incurred. Mobile data devices are available for executive staff who need internet access.

- 4.11 Remote access to the Shire of Chapman Valley IT facilities is provided on a needs basis. Those seeking such access will need approval in writing from their Manager. Users with remote access must take extra care in relation to security issues and report any breaches (or perceived breaches) of security immediately to IT Services, and must use passwords with at least 8 characters and must contain a mixture of upper and lower case alpha characters and numbers.
- 4.12 The Manager Finance & Corporate Services reserves the right to perform system maintenance tasks outside regular Administration Centre working hours. Where abnormal maintenance tasks are planned notification of the anticipated down time will be communicated if possible. If staff has a particular need for after hour's access to IT facilities they should liaise with the Manager Finance & Corporate Services in advance to arrange access options.
- 4.13 The Manager Finance & Corporate Services has the right to remove, or reallocate specific items of IT equipment within the organisation to ensure maximum efficiencies are achieved from the shire's IT equipment. Such removals reallocations will occur with appropriate consultations with the appropriate managers.

## **5. Security**

- 5.1 Regardless of the prevailing security, or lack of security, users shall not access any data or software except data or software that belongs to the user or have been provided for their use, or is stored on a shared medium for which they have been granted access.
- 5.2 Users must not attempt to rename, delete, or modify the data of another user without prior authorisation from the Manager Finance & Corporate Services, except in the following circumstances: -
  - 5.2.1 For data or files stored on a shared network facility or transferred in/out via a shared network facility.
  - 5.2.2 Under direction of their supervising officer(s) to amend data or files stored in a personal directory.
- 5.3 Anti-virus software protection is provided at both server and desktop level. If a user suspects that their machine has become infected with a virus (or similar type entity) it should be reported immediately to Manager Finance & Corporate Services.
- 5.4 Users are encouraged to log out of their workstations when they are not in use or utilise the auto-locking from the alt-ctrl-del function of away from their workstation more than 10 minutes.
- 5.5 Users should correctly shut their computer systems down before finishing work each day, unless otherwise requested by Manager Finance & Corporate Services.
- 5.6 Users must report to Manager Finance & Corporate Services, without delay, any breaches (either real or perceived) of security.

## **6. IT Support**

- 6.1 The Shire would like all users of our equipment to get maximum productivity through the use of advanced technology.
- 6.2 Progress is only possible through cooperation; staff should communicate with Manager Finance & Corporate Services as frequently as possible to enable the Manager Finance & Corporate Services to understand their needs or frustration. Requests for new systems will be formal and such requests will have treated in order of priority or directives from the Chief Executive Officer.



- 6.3 Support Requests to any external IT support agencies are to be logged through the Manager Finance & Corporate Service.

## 7. Internet and E-mail

- 7.1 The provision of Internet browsing facilities to a user must be authorised in writing by the relevant line Managers and Chief Executive Officer.
- 7.2 E-mail users must check their e-mail frequently, delete any unnecessary messages promptly and manage their e-mail files wisely. Limits are set on mailbox sizes; therefore, users should make sure e-mails are registered into the EDMS.
- 7.3 When commencing leave, staff should utilise the ability of the email software to forward incoming mail to the person who is acting in the position during their absence or out of office message is to be utilised.
- 7.4 Outlook Calendars are regarded as a management tool and should be made available for other staff to review. Personal appointments can be marked 'Private' so reviewers may not see the details of the content.

## 8. What is Acceptable Use in regard to Internet and E-mail?

- 8.1 Subject to the balance of this Procedure, employees may use the Internet access provided by the Shire of Chapman Valley for: -
- 8.1.1 Work-related purposes;
- 8.1.2 Sending and receiving personal email messages, provided that if email messages are sent with a Shire of Chapman Valley email address in the from: or Reply-To: header, a disclaimer shall accompany the email to the effect that the views of the sender may not represent those of Shire of Chapman Valley;
- 8.1.3 Utilizing any other Internet service or protocol for personal purposes after obtaining permission in writing, to do so, from the Manager Finance & Corporate Services.
- 8.1.4 Personal e-mails to advertise items are not permitted.
- 8.1.5 E-mail messages of a corporate nature that leave the Shire of Chapman Valley destined for an external organisation are public records and must be captured in the EDMS. Any corporate email messages that officers receive must also be captured in this manner. If the user is unclear of how to capture the correspondence in the EDMS themselves such messages should be forwarded to Records staff to facilitate this legislative (State Records Act 2000) requirement.

**Condition: Provided in each case that the personal use is moderate in time, does not incur cost for the Shire and does not interfere with the employment duties of the employee or his or her colleagues. Managers and/or the CEO can determine if any private use is excessive and direct staff to curtail such case as they consider appropriate,**

## 9. What is Not Acceptable Use in regard to Internet and E-mail?

- 9.1 Except in the course of an employee's duties or with the express permission of the Shire, the Internet access provided by the Shire may not be used for: -
- 9.1.1 Personal commercial purposes;
- 9.1.2 Sending unsolicited bulk email such as advertising or announcements that are not related to Shire business to any group

- 9.1.3 Sending any e-mail that is inappropriate, for example, e-mails that contains pornographic material, profanity, racial and sexual discrimination, forwarding of hoaxes, chain-mail, spam, harassing colleagues or knowingly sending or forwarding virus-infected e-mails
- 9.1.4 Disseminating confidential information of the Shire of Chapman Valley;
- 9.1.5 Any illegal purpose;
- 9.1.6 Knowingly causing interference with or disruption to any network, information service, equipment or any user thereof;
- 9.1.7 Disseminating personal contact information of officers or employees of the Shire without their consent;
- 9.1.8 Knowingly causing any other person to view content which could render the Shire liable pursuant to equal opportunity or sexual discrimination legislation at the suit of that person; or
- 9.1.9 Knowingly downloading or requesting software or media files or data streams that are not related to Shire business.
- 9.1.10 Sending e-mails that has documents attached, to multiple users within the Shire. Documents of corporate value should be registered in the EDMS and be referred to in e-mails. If a document is not of corporate value it can be stored on the Shared drive and referred to in an e-mail.
- 9.1.11 The use of real-time messaging services such as ICQ or MSN or Yahoo.
- 9.1.12 Web sites including but not limited to those of the following nature: -
  - Games.
  - Personal Shopping / Auctions.
  - Entertainment.
  - Adult Entertainment.
  - Social Sites (Facebook)
  - Pornography.
  - Personal Internet E-mail (such as Gmail, Hotmail or Yahoo).
  - Chat Rooms / Channels.

## 10. Example of Disclaimer to be used

*"This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Shire of Chapman Valley unless this is clearly indicated."*

*You should scan this email and any attachments for viruses. The Shire of Chapman Valley accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this email."*

## 11. Consequences of Unacceptable Use

- 11.1 The Shire of Chapman Valley keeps and may monitor logs of Internet usage which may reveal information such as which Internet servers (including World Wide Web sites) have been accessed by employees, and the email addresses of those with whom they have communicated. The Shire of Chapman Valley will not, however, engage in real-time surveillance of Internet usage, will not monitor the content of email messages sent or received by its employees unless a copy of such message is sent or forwarded to the company by its recipient or sender in the ordinary way, and will not disclose any of the logged, or otherwise collected, information to a third party except under compulsion of law.

- 11.2 Responsibility for use of the Internet that does not comply with this Procedure lies with the employee so using it and such employee must indemnify the Shire of Chapman Valley for any direct loss and reasonably foreseeable consequential losses suffered by the Shire by reason of the breach of Procedure.
- 11.3 The Shire of Chapman Valley will review any alleged breach of this Acceptable Use Procedure on an individual basis. If the alleged breach is of a very serious nature which breaches the employee's duty of fidelity to the Shire, the employee shall be given an opportunity to be heard in relation to the alleged breach and if it is admitted or clearly established to the satisfaction of the Shire the breach may be treated as grounds for dismissal.
- 11.4 Otherwise, an alleged breach shall be dealt with as follows: -
- 11.4.1 Initially, the employee shall be informed of the alleged breach, given an opportunity to respond to the allegation, and if it is not satisfactorily explained, be asked to desist from or where applicable to remedy the breach.
- 11.4.2 If the breach is not desisted from or remedied, The Shire of Chapman Valley may either withdraw the employee's access to the Internet or provide a first warning to the employee, to which the employee shall have an opportunity to respond.
- 11.4.3 If the infringing conduct continues the employee may be given a second and a third warning, to each of which he or she shall have an opportunity to respond.
- 11.4.4 If a breach is committed after the third warning the employee may be dismissed. Breaches of this Procedure will be handled as per the Industry Standard Disciplinary Procedure.

## 12. Questions

If you have any questions about this information technology Procedure, please contact the Manager Finance & Corporate Services. If you do not have any questions, the Shire of Chapman Valley presumes that you understand and are aware of the rules and guidelines in this Procedure and will adhere to them.

## 13. Declaration

I have read, understand and acknowledge receipt of the Information Technology Usage Policies and Procedures Procedure. I will comply with the guidelines set out in this Procedure.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### ADDITIONAL EXPLANATORY NOTES:

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

<b>Adopted – Council Resolution:</b>	
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<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 03/21-10</b>
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# Organisational Corporate Policy, Procedures & Guidelines Manual

# Version Control

## This Is a Controlled Document of the Shire of Chapman Valley

Originated date: Adopted by Council on 18<sup>th</sup> 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 <sup>th</sup> July 2018
Full Manual Review	Minute Reference: 07/19-4	17 <sup>th</sup> July 2019
Full Manual Review	Minute Reference: 03/20-13	18 <sup>th</sup> March 2020
Full Manual Review	Minute Reference: 03/21-10	17 <sup>th</sup> March 2021
Full Manual Review	Minute Reference: 03/22-08	16 <sup>th</sup> March 2022

Key Documents, Policies / Procedures	5
Policies	5
CP-002 Objections & Appeals.....	5
CP-003 Complaints Handling .....	7
CP-004 Legal Representation Cost Indemnification .....	12
CP-008 Shire of Chapman Valley Record Keeping Plan .....	14
CP-009 Media Contact .....	16
CP-010 Freedom of Information .....	17
CP-011 Senior Staff.....	32
CP-013 Payments to Employees in Addition to Contract or Award .....	33
CP-014 Employees Safety & Health .....	34
EP-001 Firebreak Notice & Information Letter .....	36
Procedures	37
CMP-011 Workplace Surveillance Policy .....	37
CMP-016 Administration – Council Chambers .....	39
CMP-022 Library Usage .....	40
CMP-023 Flag .....	41
CMP-024 Release of Unconfirmed Minutes .....	42
CMP-025 Additional Administrative Functions & Tasks .....	43
CMP-028 Risk Management Procedures .....	44
CMP-030 Elected Member Training & Professional Development.....	66
CMP-032 Corrections / Discrepancies in Minutes .....	68
CMP-033 Honour Awards .....	69
CMP-034 Council Annual Function (President's Dinner).....	72
CMP-035 WALGA AGM & Northern Country Zone.....	73
CMP-036 Community Communication .....	74
CMP-040 Customer Service .....	80
CMP-041 Logo's on Shire Vehicles .....	82
CMP-062 Petition Guidelines.....	83
CMP-071 Concept Forum Guidelines.....	86

EMP-002 Bushfire Brigade Membership.....	88
EMP-003 Firefighting Costs.....	92
EMP-004 Protective Clothing – Fire Fighting .....	93
EMP-005 Fire Control Officer Appointments.....	94

**Key Documents, Policies / Procedures**

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

**Policies****CP-002 Objections & Appeals**

POLICY NO	CP-002
POLICY	OBJECTION AND APPEALS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	6.40
LEGISLATION	LOCAL GOVERNMENT ACT – SUBDIVISION 7
RELEVANT DELEGATIONS	

**OBJECTIVES:**

Introduce an *Objection and Appeals Policy and Checklist*. This Checklist is for decisions made under Part 3 of the Local Government Act (Functions of Local Governments) and any Local Law or Regulation that operates as if it were a Local Law.

**POLICY STATEMENT/S:**

Chapman Valley Shire resolved to adopt the pro-forma Objection and Appeals Checklist in regard to the giving of a notice is regarded as making a decision.

- i) Advice to Be Given:
  - ~ If a decision may be considered unfavourably by the effected person/s, have you given them written reasons for the decision and informed them of their rights to object and appeal against the decision?
- ii) When A Person Lodges an Objection
  - ~ Have you given the person reasonable time to make submissions on how to dispose of the objection?
  - ~ Have you given the person notice in writing of how and why the objection was disposed of?
  - ~ Has the effect of the decision been suspended until the person authorised to deal with the objection decides how to dispose of it?
  - ~ Have you given the person notice in writing stating the urgent reasons why the effect of the decision should not be suspended? (if appropriate)
- iii) When A Person Lodges an Appeal
  - ~ Have you received a copy of the appeal?
  - ~ Has the effect of the decision been suspended until the person authorised to deal with the appeal decides how to dispose of it?
  - ~ Have you given the person notice in writing stating the urgent reasons why the effect of the decision should not be suspended?
- iv) The Shire agree to utilise Forms 4 and 5 as stipulated in the Local Government (Functions and General) Regulations of 1996 when dealing with Objection and Appeals.



**ADDITIONAL EXPLANATORY NOTES:**

Appropriate staff will ensure that All Objections & Appeals will be dealt with in accordance with the relevant legislative requirements pertaining to the timing of the response.

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 03/17-32, 03/22-08</b>

**CP-003 Complaints Handling**

POLICY NO	CP-003
POLICY	COMPLAINTS HANDLING SYSTEM
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	6.70
LEGISLATION	LOCAL GOVERNMENT ACT – S 5.107 TO 5.121
RELEVANT DELEGATIONS	1020

**OBJECTIVES:**

A complaint handling system is an organised way of responding to, recording, reporting and using complaints to improve service to the community.

The complaint handling system includes processes for customers to make complaints and guidelines for officers to resolve complaints.

**POLICY STATEMENT/S:****Definitions**

Complaint is defined as being an expression of dissatisfaction about the standard of service, actions or lack of action by the Shire or its staff, affecting an individual customer or group of customers.

First tier complaints officers are officers empowered by the CEO to resolve complaints wherever possible at first contact.

Second tier complaints are to be referred to the CEO or relevant Senior Officer who is to deal with the unresolved complaint.

The third-tier complaint is the Complaint Review Group whose purpose is to conduct an informal investigation with regard unresolved complaints. The Complaint Review Group will comprise of President (or his/her delegate), Deputy President (or his/her delegate), CEO and relevant Senior Officer.

Please note the following will not be registered as complaints:

- Requests for services
- Requests for information or explanation of Policies or Procedures
- Lodging of an appeal in accordance with a standard procedure or policy.

**Policy**

1. The Shire of Chapman Valley shall deal with all complaints efficiently and effectively in the following manner:
  - (a) Front line officers (first tier) will assist complainants in the case of minor complaints and respond within seven (7) working days, detailing action taken or likely to be taken to resolve the issue.
  - (b) In the case of more serious complaints, or the complaint being outside the front-line officer's delegated authority, the complaint is to be referred to second tier officers with the complainant being informed of the name of the investigating officer. The investigating officer to advise the complainant within seven (7) working days of the status of the investigation and anticipated completion date
  - (c) Serious complaints involving personal injury, inappropriate behaviour of officers (i.e.; rudeness, discrimination or harassment), a breach of the law or financial implications and complaints which involve the need for a detail knowledge of the Shire of Chapman Valley's operations and procedures

shall be directed to the CEO with an initial acknowledgment being forwarded to the complainant within seven (7) working days.

- (d) Any appeal against a response to a complaint being received from the first and second tier officers shall be referred to the Complaints Review Group for resolution.
  - (e) If a complaint requires extended research/investigation, the complainant is to be advised and kept informed of progress every 21 days.
  - (f) A register of complaints will be kept by a nominated officer and those not responded to within the guidelines outlined above will be referred to the CEO. Due to FOI restrictions, the register will be located at the Shire administration building and not released on the Shire's website.
2. Complaints shall be in writing (including fax and email), addressed to the CEO and signed by the complainant with his/her address before formal action is taken. Telephone complaints will not be accepted as it is too reliant on the officer to interpret the complaint.
  3. Training will be provided to staff responsible for receiving and/or resolving complaints and those responsible for management and processing more serious complaints will be provided with more specialised training in conciliation, mediation and investigation.
  4. The Complaints Review Group will be responsible for dealing with those complaints where the customer remains dissatisfied with decisions of the first and second tier officers.
  5. In cases where the customer does not accept the outcome achieved by the Shire of Chapman Valley by ways of its complaints procedures, the complainant is to be advised of the alternatives available to have the matter Reviewed/Amended by another body (Ombudsman, Crime & Corruption Commission, Department of Local Government & Regional Development, etc).

#### *Complaint Handling Guidelines*

Note – All actions taken in response to complaints must be documented at each tier for later analysis

#### **First Tier – Front Line Officers**

##### **Level of Authority:**

1. Authority to resolve mistakes that have no cost (present or future) to the Shire;
2. Authority to apologise for errors as long as the admission is not an admission of liability on the Shire's behalf.

##### **Apology:**

A sincere apology for errors can be a potent weapon in resolving complaints! If an apology is warranted, it should be given immediately in a sincere manner. If not warranted, an apology for the situation arising that has caused the person to complain can be given without accepting blame for the organisation.

When to refer a complaint on to second tier officer:

- When the complaint is about your own conduct and you are not confident that you can (or should) deal with it fairly or when the complainant requests it be dealt with by another officer.
- When the complaint is outside your delegated authority or area of expertise.
- When an officer is alleged to have committed a criminal offence, acted corruptly or engaged in other serious or controversial conduct, the matter is to be referred immediately to the CEO.

When a complaint is referred on, ensure the officer is fully briefed on the substance of the complaint so as to alleviate frustration by the complainant of having to explain the matter a second time.

**Second Tier – CEO or relevant Senior Officer****Level of Authority:**

1. Authority to review actions of first tier officer decisions.
2. Authority to conciliate within the limits of their delegation.
3. Authority to revoke instructions or orders when within their delegated authority (not ultra vires) and the circumstances warrant such revocation.

**Review:**

A review by the Officer by reconsidering the original decision or action and then instigating corrective action where appropriate is the easiest of the review options available. If a review is not an option, then the next phase should be conciliation.

**Conciliation:**

Complaints about personnel, especially rudeness or other improper conduct complaints, often are more conducive to semi-formal conciliations. The aim is to prevent the complaint from escalating into a larger and more time-consuming dispute. Often prompt attention to a complaint may be better received and may result in conciliation being achieved to the satisfaction of the parties in a short period of time.

If the matter is complicated and emotions play a substantial part, the elapsing of time can assist in allowing tempers to cool, advice to be obtained and alternatives to be investigated and considered. When not to undertake conciliation:

- The complaint is complex
- The facts are likely to be in dispute and investigation may be needed
- Disciplinary action is a strong possibility
- The outcome the complainant is demanding cannot be provided by the conciliator
- Questions of precedence for the organisation may be involved.

**Third Tier – Complaints Review Group**

The Complaints Review Group consists of the CEO, appropriate Senior Officer(s) and the Shire President (or his/her delegate) and the Deputy Shire President (or his/her delegate). The Complaints Review Group may co-opt externally when considered appropriate.

The Group's role is to:

1. Consider any appeal by complainants to decisions made by officers at the first and second tier level.
2. Consider any serious complaints involving personal injury, inappropriate behaviour, a breach of the law or financial implications and complaints that require a detailed knowledge of the Shire of Chapman Valley's operations and procedures.
3. Direct complaints about a decision of Council where due process has not been followed, corrupt conduct, criminal actions or serious improper conduct, to an external body for investigation.
4. Advise the CEO of the appropriate action to be taken as a result of an investigation.
5. The Complaints Review Group may instruct the CEO to refer the complaint to an external body such as the Ombudsman's office, Crime & Corruption Commission, Police Department, Department of Local Government & Regional Development, etc.

**Steps for Investigation by Senior Officers**

1. Check if there are any previous complaints from this person.
2. Contact the complainant to:
  - Clarify the complaint
  - Clarify the outcome sought

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- Check whether they need support of any kind - whether they have poor sight, hearing or a language difficulty, and what they need to understand the discussion properly
  - Explain the investigation process
3. The investigating officer is to brief himself/herself on the relevant legal and administrative background of the complaint.
  4. Assess whether the complaint Policy is the most appropriate way of handling the complaint. If not discuss alternatives with the complainant (i.e.; appeals to tribunals, legal action or Police).
  5. Consider whether the complaint could be resolved without further investigation.
  6. If the complaint is about proposed action by the Council, consider whether the action should be deferred while the complaint is investigated.
  7. Obtain all relevant documents (ensuring you see the originals, not copies). They may include files, log books and timesheets. Get copies of all the documents reasonably required.
  8. Establish the relevant sequence of events from the files and also the names of the officers/members most directly involved in the complaint.
  9. Prepare a line of questioning for each person to be interviewed:
    - Use open, not leading questions
    - Don't express opinions in words or by your body language
    - Ask single, not multiple questions
  10. Arrange the order of interviews so that where you need to establish normal procedures, you do this first from the most senior officers and end with the officers most directly involved in the complaint.
  11. Inform those to be interviewed that they can be accompanied by a friend or union representative, provided the friend is not in a supervisory position over the interviewee. Explain the complaint clearly to them. Where a complaint is about an officer, the officer's immediate supervisor (if relevant)
  12. Consider whether you need a witness for a particularly difficult interview.
  13. Interviews should be conducted in an informal and relaxed manner, but persist in your questions if necessary. Don't be afraid to ask the same question more than once. Make notes of answers or tape the interviews whichever is most appropriate.
  14. Try to separate hearsay evidence from fact by asking interviewees how they know a particular fact.
  15. Deal with conflicts of evidence by seeking corroborative evidence. If this is not available, then as an exceptional measure, consideration can be given to organising a confrontation between the conflicting witnesses.
  16. At the end of the interview, summarise the main points covered by the interviewee and ask if he/she has anything to add.
  17. Make a formal record of the interview from your written notes as soon as possible after the interview while your memory is fresh. Never leave it longer than the next day.
  18. Draft a report setting out the evidence obtained, without including your own opinions and circulate this for comment to all those interviewed, including the complainant, unless there are special reasons not to do so.

Consider comments and amend the report as necessary, adding conclusions and if appropriate, a suggested remedy for the complainant.

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

<b>Adopted – Council Resolution:</b>	<b>08/05-11</b>
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<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 03/17-32, 03/22-08</b>
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**CP-004 Legal Representation Cost Indemnification**

POLICY NO	CP-004
POLICY	LEGAL REPRESENTATION COSTS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE NO.	8.20
LEGISLATION	LOCAL GOVERNMENT ACT – S 5.101
RELEVANT DELEGATIONS	1003; 1009

**OBJECTIVES:**

This policy is designed to protect the interests of Elected Members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

**POLICY STATEMENT/S:****1. General Principles**

- a. The local government may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.
- b. The local government may provide such assistance in the following types of legal proceedings:
  - i) proceedings brought by members and employees to enable them to carry out their local government functions (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);
  - ii) proceedings brought against Elected Members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]; and
  - iii) statutory or other inquiries where representation of members or employees is justified.
- c. The local government will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.
- d. The legal services the subject of assistance under this policy will usually be provided by the local government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the local government.

**2. Applications for Financial Assistance**

- a. Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.

- b. A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Shire providing full details of the circumstances of the matter and the legal services required.
- c. An application to the Shire is to be accompanied by an assessment of the request and with a recommendation, which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).
- d. A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the Local Government Act 1995.
- e. Where there is a need for the provision of urgent legal services before an application can be considered by the Shire, the CEO may give an authorisation to the value of \$5,000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the Local Government Act 1995.
- f. Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

### 3. Repayment of Assistance

- a. Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the local government.
- b. Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
- c. Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The local government may take action to recover any such moneys in a court of competent jurisdiction.

#### ADDITIONAL EXPLANATORY NOTES:

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

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



**CP-008 Shire of Chapman Valley Record Keeping Plan**

POLICY NO	CP-008
POLICY	SHIRE OF CHAPMAN VALLEY RECORD KEEPING
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY/PROCEDURE No.	9.140
LEGISLATION	STATE RECORDS ACT, 2000
RELEVANT DELEGATIONS	

**OBJECTIVES:**

Ensure compliance with the requirements of the State Records Act, 2000

**POLICY STATEMENT/S:****Creation of Records**

All Elected members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire of Chapman Valley's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

**Elected Members**

Records must be created and kept (by elected members) by forwarding to the Chief Executive Officer for retention and disposal in accordance with the requirements of the State Records Office of WA if: -

- The subject matter is in relation to their participation in the decision-making processes of Council and Committees of Council, and
- Deemed to be a significant or vital record. (See criteria below).

Activities or transactions not directly relevant to the decision-making processes of Council or Committees of Council are not subject to mandatory recordkeeping requirements. Accordingly, the creation and retention of records relating to these activities or transactions is at the discretion of the Elected Member.

**Employees**

All staff (including contractors) are to create, collect and retain records relating to the business activities they perform. They are to ensure significant records are captured into the Recordkeeping System and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for recordkeeping.

**Capture & Control of Records**

All records created and received in the course of Shire of Chapman Valley business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, that are managed in accordance with sound recordkeeping principles.

**Security & Protection of Records**

All records are to be adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation, access and storage requirements.

**Access to Records**

Access to the Shire of Chapman Valley records by: -

**Staff and Contractors**

Will be in accordance with the Shire of Chapman Valley Recordkeeping Standard Operating Procedures

**The General Public**

Will be in accordance with the Local Government Act 1995, Freedom of Information Act 1992 and Shire of Chapman Valley policy.

**Elected Members**

Will be via the Chief Executive Officer in accordance with the Local Government Act 1995

**Appraisal, Retention & Disposal of Records**

All records kept by the Shire of Chapman Valley will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

**Significant Records**

Records that contain information which is of administrative, legal, fiscal, evidential or historical value and are not recorded elsewhere on the public record. They may describe an issue, record who was involved, record why a decision was made or may embody actual policy.

The following criteria shall be used to determine whether a record is significant:

1. Does it convey information that is considered essential or relevant in making a decision?
2. Does it convey information upon which myself or others (including the Shire of Chapman Valley) will be, or are likely to be, making decisions affecting their business operations, or rights and obligations under legislation?
3. Does it commit the Shire or its staff or council to certain courses of action, or the commitment of resources or provision of services?
4. Does it convey information about matters of public safety or public interest, or involve information upon which contractual undertakings are entered into?
5. Is the information likely to be needed for future use, or is it of historical value or interest?

**Vital Records**

Records those are essential to the re-establishment and continued operation of the business of the Shire in the event of a disaster. Vital records protect the assets and interests of the Shire as well as the rights of individual or stakeholders.

**ADDITIONAL EXPLANATORY NOTES:****ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:****Adopted – Council Resolution:****02/04-17****Reviewed/Amended – Council Resolution:****05/15-23; 06/15-18; 03/17-32; 03/17-32**

**CP-009 Media Contact**

<b>POLICY NO</b>	CP-009
<b>POLICY</b>	MEDIA CONTACT
<b>RESPONSIBLE OFFICER</b>	CHIEF EXECUTIVE OFFICER
<b>PREVIOUS POLICY/PROCEDURE No.</b>	9.170
<b>LEGISLATION</b>	LOCAL GOVERNMENT ACT, 1995, [s2.8(d); s5.41(f) & s5.44(1)]

**OBJECTIVES:**

To set out in straight forward sequence, the statutory and corollary principles applying to speaking on behalf of the Shire of Chapman Valley.

**POLICY STATEMENT/S:**

1. In accordance with Section 2.8(d) of the Local Government Act 1995, the President is the authorised spokesperson of the Council and the Shire;
2. In accordance with Section 5.41(f) of the Local Government Act 1995, the CEO may also be the spokesperson of the Council and the Shire if the President agrees;
3. If the President is not available or unable to be the spokesperson (Section 5.34) then the Deputy President may perform this function;
4. In accordance with Section 5.44(1) of the Local Government Act 1995, the CEO may delegate authority to other officers to be the spokesperson;
5. If a Councillor or staff member is approached by the press to answer questions or make comment on Shire business, unless otherwise specifically authorised by the President, or the CEO, the press be referred to the authorised spokesperson of the Shire for response; and
6. Nothing in this Policy shall prevent a member of Council expressing his/her personal opinion to the media. However, as a general principle, members having dealings with the media when approached by it to make a statement or private comment on a matter of Shire business, should have regard to any resolutions of the Council affecting the matter in question.

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

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

**CP-010 Freedom of Information**

POLICY NO	CP-010
POLICY	FREEDOM OF INFORMATION (FOI)
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	13.10
LEGISLATION	FREEDOM OF INFORMATION ACT, 1992

**OBJECTIVES:**

The Shire of Chapman Valley supports the principle of the Freedom of Information Act 1992, and will release copies of documents it holds wherever possible, subject to the Act and to policy requirements.

**POLICY STATEMENT/S:**

The Manager of Finance and Corporate Services is the Freedom of Information decision maker and will process applications in accordance with the FOI Act and this policy.

The CEO is the Internal Reviewer and will review applications in accordance with the Act and their Policy.

All applications for documents available for purchase or inspection will be processed on payment of any required fee.

All applications for documents not normally available for public purchase or inspection will be dealt with under the provisions of the Freedom of Information Act, including payment of application (if applicable) and processing fees.

All documents subject to the Act will be released wherever possible, subject to spot editing to remove the possibility of identification of and need to consult with third parties (e.g. complainants) except Shire officers whose names may appear on documents as a normal part of their employment.

**Documents containing:**

- Personal information;
- Commercial or business information of a confidential nature excluding those documents which, under the Local Government Act 1995 are classed as public documents;
- Information which may impair law enforcement, public safety and property security;
- Information of Legal Professional Privilege (i.e. legal advice obtained by the Local Authority);
- Confidential communications; and
- Information of which disclosure could impair the effectiveness of methods and procedures for conducting tests, audits and spot inspections.

*Will be subject to possible full exemption pursuant to Schedule 1 of the Act*

The Freedom of Information Decision Maker and Freedom of Information Internal Reviewer are to exercise discretion and are to process applications for documents, which may be subject to exemptions in accordance with the overall intent of the Act to release documentation. Full reasons and rationale for decisions are to be given to applicants in cases where documents are considered to be wholly or partly exempt from release.

**ADDITIONAL EXPLANATORY NOTES:**

Refer also to the Shire of Chapman Valley *Freedom of Information Statement*.



SHIRE OF  
**Chapman Valley**  
*love the rural life!*

## **FREEDOM OF INFORMATION STATEMENT**

[Reviewed: July 2021]

## INDEX

ITEM NUMBER	PAGE NO.
1.0 VISION STATEMENT	2
2.0 DETAILS OF LEGISLATION ADMINISTERED	2
2.1 <i>Examples of Legislation Affecting the Shire</i>	
2.2 <i>Local Laws</i>	
3.0 COUNCIL STRUCTURE	3
3.1 <i>Council Structure</i>	3
3.2 <i>Committees</i>	4
4.0 DECISION MAKING FUNCTIONS	8
5.0 DOCUMENTS HELD	8
5.1 <i>Available for inspection</i>	9
5.2 <i>Available - for which a fee may be charged</i>	9
5.3 <i>Available under Freedom of Information Act</i>	9
5.4 <i>Limits on right to inspect</i>	9
5.5 <i>Format in which information is held</i>	10
6.0 OPERATION OF FREEDOM OF INFORMATION IN THE SHIRE OF CHAPMAN VALLEY	10
6.1 <i>How and to whom initial enquiries should be made</i>	10
6.2 <i>Freedom of Information charges</i>	11
6.3 <i>Notice of decision</i>	12
6.4 <i>Person responsible for decision regarding access of amendment of personal information</i>	12

## 1.0 VISION STATEMENT

The Shire's Vision is 'a thriving community, making the most of our coastline, ranges and rural settings to support us to grow and prosper'.

## 2.0 DETAILS OF LEGISLATION ADMINISTERED

### 2.1 Examples of Legislation Affecting the Shire

In addition to the Local Government Act 1995 the Shire of Chapman Valley is bound by and may apply, in its daily functions, a range of federal and state legislation. Examples of some of the more significant legislation applicable to the Shire's functions and operations are as follows:

- Local Government (Miscellaneous Provisions) Act 1960
- Freedom of Information Act 1992
- Bushfires Act 1954
- Planning & Development Act 2005
- Health Act 1911
- Dog Act 1976
- Cat Act 2011
- Litter Act 1979
- Dividing Fences Act 1961
- Caravan Park and Camping Ground Act 1995
- Emergency Management Act 2005
- Building Act 2011
- State Records Act 2000
- Interpretation Act 1984
- Environmental Protection Act 1986
- Criminal Procedures Act 2004

These Acts, as with others, are often supported by subsidiary legislation which will also be applied in the course of conducting various functions within the Shire.

Although the above refers to specific examples the Shire is bound more broadly by, and may have cause to enforce, the requirements of any federal or state legislation where it applies in relevant circumstances.

### 2.2 Local Laws

The Shire of Chapman Valley is wholly responsible for administering the following Shire local laws:

- Dogs Local Law 2016
- Standing Orders Local Law 2016
- Activities in Thoroughfares & Public Places & Trading Local Law 2016

### 3.0 COUNCIL STRUCTURE

Parts 2 and 3 of the Local Government Act 1995 establishes the Shire of Chapman Valley as a local government and provides for its structure and functions.

The Shire is a body corporate with perpetual succession and a common seal, and with a governing Council.

The Shire's general function is to provide for the good government of persons in the district.

The Shire has both legal and executive powers and may do all things necessary or convenient in performing its functions.

#### 3.1 Council Structure

The Council is comprised of eight (8) Councillors.

##### Role of the Council

The Council:

- governs the Shire of Chapman Valley's affairs; and
- is responsible for the performance of the Shire of Chapman Valley's functions.

The Council is also to:

- oversee the allocation of the Shire of Chapman Valley's finances and resources; and
- determine the Shire of Chapman Valley's policies.

The President and Deputy President are elected after the Local Government Elections every two years by the Elected Members. The current Shire President and Deputy President are:

##### Role of the Shire President

- presides at meetings in accordance with the Local Government Act 1995;
- provides leadership and guidance to the community in the district;
- carries out civic and ceremonial duties on behalf of the Shire of Chapman Valley;
- speak on behalf of the Shire of Chapman Valley;
- performs such other functions as are given to the mayor by the Local Government Act or any other written law; and
- liaises with the CEO on the Shire of Chapman Valley's affairs and the performance of its functions.

##### Role of the Deputy President

The Shire of Chapman Valley Deputy President performs the functions of the President when authorised to do so under section 5.34 of the Local Government Act. i.e.

*If:*

*(a) the office of mayor or president is vacant; or*



*(b) the mayor or president is not available or is unable or unwilling to perform the functions of the mayor or president,  
then the deputy mayor may perform the functions of mayor and the deputy president may perform the functions of president, as the case requires.*

### Role of Councillors

A Councillor:

- represents the interests of electors, ratepayers and residents of the district;
- provides leadership and guidance to the community in the district;
- facilitates communication between the community and the council;
- participates in the Shire of Chapman Valley's decision-making processes at council and committee meetings; and
- performs such other functions as are given to a Councillor by the Local Government Act 1995 or any other written law.

The Chief Executive Officer is appointed by the Council.

### Role of the Chief Executive Officer

The Chief Executive Officer's role is to:

- Advise the Council of the functions of the local government;
- Ensure that advice and information is available to the Council so that informed decisions can be made;
- Implement Council decisions; and
- Manage the day to day operations of the Shire of Chapman Valley including staff.

### No Ward System

The Shire of Chapman Valley operates under a *No Ward System*.

## **3.2 Committees**

Council members are elected to committees by the following process: -

- i) Members identify which committees they have an interest in sitting on.
- ii) Members vote by secret ballot their choice of committee members from the list of members who have indicated their interest in being on a particular committee.

To enable Council to efficiently administer its business, committees are appointed to oversee various aspects of its operations, all Committee meetings are held on an “as needs basis”.

### **Building & Disability Services Committee**

Will meet at least annually to inspect all Shire Buildings/Properties and then subsequently to:

- ~ Review preliminary costings for proposed works for consideration in draft Council Budget;
- ~ Review the Capital & Building Works Program;
- ~ Disability Access & Inclusion Plan; and
- ~ Any other building/property items referred to the Committee by Council.

### **Delegation – Nil**

5 x Councillors

#### **Observers:**

- ~ CEO
- ~ Building Surveyor

### **Finance, Audit & Risk Management Committee**

The purpose of the Committee in fulfilling the requirements of Local Government (Audit) Regulation 17 by assisting the Chief Executive Officer to:

- a) provide an independent oversight of the financial systems of the local government on behalf of the Council;
- b) guide and assist the local government in respect to financial management;
- c) contribute to the Shire’s corporate governance, stewardship, leadership and control responsibilities in relation to financial reporting and audit;
- d) guide and assist with the Internal Audit and Risk Management;
- e) oversee the implementation of audit recommendations made by the auditor, which have been accepted by council; and
- f) oversee accepted recommendations arising from reviews of local government systems and procedures.

### **Delegation – Nil**

4 x Councillors

1 x External, Independent Member

#### **Observers:**

- ~ CEO
- ~ Manager Finance & Corporate Services

### **Road Infrastructure Committee**

Undertake an annual review the following:

- ~ Road Works Program;
- ~ Road Hierarchy;
- ~ Heavy Haulage Vehicle Permit Roads; and
- ~ Any other works infrastructure item referred to the Committee by Council.
- ~ Review the plant replacement program

### **Delegation – Nil**

All Councillors

### **Observers:**

- ~ CEO
- ~ Manager Works & Services
- ~ Deputy CEO
- ~ Works Leading Hand

### **Bushfire Brigade Group Management Advisory Committee**

Meet at least annually to:

- ~ Elect Office Bearers;
- ~ Review previous year fire season;
- ~ Review the Shire's Fire Notice;
- ~ Liaise with external organisations (e.g. DFES, DPAW);
- ~ Review the DFES Capital & Operational Grants;
- ~ Any other bush fire related items referred to the Committee by Council.

### **Delegation – Nil**

President (Presiding Member

3 x Councillor s

CBFCO

DCBFCO

All Brigade FCOs

Chief Executive Officer

Senior Ranger

### **Observers**

1 x DFES Rep.

1 x DBCA Rep.

### **Batavia Local Emergency Management Committee**

Meet as required in accordance with legislation and Council endorsed Local Emergency Management Arrangements (LEMA) to:

- ~ Review the LEMA & Recovery Plan;
- ~ Implement Emergency Exercises as required;
- ~ Any other emergency management related items referred to the Committee by Council.

### **Delegation – Nil**

2 x Councillors

Chief Executive Officer

### **Landcare & Environmental Advisory Group**

To apply for grant funding from third party sources to finance appropriate projects within the Shire of Chapman Valley:

- a) Delegate authority to the Chief Executive Officer to endorse grant applications/projects if funding resources are available within the Council's adopted budget;
- b) If funding resources are not available within the adopted Council Budget for specific grant applications/projects, present the application to Council for endorsement, if possible, prior to the closure dates for the grant funding programs. Otherwise retrospective Council endorsement to commit funding resources will be required.

All applications submitted, which require Council endorsement for additional funding resources, will be subject Council endorsement (i.e. the Committee does not have delegated authority to commit Council funding resources)."

- c) Provide advice and assistance to the Chief Executive Officer and Shire staff in the managing of the Landcare Grant funds.
- d) Provide recommendations to Council on any Landcare Contracts and Consultancy agreements.
- e) Provide a Draft Annual Budget for Landcare to Council for consideration as part of the Annual Budget process.

### **Delegation – Nil**

2 x Councillors

### **Observers**

Chief Executive Officer

Deputy CEO

NACC Rep.

Landcare & Environment Consultant

### **Community Growth Fund Advisory Group**

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

### **Delegation – Nil**

President (Presiding member)

3 x Councillors (Members)

Chief Executive Officer

Manager Finance & Corp Svc

Comm. Develop. Officer

### **Tourism & Events Advisory Group**

Will meet on an 'as needs' basis only to:

- ~ Evaluate annual Australia Day Award Nominations and submitting these to Council in readiness for presenting the awards at the Shire's annual Australia Day Function;
- ~ Assist with coordinating the annual Australia Day function(s);
- ~ Discuss all other item(s) referred to them by Council in the areas of tourism and events.
- ~ Liaise with external organisations

### **Delegation – Nil**

3 x Councillors

CEO

Deputy CEO

Comm. Development Officer

2 x Community Representatives for Australia Day award nominations (recommend past winner as one rep.)

**4.0 DETAILS OF DECISION MAKING FUNCTIONS**

Local Laws, Policies and Corporate Management Procedures applying to this Council's district only, are made by Council under the Local Government Act 1995.

Council may provide that contravention of a provision of the local law is an offence and may provide for penalties to be imposed.

The Shire of Chapman Valley current local laws are:

- Dogs Local Law 2016
- Standing Orders Local Law 2016
- Activities in Thoroughfares & Public Places & Trading Local Law 2016

**5.0 DOCUMENTS HELD**

5.1 Any person can attend the office during office hours and inspect free of charge, subject to limitations any of the following in relation to council in the form in which it is normally held.

- a) annual report to electors;
- b) annual budget;
- c) annual financial report;
- d) various brochures available at the counter;
- e) shire library facilities;
- f) equal opportunity policy statement
- g) confirmed minutes of Council, committee and elector's meetings;
- h) Integrated Strategic & Operational Plans;
- i) register of financial interests;
- j) schedule of fees and charges;
- k) schedule of loan repayments;
- l) loans register;
- m) proposed local law of which State-wide public notice has been given;
- n) local laws made by Council;
- o) any written law that Council has the duty or power to enforce;
- p) rates record;
- q) confirmed minutes of council or committee meetings;
- r) minutes of elector's meetings;
- s) notice papers and agenda relating to any council or committee meeting and reports other documents that have been -
  - i) tabled at a council or committee meeting; or
  - ii) produced by council or a committee and presented at a council or committee meeting.
- t) prepared business plan;
- u) register of owners and occupiers and electoral rolls;
- v) register of delegations to committees.

**5.2 Documents available to the public - for which a fee may be charged.**

- a) maps of the Shire of Chapman Valley;

- b) the annual financial report;
- c) the annual budget;
- d) municipal inventory;
- e) town planning documents;
- f) freedom of information statement.

### **5.3 Other documents held which may be available for inspection within the Freedom of Information Act**

- a) register of delegations to CEO and employees;
- b) unconfirmed minutes of council or committee meetings;
- c) notice papers and agenda relating to council or committee meetings and reports and other documents which -
  - i) are to be tabled at the meeting; or
  - ii) have been produced by the local government or a committee for presentation at the meeting.
- d) and which have been made available to members of Council or the committee.
- e) the information contained in a tender's register;
- f) property ownership enquiries.

### **5.4 Limits on right to inspect Local Government Information**

A person's right to inspect information does not extend to the inspection of information:

- a) which is not current at the time of inspection; and
- b) which, in the CEO's opinion, would divert a substantial and unreasonable portion of resources away from other functions.
- c) in relation to any debt owed by a person other than the debt of the person making the enquiry.
- d) relating to minutes of meetings or notice papers and agenda and supporting reports and documents of a meeting which: -
  - i) was closed to the public; or
  - ii) in the CEO's opinion, could have been closed to members of the public, but was not closed.
- e) in relation to contracts for the CEO and senior employees if: -
  - i) the information relates to a matter other than the salary or the remuneration or benefits payable under the contract; and

- ii) in the CEO's opinion, the information should not be available for inspection by members of the public because of the private nature of the information.

## **5.5 Format in which information is held-**

- a) library holds brochures, videos, cassettes and books, available for borrowing through the library system;
- b) rates records are held on computer hard disk;
- c) minutes of meetings are held in guard and bound books;
- d) annual report to electors, financial report and budget are held in booklet form and on hard disk;
- e) register of loans - hard copy;
- f) register of tenders - hard copy;
- g) register of delegations to committee - hard copy;
- h) maps - hard copy;
- i) Integrated Strategic and Business Plans - hard copy;
- j) register of financial interests - hard copy;
- k) owners, occupiers and electoral rolls - hard disk and soft copy;
- l) municipal inventory - book.
- m) correspondence, both incoming and outgoing is in filing cabinets for short term or held in the storeroom for long term archives. A system index schedule (numbers used in filing records) is held in booklet form;
- n) personal information - held in filing system and on computer hard disk.

## **6.0 THE OPERATION OF FREEDOM OF INFORMATION IN THE SHIRE OF CHAPMAN VALLEY**

### **6.1 How and to whom initial enquiries should be made?**

- i) In accordance with Section 12 (i) Initial enquiries should be made
  - a) in writing;
  - b) give enough information so that the documents requested can be identified;
  - c) give an Australian address to which notices can be sent; and
  - d) be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator: -

Chief Executive Officer

Shire of Chapman Valley

Post Office Box 1

Nabawa WA 6532

*Telephone and fax numbers:*

Phone: (08) 9920 5011

Fax: (08) 9920 5155



- ii) Applications will be acknowledged in writing and you will be notified of the decision within 45 days.
- iii) It is the aim of the Shire of Chapman Valley to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the Freedom of Information Process.
- iv) If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the agency and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

## 6.2 Freedom of Information Charges -

A scale of fees and charges set under the Freedom of Information Act Regulations.

- |   |                    |
|---|--------------------|
| i) Personal Information about the applicant   | <i>no fee</i>      |
| ii) Application fee (for non- personal information)   | \$30.00            |
| iii) Charge for time dealing with the application<br>(per hour, or pro rata)  | \$30.00            |
| iv) Access time supervised by staff<br>(per hour, or pro rata)  | \$30.00            |
| v) Photocopying staff time<br>(per hour, or pro rata)   | \$30.00            |
| vi) Per photocopy   | .20                |
| vii) Transcribing from tape, film or computer<br>(per hour, or pro rata)  | \$30.00            |
| viii) Duplicating a tape, film or computer information  | <i>Actual Cost</i> |
| ix) Delivery, packaging and postage   | <i>Actual Cost</i> |
| x) Advance deposit may be required of the estimated charges   | 25%                |
| xi) Further advance deposit may be required to meet the charges for dealing with the application  | 75%                |
| xii) For financially disadvantaged applicants, those issued with prescribed pensioner concession cards, the charge payable may be reduced by 25%. |                    |

Access to documents can be granted by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

## 6.3 Notice of decision -

As soon as possible but in any case, within 45 days you will be provided with a notice of decision which will include details of the decision and procedures to follow.

*Refusal of Access -*

Applicants who are dissatisfied with a decision are entitled to ask for an internal review. Application should be made in writing within 30 days of receiving the notice of decision.

You will be notified of the outcome of the review within 15 days.

If you disagree with the result you then can apply to the Information Commissioner for an external review, and details would be advised to applicants when the internal review decision is issued.

**6.4 Person responsible for decisions regarding access or the amendment of personal information under Freedom of Information -**

The Chief Executive Officer makes decisions regarding access or the amendment of personal information under Freedom of Information.

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

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

**CP-011 Senior Staff**

POLICY NO	CP-011
POLICY	SENIOR STAFF
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	14.230
LEGISLATION	LOCAL GOVERNMENT ACT, 1995 – SECTION 5.36
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To designate Senior Employees in accordance with the requirements of the Local Government Act, 1995.

**POLICY STATEMENT:**

Designate the following members of staff as “Senior Staff” in accordance with section 5.37 of the Local Government Act 1995:

- Deputy CEO
- Manager of Finance and Corporate Services
- Manager Works and Services
- Building Surveyor / Project Officer

(Note: CEO is designated as a Senior Employee by virtue of Section 5.36 of the Local Government Act, 1995)

CEO to present Council with proposed amendments to Senior Staff contracts and remunerations as part of the annual budget consideration process or at any other time as determined by the CEO (e.g. Contract extensions, etc.)

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

<b>Adopted – Council Resolution:</b>	<b>07/04-5</b>
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<b>Reviewed/Amended :</b>	<b>05/05-2; 05/05-3; 06/07-31; 06/11-16; 07/14-6; 05/15-23; 06/15-18; 03/17-32; 03/17-32; 07/19-4</b>
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**CP-013 Payments to Employees in Addition to Contract or Award**

POLICY NO	CP-013
POLICY	PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	14.170
LEGISLATION	LOCAL GOVERNMENT ACT, 1995 – SECTION 5.50(2)
RELEVANT DELEGATIONS	NA

**OBJECTIVES:**

To stipulate payments made to employees in addition to contracts or award payments as is required by the Local Government Act, 1995, s 5.50(2)

**POLICY STATEMENT/S:**

The Shire of Chapman Valley does not support any payment to employees either under Contract or Award other than that specifically set out in that Contract or Award when such employees finish with this Shire.

If the Council consider an individual case appropriate, it will exercise its power under the Local Government Act 1995 and Local Government Act (Administration) Regulations, 1996 whereby, if so resolved by Council, Local Public Notice will be given in relation to any such additional payments to any specific employees.

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

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

**CP-014 Employees Safety & Health**

POLICY NO	CP-014
POLICY	EMPLOYEES SAFETY AND HEALTH
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	6.10
LEGISLATION	OCCUPATIONAL HEALTH & SAFETY ACT, 1984
RELEVANT DELEGATIONS	

**OBJECTIVES:**

This policy recognises the safety and health of all employees of the Shire of Chapman Valley is the responsibility of Shire management. In fulfilling this responsibility, management has a duty to provide and maintain, so far as is practicable, a working environment in which employees are not exposed to hazards:

- providing and maintaining safe plant and systems of work;
- making and monitoring arrangements for the safe use, handling, storage, disposal and transport of plant and substances;
- maintaining the workplace in a safe and healthy condition;
- providing information, training and supervision for all employees enabling them to work in a safe and healthy manner.

**POLICY STATEMENT/S:**

The Chief Executive Officer is responsible for implementation and monitoring of this policy.

The Human Resources/Finance Officer is assigned the authority to act as the Safety Co-ordinator and is responsible for initiating and driving all safety and health strategies on behalf of the Chief Executive Officer.

The safety and health duties of management at all levels will be detailed and the Shire processes for training and back-up support should be followed. In fulfilling the objectives of this policy, management is committed to regular consultations with employees to ensure that the policy operates effectively and that safety and health issues are regularly reviewed.

**6.10.1 DUTIES**

Recognising the potential risks associated with hazards that may be present, the Shire of Chapman Valley will take very practicable steps to provide and maintain a safe and healthy work environment for all employees.

**6.10.2 MANAGEMENT**

- is responsible for the effective implementation of the Shire's safety and health policy;
- must observe, implement and fulfil its responsibilities under the Acts and Regulations which apply to Local Government;
- must ensure that the agreed processes for regular consultation between management and those with designated and elected safety and health responsibilities are followed;
- must make regular assessments of safety and health performance and resources in co-operation with those with designated and elected safety and health functions;
- must ensure that all specific policies operating within the Shire are periodically revised and consistent with the Shire's safety and health objectives;
- must provide information, training and supervision for all employees in the correct use of plant, equipment and substances used throughout the Shire, and
- must be informed of incidents and accidents occurring on Shire premises or to Shire employees so that safety and health performance can be accurately gauged.

**6.10.3 EMPLOYEES**

- have a duty to take the care of which they are capable for their own safety and health and of others affected by their actions at work;
- must comply with the safety processes and directions agreed between management and employees with nominated or elected safety and health functions;
- must not wilfully interfere with or misuse items or facilities provided in the interest of safety, health and welfare of Shire employees; and
- must, in accordance with the Shire's Policy for accident and incident reporting, report potential and actual hazards and accidents/incidents to their elected safety and health representatives.
- This policy will be regularly reviewed in the light of legislation and Shire changes. Management seeks co-operation from all employees in realising our safety and health objectives and creating a safe work environment. All employees will be advised, in writing, of agreed changes and arrangements for their implementation.

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

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

**EP-001 Firebreak Notice & Information Letter**

POLICY NO	EP-001
POLICY	FIRE BREAK NOTICE & INFORMATION NEWSLETTER
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	3.10
LEGISLATION	BUSHFIRE ACT, 1954 – s33
RELEVANT DELEGATIONS	

**OBJECTIVES:**

Provide clear and concise information to landowners/occupiers within the Shire of Chapman Valley of fire control, suppression and prevention requirements on their land.

**ADDITIONAL EXPLANATORY NOTES:**

Reviewed/Amended annually by the Shire of Chapman Valley Bush Fire Brigade Group Management Advisory Committee and presented to Council for consideration and adoption prior to the annual Rate Notices being sent out. This Notice is included with the information sent out to all landowners with the annual Rate Notices.

[Link to latest Fire Notice](#)

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

<b>Adopted – Council Resolution:</b>	10/01-9
<b>Reviewed/Amended – Council Resolution:</b>	05/14-10; 05/15-23; 06/15-18; 03/17-32; 03/17-32; 04/16-15; 05/15-23; 06/15-18; 03/17-32; 03/17-32; 04/16-15; 07/19-4

## Procedures

### CMP-011 Workplace Surveillance Policy

MANAGEMENT PROCEDURE No.	CMP-011
MANAGEMENT PROCEDURE	WORKPLACE SURVEILLANCE POLICY
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	NEW
RELEVANT DELEGATIONS	NIL

#### OBJECTIVES:

The Shire of Chapman Valley is committed to providing a safe environment for its employees and the community in which unlawful, antisocial, and inappropriate activity is kept to a minimum while respecting the individual rights to privacy.

The Shire of Chapman Valley will ensure that the use of workplace surveillance complies with the requirements of the relevant legislation including the *Surveillance Devices Act 1998 (WA)*.

#### MANAGEMENT PROCEDURE STATEMENT/S:

Surveillance may be deployed within the workplace in order to protect the assets and equipment of the Shire of Chapman Valley and improve community and employee safety.

This policy outlines the deployment of workplace surveillance in the Shire of Chapman Valley.

#### Electronic Surveillance Devices

The Shire of Chapman Valley may deploy electronic surveillance devices to protect assets, equipment and people through the recording of unauthorised, unlawful, inappropriate, or dangerous activity/incidents.

The Shire of Chapman Valley may deploy fixed and mobile cameras (of either motion/CCTV or still variety) in areas where assets or equipment are stored or commonly used, or in high risk work areas. Cameras may be placed in, around, or to view fixed or mobile locations.

Cameras should be placed in unobtrusive positions covering the area to be protected.

Cameras must not be placed inside toilets or change rooms, residences, or in such as position as to view inside these premises.

The Shire of Chapman Valley will erect signs to inform employees and community members that cameras are in use.

Global Positioning System (GPS) devices may be utilised in vehicles or equipment where the operator is often required to work alone, where there are risks associated with the tasks being carried out by an employee or where the Local Government has a need to monitor and protect that vehicle or equipment.

#### Staff Management

The Shire of Chapman Valley will not deploy workplace surveillance for the general management of the Shire of Chapman Valley employees. However, if any workplace surveillance demonstrates an employee acting in an antisocial, inappropriate, or unlawful manner, the Shire of Chapman Valley may use this information for disciplinary or other appropriate action.

#### Review and Retention of Images



Images that indicate unauthorised or inappropriate activity, either through a record of that activity or due to interference with the camera, are to be referred to the Chief Executive Officer. The Chief Executive Officer will retain the images and any associated information in a secure, confidential location.

#### Confidentiality

Image information or data recorded is to be discussed only with the Chief Executive Officer. No information regarding the location of surveillance devices or images recorded is to be released or discussed with any other person, except with the approval of the Chief Executive Officer or if required by law.

#### Consequences of Breaching this Policy

Any person engaged by the Shire of Chapman Valley found to have breached this policy may be subject to disciplinary action or dismissal, as appropriate. Criminal charges may also be applied, where appropriate.

#### Variation to this Policy

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

#### Statement of Understanding

I confirm that I have read and understood the Shire of Chapman Valley Workplace Surveillance Policy. I understand that it is a condition of my employment or engagement with the Shire of Chapman Valley that I consent to, and must comply, with, the terms and conditions contained within this Policy.

*Please do not sign this document unless you fully understand the contents and requirements.*

Employee Printed Full Name

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Employee Signature

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Date

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*Please forward signed copy to the Human Resources.*

#### **ADDITIONAL EXPLANATORY NOTES:**

Related Corporate Documents  
Code of Conduct  
Add to training matrix and induction pack

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

<b>Adopted – Council Resolution:</b>	<b>07/18-10</b>
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<b>Reviewed/Amended – Council Resolution:</b>	
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**CMP-016 Administration – Council Chambers**

MANAGEMENT PROCEDURE No.	CMP-016
MANAGEMENT PROCEDURE	ADMINISTRATION – COUNCIL CHAMBERS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	4.120
RELEVANT DELEGATIONS	

**OBJECTIVES:**

Control the use of the Shire of Chapman Valley Council Chambers.

**MANAGEMENT PROCEDURE STATEMENT/S:**

The Council Chambers be available for meetings/events provided suitable arrangements can be made with the Chief Executive Officer with bookings to be made at the Shire Offices after President or Chief Executive Officer approval has been obtained.

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

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

**CMP-022 Library Usage**

MANAGEMENT PROCEDURE No.	CMP-022
MANAGEMENT PROCEDURE	LIBRARY USAGE
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY/PROCEDURE No.	6.30
RELEVANT DELEGATIONS	

**OBJECTIVES:**

Set conditions for Library usage.

**MANAGEMENT PROCEDURE STATEMENT/S:**

A deposit fee system as determined by the State Library Board to be applied at the discretion of the Librarian upon authorisation of the Chief Executive Officer for a user who it is considered has abused this service.

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

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

**CMP-023 Flag**

MANAGEMENT PROCEDURE No.	CMP-023
MANAGEMENT PROCEDURE	FLYING FLAGS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	6.50
RELEVANT DELEGATIONS	NA

**OBJECTIVES:**

The objective of this Policy is to ensure the Shire's protocols and practice of flying, displaying and lowering flags.

**MANAGEMENT PROCEDURE STATEMENT/S:**Introduction

The Australian National Flag is to be flown/displayed in ordinary working hours on ordinary working days. Where additional flag poles exist, other flags may be flown/displayed in the following order of priority:

- Australian National Flag.
- Western Australia State Flag.
- Aboriginal Flag.

Flying flags

Flags will be flown in accordance with the Australian National Flag Protocols.

When flags may be flown at half-mast

The Shire may fly flags at half-mast on specific occasions to commemorate a solemn occasion, including:

- To coincide with national, state or regionally significant events (generally at the behest of the various levels of government protocol arrangements).
- When a current or former Elected Member of the Shire passes away.
- When a Freeman of the Shire passes away.
- When a current Shire employee passes away.
- At the Shire President request when a local identity (not mentioned above) passes away.

When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast. The Australian National Flag should be raised first and lowered last.

Approval to fly the flags at half-mast is to be given by the Chief Executive Officer on agreement from the Shire President.

Legislation Requirements

- <https://www.pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>
- <https://www.dpc.wa.gov.au/GuidelinesAndPolicies/protocol/Pages/Flags.aspx>
- <https://www.pmc.gov.au/resource-centre/government/australian-flags-booklet-part-two>
- Australian Flags Act 1953
- Local Government Act 1995

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
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<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 12/21-16</b>
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**CMP-024 Release of Unconfirmed Minutes**

MANAGEMENT PROCEDURE No.	CMP-024
MANAGEMENT PROCEDURE	RELEASE OF "UNCONFIRMED" MINUTES
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	6.60
RELEVANT DELEGATIONS	

**OBJECTIVES:**

Set guidelines for the release of the Shire's Unconfirmed Minutes.

**MANAGEMENT PROCEDURE STATEMENT/S:**

The Shire will release copies of its unconfirmed minutes onto its website immediately after they become available to individual Councillors and for inspection to the public, with hard copies also being made available upon request at the applicable photocopying rates.

The condition for the release of such minutes is that they are to be clearly defined on both the website and the hardcopy as being "unconfirmed".

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

<b>Adopted – Council Resolution:</b>	<b>10/03-16</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32</b>

**CMP-025 Additional Administrative Functions & Tasks**

MANAGEMENT PROCEDURE No.	CMP-025
MANAGEMENT PROCEDURE	ADDITIONAL ADMINISTRATIVE FUNCTIONS &
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	6.80
RELEVANT DELEGATIONS	

**OBJECTIVES:**

Set what additional administrative tasks will be undertaken by the Shire as a result of impositions being placed on the Shire by other tiers of government.

**MANAGEMENT PROCEDURE STATEMENT/S:**

1. The Shire of Chapman Valley will not undertake any additional functions/tasks until an independent analysis has been undertaken, at the cost of the Australian Government, State Government, Department or any other organisation involved in imposing these additional functions/tasks, to determine if additional resources are required to adequately cater for the additional functions/tasks being expected of the Shire.
2. If the outcome of the analysis is the Shire would need additional resources to undertake the additional functions/tasks then the Shire will refuse to perform these functions/tasks until such resources are made available.
3. In the event additional resources are not made available functions/tasks being requested of the Shire, the Shire will formally advise the relevant organisation(s) and all relevant parliamentarians that they cannot perform these functions/tasks. This advice is to state that in the event of any claim against the Shire, due to non-compliance with the requirement to perform the additional functions/tasks, the Shire will use as a defence the fact they informed the relevant individuals and organisations of their inability to comply due to adequate resources not accompanying the additional functions/tasks.

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

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

**CMP-028 Risk Management Procedures**

MANAGEMENT PROCEDURE No.	CMP-028
MANAGEMENT PROCEDURE	RISK MANAGEMENT PROCEDURES
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY/PROCEDURE No.	6.120
RELEVANT DELEGATIONS	

**OBJECTIVES:**

Sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks.

**ADDITIONAL EXPLANATORY NOTES:**

This Procedure needs to be read in conjunction with Occupational Safety & Health Policy CP-017.

**SEE ATTACHED PROCEDURE****ADDITIONAL EXPLANATORY NOTES:**

This Procedure needs to be read in conjunction with Occupational Safety & Health Policy CMP-017

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

<b>Adopted – Council Resolution:</b>	<b>06/14-12</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 12/15-15</b>



## Risk Management Governance Framework

### ➤ Risk Management Procedures

Last Updated: January 2016

Version: 0.02

# Shire of Chapman Valley

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## Table of Contents

Introduction .....	1
Risk Management Procedures .....	2
Governance.....	2
Framework Review.....	2
Operating Model.....	2
Governance Structure .....	3
Roles & Responsibilities.....	4
Document Structure (Framework).....	5
Risk & Control Management.....	6
Risk & Control Assessment.....	6
Communication & Consultation .....	8
Reporting Requirements .....	9
Coverage & Frequency .....	9
Key Indicators .....	10
Identification .....	10
Validity of Source .....	10
Tolerances.....	10
Monitor & Review .....	10
Risk Acceptance .....	11
Appendix A – Risk Assessment and Acceptance Criteria .....	12
Appendix B – Risk Profile Template .....	15
Appendix C – Risk Theme Definitions .....	16

## Introduction

The Policy and Procedures form the Risk Management Framework for the Shire of Chapman Valley ("the Shire"). It sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks. All components of this document are based on AS/NZS ISO 31000:2009 Risk Management.

It is essential that all areas of the Shire adopt these procedures to ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations and internal policies.
- Integrated Planning and Reporting requirements are met.
- Uncertainty and its effects on objectives is understood.

This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire along with existing time, resource and workload pressures.

Further information or guidance on risk management procedures is available from LGIS Risk Management.

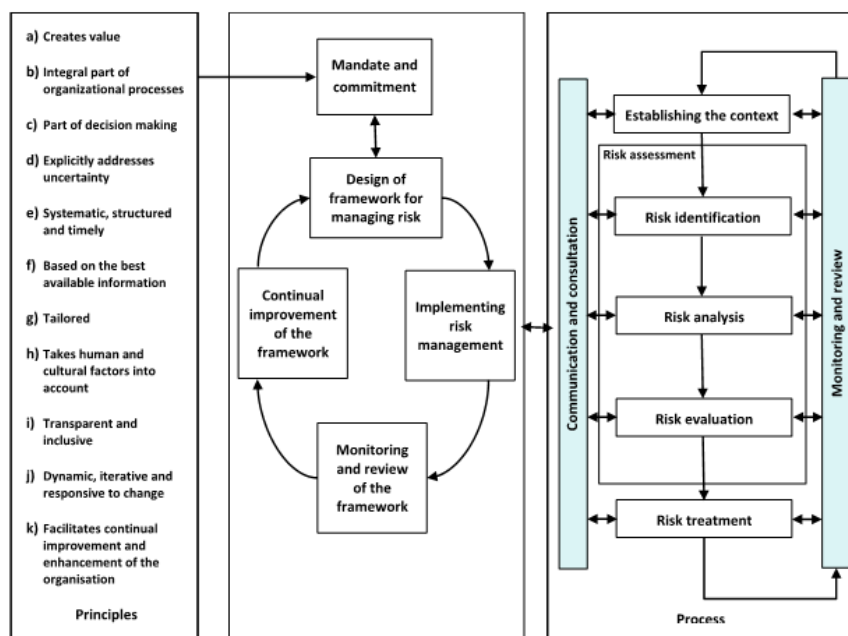


Figure 1: Risk Management Process (Source: AS/NZS 31000:2009)

## Risk Management Procedures

### Governance

Appropriate governance of risk management within the Shire of Chapman Valley (the "Shire") provides:

- Transparency of decision making.
- Clear identification of the roles and responsibilities of the risk management functions.
- An effective Governance Structure to support the risk framework.

### Framework Review

The Risk Management Framework is to be reviewed for appropriateness and effectiveness at least every two years.

### Operating Model

The Shire has adopted a "Three Lines of Defence" model for the management of risk. This model ensures roles; responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the Council, Management and Community will have assurance that risks are managed effectively to support the delivery of the Strategic, Corporate & Operational Plans.

#### First Line of Defence

All operational areas of the Shire are considered '1<sup>st</sup> Line'. They are responsible for ensuring that risks (within their scope of operations) are identified, assessed, managed, monitored and reported. Ultimately, they bear ownership and responsibility for losses or opportunities from the realisation of risk. Associated responsibilities include;

- Establishing and implementing appropriate processes and controls for the management of risk (in line with these procedures).
- Undertaking adequate analysis (data capture) to support the decisioning of risk matters.
- Prepare risk acceptance proposals where necessary, based on level of residual risk.
- Retain primary accountability for the ongoing management of their risk and control environment.

#### Second Line of Defence

The Manager Finance & Corporate Services (MFCS) acts as the primary '2<sup>nd</sup> Line'. This position owns and manages the framework for risk management. They draft and implement the governance procedures and provide the necessary tools and training to support the 1st line process.

Maintaining oversight on the application of the framework provides a transparent view and level of assurance to the 1<sup>st</sup> & 3<sup>rd</sup> lines on the risk and control environment. Support can be provided by additional oversight functions completed by other 1<sup>st</sup> Line Teams (where applicable). Additional responsibilities include:

- Providing independent oversight of risk matters as required.
- Monitoring and reporting on emerging risks.
- Co-ordinating the Shire's risk reporting for the CEO & Executive Management Team and the Audit Committee.

#### Third Line of Defence

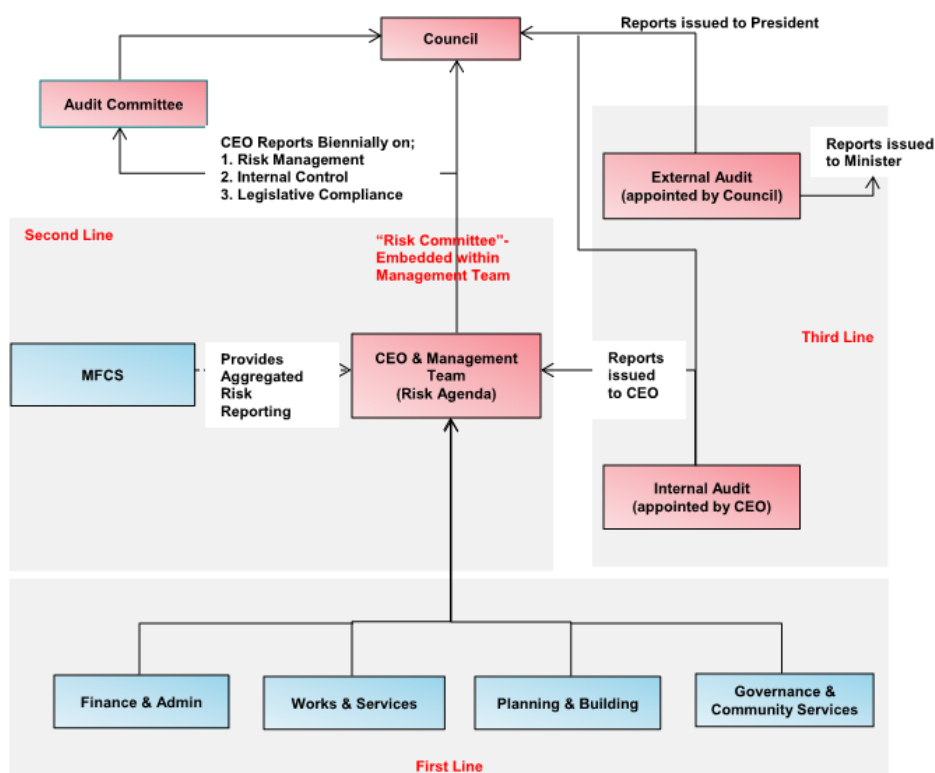
Internal & External Audit are the third line of defence, providing independent assurance to the Council, Audit Committee and Shire Management on the effectiveness of business operations and oversight frameworks (1<sup>st</sup> & 2<sup>nd</sup> Line).

Internal Audit – Appointed by the CEO to report on the adequacy and effectiveness of internal control processes and procedures. The scope of which would be determined by the CEO with input from the Audit Committee.

External Audit – Appointed by the Council on the recommendation of the Audit Committee to report independently to the President and CEO on the annual financial statements only.

### Governance Structure

The following diagram depicts the current operating structure for risk management within the Shire.



## Roles & Responsibilities

### Council

- Review and approve the Shire's Risk Management Policy and Risk Assessment & Acceptance Criteria.
- Appoint / Engage External Auditors to report on financial statements annually.
- Establish and maintain an Audit Committee in terms of the Local Government Act.

### Audit Committee

- Support Council to provide effective corporate governance.
- Oversight of all matters that relate to the conduct of External Audits.
- Must be independent, objective and autonomous in deliberations.
- Make recommendations to Council on External Auditor appointments.

### CEO / Executive Management Team

- Appoint Internal Auditors as required under Local Government (Audit) regulations.
- Liaise with Council in relation to risk acceptance requirements.
- Approve and review the appropriateness and effectiveness of the Risk Management Framework.
- Drive consistent embedding of a risk management culture.
- Analyse and discuss emerging risks, issues and trends.
- Document decisions and actions arising from 'risk matters'.
- Own and manage the Risk Profiles at Shire Level.

### Manager Finance & Corporate Services

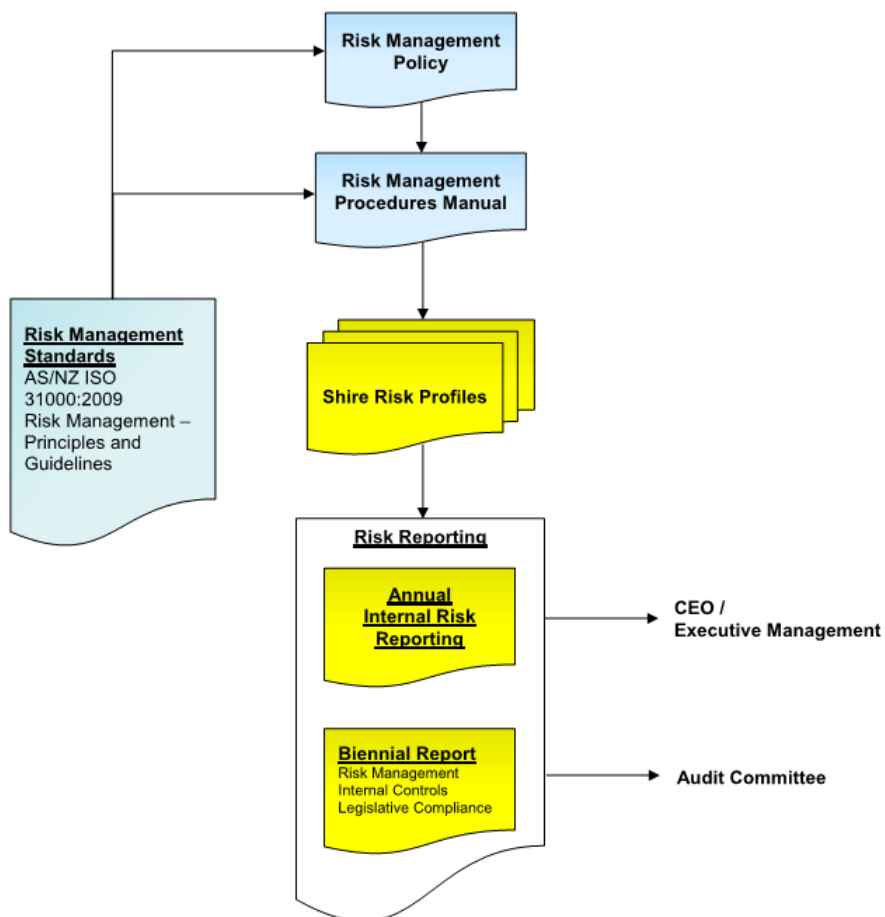
- Oversee and facilitate the Risk Management Framework.
- Support reporting requirements for Risk matters.

### Work Areas

- Drive risk management culture within work areas.
- Own, manage and report on specific risk issues as required.
- Assist in the Risk & Control Management process as required.
- Highlight any emerging risks or issues accordingly.
- Incorporate 'Risk Management' into Management Meetings, by incorporating the following agenda items;
  - New or emerging risks.
  - Review existing risks.
  - Control adequacy.
  - Outstanding issues and actions.

#### Document Structure (Framework)

The following diagram depicts the relationship between the Risk Management Policy, Procedures and supporting documentation and reports.





## Risk & Control Management

All Work Areas of the Shire are required to assess and manage the Risk Profiles on an ongoing basis.

Each Manager, in conjunction with the MFCS is accountable for ensuring that Risk Profiles are:

- Reflective of the material risk landscape of the Shire.
- Reviewed on at least a annual basis, unless there has been a material restructure or change in the risk and control environment.
- Maintained in the standard format.

This process is supported by the use of key data inputs, workshops and ongoing business engagement.

### Risk & Control Assessment

To ensure alignment with ISO 31000:2009 Risk Management, the following approach is to be adopted from a Risk & Control Assessment perspective.

#### Establishing the Context

The first step in the risk management process is to understand the context within which the risks are to be assessed and what is being assessed, this forms two elements:

##### Organisational Context

The Shire's Risk Management Procedures provides the basic information and guidance regarding the organisational context to conduct a risk assessment; this includes Risk Assessment and Acceptance Criteria (Appendix A) and any other tolerance tables as developed. In addition, existing Risk Themes are to be utilised (Appendix C) where possible to assist in the categorisation of related risks.

Any changes or additions to the Risk Themes must be approved by the MFCS and CEO.

All risk assessments are to utilise these documents to allow consistent and comparable risk information to be developed and considered within planning and decision making processes.

##### Specific Risk Assessment Context

To direct the identification of risks, the specific risk assessment context is to be determined prior to and used within the risk assessment process. For risk assessment purposes the Shire has been divided into three levels of risk assessment context:

##### Strategic Context

The Shire's external environment and high level direction. Inputs to establishing the strategic risk assessment context may include;

- Organisations Vision / Mission
- Stakeholder Analysis
- Environment Scan / SWOT Analysis
- Existing Strategies / Objectives / Goals

##### Operational Context

The Shire's day to day activities, functions, infrastructure and services. Prior to identifying operational risks, the operational area should identify its Key Activities i.e. what is trying to be achieved. Note: these may already be documented in business plans, budgets etc.

##### Project Context

Project Risk has two main components:

- **Risk in Projects** refers to the risks that may arise as a result of project activity (i.e. impacting on process, resources or IT systems) which may prevent the Shire from meeting its objectives
- **Project Risk** refers to the risks which threaten the delivery of project outcomes.

In addition to understanding what is to be assessed, it is also important to understand who are the key stakeholders or areas of expertise that may need to be included within the risk assessment.

#### Risk Identification

Using the specific risk assessment context as the foundation and in conjunction with relevant stakeholders, answer the following questions, capture and review the information within each Risk Profile.

- What can go wrong? / What are areas of uncertainty? (Risk Description)
- How may this risk eventuate? (Potential Causes)
- What are the current measurable activities that mitigate this risk from eventuating? (Controls)
- What are the potential consequential outcomes of the risk eventuating?

#### Risk Analysis

To analyse the risks the Shire's Risk Assessment and Acceptance Criteria (Appendix A) is applied:

- Based on the documented controls, analyse the risk in terms of Existing Control Ratings
- Determine relevant consequence categories and rate how bad it could be if the risk eventuated with existing controls in place (Consequence)
- Determine how likely it is that the risk will eventuate to the determined level of consequence with existing controls in place (Likelihood)
- By combining the measures of consequence and likelihood, determine the risk rating (Level of Risk)

#### Risk Evaluation

The Shire is to verify the risk analysis and make a risk acceptance decision based on:

- Controls Assurance (i.e. are the existing controls in use, effective, documented, up to date and relevant)
- Existing Control Rating
- Level of Risk
- Risk Acceptance Criteria (Appendix A)
- Risk versus Reward / Opportunity

The risk acceptance decision needs to be documented and those risks that are acceptable are then subject to the monitor and review process.

Note: Individual Risks or Issues may need to be escalated due to its urgency, level of risk or systemic nature.



### Risk Treatment

For unacceptable risks, determine treatment options that may improve existing controls and/or reduce consequence / likelihood to an acceptable level.

Risk treatments may involve actions such as avoid, share, transfer or reduce the risk with the treatment selection and implementation to be based on;

- Cost versus benefit
- Ease of implementation
- Alignment to organisational values / objectives

Once a treatment has been fully implemented, the MFCS is to review the risk information and acceptance decision with the treatment now noted as a control and those risks that are acceptable then become subject to the monitor and review process (Refer to Risk Acceptance section).

### Monitoring & Review

The Shire is to review all Risk Profiles at least on an annual basis or if triggered by one of the following;

- changes to context,
- a treatment is implemented,
- an incident occurs or due to audit/regulator findings.

The (MFCS) is to monitor the status of risk treatment implementation and report on, if required.

The CEO & Executive Management Team will monitor significant risks and treatment implementation as part of their normal agenda item on a quarterly basis with specific attention given to risks that meet any of the following criteria:

- Risks with a Level of Risk of High or Extreme
- Risks with Inadequate Existing Control Rating
- Risks with Consequence Rating of Catastrophic
- Risks with Likelihood Rating of Almost Certain

The design and focus of Risk Summary report will be determined from time to time on the direction of the CEO & Executive Management Team. They will also monitor the effectiveness of the Risk Management Framework ensuring it is practical and appropriate to the Shire.

### Communication & Consultation

Throughout the risk management process, stakeholders will be identified, and where relevant, be involved in or informed of outputs from the risk management process.

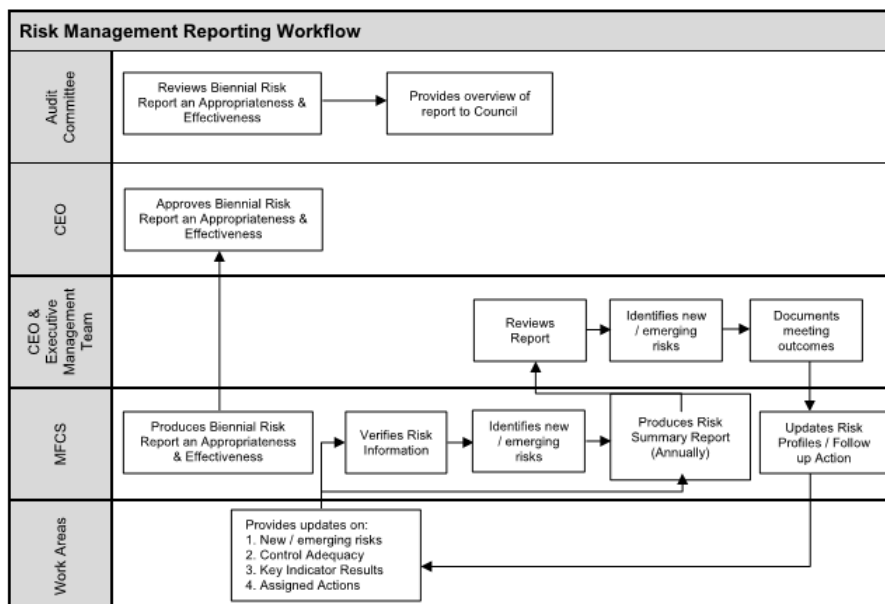
Risk management awareness and training will be provided to all staff.

Risk management will be included within the employee induction process to ensure new employees are introduced to the Shire's risk management culture.

## Reporting Requirements

### Coverage & Frequency

The following diagram provides a high level view of the ongoing reporting process for Risk Management.



Each Work Area is responsible for ensuring:

- They continually provide updates in relation to new, emerging risks, control effectiveness and key indicator performance to the MFCS.
- Work through assigned actions and provide relevant updates to the MFCS.
- Risks / Issues reported to the CEO & Executive Management Team are reflective of the current risk and control environment.

The MFCS is responsible for:

- Ensuring Shire Risk Profiles are formally reviewed and updated, at least on a annual basis or when there has been a material restructure, change in risk ownership or change in the external environment.
- Annual Risk Reporting for the CEO & Executive Management Team – Contains an overview of the Risk Summary for the Shire.
- Annual Compliance Audit Return completion and lodgement.

## Key Indicators

Key Indicators (KI's) are required to be used for monitoring and validating key risks and controls. The following describes the process for the creation and reporting of KIs:

- Identification
- Validity of Source
- Tolerances
- Monitor & Review

### Identification

The following represent the minimum standards when identifying appropriate KI's key risks and controls:

- The risk description and casual factors are fully understood
- The KI is fully relevant to the risk or control
- Predictive KI's are adopted wherever possible
- KI's provide adequate coverage over monitoring key risks and controls

### Validity of Source

In all cases an assessment of the data quality, integrity and frequency must be completed to ensure that the KI data is relevant to the risk or Control.

Where possible the source of the data (data owner) should be independent to the risk owner. Overlapping KI's can be used to provide a level of assurance on data integrity.

If the data or source changes during the life of the KI, the data is required to be revalidated to ensure reporting of the KI against a consistent baseline.

### Tolerances

Tolerances are set based on the Shire's Risk Appetite. They are set and agreed over three levels:

- Green – within appetite; no action required.
- Amber – the KI must be closely monitored and relevant actions set and implemented to bring the measure back within the green tolerance.
- Red – outside risk appetite; the KI must be escalated to the CEO & Executive Management Team where appropriate management actions are to be set and implemented to bring the measure back within appetite.

### Monitor & Review

All active KI's are updated as per their stated frequency of the data source.

When monitoring and reviewing KI's, the overall trend must be considered over a longer timeframe instead of individual data movements. The trend of the KI is specifically used as an input to the risk and control assessment.

## Risk Acceptance

Day to day operational management decisions are generally managed under the delegated authority framework of the Shire.

Risk Acceptance is a management decision to accept, within authority levels, material risks which will remain outside appetite framework (refer Appendix A – Risk Assessment & Acceptance Criteria) for an extended period of time (generally 3 months or longer).

The following process is designed to provide a framework for those identified risks.

The 'Risk Acceptance' must be in writing, signed by the relevant Manager and cover:

- A description of the risk.
- An assessment of the risk (eg. Impact consequence, materiality, likelihood, working assumptions etc)
- Details of any mitigating action plans or treatment options in place
- An estimate of the expected remediation date.

A lack of budget / funding to remediate a material risk outside appetite is not sufficient justification in itself to accept a risk.

Accepted risks must be continually reviewed through standard operating reporting structure (ie. Executive Management Team)



## Appendix A – Risk Assessment and Acceptance Criteria

Rating (Level)	Measures of Consequence						Environment
	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	
<b>Insignificant (1)</b>	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
<b>Minor (2)</b>	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
<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
<b>Major (4)</b>	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
<b>Catastrophic (5)</b>	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non- performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Risk Matrix						
Consequence Likelihood	Insignificant		Minor		Moderate	
	1		2		3	
5 Almost Certain	Moderate (5)		High (10)		High (15)	
4 Likely	Low (4)		Moderate (8)		High (12)	
3 Possible	Low (3)		Moderate (6)		Moderate (9)	
2 Unlikely	Low (2)		Low (4)		Moderate (6)	
1 Rare	Low (1)		Low (2)		Low (3)	
					Extreme (20)	
					High (16)	
					High (12)	
					Moderate (8)	
					Low (4)	
					Extreme (25)	
					Extreme (20)	
					High (15)	
					High (10)	
					Moderate (5)	

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is little scope for improvement.	Processes (Controls) operating as intended and / or aligned to Policies & Procedures; are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested.
Adequate	There is some scope for improvement.	Whilst some inadequacies have been identified; Processes (Controls) are in place, are being addressed / complied with and are subject to periodic review and testing.
Inadequate	A need for corrective and / or improvement actions exist.	Processes (Controls) not operating as intended, do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time.



## Appendix B – Risk Profile Template

Risk Theme			Date
<b>This Risk Theme is defined as:</b> <i>Definition of Theme</i>			
<b>Potential causes include:</b> <i>List of potential causes</i>			
Key Controls	Type	Date	Shire Rating
<i>List of Key Controls</i>			
Overall Control Ratings:			
Risk Ratings			Shire Rating
Consequence:			
Likelihood:			
Overall Risk Ratings:			
Key Indicators	Tolerance	Date	Overall Shire Result
<i>List of Key Indicators</i>			
<b>Comments</b> <i>Rationale for all above ratings</i>			
Current Issues / Actions / Treatments	Due Date	Responsibility	
<i>List current issues / actions / treatments</i>			





## Appendix C – Risk Theme Definitions

### Misconduct

Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Collusion between Internal & External parties

This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

### External Theft & Fraud (inc. Cyber Crime)

Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of:

- Fraud – benefit or gain by deceit
- Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems
- Theft – stealing of data, assets or information (no deceit)

Examples include:

- Scam Invoices
- Cash or other valuables from 'Outstations'.

### Business Disruption

A local physical event causing the inability to continue business activities and provide services to the community. This may or may not result in Business Continuity Plans to be invoked. This does not include disruptions due to:

- IT Systems or infrastructure related failures should be captured under "Failure of IT Systems and Infrastructure".
- Contractor / Supplier issues should be captured under "Inadequate Supplier / Contract Management".
- People issues should be captured under "Inappropriate People Management".

### Damage to Physical Assets

Damage to buildings, property, plant & equipment (all assets) that does not result in a disruption to business objectives (refer Business Disruption). This could be a result of a natural disaster or other events, or an act carried out by an external party (inc. graffiti and / or vandalism).

### Errors, omissions, delays

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of:

- Human errors, incorrect or incomplete processing
- Inaccurate recording, maintenance, testing and / or reconciliation of data.
- Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;

- Inaccurate data being used for management decision making and reporting.
- Delays in service to customers
- Inaccurate data provided to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".



#### Failure of IT &/or Communications Systems and Infrastructure

Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:

- Hardware &/or Software
- IT Network
- Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management
- Performance Monitoring
- IT Incident, Problem Management & Disaster Recovery Processes

This does not include new system implementations - refer "Inadequate Change Management".

#### Failure to fulfil statutory, regulatory or compliance requirements

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes.

This does not include;

- Issues in relation to OH&S – refer "Inadequate employee and visitor safety and security"
- Procurement, disposal or tender process failures – refer "Inadequate Procurement, Disposal or Tender Practices"
- HR based legislation – refer "ineffective People Management"

#### Providing inaccurate advice / information

Incomplete, inadequate or inaccuracies in professional advisory activities to customers or internal staff. This could be caused by using unqualified staff, however it does not include instances relating Breach of Authority.

#### Inadequate Change Management

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.
- Failure to implement new systems
- Failures of IT Project Vendors/Contractors

This includes Directorate or Service Unit driven change initiatives except new Plant & Equipment purchases. Refer "Inadequate Plant and Equipment design, delivery and maintenance"

#### Inadequate Emergency Management

Failure to adequately assess and respond to both internal and external emergencies. Lack of (or inadequate) emergency response plans. Lack of training to specific individuals or availability of appropriate emergency response. Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident. This also includes inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc.



#### Inadequate Document Management Processes

Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. This includes:

- Contact lists.
- Procedural documents.
- 'Application' proposals/documents.
- Contracts.
- Forms, requests or other documents.

#### Inadequate employee and visitor safety and security

Non-compliance with Occupation Health & Safety (OH&S) Regulations and physical security requirements. This risk includes issues relating to:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants in the provision of a working or business environment.
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.

#### Inadequate engagement of Community / Stakeholders / Elected Members

Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so. For example;

- Following up on any access & inclusion issues.
- Infrastructure Projects.
- Regional or District Committee attendance.
- Local Planning initiatives.
- Strategic Planning initiatives

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.

#### Inadequate Procurement, Disposal or Tender Practices.

Failures in the procurement, acquisition, acceptance or disposal process for assets as governed by the Local Government Act. This risk theme also relates to and includes;

- Lack of formalised process to identify specific requirements prior to procurement.
- Acceptance of assets without reference to a formalised process to ensure correct receipt and / or notification of receipt (transfer of ownership).
- Disposing of P & E (either through sale or decommissioning) that did not meet expectations from either a time or financial perspective.
- Failures in the Tender process from RTF preparation, advertising, due diligence and awarding.

#### Inadequate Asset Management

Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet assets in addition to community use based assets including playgrounds, boat ramps and other maintenance based assets. Areas includes in the scope are;

- Inadequate design (not fit for purpose).
- Ineffective usage (down time)
- Outputs not meeting expectations
- Inadequate maintenance activities.
- Inadequate or unsafe modifications.

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.



#### Inadequate Stock Management

Lack of stock to ensure continuity of operations or oversupply of stock resulting in dormant (non-performing) assets. Stock includes, consumables, stationery, spare parts and / or other items used for operational purposes. This could be a result of an ineffective stock management system / processes or the peripheral processes in the issuance and / or recording of 'transactions'.

It does not include theft or loss of stock through ineffective operations; refer;

- Theft – "Misconduct" or "External Theft or Fraud"
- Ineffective operations – "Errors, Omissions or Delays".

#### Inadequate Supplier / Contract Management

Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:

- Concentration issues
- Vendor sustainability

It does not include failures in the tender process; refer "Inadequate Procurement, Disposal or Tender Practices".

#### Ineffective People Management

Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. This also includes:

- Breaching employee regulations (excluding OH&S).
- Discrimination, Harassment & Bullying in the workplace.
- Key person dependencies without effective succession planning in place.
- Induction issues.
- Terminations (including any tribunal issues).
- Industrial activity.

Care should be taken when considering insufficient staff numbers as the underlying issue could be a process inefficiency.

#### Ineffective management of Facilities / Venues

Failure to effectively manage the day to day operations of facilities and / or venues. This includes;

- Inadequate procedures in place to manage the quality or availability.
- Ineffective signage
- Booking issues
- Financial interactions with hirers / users
- Oversight / provision of peripheral services (eg. cleaning / maintenance)

#### Not meeting Community expectations

Failure to provide expected levels of service, events and benefit to the community. This includes where precedents have set Community perceptions or where services are generally expected. This will normally result in reputational impacts, however may have financial considerations with re-work, compensations or refunds. Examples include:

- Reducing the number or quality of events.
- Withdrawing support (or not supporting) other initiatives to provide relief/benefits to the Community.
- Loss of new or ongoing funding requirements for projects, events and other initiatives.
- Technology expectations

**CMP-030 Elected Member Training & Professional Development.**

MANAGEMENT PROCEDURE No.	CMP-030
MANAGEMENT PROCEDURE	ELECTED MEMBER TRAINING & PROFESSIONAL DEVELOPMENT
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	9.10 and 9.20
RELEVANT DELEGATIONS	1019

**OBJECTIVES:**

Outline the process and conditions associated with Elected Members attending training or professional development, etc.

Attendance at Events is covered under Policy No CP-006 "*Attendance at Events*".

This Management Procedure does not cover mandatory Elected Member Training stipulated under legislation. Such Training will be budgeted for accordingly and the Elected Members required to undertake such training must attend the required course.

**MANAGEMENT PROCEDURE STATEMENT:****Nominations**

Notices inviting Councillors to nominate delegates to undertake training or professional development and similar occasions are to be brought Councillors attention.

Any Councillor who wishes to undertake training or professional development shall request endorsement at a Council meeting for consideration.

**EXPENSES**

Any Councillor endorsed by resolution of Council to attended training or professional development courses will have the following expenses paid, unless any variation is otherwise determined by Council resolution:

**Travel**

- Private Vehicle Use – (at the rate determined by the State Administrative Tribunal) Claim form showing km's and purpose to be submitted.
- All costs associated with any other form of travel (i.e. air, bus, etc.)

**Accommodation**

- Room and meals as approved by the Chief Executive Officer.
- Alcoholic beverage cost will not be covered by the Shire

**Other**

- Course registration expenses.
- Taxi fares as approved by Chief Executive Officer.
- All Councillor partner expenses must be paid for by the relevant Councillor member (Either at the time expense is incurred or by reimbursing Council at a later date)

**ADDITIONAL EXPLANATORY NOTES:**

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9 (9.10) and 12/01-10 (9.20)</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>11/15-4 (9.10 &amp; 9.20); 5/11-17 (9.10); 05/15-23 06/15-18; 03/17-32; 07/19-4, 03/20-13</b>

**CMP-032 Corrections / Discrepancies in Minutes**

MANAGEMENT PROCEDURE No.	CMP-032
MANAGEMENT PROCEDURE	CORRECTIONS/DISCREPANCIES IN MINUTES
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	9.60
RELEVANT DELEGATIONS	

**OBJECTIVES:**

Set guidelines for corrections to Minutes and avoid pedantic changes being requested.

**MANAGEMENT PROCEDURE STATEMENT/S:**

Councillors who are aware of any minute corrections or discrepancies prior to the meeting where the minutes are to be considered, be requested to bring them to the attention of staff at that time to allow checking or research.

No corrections to Minutes will be accepted unless the intent of the minute as recorded is incorrect.

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

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



**CMP-033 Honour Awards**

MANAGEMENT PROCEDURE No.	CMP-033
MANAGEMENT PROCEDURE	HONOUR AWARDS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	9.120
RELEVANT DELEGATIONS	

**OBJECTIVES:**

Set conditions, guidelines and processes for bestowing awards upon recipients.

**MANAGEMENT PROCEDURE STATEMENT/S:**

The Chief Executive Officer is to present an item to the Council Concept Forum(s) at the appropriate time(s) each year requesting Council consideration for awards to be presented in accordance with this Operational Procedure. The Chief Executive Officer will only present a Council Agenda Item for the further consideration of relevant awards if the Concept Forum discussions determine this action is necessary.

**Citizenship Ceremonies**

Citizenship ceremonies be conducted at an event as considered appropriate by the Chief Executive Officer (in consultation with the President) under the following conditions:

- i. Ceremonies to be conducted in accordance with the Australian Citizenship Ceremonies Code.
- ii. Federal Members of Parliament, if attending a citizenship ceremony, should read the Minister's message;
- iii. Though there is no strict dress code for citizenship ceremonies attire should be at least smart casual dress with national or cultural dress being welcomed
- iv. A native plant be given to the recipients

**Shire of Chapman Valley – Freeman of the Shire**

A member of our Community may be honoured by the Shire with the title "Honorary Freeman of the Shire".

An Honorary Freeman of the Shire must have served the community of the Shire of Chapman Valley in an outstanding and meritorious manner that stands above the contributions of most other persons, and whose activities have contributed significantly to the wellbeing of the Shire's residents.

The Shire of Chapman Valley Freeman of the Shire Award recognises the outstanding achievements and dedicated service to the community by a person. The Freeman of the Shire Award is the highest honour the Shire of Chapman Valley can give to a community member.

Council may also consider conferring of the title of 'Posthumous Freeman of the Municipality'. In this case, the eligibility criteria would still apply.

**Eligibility Criteria**

To be eligible for nomination, a person does not have to currently reside within the Shire or have served on Council.

Nominees will be assessed on their record of service to the local and broader community against the following criteria:

1. Length of service in a field (or fields) of activity;
2. Level of commitment to the field (or fields) of activity;
3. Personal leadership qualities;



4. Benefits to the community of the Shire of Chapman Valley and/or to the State of Western Australia and/or to the nation resulting from the nominee's work; and
5. Special achievements of the nominee.

**Exclusions**

- A current Elected Member with the Shire of Chapman Valley cannot be nominated for the award.

**Nomination Procedure**

- Nominations for the Award may be made by Elected Members, individuals or organisations and are to be sponsored by an Elected Member of the Shire of Chapman Valley;
- They are to be submitted to the Chief Executive Officer in written format addressing the Eligibility Criteria;
- Nominations are to be made in the strictest confidence without the knowledge of the nominee;
- On receipt of a nomination the Chief Executive Officer is to present the nomination to Council as a Confidential Agenda Item for consideration;
- Council is to consider the item behind closed doors;
- Once a nomination has been accepted by Council, the nominee and any person(s) or organisation(s) involved in the nomination are to be informed of the decision and nominee is to be contact to confirm their acceptance of the honour;
- Should the nomination be supported by Council and accepted by the nominee the award shall be presented to the nominee at a function considered appropriate by the President.

**Number of Freeman within the Shire**

There is no limit on the number of persons upon which the title of Freeman of the Shire of Chapman Valley may be conveyed.

**Entitlements**

Any person upon whom the title 'Honorary Freeman of Shire' has been conferred may designate him/herself 'Honorary Freeman of the Shire of Chapman Valley'.

The recipient shall be presented with a special badge, which identifies them as 'Honorary Freeman of the Shire' along with a certificate to commemorate receiving the award.

Any Honorary Freeman of the Shire shall be invited to all subsequent formal Civic functions conducted by the Shire.

**Revocation of Title of Freeman or Honorary Freeman**

Council, by resolution, shall also have the ability to revoke the title bestowed upon a person, if;

A criminal matter, for which the Freeman in question was found guilty of, or for any other matter, was considered by Council to have caused embarrassment to the municipality or that the ongoing recognition of such a title on this person by the Shire was inappropriate.

The removal of the name from Honour Boards and other places and any other such items will be at the discretion of Council and conducted through liaison with the Chief Executive Officer.

**WALGA Honour Awards**

As detailed by the WALGA Awards Guidelines

Elected Members eligible due to length of service are to be automatically nominated by the Chief Executive Office.

All other award types are to be determined by Council.

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**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 Australia Day Awards and Function**

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

Nominations called in October and close in November (or as determined by the Australia Day Council).

The Council Appointed Working Group shall:

- Evaluate annual Australia Day Award Nominations and submitting these to Council in readiness for presenting the awards at the Shire's annual Australia Day Function;
- Assist with coordinating the annual Australia Day function(s);
- Discuss all other item(s) referred to them by Council in the areas of tourism and events.

**Dept. Local Government & Community Services Awards**

As detailed by the Department's Awards Guidelines

Elected Members eligible due to length of service are to be automatically nominated by the Chief Executive office.

All other award types are to be determined by Council.

**(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).**

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

<b>Adopted – Council Resolution:</b>	<b>09/03-8</b>
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<b>Reviewed/Amended – Council Resolution:</b>	<b>12/03-13; 06/04-4; 04/14-14; 05/15-23; 06/15-18; 09/15-20; 12/15-13; 03/17-32; 09/17-15; 10/19-5</b>
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**CMP-034 Council Annual Function (President's Dinner)**

MANAGEMENT PROCEDURE No.	CMP-034
MANAGEMENT PROCEDURE	COUNCIL ANNUAL FUNCTION
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	9.130
RELEVANT DELEGATIONS	

**OBJECTIVES:**

Provide guidelines and processes for the Annual Council Function.

**MANAGEMENT PROCEDURE STATEMENT:**

Council may hold an Annual Function with the structure and invitees being as follows:

- a. Structure – The function type and location will be as determined by Council.
- b. Invitees to the Annual Function will be determined by the President and may include (yet not necessarily limited to):
  - Elected members and partners.
  - Elected members who have retired/resigned from Council within the past twelve months and partner(s)
  - Senior Staff (as determined by the President) and their partners.
  - Chief Bush Fire Control Officer and partner
  - Freeman of the Shire and partners.

Other invitees will be at the Presidents discretion.

Item to be presented to Council annually at the September Concept Forum for discussion & determination.

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

<b>Adopted – Council Resolution:</b>	<b>12/03-14</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 07/18-10; 07/19-4</b>

**CMP-035 WALGA AGM & Northern Country Zone**

MANAGEMENT PROCEDURE No.	CMP-035
MANAGEMENT PROCEDURE	WALGA AGM AND NORTHERN COUNTRY ZONE
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	9.150
RELEVANT DELEGATIONS	1019

**OBJECTIVES:**

Give authority to Elected Member representatives at both the WALGA AGM and the Northern Country Zone of WALGA to vote on issues at their discretion.

**MANAGEMENT PROCEDURE STATEMENT/S:**

Delegates elected as representatives to the WALGA AGM and, Northern Country Zone (NCZ) are given the authority to vote on issues in the best interest of the Shire of Chapman Valley, rather than having to bring such issues back to Council first for direction.

If delegates believe a specific item does require a decision of Council and are not prepared to vote on such items until Council has first discussed this specific matter they will abstain from voting on these grounds and put forward a motion that the matter "lay on the table" until each individual Local Government Authority has had the opportunity to consider the item of concern.

The authorisation given to Council representatives will not: -

- Commit the Local Government Authority to any expenditure; or
- Be extended to a situation where such a matter requires a specific decision of Council in accordance with any form of legislation

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

<b>Adopted – Council Resolution:</b>	<b>03/04-5</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>12/05-5; 05/15-23; 06/15-18; 03/17-32</b>

**CMP-036 Community Communication**

MANAGEMENT PROCEDURE No.	CMP-036
MANAGEMENT PROCEDURE	COMMUNITY COMMUNICATION
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	9.180
RELEVANT DELEGATIONS	Nil

**OBJECTIVES:**

To establish protocols for the Shire of Chapman Valley's official communications with the community by utilising an equitable and transparent approach to local governance and effective community consultation.

The purpose of the Shire of Chapman Valley's official communications includes:

- Sharing information required by law to be publicly available.
- Sharing information, which is of interest and benefit to the Community.
- Promoting Shire of Chapman Valley events and services.
- Promoting Public Notices and community consultation/ engagement opportunities.

The Shire of Chapman Valley's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by Council. Communication will always be respectful and professional.

**MANAGEMENT PROCEDURE STATEMENT/S:****1. Official Communication**

The Shire of Chapman Valley will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Advertising and promotional materials;
- Media releases; and
- Social media.

Community newsletters, letter drops, and other modes of communications may be undertaken by the Shire of Chapman Valley's Administration at the discretion of the Chief Executive Officer.

**2. Main Audience Groups**

It is important information reaches a wide range of audience groups active within the Shire of Chapman Valley. These audience groups and stakeholders have been identified as:

- Government, including Federal, State and other local governments;
- Residents;
- Rate payers;
- Community groups including (yet not limited to) sporting organisations, clubs, churches;
- Local Businesses;
- Schools;
- Special Interest Groups;
- Precinct groups;
- Visitors;
- Media;
- Investors and
- Others.

**Internally, the Shire of Chapman Valley provides communication to the following:**

- Elected Members;
- Executive Management;
- Staff;

G:\040 Governance\411 Council Documents\Agendas\Ordinary Meetings of Council\2023\3 - Apr 2023\CEO\10.3.1 Organisational Corporate Manual.docx

- Volunteers;
- Working and advisory groups; and
- Contractors.

Communication is tailored to meet the needs of these various audience groups, to ensure official communication is successful and positive community engagement is achieved.

### **3. Speaking on behalf of the Shire of Chapman Valley**

In accordance with Section 2.8(d) of the *Local Government Act 1995*, the President is the authorised spokesperson of the Council and the Shire and may represent the Shire of Chapman Valley in official communications, including; speeches, comment, print, electronic and social media.

In accordance with Section 5.41(f) of the *Local Government Act 1995*, the Chief Executive Officer may also be the spokesperson of the Council and the Shire if the President agrees;

If the President is not available or unable to be the spokesperson (Section 5.34) then the Deputy President may perform this function;

In accordance with Section 5.44(1) of the *Local Government Act 1995*, the Chief Executive Officer may delegate authority to other officers to be the spokesperson;

If a Councillor or staff member is approached by the media to answer questions or make comment on Council or Shire business, the media must be referred to the authorised spokesperson of the Shire for response; unless otherwise specifically authorised by the President, or the Chief Executive Officer.

Communications by Elected Members, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Chapman Valley into disrepute,
- compromise the person's effectiveness in their role with the Shire of Chapman Valley,
- imply the Shire of Chapman Valley's endorsement of personal views, or
- disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Chapman Valley.

Elected member communications must comply with the Shire of Chapman Valley's adopted Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

### **4. Personal Communications**

Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media have the potential to be made public, whether it was intended to be made public or not.

Therefore, on the basis personal or private communications may be shared or become public at some point in the future, Elected Members must ensure their personal or private communications do not breach the requirements of this policy, the Shire of Chapman Valley's adopted Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

### **5. Elected Member Statements on Shire of Chapman Valley Matters**

An Elected Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Chapman Valley.

Any public statement made by an Elected Member, whether made in a personal capacity or in their Local Government representative capacity, must:

- Clearly state the comment or content is a personal view only, which does not necessarily represent the views of Shire of Chapman Valley.
- Be made with reasonable care and diligence;

- Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
- Be factually correct;
- Avoid damage to the reputation of the local government;
- Not reflect adversely on a decision of the Council or the Shire;
- Not reflect adversely on the character or actions of another Elected Member or Employee;
- Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Elected Member, Employee or community member.

An Elected Member who is approached by the media for a personal statement may request the assistance of the Chief Executive Officer.

Comments which become public and which breach this policy, the Shire of Chapman Valley's adopted Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a serious breach of the *Local Government Act 1995* and may be referred for investigation.

## 6. Website

The Shire of Chapman Valley maintains a corporate website as the community's online resource to access the Shire's official communications.

This is a functional website with updated information and contact details available to the public. The website describes Shire services, payment options and current news and event information.

The Shire will undertake a periodical analysis of the website (e.g. heat mapping) to ensure the end-users are accessing the site in the most efficient and user-friendly manner possible.

Where periodical analysis determines areas of change, Shire of Chapman Valley shall respond to recommendations to ensure the website functionality and content is providing adequate communication and information in the most effective way possible by considering website changes as part of the annual budget cycle.

This analysis may not be the only trigger for updates or changes.

## 7. Social Media

The Shire of Chapman Valley uses Social Media to facilitate interactive information sharing and to provide responsive feedback to the community. Social Media will not however, be used by the Shire of Chapman Valley to communicate or respond to matters which are complex or relate to a person's or entity's private affairs.

The Shire of Chapman Valley maintains the following Social Media accounts:

- Social networks, including- Facebook
- Media Sharing networks, including- YouTube and Podcasts;

The Shire of Chapman Valley may also post and contribute to Social Media hosted by others, to ensure the Shire of Chapman Valley's strategic objectives are appropriately represented and promoted.

The Shire of Chapman Valley actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner.

The Shire of Chapman Valley will moderate its Social Media accounts to address and where necessary delete content which is deemed as:

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- Promotional, soliciting or commercial in nature;
- Unlawful or incites others to break the law;
- Information which may compromise individual or community safety or security;
- Repetitive material copied and pasted or duplicated;
- Content promoting or opposing any person campaigning for election to the Council, State and Commonwealth parliament, appointment to official office, or any ballot;

- Content which violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the Shire of Chapman Valley.

Where a third-party contributor to a Shire of Chapman Valley's social media account is identified as posting content which is deleted in accordance with the above, the Shire of Chapman Valley may at its complete discretion block the contributor for a specific period of time or permanently.

The Shire will not entertain Social Media as a platform to undertake repetitive, responsive dialogue on an issue. Social Media will be used to facilitate interactive information sharing and to provide responsive feedback to the community.

## **8. Rates Notices**

Refer to the relevant Shire adopted Rate/ Debt Recovery Policy/Procedure.

Shire rates are used to provide and maintain a variety of facilities and services. These include roads, recreation facilities, parks and gardens, health services and the administration of the Shire. All property owners in the Shire of Chapman Valley are sent an Annual Rate Notice for the current financial year.

Rate Notices shall be sent out to all ratepayers as soon as possible after the budget has been set, or in the case of interim rates, as soon as possible after a revaluation has been received. Instalment Notices are to be sent at the specified dates.

The notice will also specify the service cost (e.g., refuse service, Emergency Services Levy, swimming pool inspections, etc.).

The Rates notice may be accompanied by Shire correspondence and promotional material.

The Shire can be contacted to discuss rates payment assistance options and any change of details.

## **9. Annual Report**

The Shire of Chapman Valley produces an Annual Report each financial year as is required by the *Local Government Act 1995*. This statutory document provides a comprehensive overview of the previous financial year.

As required by the Act, the Annual Report is made publicly available. The Annual Report is published on the Shire's website, and available in hardcopy on request to the Shire.

## **10. Crisis Communication**

During an identified crisis, the Chief Executive Officer is the authorised point of contact for communication. The distribution of accurate and timely information to those affected during a crisis can be critical.

The Chief Executive Officer may nominate other officers to assist with the dissemination of appropriate information.

The Chief Executive Officer is responsible for updating Council on any crisis matters.

The Chief Executive Officer is responsible for updating the community on any crisis matters.

All media contact during a crisis, including emergency media coverage, should be referred to the Chief Executive Officer.

## **11. Distribution of Agendas and Minutes**

Interested persons and organisations may obtain copies of the Shire's Ordinary Meeting Agendas and Minutes for twelve (12) months, by paying the fee set by the Shire.



The Shire's Ordinary Meeting Agendas and Minutes will also be available from the Shire's website.

## **12. Release of "Unconfirmed" Minutes"**

The Shire will release copies of its unconfirmed minutes onto its website immediately after they become available to individual Councillors and for inspection to the public, with hard copies also being made available upon request at the applicable photocopying rates.

The condition for the release of such minutes is that they are to clearly be defined on both the website and the hardcopy as being "unconfirmed".

## **13. Publicity**

After each Council Meeting, where considered by the Chief Executive Officer to be of relevance, media releases will be prepared and distributed to:

- "The West Australian" and other papers with State wide circulation;
- The Geraldton Guardian, Mid-West Times or other local papers;
- Australian Broadcasting Corporation
- Local organisations who publish periodicals
- Official newspaper circulated within the district
- Councillors
- Local members of Parliament
- Website, Facebook and other social media
- Shire controlled Notice Boards

Any other means determined appropriate by the Chief Executive Officer

## **14. Community Consultation**

The Shire may undertake community consultation as required. The Shire recognises such consultation enables the community to have direct input in the way of opinions, submissions, priorities and views as they relate to specific projects.

Methods of communication during periods of consultation may include:

- surveys,
- website forms,
- direct mail,
- community forums,
- invitations to the public for submissions,
- consultation meetings with the Chief Executive Officer and Shire President,
- Etc.

Community consultation may be promoted on the Shire's website and social media accounts. Results and outcomes of community consultation will be presented to Council for consideration.

## **15. Statutory Advertising**

All State-wide and local statutory advertisements are to be lodged in relevant media outlets (e.g. "The West Australian", "Geraldton Guardian", "Midwest Times" newspapers).

## **15. Citizenship Ceremonies**

Where possible Citizenship ceremonies 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 or as otherwise determined by the President.

## **16. Shire Logo**

The Shire logo is to be shown on letterheads, envelopes, Websites, Emails, and other Shire material and stationery, as and when considered appropriate by the Chief Executive Officer.

Any application for the use or reproduction of the logo is to be considered on its merits and the Chief Executive Officer shall determine such applications.

Any such applications will only be granted permission to use the official logo in its original design and colour.

The Shire supports the use of the logo by local organisations seeking to identify geographically within the district.

## **17. Internal Communication**

Effective internal communications support the Shire in successfully delivering its services to the community.

Staff memorandums and notices are to be utilised to ensure information is distributed consistently to all staff.

New employees are to undertake a thorough induction process to provides them with a full understanding of the workings of the Shire.

Shire adopted Policies and Procedures are to be made available to staff to support with work practices and requirements. The Chief Executive Officer is available to discuss internal staff communication processes.

Councillor and Staff communication must reflect requirements outlined in the *Local Government Act 1995 and this Procedure*.

## **18. Customer Service**

Refer to the relevant Shire adopted Customer Services Procedure.

## **19. Complaints handling**

Refer to the relevant Shire adopted Complaints Handling Policy/Procedure

### **ADDITIONAL EXPLANATORY NOTES:**

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

<b>Adopted – Council Resolution:</b>	<b>10/09-1;</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>10/03-16; 05/15-23; 06/15-18; 03/17-32; 07/18-10; 05/19-8</b>

**CMP-040 Customer Service**

MANAGEMENT PROCEDURE No.	CMP-040
MANAGEMENT PROCEDURE	CUSTOMER SERVICE
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY/PROCEDURE No.	11.0
RELEVANT DELEGATIONS	

**OBJECTIVES:**

This Operational Procedure provides guidance to staff and customers as to the standards of service and process for making complaints in relation to the Shire of Chapman Valley.

**MANAGEMENT PROCEDURE STATEMENT/S:****SCOPE**

This Operational Procedure applies to all permanent, temporary and casual staff in dealing with internal and external customers.

**EXPECTATIONS OF STAFF**

Staff are expected to apply the following in all customer dealings:

- Professional and informative approach;
- Courteous, polite and friendly manner;
- Efficient execution of tasks;
- Listen and respond to customer needs;
- Referral of requests to the appropriate person or agency if unable to fulfil requirements;
- All information treated with highest level of confidentiality; and
- Acknowledgement and respect for customers' time.

**CUSTOMER SERVICE STANDARDS**

- Incoming calls are to be answered within 20 seconds, and received in a professional and friendly manner.
- Customers visiting the Shire offices should not be left waiting more than five minutes for service.
- Staff are to wear name badges at all times during office hours.
- Emails to general enquiries email address ([cs@chapmanvalley.com.au](mailto:cs@chapmanvalley.com.au)) are to be responded to within 24 hours.
- Letters and other correspondence are to be responded to within 10 working days of receipt.
- When assisting customers, staff must project a positive attitude, focus on solutions and provide a "can do" approach.
- Complaints are to be treated openly, recorded on register and addressed promptly.

**COMPLAINTS HANDLING**

Customers who make a complaint can expect to:

- be given appropriate and easily understood information regarding the complaints process;
- have complaints treated as genuine and properly investigated;
- be informed of estimated timeframes for action;
- be provided with other pertinent information including the contact details of the officer handling the complaint; and

G:\040 Governance\411 Council Documents\Agendas\Ordinary Meetings of Council\2023\3 - Apr 2023\CEO\10.3.1 Organisational Corporate Manual.docx

- participate in decisions relating to the resolution of the complaint.

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

<b>Adopted – Council Resolution:</b>	<b>11/07-16</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32</b>

**CMP-041 Logo's on Shire Vehicles**

MANAGEMENT PROCEDURE No.	CMP-041
MANAGEMENT PROCEDURE	LOGO'S ON SHIRE VEHICLES
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	12.60
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To ensure specific shire owned vehicle have logo attached.

**MANAGEMENT PROCEDURE STATEMENT/S:**

All Shire of Chapman Valley vehicles (as determined by the CEO) to have a logo attached with the specific exception of the vehicles for the CEO and Deputy Chief Executive Officer.

**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

**CMP-062 Petition Guidelines**

MANAGEMENT PROCEDURE No.	CMP-062
MANAGEMENT PROCEDURE	PETITION GUIDELINES
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY/PROCEDURE No.	NA
RELEVANT DELEGATIONS	NIL

**OBJECTIVES:**

To provide Electors within the Shire of Chapman Valley guidelines a template form for the submission of petitions to the Shire.

**MANAGEMENT PROCEDURE STATEMENT/S:**

Petitions inform the Shire, in a public way, of the views of a section of the community and serve as one means of placing community concerns before the Shire and Council.

Electors of the Shire of Chapman Valley may petition the Shire to take some form of action over a particular issue. For example, petitions may ask the Shire to change an existing policy, local law or recent decision, or for the Shire to take action for a certain purpose or for the benefit of particular persons. The subject of a petition however must be a matter on which the Shire has the power to act. For instance, a petition cannot request the Shire to improve hospital services, as this is a State Government responsibility

Care must be taken in the wording of petitions as the Shire requires certain information and content to be included to be a valid petition. The Shire's Standing Orders Local Law (Clause 3.4) details what is required for a petition to be valid i.e.

*A petition, in order to be effective, is to:*

- (a) *be addressed to the President;*
- (b) *be made by electors of the district;*
- (c) *state the request on each page of the petition;*
- (d) *contain the names, addresses and signatures of the electors making the request, and the date each elector signed;*
- (e) *contain a summary of the reasons for the request;*
- (f) *state the name of the person upon whom, and an address at which, notice to the petitioners can be given;*
- (g) *be in the form prescribed by the Act and Local Government (Constitution) Regulations 1996 if it is:*
  - (i) *a proposal to change the method of filling the office of President;*
  - (ii) *a proposal to create a new district or the boundaries of the Local Government;*
  - (iii) *a request for a poll on a recommended amalgamation;*
  - (iv) *a submission about changes to wards, the name of a district or ward or the number of councillors for a district or ward.*

**PLEASE NOTE: The Shire does not accept online petitions**

**Petition Signature Requirements**

A petition requires elector's signatures to be accepted. Although anyone can sign a petition, only those Shire of Chapman Valley electors will be recorded in the official signature count.

An elector is a person who owns or occupies rateable property within the Shire of Chapman Valley and is eligible to vote in Local Government and State Government Elections. All the signatures on a petition must meet the following requirements:

Every signature must be written on a page bearing the terms of the petition, or the action requested by the petition. Please view the [Petition of Electors Form](#)

Signatures must not be copied, pasted or transferred on to the petition nor should they be placed on a blank page on the reverse of a sheet containing the terms of the petition

Each signature must be made by the person signing in his or her own handwriting.

### **Petition Presentation**

A petition can only be presented to the Shire at an Ordinary Council Meeting by the President, a Councillor or the Chief Executive Officer. This can be any Councillor and does not have to be a Councillor from a particular Ward.

The person initiating the petition is to forward the petition to the Chief Executive Officer, President or a Councillor prior to the commencement of the Ordinary Council Meeting at which they would like the petition presented. Although the Elected Member is not bound to present a petition, it is traditionally accepted that he or she will present it, irrespective of personal views. Presentation of a petition by an Elected Member does not mean that the Member necessarily agrees or disagrees with its content.

For details of dates, times and location of *Ordinary Council Meetings* view the Shire website [www.chapmanvalley.wa.gov.au](http://www.chapmanvalley.wa.gov.au) or contact the Shire on 08 99 205011.

### **Petitions at Council Meetings**

One of the first items of business at a Council Meeting is for the Council to receive any petitions that have been presented. The Chief Executive Officer or Elected Member presenting the petition will read out a summary of the reasons for the petition being submitted and the number of signatures within it (if possible).

When the petition is received, no discussion will necessarily be entered into on the matter and the petition may be referred to the Chief Executive Officer for appropriate action.

Every petition presented may be referred to a representative of the Chief Executive Officer responsible for the matter. The Chief Executive Officer's representative will inform the petition initiator of the action proposed in dealing with the petition. This may involve having to prepare a detailed report for a future meeting of the Shire for its consideration.

### **ADDITIONAL EXPLANATORY NOTES:**

Below is a copy of the Petition Template:

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

<b>Adopted – Council Resolution:</b>	<b>10/09-1</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32</b>

Petition of Electors of the Shire of Chapman Valley

To the President of the Shire of Chapman Valley

We, the undersigned all being electors of the Shire of Chapman Valley, do respectfully request that the Shire:


Correspondence in respect of this petition should be addressed to:


The names and addresses of your petitioners are as follows

Date	Full Name	Address	Signature

*NOTE: Petitioners may contact the Shire of Chapman Valley on 08 99 205011 if they wish to withdraw from this petition or change their comment.*



**CMP-071 Concept Forum Guidelines**

MANAGEMENT PROCEDURE No.	CMP-071
MANAGEMENT PROCEDURE	CONCEPT FORUM GUIDELINES
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	ADOPTED: MINUTE REFERENCE - 04/12-8
RELEVANT DELEGATIONS	NA

**OBJECTIVES:**

The Shire will conduct Concept Forums involving Elected Members and employees meeting to propose, discuss and formulate philosophies, ideas, strategies and concepts for the development of the Shire.

Examples of the type of issues Concepts Forums may include are:

- Current matters of a local or regional significance;
- Matters relating to the future development of the Shire;
- Significant revenue raising requirements or expenditure needs;
- The development of internal strategic, planning, management and financial documents; and

In discussing such items, Officers will acknowledge the Elected Members' feedback and comments and this will be researched for inclusion into final reports, which will be considered at a subsequent Shire meeting.

**MANAGEMENT PROCEDURE STATEMENT/S:**1. Accountability

- 1.1 During the Concept Forum meeting no opportunity for a collective Council decision or implied decision that binds the Shire of Chapman Valley are to be made. i.e. no decision making to occur;

2. Openness and Transparency

- 2.1 A significant strength of local government is the openness and accessibility of its processes to the community.
- 2.2 In conducting Council Forums the Shire of Chapman Valley embraces the concept of openness and transparency; however, Concept Forums will be closed to the public due to the nature of items to be discussed at these forums being to allow Elected Members and employees the opportunity to propose ideas, ask questions and discuss issues, which will form the basis of research undertaken by employees for inclusion into final reports, which will be considered at a subsequent Shire meeting.

3. Probity and Integrity

- 3.1 To ensure high ethical and probity standards and accountability are maintained during Concept Forums, Councillors and Staff are to comply with the same disclosure of interest rules that would apply as if they were in a Council or Committee Meeting.

**4. Authority for the Chair**

- 4.1 The Shire President is to Chair the Concept Forum meetings.
- 4.2 In the absence of the Shire President the Deputy Shire President is to Chair the Concept Forum.
- 4.3 In the absence of the Shire Deputy President the Councillors present are to elect a Chairperson from amongst them.
- 4.4 The Chairperson has the same power and authority to chair the Concept Forum as if the Shire of Chapman Valley Standing Orders Local Law applied at an Ordinary Council Meeting.

**5. Meeting Notification**

- 5.1 The CEO is to ensure that Councillors are given timely notice of the time, location and content for Concept Forum Meetings (minimum 72 hours' notice required). Concept Forum Meetings are to be held on the Third Wednesday of the month except January where there is no meeting, to be held after the Ordinary Council Meeting concludes.

**6. Record Keeping**

- 6.1 A general record of all Forums shall be maintained by the CEO, recording attendance, apologies, disclosures of interest with appropriate departures/returns.

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

<b>Adopted – Council Resolution:</b>	<b>04/12-12</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>12/15-11; 07/18-10</b>

**EMP-002 Bushfire Brigade Membership**

MANAGEMENT PROCEDURE No.	EMP-002
MANAGEMENT PROCEDURE	BUSHFIRE BRIGADE MEMBERSHIP
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	NA
RELEVANT DELEGATIONS	WORK HEALTH SAFETY ACT 2020

**OBJECTIVES:**

To stipulate the procedure to be followed for the recruitment and appointment of Bushfire Brigade Members in the Shire.

**MANAGEMENT PROCEDURE STATEMENT/S:****1. Types of membership of bush fire brigade**

The membership of a bush fire brigade consists of the following:

- a) firefighting members;
- b) auxiliary/support members;

**2. Firefighting Members**

Firefighting members are those persons being at least 18 years of age who undertake all normal brigade activities.

**3. Auxiliary/Support Members**

Auxiliary/Support members are those persons who are willing to supply free vehicular transport for firefighting members or firefighting equipment, or who are prepared to render other assistance required by the bush fire brigade, yet will not able to participate in firefighting activities.

**4. New Membership Application & Decision Process**

- a) A new member is to complete the volunteer nomination form and accept the conditions for membership.
- b) The Brigade Fire Control Officer (FCO) should decide whether to recommend the application to the Chief Bush Fire Control Officer (CBFCO).
- c) The CBFCO must consider the application and make a recommendation to the Shire Chief Executive Officer (CEO) to accept or reject the application.
- d) The Shire CEO will make a determination on the acceptance or rejection of an application.
- e) The Shire CEO then must advise the applicant in writing of a final decision.
- f) The applicant has the right to appeal the decision of the Shire CEO. The appeal should be in writing addressed to the Shire CEO.
- g) The Shire CEO is to make a determination on the applicant appeal in consultation with the Brigade FCO and CBFCO.

**5. Induction**

All new members shall be—

- a) introduced to brigade members and shown all brigade facilities during induction by the Brigade FCO;
- b) instructed about any safety requirements by the Brigade FCO;
- c) made aware of brigade duties and responsibilities by the Brigade FCO;
- d) provided with a mentor/s until such time as they are familiar with Normal Brigade Activities by the Brigade FCO;
- e) made fully aware of the required initial and refresher training requirement of a Brigade Member or Shire Training Officer;

- f) made aware of local government guidelines, arrangements, policies and procedures by the Shire CEO.

*(Note: The brigade member is to formally endorse they have completed all the above requirements in writing and provided this to the Shire CEO)*

## **6. Dual Membership**

A member may be a member of another local government brigade.

## **7. Conditions of Membership**

- a) The conditions of membership shall refer to—
- i. Firefighters; and
  - ii. Auxiliary/Support Members.
- b) A new firefighting member is required to complete the necessary Fire Fighter Training Courses as required by the local government prior to commencing active firefighter duties.
- c) Competency in these Training Courses shall be the minimum acceptable standard required for a firefighting member to perform active supervised and unsupervised firefighting duties. Currently this includes Induction and training Courses as determined by the Shire CEO —
- i. All members must comply with the legislative requirements of the—
    - Bush Fires Act 1954 (WA);
    - FES Act 1998 (WA); and
    - Equal Opportunity Act 1984 (WA).
  - ii. All members must act within the—
    - Local Government guidelines, arrangements, policies and procedures;
    - Brigade's local policies (if applicable) yet the Local Government guidelines and policies will always take precedence over Brigade local policies;
    - Competency and commitment requirements for an active volunteer firefighter brigade member or ancillary/support member roles as required by the Shire CEO; and
    - State Hazard Plan – Relevant to Bushfires control, prevention and management
  - iii. Firefighting members must maintain currency of the appropriate licences to be able to operate brigade vehicles. Any traffic offence resulting in a suspension or loss of licence relevant to all members must be reported to the Brigade FCO, CBFCO and Shire CEO and the member must comply with the terms of their suspension.

## **8. Review of Membership Register Status**

No later than 31 May in each year the Shire appointed Training Officer is to obtain from DFES the name, contact details and type of membership of each brigade member. This list is to be provided to the Shire CEO along with a matrix of all members training status (initial completion dates and refresher due dates).

## **9. Membership Requirements/Commitments**

- a) Members are required to maintain currency in brigade activities and training to be deemed as an Active Firefighting Member and or be granted special considerations due to extenuating circumstances as determined by the Shire.
- b) If extenuating circumstances apply where a member is unable to meet brigade requirements /commitments, it shall be the responsibility of the member to notify the Brigade FCO of the circumstance, and the Brigade FCO will give considerations to the member and make a recommendation to the Shire CEO on the continuation of the membership (or not). The Shire CEO is then to determine the membership status of the member concerned.
- c) The Shire appointed Training Officer should endeavour to establish flexible arrangements for the member to meet training the requirements wherever possible, yet it remains the responsibility of the brigade member to ensure they comply with the training requirement as set by the Shire.

**10. Failure to Comply with Requirements/Commitments**

- a) Should a member of a brigade fail to comply with these Procedures, correspondence will be forwarded to the member requesting contact be made with the Shire CEO to indicate the intentions of the member's status.
- b) The Brigade Member may—
  - i. respond to the correspondence providing a reasonable explanation and request for alternative arrangements to be made for training or meeting obligations;
  - ii. request in writing for Leave of Absence from these Procedures due to personal circumstances; or
  - iii. terminate their membership.
- a) If a member fails to respond to the correspondence within fourteen (14) days a subsequent letter will be forwarded putting the member on final notice. Should a member fail to acknowledge the final notice within fourteen (14) days, the membership shall be terminated, to take effect from the date of the final notice.

**11. Change of Members Details**

The local government and DFES are to be notified of any change of personal details of a member. The Brigade FCO will advise the Shire CEO within fourteen (14) days of all membership detail change(s).

**12. Leave of Absence**

- a) A member may at any time request a Leave of Absence from all Procedural requirements/commitments for a period not to exceed twelve (12) consecutive months.
- b) The application should be made in writing and addressed to the Shire CEO.
- c) On completion of the Leave of Absence period the member must undertake any refresher training required before resuming active firefighting duties. If the request for Leave of Absence is for a medical condition the member must provide confirmation of fitness to the satisfaction of the CBFCO & Shire CEO to be able to resume active firefighting duties.

**13. Grievance Process/Disciplinary Action**

- a) The Shire is committed to providing an environment in which all persons can expect to be treated equally and with respect.
- b) All members are to have an understanding of the Shire's Grievance Policy and any other applicable Shire policies, procedures, arrangements, guidelines, etc.
- c) A grievance is any serious allegation, dispute or claim, arising during any training or activity in relation to an act committed by a member. Examples which may be considered a grievance include, yet not necessarily limited to—
  - i. constitute a breach of these Procedures;
  - ii. bring the brigade and/or the Shire into disrepute;
  - iii. contravene any reasonable direction given by the Shire CEO, Brigade FCO, CBFCO or their delegate;
  - iv. disregard Shire regulations, policies, procedures, arrangements, guidelines, etc. as applicable;
  - v. jeopardise the safety of the member or others; or
  - vi. result in the member being convicted of, an offence for which an offender may be imprisoned.
- d) Where a grievance arises, an investigation must be conducted by the Shire CEO (in conjunction with the CBFCO if considered necessary by the Shire CEO) in accordance with the Shire's Grievance Policy & Procedures.
- e) During the investigation it may be determined the member should be suspended from all or part of brigade activities, subject to the Shire CEO's approval. If a member is to be suspended during the investigation the Shire CEO should notify the member in writing of the terms of the suspension, including the reason for the suspension and the time period. The time period for suspension during an investigation, should not exceed three (3) consecutive months.  
When an investigation is complete a report will be provided by the investigating officer to the CBFCO outlining the process of the investigation, the conclusions drawn and any recommended action.

- f) Disciplinary action in relation to the member may include—
  - i. suspension of membership;
  - ii. termination of membership; or
  - iii. any other reasonable disciplinary action as determined by the Shire CEO in consultation with the CBFCO.
- g) If a disciplinary suspension is imposed, the Shire CEO must notify the member in writing of the suspension, including the suspension period and reason for suspension. Suspension may be from complete or specific brigade duties and activities.
- h) The period of disciplinary suspension shall be determined by the Shire CEO in consultation with the CBFCO.
- i) On completion of the suspension period the member may be required to undertake refresher training before resuming active firefighting duties which will be supervised and or acknowledged by the Shire CEO and/or Training Officer.
- j) If a membership is to be terminated, the Shire CEO will notify the member in writing, and provide a reason for termination. The Shire CEO is also advise the CBFCO, relevant Brigade FCO and Shire of the decision to terminate a membership
- k) Where a membership is terminated, all property owned by the local government should be returned to the local government within fourteen (14) days of giving notice. Failure to meet these conditions may require the local government to seek reimbursement of costs against the member.

#### **15) Rights of a Volunteer Member**

- a) A member shall not be suspended or dismissed from any brigade duty without an opportunity to defend the allegation.
- b) Any member may lodge a written objection to the Shire CEO should they consider they have been unfairly dealt with by the Committee.
- c) The Shire CEO & CBFCO shall consider the objection. This may include either—
  - i. dismissing the objection;
  - ii. variation to the decision; or
  - iii. revoking the original decision; and
    - ~ imposing an independent decision; or
    - ~ referring the matter back to the Shire Council to reconsider the decision.

#### **16) Member Resignation**

- a) A member can decide to resign from brigade activities and terminate their membership by notification to the Shire CEO.
- b) Where a member resigns, all property owned by the local government should be returned to the local government within fourteen (14) days of giving notice. Failure to meet these conditions may require the local government to seek reimbursement of costs against the member.

#### **ADDITIONAL EXPLANATORY NOTES:**

Nil

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

<b>Adopted – Council Resolution:</b>	<b>10/21-10</b>
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<b>Reviewed/Amended – Council Resolution:</b>	
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**EMP-003 Firefighting Costs**

MANAGEMENT PROCEDURE No.	EMP-003
MANAGEMENT PROCEDURE	FIRE FIGHTING COSTS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	3.50
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To stipulate the authority for incurring Shire costs in the event of a bush fire.

**MANAGEMENT PROCEDURE STATEMENT/S:**

Fire Control Officers are not authorised to incur costs on behalf of the Shire.

Only Chief Executive Officer, or his/her delegate in the Chief Executive Officer's absence (and Shire President in emergencies) are authorised to incur expenditure on behalf of the Shire for firefighting purposes.

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

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

**EMP-004 Protective Clothing – Fire Fighting**

MANAGEMENT PROCEDURE No.	EMP-004
MANAGEMENT PROCEDURE	PROTECTIVE CLOTHING – FIRE FIGHTING
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	3.80
RELEVANT DELEGATIONS	

**OBJECTIVES:**

Ensure the safety of all fire fighters in the Shire of Chapman Valley when involved in fighting bush fires.

**MANAGEMENT PROCEDURE STATEMENT:**

All Fire Control Officers are responsible for ensuring all fire fighters attending a fire wear the appropriate protective clothing. Protective clothing is to include long sleeve shirts and trousers, or overalls, and work boots.

Any fire fighter attending a fire and not wearing protective clothing of at least the standard as determined by the Shire is to be directed by a Fire Control Officer to leave the scene of the fire and not to return until appropriately clothed. When directing a fire fighter to obtain protective clothing emphasis is to be placed on informing the fire fighter of the reasons for the protective clothing requirement and the potential for injury and liability where such requirements are not adhered to.

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

<b>Adopted – Council Resolution:</b>	10/01-9
<b>Reviewed/Amended – Council Resolution:</b>	05/15-23; 06/15-18; 03/17-32; 07/19-4



**EMP-005 Fire Control Officer Appointments**

MANAGEMENT PROCEDURE No.	EMP-005
MANAGEMENT PROCEDURE	FIRE CONTROL OFFICER APPOINTMENTS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	3.90
RELEVANT DELEGATIONS	

**OBJECTIVES:**

This Operational Procedure provides the eligibility criteria for a person to be appointed as a Bush Fire Control Officer with the following objectives:

1. To ensure that a person has the relevant qualifications necessary to hold the position of Bush Fire Control Officer (BFCO); and
2. To ensure that these qualifications are maintained by the appointed Bush Fire Control Officer (BFCO).

**MANAGEMENT PROCEDURE STATEMENT/S:**

1. To be eligible for appointment as a Bush Fire Control Officer, a person must have completed the Bush Fire Control Officer Training Program not more than ten (10) years prior to appointment.
2. Notwithstanding Item 1 above, a person will be eligible for appointment as a Bush Fire Control Officer if they complete the Bush Fire Control Officer Training within six (6) months of appointment.
3. For a person to continue as a Bush Fire Control Officer, they must complete the Bush Fire Control Officer's Course or a refresher course at intervals of no more than every ten (10) years.
4. Nominations from Brigades shall be submitted to a Bush Fire Brigades Group Management Advisory Committee for recommendation to Council by 1 October, where applicable.
5. An appointment shall be for a period of one (1) year, unless revoked by Council. Bush Fire Control Officers will be eligible for reappointment unless their appointment was revoked by Council.

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

<b>Adopted – Council Resolution:</b>	<b>10/01-10</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 09/16-5</b>



SHIRE OF

**Chapman Valley**

*love the rural life!*

# **Planning & Development Policy, Procedures & Guidelines Manual**

## Version Control

### This Is a Controlled Document of the Shire of Chapman Valley

Originated date: Adopted by Council on 18<sup>th</sup> 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 <sup>th</sup> July 2018
Full Manual Review	Minute Reference: 07/19-4	17 <sup>th</sup> July 2019
Full Manual Review	Minute Reference: 05/20-08	20 <sup>th</sup> May 2020
Full Manual Review	Minute Reference: 03/21-10	17 <sup>th</sup> March 2021
Full Manual Review	Minute Reference: 03/22-08	16 <sup>th</sup> March 2022

Note: This section of the Manual addresses internal Shire Planning and Development policies and does not include Local Planning Policies which are external policies that are addressed separately through legislative requirements under the *Planning and Development (Local Planning Schemes) Regulations* 2015 and the Shire of Chapman Valley Local Planning Scheme No.3.

**Key Documents, Policies / Procedures**

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

**Policies****CP-012 Road Names**

POLICY NO	CP-012
POLICY	ROAD NAMES
RESPONSIBLE OFFICER	DEPUTY CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	15.210
LEGISLATION	LAND ADMINISTRATION ACT 1997 (SECTION 26A)
RELEVANT DELEGATIONS	

**OBJECTIVES:**

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

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

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

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

**POLICY STATEMENT**

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

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

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

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

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

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

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

Any name on the reserved list outlined above.

#### ADDITIONAL EXPLANATORY NOTES:

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>10/05-5A</b>
	<b>03/06-10</b>
	<b>07/13-3</b>
	<b>05/15-23; 06/15-18; 03/17-32; 03/17-32; 07/19-4</b>

**Contents**

<b>Key Documents, Policies / Procedures</b>	<b>3</b>
<b>1.0 Policies</b>	<b>3</b>
CP-012 Road Names .....	3
<b>3.0 Local Planning Policies</b>	
<b>1 Residential &amp; Rural-Residential</b>	
1.1 ANCILLARY DWELLINGS	6
1.2 GROUPED DWELLINGS	8
1.3 HOME BASED BUSINESS	10
1.4 OUTBUILDINGS	12
1.5 SECOND HAND & REPURPOSED BUILDINGS	16
<b>2 Commercial &amp; Industrial</b>	
2.1 EXTRACTIVE INDUSTRY	19
2.2 RURAL INDUSTRY	23
2.3 RURAL TOURISM	25
2.4 WORKFORCE ACCOMMODATION	29
<b>3 Environment, Natural Resources &amp; Waste</b>	
3.1 TREE FARMS	32
3.2 INTENSIVE AGRICULTURE	35
<b>4 Transport &amp; Infrastructure</b>	
4.1 DEVELOPMENT ADJACENT TO THE PROPOSED OAKAJEE TO NARNGULU INFRASTRUCTURE CORRIDOR AND THE OAKAJEE TO TALLERING PEAK RAIL CORRIDOR	37
<b>5 Design Guidelines &amp; Precinct Plans</b>	
5.1 BUILDING ENVELOPES	41
<b>6 Planning Procedures</b>	
6.1 CONSULTATION	43
<b>7 Miscellaneous</b>	
7.1 COMMERCIAL VEHICLES	48
7.2 EVENT APPLICATION	50
7.3 SEA CONTAINERS	61
7.4 SIGNAGE	63
7.5 SUBDIVISION STANDARDS	77

## 1.1 ANCILLARY DWELLINGS



### SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 1.1

#### 1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 1.1 – Ancillary Dwellings.

#### 2.0 INTRODUCTION

State Planning Policy 7.3 – Residential Design Codes (the 'R-Codes') acknowledges that a local planning policy may be prepared to provide local objectives for housing design and development to guide the consideration of proposals. The R-Codes also acknowledge that a local planning policy may be prepared to address a specific local need to guide the consideration of a proposal that does not satisfy the deemed-to-comply provisions of the R-Codes.

This policy provides local objectives and varies relevant deemed-to-comply provisions of the R-Codes to assist in their implementation. It should be read in conjunction with the R-Codes.

#### 3.0 OBJECTIVES

- 3.1 To alter the deemed to comply provisions of the R-Codes for Ancillary Dwellings.
- 3.2 To provide a clear definition of what constitutes an 'Ancillary Dwelling'.
- 3.3 To ensure that an Ancillary Dwelling is provided, constructed and located in such a way so as to minimise their impact on the amenity of the locality by controlling building size, materials and location.
- 3.4 To ensure that ancillary dwelling is 'ancillary' or 'secondary' to the main house upon the property.

#### 4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to all ancillary dwellings (more commonly referred to as a 'granny flat').

#### 5.0 APPLICATION REQUIREMENTS

Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* and the R-Codes and the relevant design principles as outlined in the R-Codes.

#### 6.0 POLICY STATEMENT

- 6.1 This policy supports a maximum of one (1) Ancillary Dwelling on any one (1) lot.
- 6.2 In consideration of an application for Ancillary Dwelling the following standards apply:

Zone	Maximum Habitable Floor Area	Maximum total roof area
Residential R10 and higher	70m <sup>2</sup>	140m <sup>2</sup>
Residential R5 and lower	80m <sup>2</sup>	160m <sup>2</sup>
Rural-Residential	90m <sup>2</sup>	200m <sup>2</sup>
Rural Smallholdings	100m <sup>2</sup>	300m <sup>2</sup>
Rural (smaller than 20ha)	100m <sup>2</sup>	300m <sup>2</sup>
Rural (larger than 20ha)	No limit	No limit

- 6.3 Ancillary Dwellings can either be attached or detached from the main dwelling, however, when detached the Ancillary Dwelling must be sited within 22m from the main dwelling on lots less than 4ha and within 50m for those lots greater than 4ha in area.
- 6.4 Ancillary Dwellings are required to be sited behind the 'front building line' of an existing dwelling on lots less than 4ha in area in all zones.

6.5 Ancillary Dwelling shall be constructed of colours and/or materials that are matching and/or complementary to existing development upon the property.

6.6 Ancillary Accommodation constructed within a Class 10 structure:

Should Ancillary Accommodation be proposed to be constructed within a Class 10 Outbuilding (i.e. a box or rectangular shaped structure constructed of coated or uncoated metal sheeting which does not include additional features such as eaves, verandahs, windows and other 'house' like features) the Ancillary Accommodation will be considered to be included within the total outbuilding area of a property. However, should the Ancillary Accommodation structure be purposely constructed as a Class 1A building and incorporate design features such as eaves, verandahs, windows and other 'house' like features the building would not be considered within the aggregate outbuilding area permitted upon a property.

## 7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.

## 8.0 DEFINITION

8.1 For the purposes of this policy Ancillary Dwelling shall be as defined by the R-Codes.

8.2 For the purpose of this policy 'Habitable Floor Area' does not include areas such as bathroom, laundry, water closet, food storage pantry, walk-in wardrobe, corridor, hallway, lobby, clothes drying room within the building.

8.3 For the purpose of this policy the 'Front Building Line' is to be measured from the closest point of the house to the front boundary drawn parallel to the boundary.

## 9.0 REFERENCES & ADOPTION

Responsible Business Unit	Planning
LPP Category	1 – Residential
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP1.1



## 1.2 GROUPED DWELLINGS



### SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 1.2

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#### 1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 1.2 – Grouped Dwellings.

#### 2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

#### 3.0 OBJECTIVES

- 3.5 To alter the deemed to comply provisions of the R-Codes for Grouped Dwellings.
- 3.6 To ensure that Grouped Dwellings are constructed and located in such a way so as to minimise their impact on the amenity of the locality.

#### 4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to all Grouped Dwellings.

#### 5.0 APPLICATION REQUIREMENTS

Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* and the R-Codes and the relevant design principles as outlined in the R-Codes.

#### 6.0 POLICY STATEMENT

- 6.1 Applications for Grouped Dwellings upon land zoned 'Residential', 'Rural Townsite', 'Urban Development', 'Commercial' and also 'Rural' (where it is within a gazetted townsite), will be assessed on their individual merits and with regard for the provision of water, electricity and effluent disposal services.
- 6.2 Applications for a Grouped Dwelling (second house) will be supported on 'Rural' zoned land (where it is located outside of a gazetted townsite) conditional upon the following:
  - 6.2.a Compliance with all relevant development standards and provisions prescribed in the Local Planning Scheme (i.e. boundary setbacks, building height, etc.).
  - 6.2.b The Grouped Dwellings being clustered.
  - 6.2.c A maximum of two (2) Grouped Dwellings per lot. Applications for greater than two (2) detached dwellings will be referred to Council and may be considered within the 'Rural zone' where the land is managed for 'Agriculture-Intensive' or 'Agriculture-Extensive' and where the occupants are engaged in that predominant land use or activity.
  - 6.2.d Be serviced with a minimum 100,000 litre Rainwater Tank or a 10,000 litre storage tank fed from an on-site dam or under-ground bore for domestic and firefighting purposes. This is to include the installation of a 50mm outlet with gate valve and male coupling located at the base of each tank to be clearly marked "Fire Brigade Connection Point".

Note: The taking of water from a domestic supply for firefighting purposes is only supported where the need arises to protect residential development on the same property or in the event the respective landowner/s has granted consent for the water to be used elsewhere.
  - 6.2.e The preparation of a Bushfire Management Plan where it is required under *State Planning Policy 3.7 – Planning in Bushfire Prone Areas* and ongoing compliance with the recommended strategies as contained therein.

- 6.2.f The development of a Grouped Dwelling within the 'Rural' zone should not be considered as a basis for subdivision and/or strata titling of land. Subdivision of land within the 'Rural' zone will generally not be supported by the Local Government unless it is specifically provided for in the Shire's Local Planning Strategy and/or is consistent with the criteria set out in the Western Australian Planning Commission's *State Planning Policy 2.5 – Rural Planning and Development Control Policy 3.4 - Subdivision of Rural Land*.

## 7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.

## 8.0 DEFINITION

For the purposes of this policy Grouped Dwellings shall be as defined by the R-Codes.

## 9.0 REFERENCES & ADOPTION

Responsible Business Unit	Planning
LPP Category	1 – Residential
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP1.2

## 1.3 HOME BASED BUSINESS



### SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 1.3

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#### 1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 1.3 – Home Based Business.

#### 1.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

#### 3.0 OBJECTIVES

- 3.7 To ensure that home based businesses do not compromise the amenity of the area.
- 3.8 To ensure that home based businesses remain an ancillary use to the main dwelling or the principle land use on the property.

#### 4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to applications for a Home Business, Home Occupation, Home Store and Industry – Cottage (more commonly known as 'Cottage Industry').

#### 5.0 APPLICATION REQUIREMENTS

Applications shall include the following information:

- 5.1 Details of the proposed activity inclusive of any equipment used, proposed hours of operation, employees (if any) and their relationship to the occupier of the dwelling, frequency of clients or customers to the site, proposed signage and any other information considered relevant to the proposal.
- 5.2 A site plan (and floor and elevation plans as necessary) showing where the activity is to take place, including the dwelling, associated outbuildings, areas for storage and/or administration and vehicle/visitor access and car parking provision as necessary.

#### 6.0 POLICY STATEMENT

- 6.1 An application will generally not be supported where the proposed activity does not comply with the definition provided in the Local Planning Scheme or the requirements of this policy.
- 6.2 An application will only be supported where the Council is satisfied that the proposal will not result in unacceptable environmental or amenity impacts as a result of noise, dust, light spill, odour, vibration, traffic movement or visual intrusion on the nearby residents or the environment.
- 6.3 Activities must be incidental, ancillary or subordinate to the predominant use of the land as a residence, and are not to be construed as an alternative use.
- 6.4 A business can either be attached or detached from the dwelling located on the site. If new, detached buildings are being developed to accommodate the new use, they should generally be clustered with existing buildings on the site and appropriately constructed using materials that complement the existing development.
- 6.5 The parking of vehicles associated with a business are not permitted within a public carriageway, including the road verge.
- 6.6 For activities involving the preparation of food for commercial purposes, the domestic premises must be provided with facilities in accordance with the applicable health standards.

- 6.7 In some instances planning consent may only be granted for a period of twelve (12) months upon which renewal of the application is required, including payment of all relevant fees.

## 7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme. Should no written, author-identified objection be received during the advertising period the application may be determined under delegated authority. However, should a written, author-identified objection be received during the advertising period, or there be concerns over the potential impact on the amenity of the area from the type of activity proposed, the application (and any received submissions) are to be placed before a meeting of Council for determination.

## 8.0 DEFINITION

For the purposes of this policy 'Home Based Business' refers to Home Business, Home Occupation, Home Store and Cottage Industry shall be as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015* and Shire of Chapman Valley Local Planning Scheme.

## 9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	1 – Residential
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-8
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP1.3

## 1.4 OUTBUILDINGS



### SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 1.4

#### 1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 1.4 – Outbuildings.

#### 2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

State Planning Policy 7.3 – Residential Design Codes (the 'R-Codes') acknowledges that a local planning policy may be prepared to provide local objectives for housing design and development to guide the consideration of proposals. The R-Codes also acknowledge that a local planning policy may be prepared to address a specific local need to guide the consideration of a proposal that does not satisfy the deemed-to-comply provisions of the R-Codes.

This policy provides local objectives and varies relevant deemed-to-comply provisions of the R-Codes to assist in their implementation. It should be read in conjunction with the R-Codes.

#### 3.0 OBJECTIVES

- 3.9 To alter the deemed to comply provisions of the R-Codes for Outbuildings.
- 3.10 To provide a clear definition of what constitutes an 'Outbuilding'.
- 3.11 To ensure that Outbuildings are not used for habitation, commercial or industrial purposes by controlling building size and location.
- 3.12 To limit the visual impact of Outbuildings.
- 3.13 To encourage the use of outbuilding materials and colours that complement the landscape and amenity of the surrounding area.
- 3.14 To ensure that the Outbuilding remains an ancillary use to the main dwelling or the principle land use on the property.

#### 4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to all Outbuildings.

#### 5.0 APPLICATION REQUIREMENTS

Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* and the R-Codes and the relevant design principles as outlined in the R-Codes.

#### 6.0 POLICY STATEMENT

- 6.1 Pre-fabricated garden sheds, "cubby houses", kennels and other animal enclosures (such as aviaries, stables) less than 9m<sup>2</sup> in total aggregate area and less than 2.5m in height (measured from natural ground level) are exempt from this policy provided they are located to the rear of the residence, satisfy the site and development requirements set out in the Scheme, and are of a design and colour considered in keeping with the amenity of the area by the Local Government.

## 6.2 In consideration of an application the following maximum standards apply to outbuildings:

Zone	Standard	Maximum
Residential (R10 and higher density)	Area (total aggregate) Wall Height Overall Height (single story)	120m <sup>2</sup> 3m* 4.5m*
Townsite	Area (total aggregate) Wall Height Overall Height (single story)	120m <sup>2</sup> 3m* 4.5m*
Residential (R5 and lower density)	Area (total aggregate) Wall Height Overall Height (single story)	180m <sup>2</sup> 4m* 5m*
Rural Residential Rural Smallholding Rural (lots less than 4ha)	Area (total aggregate)  Wall Height Overall Height (single story) Overall Height (double story barn)	240m <sup>2</sup> (In addition up to a maximum of 120m <sup>2</sup> unenclosed area may be considered subject to prior consultation being undertaken as per Section 7.3 of this policy)  4.5m* 5.5m* 6.5m*
Rural Residential Rural Smallholding Rural (lots greater than 4ha)	Exempt from the area and height requirements of this policy	

\* heights are to be measured from natural ground level.

- 6.3 Outbuildings are predominantly intended for general storage of personal domestic items, and purposes associated with the principle agricultural use (within 'Rural' and 'Rural Smallholding' zones). Outbuildings shall not be used for any commercial or industrial use without prior Local Government approval.
- 6.4 The large scale storage of accumulated personal items and any items in connection with a commercial or industrial operation (e.g. cray pots, building materials, earthmoving equipment etc.) is considered contrary to the objectives of this policy and is therefore not considered sufficient justification for an increase in the maximum standards prescribed.
- 6.5 An Outbuilding is required to be sited behind the 'front building line' of a dwelling on lots less than 4ha in area in all zones, unless sufficient justification has been provided by the applicant and the building is consistent in design and materials with the existing dwelling.

*Note: For the purpose of this statement the 'front building line' shall be measured from the closest point of the house to the front boundary drawn parallel to the boundary as illustrated in Figures 1 and 2.*

Figure 1

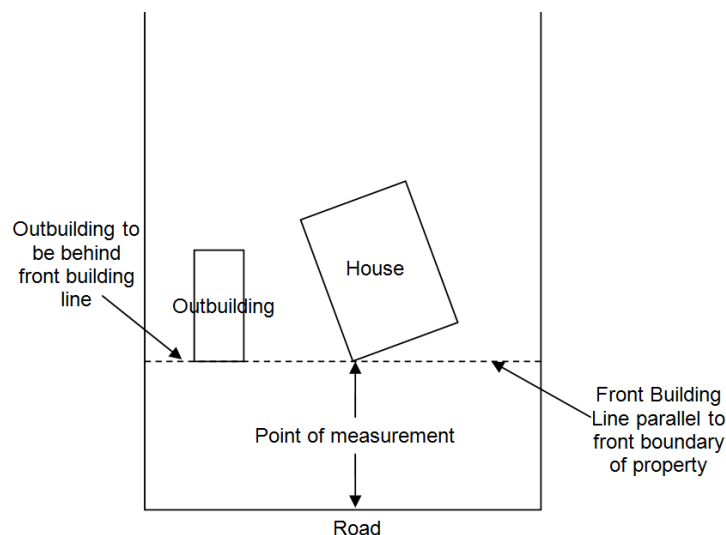
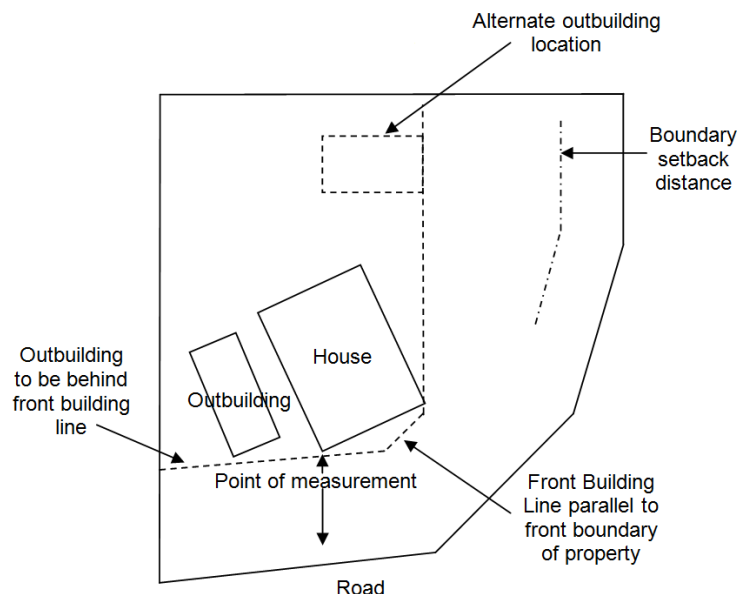


Figure 2



6.6 The development of an Outbuilding on vacant residential land shall not be approved unless the residence has been completed up to, and including, the pouring of a concrete house slab (although variation to this is permitted where the slabs for the residence and outbuilding are poured concurrently).

6.7 Setbacks for outbuildings

- 6.7.a For lots zoned 'Townsite' or 'Residential' lots zoned R5 and higher density the side/rear boundary can be reduced to nil (subject to compliance with the Building Code of Australia) provided written neighbour support is provided. No planning application is required to be lodged in such instances provided the Outbuilding meets
- 6.7.b For 'Residential' lots zoned R2.5 and lower density the outbuilding is to be setback in accordance with the Residential Design Codes, or if applicable located within a defined building envelope (Variation to a 5m side and/or rear boundary setback for Outbuildings may be considered subject to prior consultation being undertaken as per Section 7.4 of this policy).
- 6.7.c For lots zoned 'Rural-Residential', 'Rural Smallholding' and 'Rural' the Outbuildings are to be setback in accordance with the Local Planning Scheme, or if applicable located within a defined building envelope.

6.8 Materials

- 6.8.a The use of uncoated metal sheeting (i.e. zincalume or corrugated iron) is only supported upon land zoned 'Rural Smallholdings' or 'Rural'.
- 6.8.b The use of uncoated metal sheeting may be considered in the 'Townsite' zone or where existing buildings have been constructed with the use of uncoated metal sheeting or similar upon a property or another property located in close proximity.

6.9 Should Ancillary Accommodation be constructed within a Class 10 Outbuilding (i.e. a box or rectangular shaped structure constructed of coated or uncoated metal sheeting which does not include additional features such as eaves, verandahs, windows and other 'house' like features) the Ancillary Accommodation will be considered to be included within the total outbuilding area of a property. However, should the Ancillary Accommodation structure be purposely constructed as a Class 1A building and incorporate design features such as eaves, verandahs,

windows and other 'house' like features the building would not be considered within the aggregate outbuilding area permitted upon a property.

## 7.0 CONSULTATION

- 7.1 Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.
- 7.2 Applications that propose variation to any part of the Policy (other than the variation pursuant to Section 7.3 and 7.4 of this policy) will require consultation with surrounding landowners, by means of the Shire writing directly to the surrounding landowners inviting comment, and placement of an advisory sign on-site for a period of not less than 21 days, prior to the application and any received submissions being placed before a meeting of Council for consideration.
- 7.3 Applications within the 'Rural Residential', 'Rural Smallholding' and 'Rural' zone (where the lots are less than 4ha) that propose a total outbuilding area comprising not more than 240m<sup>2</sup> enclosed aggregate area and an additional 120m<sup>2</sup> unenclosed aggregate area will require consultation with surrounding landowners, by means of the Shire writing directly to the surrounding landowners inviting comment, and placement of an advisory sign on-site for a period of not less than 21 days. In the event that at the conclusion of the consultation period no written, author-identified objections have been received then the application may be determined by Shire staff under delegated authority. In the event that a written, author-identified objection is received then the application and the received submission(s) will be placed before a meeting of Council for consideration.
- 7.4 Applications for 'Residential' lots zoned R2.5 and lower density that propose a side and/or rear boundary setback of less than the R-Code requirement, but not less than 5m, will require consultation with surrounding landowners, by means of the Shire writing directly to the surrounding landowners inviting comment, and placement of an advisory sign on-site for a period of not less than 21 days. In the event that at the conclusion of the consultation period no written, author-identified objections have been received then the application may be determined by Shire staff under delegated authority. In the event that a written, author-identified objection is received then the application and the received submission(s) will be placed before a meeting of Council for consideration.
- 7.5 The advertising of a received application that proposes variation to any part of the policy is undertaken to make the proposal available for inspection in order to provide opportunity for public comment and it should not be construed that final approval will be granted.

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

## 8.0 DEFINITION

For the purpose of this policy an Outbuilding means a building structure not under the main roof of a dwelling and is measured by the total floor area (whether enclosed or open).

## 9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	1 – Residential
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP1.4



## 1.5 SECOND HAND & REPURPOSED BUILDINGS



### SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 1.5

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#### 1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 1.5 – Second Hand and Repurposed Buildings.

#### 2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

#### 3.0 OBJECTIVES

- 3.1 To ensure that any development proposing to use a second hand building or repurposed building or second hand cladding material meets acceptable aesthetic and amenity requirements in the locality for which it is proposed.
- 3.2 To ensure that any second hand building or repurposed building or second hand cladding does not detract from an existing (or reasonably desired) streetscape.
- 3.3 To enable the local government to retain such monies (bonds) to ensure the desired standard of development is achieved.
- 3.4 To address the issue of exposure risks from asbestos cement cladding.

#### 4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to all applications for second hand buildings and repurposed buildings (more commonly referred to as 'transportables' or 'relocatables' or 'dongas') or applications proposing to use second hand materials.

#### 5.0 APPLICATION REQUIREMENTS

- 5.1 The use of second hand cladding materials and second hand and repurposed buildings can result in unacceptable development by reason of poor aesthetic result and by adversely affecting the amenity of an area. The Local Government requires that an applicant demonstrate that the proposed use of a second hand or repurposed building and/or the use of second hand cladding material will not result in any adverse effect on the amenity or the aesthetics of the area within which it is proposed.
- 5.2 Applications shall include the following information:
  - 5.2.a Completed *Form of Application for Planning Approval* signed by the owner(s) of the property upon which the building will be located.
  - 5.2.b Plans that have been drawn to scale and include at a minimum:
    - i. photographs of each elevation of the building that clearly illustrate the in-situ condition and appearance of the entire building;
    - ii. site plan.
    - iii. floor plan and elevations for the building, these plans need to demonstrate any proposed works/upgrades that are required to be undertaken to the building (i.e. new cladding, extension works, additional verandahs etc.) to ensure the building's presentation is of an acceptable standard to that of the locality.
    - iv. a clear timeframe for the completion of the above works, with such timeframe to be as short as practicable and a maximum of 12 months.
    - v. any other additional information required to demonstrate that the development will be aesthetically acceptable and comply with the objectives of this policy and the relevant building and health standards as required.

- vi. (if deemed required by the Local Government) a detailed report on the structural integrity of the relocated building prepared by a qualified building surveyor or a certified structural engineer.

5.2.c Planning Application fee based on the cost of the building plus any transportation, installation and upgrade costs. This is calculated as per Item 1 of the Shire's current Planning Services Fees.

## 6.0 POLICY STATEMENT

- 6.1 Buildings (and materials) that are second hand or repurposed are, in some instances, of poor condition and as such the Local Government may impose conditions to ensure the building presentation is of an acceptable standard to enhance the streetscape appearance. Such conditions may include (but are not limited to) the following:
  - 6.1.a Need for additional setbacks over and above the prescribed minimum and the need for screening/landscaping.
  - 6.1.b A bond and agreement to ensure the external appearance of the development has been completed to the approval of the Local Government.
  - 6.1.c The space between the ground level and the floor level being suitably enclosed.
  - 6.1.d The roof and/or walls being re-clad in materials and colours, and/or re-painted in colours, that are consistent or complementary in colour with the surrounding natural landscape features or desired streetscape.
  - 6.1.e The required works are to be completed within a specified time frame to ensure the building presentation is of an acceptable standard.
- 6.2 Unless specific approval is given, all external asbestos cement cladding must be removed and replaced with new material prior to the relocation of a transported building to its new site.
- 6.3 Prior to the issue of any building permit for a second hand or repurposed building the Local Government shall require the lodging of:
  - 6.3.a a bond, of at least 5% of the estimated value of an equivalent new building, to a maximum of \$5,000 and minimum of \$1,000.
  - 6.3.b agreement, signed by the applicant(s) that the bond will be forfeited to the Local Government if the approved works are not carried out within the approved timeframe indicated.
  - 6.3.c bond moneys will only be refunded (if not forfeited) after works required to prevent forfeiture have been carried out to the satisfaction of the Local Government.

## 7.0 CONSULTATION

Applications for Second Hand Dwellings and Repurposed Dwellings are required by the Local Planning Scheme to be advertised within the 'Residential', 'Rural Townsite', 'Urban Development', 'Rural Residential' and 'Rural Smallholdings' zones. In the event that at the conclusion of the advertising period no written, author-identified objections have been received then the application may be determined by Shire staff under delegated authority (However, should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be placed before a meeting of Council for determination). In the event that a written, author-identified objection is received then the application and the received submission(s) will be placed before a meeting of Council for consideration.

Should applications for Second Hand Dwellings and Repurposed Dwellings within the 'Rural' zone be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.

## 8.0 DEFINITION

For the purposes of this policy Second Hand Dwelling and Repurposed Dwelling shall be as defined by the Shire of Chapman Valley Local Planning Scheme.

**9.0 REFERENCE & ADOPTION**

Responsible Business Unit	Planning
LPP Category	1 – Residential
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-8
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP1.5



## 2.1 EXTRACTIVE INDUSTRY

### SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 2.1

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#### 1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 2.1 – Extractive Industry.

#### 2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

#### 3.0 OBJECTIVES

- 3.1 To detail the specific requirements and minimum standards for the establishment of an Extractive Industry.
- 3.2 To set out matters which may be taken into account when considering applications for Extractive Industry.
- 3.3 To ensure extractive industry occurs with minimal detriment to the local amenity and environment, and in a manner which allows for future use and development consistent with the long term planning intentions for the area.

#### 4.0 APPLICATIONS SUBJECT OF THIS POLICY

- 4.1 This policy applies to applications for the extraction of basic raw materials i.e. Industry - Extractive (more commonly referred to as 'Extractive Industries').
- 4.2 The extraction of basic raw materials to a depth of 1m or less to be used for improvements upon the same farming property or for local government purposes within the local government area that the extraction takes place, including the building of roads, is exempt from obtaining planning consent.
- 4.3 The extraction of materials other than basic raw materials (e.g. minerals) are addressed separately under the *Mining Act 1978* which is administered by the Department of Mines, Industry Regulation & Safety.

#### 5.0 APPLICATION REQUIREMENTS

- 5.1 Applications shall include the following information:
  - 5.1.a Planning application form duly signed by the owner(s) of the property and payment of the relevant fee.
  - 5.1.b Plans that have been drawn to scale and include:
    - site plan with existing and proposed land contours and areas of remnant vegetation relevant to the proposed excavation area illustrating the location and depth of the proposed excavation of the land and setback distances from property boundaries.
    - cross section of the proposed extraction area showing the depth of extraction, height and battering of the pit walls and face, and access ramp/area.
    - rehabilitation plan for the area of extraction illustrating the re-contouring of the land and areas of re-planting.
    - location of existing and proposed internal access roads or other means of vehicle access to and egress from the extraction area and to public thoroughfares in the vicinity of the land.
    - location of buildings, treatment plant, tanks and other improvements and developments existing on, approved for or proposed in respect of the land.
    - location of existing power lines, telephone cables and any associated poles or pylons, sewers, pipelines, reserves, bridges, railway lines and registered easement or other encumbrances over or in the vicinity of the land.
    - location of all existing dams, watercourses, drains or sumps on or adjacent to the land.
    - location and description of existing and proposed fences, gates and warning signs around the land.

- location of the areas proposed to be used for stockpiling excavated material, treated material, overburden and soil storage on the land and elsewhere.

#### 5.1.c Management Plan containing:

- the type and quantity of material to be extracted.
- the nature and estimated duration of the proposed excavation.
- the stages and the timing of the stages in which it is proposed to carry out the excavation.
- details of the methods to be employed in the proposed excavation and a description of any on-site processing works.
- hours of operation.
- details of the depth and extent of the existing and proposed excavation of the site.
- estimate of the depth of and description of the nature and quantity of the overburden to be removed.
- description of the methods by which existing vegetation is to be cleared and topsoil and overburden removed or stockpiled.
- description of the means of access to the excavation site and the types of thoroughfares to be constructed.
- details of the proposed number and size of trucks entering and leaving the site each day and the route or routes to be taken by those vehicles (the Local Government may require contributions towards the upgrade of roads).
- description of any proposed buildings, water supply, treatment plant, tanks and other improvements.
- details of drainage conditions applicable to the land and methods by which the excavation site is to be kept drained.
- description of the measures to be taken to minimise sand drift, dust nuisance, erosion, watercourse siltation and dangers to the general public.
- source, timing, duration and frequency of noise, and description of the measures to be taken to comply with the *Environmental Protection (Noise) Regulations 1997*.
- storage of fuel and/or other potential contaminants.
- maintenance of equipment and machinery.
- management of waste.
- description of the existing site environment and a report on the anticipated effect that the proposed excavation will have on the environment in the vicinity of the land.
- details of the nature of existing vegetation, shrubs and trees and a description of measures to be taken to minimise the clearing of existing vegetation.
- description of the measures to be taken in screening the excavation site, or otherwise minimising adverse visual impacts, from nearby thoroughfares or other areas.

#### 5.1.d Rehabilitation and decommissioning plan indicating:

- the objectives of the program, having due regard to the nature of the surrounding area and the proposed end-use of the excavation site.
- whether restoration and reinstatement of the excavation site is to be undertaken progressively or upon completion of excavation operations.
- how any face is to be made safe and batters sloped.
- the method by which topsoil is to be replaced and revegetated.
- the numbers and types of trees and shrubs to be planted and other landscaping features to be developed.
- how rehabilitated areas are to be maintained.
- the program for the removal of buildings, plant, waste and final site clean-up.

#### 5.1.e Applications for Extractive Industry proposed within the Moresby Range as defined by the Moresby Range Management Strategy (WAPC, 2009) are expected to demonstrate due regard for the recommendations of that Strategy and the Moresby Range Management Plan (2010).

### 5.2 Additional information that may be required

Should the Local Government determine that the proposed extractive industry has the potential to, or is likely to, create adjoining landowner impacts, such as noise, dust, vibration, lightspill, odour or environmental impacts, then further information may be required to support the development application, including but not limited to the following:

#### 5.2.a Baseline data to be provided for wind, noise, dust and/or environmental data at specified locations.

#### 5.2.b Vibration abatement and control measure details.

#### 5.2.c Timing, frequency and duration of blasting/crushing/excavation activities.

- 5.2.d A Visual Impact Assessment where the proposed extractive industry has the potential to, or is likely to, create visual intrusion impacts upon adjacent landholdings, major roads or places of heritage, cultural or landscape significance.

## 6.0 POLICY STATEMENT

- 6.1 Extractive Industry will only be supported where the Local Government is satisfied that the proposal will not result in unacceptable environmental or amenity impacts as a result of noise, dust, light spill, odour, vibration, traffic movement, visual intrusion or contamination on the nearby residents or environment.
- 6.2 Depending on the nature of the proposed Extractive Industry, local wind, topography and vegetation conditions, setback distances from site boundaries and existing watercourse or bodies may need to be increased. When determining such setbacks the Local Government shall consider existing and potential land-uses on adjoining and nearby properties.
- 6.3 The Local Government may require the preservation and/or planting of a vegetated buffer strip ensuring that the extraction activities are adequately screened from the road and adjoining properties.
- 6.4 Where an Extractive Industry has direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as determined by the Local Government), the Local Government may require crossover and vehicle access areas within 50m of the road to be constructed with a stable, impervious surface, with stormwater runoff being controlled. In this regard the construction of a crossover shall be in accordance with the Local Government's existing Crossover Policy.
- 6.5 Where an Extractive Industry is being developed with or without direct access to a sealed road, the Local Government may require assistance to upgrade and maintain the road/s that will be affected by heavy vehicle movements associated with the Extractive Industry. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.
- 6.6 The Local Government will not support the operation of Extractive Industry outside of the following hours, unless it can be demonstrated the proposed extraction area/activity is at least 1km from the closest neighbouring residence upon which the Local Government may entertain extended operating times:
- Monday to Saturday – 7:00am to 6:00pm; &
  - Sundays and Public Holidays - no operations
- 6.7 Applications for Extractive Industry that are supported will generally be approved for a one (1) year period from the date of issue, upon which application for renewal of the approval is required. This is the responsibility of the applicant and the Local Government will not automatically re-issue approvals. Operations that seek to continue beyond one (1) year's duration will be subject to a renewed application for planning consent that may be approved on a recurring basis (with subsequent approval periods to generally not exceed five (5) years without requirement for renewed application for planning consent to be lodged).

## 7.0 CONSULTATION

Applications for Extractive Industry are required by the Local Planning Scheme to be advertised within the 'Rural', 'Rural Smallholdings', 'Light Industry' and 'General Industry' zones. In the event that at the conclusion of the advertising period no written, author-identified objections have been received then the application may be determined by Shire staff under delegated authority (However, should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be placed before a meeting of Council for determination). In the event that a written, author-identified objection is received then the application and the received submission(s) will be placed before a meeting of Council for consideration.

Should applications for Extractive Industry within the 'Strategic Industry' zones be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.

Extractive Industry is listed as a use that is not permitted by the Local Planning Scheme within all other zones.

## 8.0 DEFINITION

- 8.1 For the purposes of this policy Industry - Extractive shall be as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

- 8.2 Basic Raw Materials are considered to be materials that are used in the construction industry for both private and public works such as housing, site preparation, concrete and cement manufacturing, railway and road construction. These materials include sand, limestone, limesand, clay, hard-rock and gravel aggregate (limestone and limesand also have important uses in agriculture).

## 9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	2 – Commercial & Industrial
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP2.1



## 2.2 RURAL INDUSTRY

### SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 2.2

#### 1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 2.2 – Rural Industry.

#### 2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

#### 3.0 OBJECTIVES

- 3.15 To detail the specific requirements and minimum standards for the establishment of a Rural Industry.

#### 4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to applications for Industry – Rural (more commonly known as 'Rural Industry').

#### 5.0 APPLICATION REQUIREMENTS

- 5.1 Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 5.2 Applications for Rural Industry are expected to demonstrate due regard for the following criteria and minimum development standards:

Criteria	Minimum Standard
General Location	Buildings are to be sited in a clustered format well away from hills, mesa tops, and ridge-lines
Setbacks *	40m from all boundaries; 200m from neighbouring residences; 100m from any water course or water body.
Effluent & Waste Disposal	As determined by Local Government Environmental Health Officer.
Building Materials & Colours	Non reflective building materials and colours complementary to the surrounding landscape to be used in areas of high visual amenity such as the Moresby Range and Chapman Valley area.
Property Access	Property access is to be via a 12m form/8m gravel paved road.
On-site Carparking and Service Areas **	Carparking and service areas to be constructed to a delineated, drained and compacted gravel standard. The number of parking bays to be calculated at 1 bay for every 50m <sup>2</sup> gross area.
Landscaping	Landscaping is to be provided around all associated buildings, parking, storage and loading areas.

#### 6.0 POLICY STATEMENT

- 6.1 Applications for Rural Industry will only be supported where the Local Government is satisfied that the proposal will not result in unacceptable environmental or amenity impacts as a result of noise, dust, light spill, odour, vibration, traffic movement, visual intrusion or contamination on the nearby residents or environment.
- 6.2 Depending on the nature of the proposed Rural Industry, local wind, topography and vegetation conditions, setback distances from site boundaries and existing watercourse or bodies may need to be increased. When determining such setbacks the Local Government shall consider existing and potential land-uses on adjoining and nearby properties.



- 6.3 The Local Government may require the preservation and/or planting of a vegetated buffer strip ensuring that the Rural Industry activities are adequately screened from the road and adjoining properties.
- 6.4 Where Rural Industry has direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as determined by the Local Government), the Local Government may require crossover and vehicle access areas within 50m of the road to be constructed with a stable, impervious surface, with stormwater runoff being controlled. In this regard the construction of a crossover shall be in accordance with the Local Government's existing Crossover Policy.
- 6.5 Where Rural Industry is being developed with or without direct access to a sealed road, the Local Government may require assistance to upgrade and maintain the road/s that will be affected by heavy vehicle movements associated with the extractive industry. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.

## 7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be placed before a meeting of Council for determination.

## 8.0 DEFINITION

For the purposes of this policy 'Rural Industry' shall be as defined as 'Industry – Rural' by the Shire of Chapman Valley Local Planning Scheme.

## 9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	2 – Commercial & Industrial
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP2.2

## 2.3 RURAL TOURISM



### SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 2.3

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#### 1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 2.3 – Rural Tourism.

#### 2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

#### 3.0 OBJECTIVES

- 3.1 To provide for a range of low impact accommodation and other low impact tourist related uses in the rural and rural lifestyle areas of the Shire in a manner that is complementary and sensitive to the agricultural and environmental fabric of the municipality.
- 3.2 To set out the circumstances under which the Local Government may approve low impact tourist development in the rural and rural lifestyle areas of the municipality as provided in the Scheme.

#### 4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to applications for Art Gallery, Bed & Breakfast, Camping Ground, Caravan Park, Holiday Accommodation, Holiday House, Reception Centre, Restaurant/Café and Tourist Development in the 'Rural' and 'Rural Smallholding' zone.

#### 5.0 APPLICATION REQUIREMENTS

- 5.1 Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 5.2 Applications shall include the following information:
  - 5.2.a Planning application form duly signed by the owner(s) of the property and payment of the relevant fee.
  - 5.2.b Plans that have been drawn to scale that identify the proposed development in relation to the natural features (e.g. existing vegetation, watercourses, contours) and built existing features (including building and services) both on the subject land and on the adjoining land (the latter being dependant upon the subject lot size and boundary setbacks).
  - 5.2.c Written submission detailing how the proposed development:
    - can fit in with the locality. This means showing a sympathetic and well-mannered design without unreasonable impacts either on the agricultural, natural or cultural environment and that any impacts will be contained within the site.
    - will satisfy bushfire requirements and other hazards.
    - will provide a high level of amenity and services to the tourist occupants.
    - will continue to attend to matters of environmental concern, rural amenity and the well being and safety of the tourist occupants (once the development is established) i.e. Management Plan.

#### 6.1 POLICY STATEMENT

- 6.1 Applications for Rural Tourism will only be supported where the Local Government is satisfied that the proposal will not result in unacceptable environmental or amenity impacts as a result of noise, dust, light spill, odour, vibration, traffic movement, visual intrusion or contamination on the nearby residents or environment and that the quality of the development will present a positive image of the locality.

- 6.2 Depending on the nature of the proposed Rural Tourism, local wind, topography and vegetation conditions, setback distances from site boundaries and existing watercourse or bodies may need to be increased. When determining such setbacks the Local Government shall consider existing and potential land-uses on adjoining and nearby properties.
- 6.3 The Local Government may require the preservation and/or planting of a vegetated buffer strip ensuring that the Rural Tourism activities are adequately screened from the road and adjoining properties.
- 6.4 Where Rural Tourism has direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as determined by the Local Government), the Local Government may require crossover and vehicle access areas within 50m of the road to be constructed with a stable, impervious surface, with stormwater runoff being controlled. In this regard the construction of a crossover shall be in accordance with the Local Government's existing Crossover Policy.
- 6.5 Where Rural Tourism is being developed with or without direct access to a sealed road, the Local Government may require assistance to upgrade and maintain the road/s that will be affected by vehicle movements associated with the Rural Tourism development. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.
- 6.6 The Local Government will not be bound to accept any request for additional maintenance or upgrading of roads directly resulting from increases in traffic volumes from an approved Rural Tourism development, unless a financial contribution for such works has been agreed to and received from the respective business owner/proprietor.
- 6.7 With the exception of Bed and Breakfast and Holiday House, all other forms of tourist/holiday accommodation will only be approved subject to the landowner entering into a legal agreement, which shall bind the owner, their heirs and successors in title, requiring that the tourist accommodation will only be used for Short Stay Accommodation purposes.
- 6.8 Subdivision and/or strata subdivision of rural land on which tourism development is proposed or existing will generally not be supported by the Local Government. Such proposal are not considered appropriate because they create circumstances where tourist activities can be operated independently of the principal agricultural or rural use of the land, thereby fragmenting rural land and leading to an increased likelihood of land use incompatibilities.
- 6.9 All signage associated with the uses specified in this policy is to be the subject of a separate application (unless specifically referenced within the application and conditions of approval).
- 6.10 Larger scaled developments and land uses will not be approved under this policy and will require, if found to be justified, an amendment to the Scheme to incorporate specific zoning for the development proposed.
- 6.11 Rural Tourism will generally be approved where the Local Government is satisfied that the following minimum criteria and standards can be achieved:

Use	Criteria	Standard
Art Gallery	<ol style="list-style-type: none"> <li>Public Road Access</li> <li>Potable Water Supply</li> <li>Ablutions</li> <li>Car Parking</li> <li>Lot size</li> <li>Setback</li> <li>Siting</li> <li>Clearing</li> <li>Screening</li> <li>Design &amp; Materials</li> <li>Management</li> </ol>	<ol style="list-style-type: none"> <li>Type 3 – 12m form/8m gravel paved</li> <li>46,000 litres storage (10,000 gals)</li> <li>As per Health Act 1911, including provision for disabled</li> <li>1 car bay for every 3m<sup>2</sup> of public area – gravel std/Local Government specs.</li> <li>10ha</li> <li>30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government.</li> <li>Away from sand dunes, ridge lines and side slope/breakaway areas</li> <li>No removal of remnant vegetation</li> <li>Well screened from view of neighbouring properties</li> <li>Complementary with landscape – earth tones – no reflection</li> <li>On site managers residence</li> </ol>
Bed & Breakfast	<ol style="list-style-type: none"> <li>Public Road Access</li> <li>Potable Water Supply</li> <li>Guest Ablutions</li> <li>Car Parking</li> <li>Lot size</li> <li>Management</li> </ol>	<ol style="list-style-type: none"> <li>Type 2 – 10m formed</li> <li>92,000 litres storage (20,000 gal)</li> <li>1 shared bathroom</li> <li>1 car bay per room – gravel standard</li> <li>Nil</li> <li>Within the same building</li> </ol>
Caravan Park & Camping Ground	<ol style="list-style-type: none"> <li>Location</li> <li>Public Road Access</li> </ol>	<ol style="list-style-type: none"> <li>Within close proximity to public recreation areas/natural attractions – beaches, walk trails, scenic lookouts etc &amp; distances from other Caravan Parks/Camp Sites as prescribed by <i>Caravan Parks and Camping Grounds Act 1995</i></li> </ol>

Use	Criteria	Standard
	3. Potable Water Supply 4. Ablutions 5. Car Parking 6. Lot size 7. Setback 8. Siting 9. Clearing 10. Screening 11. Design & Materials 12. Management	2. Type 5 – 7m bitumen seal + bitumen seal crossover to Local Government specifications or Type 3 – 12m form/8m gravel paved at Local Government discretion 3. As per Caravan & Camping Regs 1997 4. As per Caravan & Camping Regs 1997 & Building Code of Australia 5. 1 car bay per caravan/camp site + 1 bay for manager – gravel std/Local Government specs 6. 15ha 7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government. 8. Away from sand dunes, ridge lines and side slope/breakaway areas 9. No removal of remnant vegetation 10. Well screened from view of neighbouring properties 11. Buildings to be complimentary with landscape – earth tones – no reflection 12. On site managers residence
Holiday Accommodation	1. Public Road Access 2. Potable Water Supply 3. Car Parking 4. Floor Area 5. Lot size 6. Setbacks 7. Siting 8. Clearing 9. Screening 10. Design & Materials 11. Management	1. Type 3 – 12m form/8m gravel paved 2. 92,000 litres storage per chalet (20,000 gals) 3. 1 car bay per chalet – gravel std/Local Government specs 4. 100m <sup>2</sup> (internal) 5. 15ha 6. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by The Local Government. 7. Away from ridge line and side slope/breakaway areas – clustered together 8. No removal of remnant vegetation 9. Partially screened from view of neighbouring properties 10. Complementary with landscape – earth tones – no reflection 11. On site manager's residence
Holiday House	1. Public Road Access 2. Potable Water Supply 3. Guest Ablutions 4. Car Parking 5. Lot size 6. Setbacks 7. Siting 8. Clearing 9. Screening	1. Type 3 – 12m form/8m gravel paved 2. 92,000 litres storage per 8 beds (20,000 gals) 3. Ensuite bathroom per bedroom 4. 1 car bay per room – gravel standard 5. 10ha 6. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government. 7. Away from sand dunes, ridge lines and side slope/breakaway areas 8. No removal of remnant vegetation 9. Partially screened from view of neighbouring properties
Holiday House (continued)	10. Landscaping 11. Design & Materials 12. Management	10. Peripheral native landscaping around Guesthouse building 11. Complementary with landscape – earth tones – no reflection 12. Within the same building
Tourist Development	1. Location 2. Public Road Access 3. Potable Water Supply 4. Guest Rooms/Ablutions 5. Car Parking 6. Lot size 7. Setback 8. Siting 9. Clearing 10. Screening 11. Design & Materials 12. Management	1. Within close proximity to public recreation areas/natural attractions – beaches, walk trails, scenic lookouts etc 2. Type 5 – 7m bitumen seal + bitumen seal crossover to Local Government specifications 3. 92,000 litres storage per 8 beds (20,000 gals) 4. Per standards prescribed for Guesthouse, chalets, Caravan Parks including provision for disabled 5. 1 car bay per unit or caravan/camp site + 1 bay for manager – gravel standard 6. 20ha 7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government. 8. Away from sand dunes, ridge lines and side slope/breakaway areas – clustered together 9. No removal of remnant vegetation 10. Well screened from view of neighbouring properties 11. Buildings to be consistent in design and complementary with landscape – earth tones – no reflection 12. On site managers residence
Reception Centre	1. Location 2. Public Road Access 3. Potable Water Supply 4. Ablutions 5. Car Parking 6. Lot size 7. Setback 8. Siting 9. Clearing 10. Screening 11. Design & Materials 12. Management	1. With an established guesthouse, restaurant or rural holiday resort. 2. Type 3 – 12m form/8m gravel paved 3. 92,000 litres storage (20,000 gals) 4. As per Health Act 1911, including provision for disabled 5. 1 bay per 4 seats – gravel standard 6. 20ha 7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government. 8. Away from sand dunes, ridge lines and side slope/breakaway areas 9. No removal of remnant vegetation 10. Well screened from view of neighbouring properties 11. Complementary with landscape – earth tones – no reflection 12. On site managers residence
Restaurant / Café	1. Location	1. With an established intensive agriculture/rural pursuit and/or rural holiday resort.

Use	Criteria	Standard
	2. Public Road Access 3. Potable Water Supply 4. Ablutions 5. Car Parking 6. Lot size 7. Setback  8. Siting 9. Clearing 10. Screening 11. Design & Materials 12. Management	2. Type 3 – 12m form/8m gravel paved 3. 92,000 litres storage (20,000 gals) 4. As per Health Act 1911, including provision for disabled 5. 1 bay per 4 seats – gravel standard 6. 15ha 7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government. 8. Away from sand dunes, ridge lines and side slope/breakaway areas 9. No removal of remnant vegetation 10. Well screened from view of neighbouring properties 11. Complementary with landscape – earth tones – no reflection 12. On site managers residence
Tourist Development	1. Location  2. Public Road Access  3. Potable Water Supply 4. Guest Rooms/Ablutions  5. Car Parking  6. Lot size 7. Setback  8. Siting  9. Clearing 10. Screening 11. Design & Materials  12. Management	1. Within close proximity to public recreation areas/natural attractions – beaches, walk trails, scenic lookouts etc 2. Type 5 – 7m bitumen seal + bitumen seal crossover to Local Government specifications 3. 92,000 litres storage per 8 beds (20,000 gals) 4. Per standards prescribed for Guesthouse, chalets, Caravan Parks including provision for disabled 5. 1 car bay per unit or caravan/camp site + 1 bay for manager – gravel standard 6. 20ha 7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government. 8. Away from sand dunes, ridge lines and side slope/breakaway areas – clustered together 9. No removal of remnant vegetation 10. Well screened from view of neighbouring properties 11. Buildings to be consistent in design and complementary with landscape – earth tones – no reflection 12. On site managers residence
Tourist Development (continued)		

## 7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be placed before a meeting of Council for determination.

## 8.0 DEFINITION

- 8.1 For the purposes of this policy Art Gallery, Bed & Breakfast, Caravan Park, Holiday Accommodation, Holiday House, Reception Centre, Restaurant/Café and Tourist Development shall be as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 8.2 For the purposes of this policy Camping Ground shall be as defined by the *Caravan Park & Camping Grounds Act 1995* and also include Nature Based Park as defined by the *Caravan Parks and Camping Grounds Amendment Regulations (No.2) 2014*

## 9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	2 – Commercial & Industrial
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP2.3



## 2.4 WORKFORCE ACCOMMODATION

### SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 2.4

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#### 1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 2.4 – Workforce Accommodation.

#### 2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

#### 3.0 OBJECTIVES

- 3.4 To ensure that applications for the development of Workforce Accommodation are assessed in a consistent, fair, thorough and timely manner.
- 3.5 To provide guidance to the Local Government, State Government agencies, landowners, developers, consultants and the general public regarding the assessment of applications for Workforce Accommodation.
- 3.6 To provide, where necessary, for the development of Workforce Accommodation in a way that maximises social benefits whilst minimising social costs.

#### 4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to applications for Workforce Accommodation.

#### 5.0 APPLICATION REQUIREMENTS

The following information is to be provided with an application for planning consent:

- 5.1 Accurately scaled and dimensioned locality plans, site plans, floor plans, elevations (generally north, south, east and west elevations showing all buildings proposed for the site, rather than elevations of individual buildings, or as otherwise agreed by the Local Government).
- 5.2 An analysis of the physical characteristics of the site (on sloping sites topographic mapping may be required).
- 5.3 Details regarding the maximum number of persons to be housed at the site.
- 5.4 Details of how development is to be staged.
- 5.5 Information regarding how essential services are to be provided to the site.
- 5.6 Details of underlying purpose for proposed development (i.e. whose workforce is the camp intended to house and why the workforce cannot be housed in existing accommodation).
- 5.7 Written submission detailing the suitability of the proposal to meet the required accommodation needs (i.e. type, size, location, layout, facilities, parking, loading/unloading and detailed design does it meet their requirements for accommodating their workforce).
- 5.8 Details of any prior consultation with local communities and government agencies.
- 5.9 Details of any ongoing community benefit that will result from development of the camp.
- 5.10 In urban or near-urban situations, details of landscaping, fencing, internal access roads and building materials and finishes.

- 5.11 Applications must demonstrate the camp will be effectively and appropriately managed, with management practices outlined in a **Management Plan** to be submitted with the application for planning consent. The Management Plan should address:
- strategies ensuring that noise, dust, odour, lightspill and litter are acceptably managed.
  - strategies resolving conflict with owners and/or occupiers of land within the vicinity of the site that may be affected by the operation of the camp.
  - transportation of workers to the site where construction is taking place.
  - strategies for managing the consumption of alcohol in the camp (if applicable).
  - strategies for preventing the consumption of illicit drugs in the camp.
- 5.12 Applications shall be accompanied by a **Decommissioning Plan** (that may in the event of the Local Government giving approval be made subject to condition requiring the applicant entering into legal agreement) that addresses the following issues:
- when the camp shall be decommissioned.
  - works that shall remain in place following decommissioning.
  - the clean-up and rehabilitation of the site.
  - the transfer of assets to public ownership where this has been committed too.
- 5.13 Applications are to indicate the time period over which the camp is expected to be required (generally for a period of between 6 months and 5 years);

## 6.0 POLICY STATEMENT

- 6.1 Applications must demonstrate that there is a need to develop a camp facility of the size and at the location proposed for the period of time for which approval is sought.
- 6.2 For Industrial and Port Development, Workforce Accommodation site/s should:
- be located on 'Rural' zoned land.
  - be strategically located within close proximity (i.e. 10km radius) to the primary construction site, and is within reasonable commuting distance to a range of services including social, recreational, commercial, retail and medical.
  - have direct access to an established 'road of regional significance' as classified by Main Roads WA.
  - in the opinion of the Local Government, not be located in an area of perceived environmental, social or visual sensitivity.
  - accord with the Local Government's current planning instruments (i.e. Local Planning Strategy, Coastal Management Strategy) in demonstrating a 'value added' benefit for re-use of the camp infrastructure, either in part or in whole, beyond the life of the temporary workforce accommodation camp use.
- 6.3 For Rail and Infrastructure/Services, Workforce Accommodation site/s should:
- be strategically located within reasonable commuting distance (i.e. 50km radius) to the primary construction site and provide a range of services on-site including social, recreational, small retail and medical.
  - where possible have direct access to a bitumen seal road.
  - in the opinion of the Local Government, not be located in an area of perceived environmental, social or visual sensitivity.
  - where possible demonstrate some level of 'value added' benefit for re-use of the camp infrastructure, either in part or in whole, beyond the life of the temporary workforce accommodation use.
- 6.4 Workforce Accommodation:
- is not supported within close proximity to 'socially sensitive' facilities such as schools or day-care centres.
  - is to be located within reasonable proximity to commercial, educational, recreational and community facilities that are capable of coping with the anticipated increases in demand.
  - is to be well screened from view and result in minimal site disturbance.
  - is to be adequately serviced by way of constructed road access to 7m bitumen seal and availability of services and infrastructure.

## 7.0 CONSULTATION

The following process is to be undertaken in assessment of an application for Workforce Accommodation:

- 7.1 Step 1 – Preliminaries

The proposal should generally be discussed with the Local Government prior to an application being submitted and in some instances preliminary, written advice will be provided. Applicants should ensure, in consultation with the Local Government, that their application contains all the required information.

#### 7.2 Step 2 – Initial consideration by the Local Government

Local Government staff will present a report to Council detailing the application and addressing all aspects of the policy and any other relevant considerations, including details of a site inspection.

#### 7.3 Step 3 – Referral & advertising

The application will be advertised for public comment and referred to relevant stakeholders in accordance with Scheme requirements. During that period adverts may be placed in local newspaper/s, a sign/s erected on site and plans/documents detailing the application made available for inspection at the Local Government offices.

#### 7.4 Step 4 – Final consideration by Council

The application will be considered in light of any submissions received during the comment period. Local Government staff will present a report to Council presenting relevant facts and discussion sufficient to enable Council to make an informed decision.

### 8.0 DEFINITION

For the purposes of this policy Workforce Accommodation shall be as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

### 9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	2 – Commercial & Industrial
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP2.4





### 3.1 TREE FARMS

#### SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 3.1

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##### 1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 3.1 – Tree Farms.

##### 2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

##### 3.0 OBJECTIVES

- 3.16 To achieve a consistent, efficient, and equitable system for assessing and approving Tree Farm applications.
- 3.17 To enable the establishment of Tree Farms in appropriate locations.
- 3.18 To enable Tree Farms in areas subject to land degradation, including areas of high salinity, water logging, and high levels of chemical contamination where there are clear natural resource management benefits.
- 3.19 To ensure Tree Farm development is not undertaken upon land that is considered to be of high agricultural value.
- 3.20 Consider impacts on local road network infrastructure, and to protect surface gravel deposits for the maintenance and construction of these road networks.
- 3.21 Suitable gravel deposits must be made available to the Shire when deemed necessary by the Shire for adjoining road networks.
- 3.22 Recognise that gravel acquisition for adjoining road networks is essential.
- 3.23 To minimise the potential for any loss of population or agricultural land through the use of whole farms and encourage Tree Farms that are ancillary to an existing agricultural land use (i.e. broadacre cropping or grazing).
- 3.24 Manage fire risk/management issues for all applications.
- 3.25 Consider the visual impact of Tree Farms in close proximity and/or viewing distance to town sites, roads of local and regional significance, and areas of scenic beauty.
- 3.26 Encourage operators, managers, government and non-government agencies, investors, and landowners to work in partnership wherever possible.
- 3.27 Encourage operators to abide by the Industry Code of Practice, relevant legislation, Western Australia's Strategy for Plantations and Farm Forestry and this policy.
- 3.28 Outline the matters required to be addressed for assessment to be undertaken under the planning system and other legislation.

##### 4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to applications for a Tree Farm (more commonly referred to as 'Agroforestry' or 'Carbon Farming' or 'Plantations').

##### 5.0 APPLICATION REQUIREMENTS

- 5.1 Applications shall include the following information:

- 5.1.a Planning application form duly signed by the owner(s) of the property and payment of the relevant fee.

*Note: An application may be made upon land that is not in the ownership of the applicant where the application form is signed by the owner(s) of the land as specified upon the Certificate of Title and the applicant(s).*

*An application can cover multiple Tree Farm plantings, which may be on different titles under separate ownership, provided they are under the management of one Applicant (the form is required to be signed by the relevant landowners of each title).*

- 5.1.b Site plan showing location of trees, access roads, structures and buildings, natural features (including native vegetation and water courses), surface gravel deposits and other relevant information, such as hazards and significant features (drawn to scale and to a professional standard).

*Note: Proposed new buildings and structures relating to a Tree Farm development may be subject to additional/other applications and approvals of the Local Government and other agencies.*

*Should the application propose the clearing of existing remnant vegetation the applicant is required to liaise with the Department of Water and Environment Regulation to obtain the relevant approvals.*

- 5.1.c A species list (including approximate density and number to be planted) for the proposal.

- 5.1.d Management Plan that displays due regard for the 'Code of Practice for Timber Plantations in Western Australia' (Forest Industries Federation WA, 2014) and 'Guidelines for Plantation Fire Protection' (Department of Fire & Emergency Services, 2011) and/or subsequent superseding documents.

- 5.1.e Information pertaining to the projected volume of water usage.

*Note: The Shire may seek advice from the Department of Water and Environment Regulation to assist in determining the application, with specific reference to ground and surface water impacts. Should the Department of Water and Environment Regulation raise significant concerns or objections to the proposal the application may ultimately be refused by the Local Government. Applicants are therefore encouraged to consult with the Department of Water and Environment Regulation prior to lodging their application and include relevant information arising from this consultation within their lodged application.*

- 5.1.f A visual impact assessment may be required where the development site is in close proximity and/or viewing distance from townsite boundaries, roads of regional or local significance, or areas deemed by the Local Government to have a high level of scenic or heritage value.

- 5.1.g Provide estimated harvest time(s) (where applicable). It will be a condition of any development approval that a Harvest/Transport Plan be submitted to Council for separate approval 12 months prior to the commencement of harvesting that details expected transport routes, and proposed machinery requirements.

*Note: The Local Government recognises the future locations of processing facilities in or near the Mid-West region is currently unknown, and it is therefore difficult to prepare a transport plan prior to commencement of tree crop development. Nevertheless, the Local Government will require an understanding of expected harvest and transport routes through the Local Government at the application stage, with the requirement a transport plan/strategy to be prepared and submitted twelve (12) months prior to the commencement of harvesting depending on scale and nature of harvest.*

*Where the Shire considers the existing road infrastructure is not adequate to service the future harvest, the applicant/operator will be required to make suitable and safe access arrangements. If a suitable and safe arrangement cannot be identified and there is likelihood that this cannot be secured or improved, the Council may refuse the application.*

## 6.0 POLICY STATEMENT

- 6.1 Traditional agricultural activities such as cropping, grazing and food production should generally remain the predominant landuse with Tree Farms as an ancillary and complementary use.
- 6.2 This policy does not attempt to introduce maximum planting areas by means of a percentage of the lot area, simply because some flexibility needs to be afforded. As a general rule the Local Government will assess if a plantation area is 'ancillary' having regard for:
- the area of each lot.

- the proportion or percentage of the plantation area on a lot by lot basis. Generally a 50% maximum planting area is encouraged, although each application will be assessed on its merits on a 'case by case' basis.
  - the extent of existing remnant vegetation areas.
  - whether a significant portion of each lot can continue to be used for agriculture.
- 6.3 The Local Government will be able to clearly identify whether agriculture remains as the primary use, given that detailed site plans are lodged for all applications and show the extent of planting areas.
- 6.4 This policy aims to actively encourage the integration of tree planting with agricultural farms. Whilst there are other factors contributing towards reductions of rural population, the Local Government wishes to ensure that new land uses do not exacerbate an existing ongoing problem.
- 6.5 The Local Government will not generally support the planting of whole lots or farms for tree planting due to the potential for the displacement of agricultural pursuits and loss of agricultural land.
- 6.6 The Local Government may require as a condition of approval a Management Plan to be prepared, or modified, to its satisfaction, before planting commences, and the applicant's subsequent adherence to the requirements therein.
- 6.7 Management Plans shall include ongoing commitments relating (but not limited) to the following:
- Pest Control (inclusive of weeds and animals) that displays due regard for the 'Code of Practice for Timber Plantations in Western Australia'.
  - Water Management Plan that outlines estimated water requirements, available water sources, their capacity and access points, water impact management and monitoring.
  - Fire Management (inclusive of access, perimeter and internal fire breaks/barriers, water supplies, separation distances between plantings and setbacks from on-site and off-site dwellings) that displays due regard for the requirements of the Department of Fire and Emergency Services 'Guidelines for Plantation Fire Protection' (2011).
- Note: It is an expectation that the minimum width of perimeter fire breaks/barriers shall be 30m, and that tree planting areas exceeding 200ha shall have 30m minimum width fire breaks/barriers between them (i.e. internal breaks between planting cells), and strategies be outlined regarding their maintenance.*

## 7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be placed before a meeting of Council for determination.

## 8.0 DEFINITION

For the purposes of this policy Tree Farm shall be as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

## 9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	3 – Environment, Natural Resources & Waste
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP3.1

## 3.2 INTENSIVE AGRICULTURE



### SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 3.2

#### 1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 3.2 – Intensive Agriculture.

#### 2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

#### 3.0 OBJECTIVES

- 3.29 To provide clarity and direction with regard to the approval of intensive agriculture uses in consideration of potential conflict issues with other land uses.

#### 4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to applications for Intensive Agriculture (more commonly referred to as 'Aquaculture' 'Floriculture', 'Horticulture', 'Market Gardens', 'Orchards', 'Turf Farms' or 'Viticulture').

#### 5.0 APPLICATION REQUIREMENTS

- 5.1 Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 5.2 Applications for development are expected to include written submission demonstrating:
- an acceptable water supply exists on the property.
  - the proposed Intensive Agriculture use/development will not adversely affect a known drinking water source.
  - the proposed Intensive Agriculture use will not impact on any neighbouring agricultural practice or be detrimental to the subject land, surrounding locality or environment by way of land degradation or erosion, noise, dust, odour, spray drift, effluent disposal or leaching, waste water disposal or runoff etc.
  - how it will satisfy bushfire requirements and other hazards.

*Note: The Shire may seek advice from the Department of Water and Environment Regulation to assist in determining the application, with specific reference to ground and surface water impacts. Should the Department of Water and Environment Regulation raise significant concerns or objections to the proposal the application may ultimately be refused by the Local Government. Applicants are therefore encouraged to consult with the Department of Water and Environment Regulation prior to lodging their application and include relevant information arising from this consultation within their lodged application.*

*Proposed new buildings and structures relating to an Intensive Agriculture development may be subject to additional/other applications and approvals of the Local Government and other agencies. Should the application propose the clearing of existing remnant vegetation the applicant is required to liaise with the Department of Water and Environment Regulation to obtain the relevant approvals.*

#### 6.0 POLICY STATEMENT

- 6.1 Intensive Agriculture will generally be supported where the Local Government is satisfied that the following minimum criteria and standards can be achieved:

Intensive Agriculture Use	Min. Lot Size	Min. Boundary Setback	Min. Setback from Neighbouring Residence	Min. Setback from Dam or Watercourse	Min. Vegetation Screening & Buffers
Horticulture	20ha	40m	200m	100m	5m

Viticulture	30ha	40m	200m	100m	5m
Floriculture	10ha	15m	100m	100m	5m
Aquaculture	10ha	15m	100m	100m	-
Turf Farm	20ha	15m	100m	100m	-

*Note: Depending on the nature of the proposed intensive agriculture use, local wind, topography and vegetation conditions, setbacks may need to be varied to those specified above. When determining such setbacks the Local Government will consider existing characteristics and potential land-uses on adjoining and nearby properties.*

- 6.2 The Local Government will generally only support the establishment of buildings for an Intensive Agriculture use where they are clustered with other buildings on the site and are located well away from hills, mesa tops, and ridge-lines.
- 6.3 The Local Government will generally not support the damming of a watercourse or valley area for the purpose of servicing a proposed Intensive Agriculture use/development unless subject to the following:
- 6.3.a a separate application for planning consent for the proposed dam has been submitted detailing
- the overall area and holding capacity of the dam.
  - a profile of the dam wall including the provision of an overflow so as not to prohibit or substantially restrict the flow of water downstream.
  - the location of the dam in relation to property boundaries and existing residential development.
- 6.3.b the Department of Water & Environment Regulation has given its endorsement for the proposed dam.
- 6.4 The Local Government will generally only support direct retailing of produce from the property subject to the following:
- 6.4.a Separate application for planning consent for a Produce Stall, Home Store or Market has been submitted (or specifically referenced within the overall submitted application) detailing:
- location and form of building
  - vehicular access
  - disabled access (may be required in some instances)
  - provision for on-site car parking
  - provision of landscaping
  - hours of operation
- 6.4.b The retailing is incidental to an approved Intensive Agriculture use/development.
- 6.4.c Access to the property is by an 8m gravel standard road.
- 6.4.d The proposed development will not result in unacceptable environmental impacts as a result of noise, odour, light spill, or visual intrusion, contamination.

## 7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be placed before a meeting of Council for determination.

## 8.0 DEFINITION

For the purposes of this policy Intensive Agriculture shall be 'Agriculture-Intensive' as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

## 9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	3 – Environment, Natural Resources & Waste
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP3.2

## **4.1 DEVELOPMENT ADJACENT TO THE PROPOSED OAKAJEE TO NARNGULU INFRASTRUCTURE CORRIDOR AND THE OAKAJEE TO TALLERING PEAK RAIL CORRIDOR**



### **SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 4.1**

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#### **1.0 CITATION**

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 4.1 – Development adjacent to the proposed Oakajee to Narngulu Infrastructure Corridor and the Oakajee to Talling Peak Rail Corridor.

#### **2.0 INTRODUCTION**

Oakajee was selected by the Western Australian State Government in 1992 as a site for future strategic industry and a port. From 1997 to 2009 the State Government acquired and rezoned approximately 6,400ha of land for the purpose of securing the industrial estate and port site and the surrounding buffer area.

Corridors linking the Oakajee Industrial Estate to the wider regional road, rail and services network and mine sites have been identified through State Government planning studies and these corridors are of state significance and will assist in delivering wide-ranging economic and social benefits to the community.

However, the corridors have yet to be secured and in the interim this Local Planning Policy has been prepared to guide assessment of development to give due regard for the proposed alignments. Further, it is recognised that road and rail noise can have an adverse impact on amenity, and this Local Planning Policy seeks to ensure that the policy objectives and measures in determining setback distances as outlined in State Planning Policy 5.4 - Road and Rail Noise are given due regard in relation to the assessment of development in proximity to the proposed corridors.

#### **3.0 OBJECTIVES**

- 3.1 To protect the proposed Oakajee to Narngulu Infrastructure Corridor and the proposed Oakajee to Talling Peak Rail Corridor from incompatible development.
- 3.2 To protect the community from unreasonable levels of transport noise associated with the proposed Oakajee to Narngulu Infrastructure Corridor and the proposed Oakajee to Talling Peak Rail Corridor.

#### **4.0 APPLICATIONS SUBJECT OF THIS POLICY**

This policy applies to development proposed within 200m of the proposed Oakajee to Narngulu Infrastructure Corridor and the proposed Oakajee to Talling Peak Rail Corridor.

#### **5.0 APPLICATION REQUIREMENTS**

Applications for development within 200m of the of the proposed Oakajee to Narngulu Infrastructure Corridor and the proposed Oakajee to Talling Peak Rail Corridor are expected to demonstrate due regard for the policy objectives and measures in determining setback distances as outlined in State Planning Policy 5.4 - Road and Rail Noise and the accompanying Road and Rail Noise Guidelines.

#### **6.0 POLICY STATEMENT**

- 6.1 Applications for development within 200m of the proposed Oakajee to Narngulu Infrastructure Corridor and the proposed Oakajee to Talling Peak Rail Corridor will be assessed with regard for the policy objectives and measures in determining setback distances as outlined in State Planning Policy 5.4-Road and Rail Noise.
- 6.2 The Shire will request that subdivision/amalgamation applications relating to properties adjoining the proposed Oakajee to Narngulu Infrastructure Corridor and the proposed Oakajee to Talling Peak Rail Corridor have condition that a notification be placed on the certificate(s) of title that states that the lot is affected by the alignment of the proposed corridor, and (where applicable) that land may be required in the future for the construction of the corridor, and the lot may in the future be affected by transport noise.

**7.0 CONSULTATION**

- 7.1 Upon receipt of a development application within 200m of the proposed Oakajee to Narngulu Infrastructure Corridor and the proposed Oakajee to Talling Peak Rail Corridor the Shire shall invite comment upon the application from the following:
- Department of Jobs, Tourism, Science & Innovation.
  - Environmental Protection Authority.
  - Department of Water and Environment Regulation.
  - Department of Planning, Lands and Heritage.
  - Main Roads WA (in relation to applications concerning the Oakajee to Narngulu Infrastructure Corridor, but not the proposed Oakajee to Talling Peak Rail Corridor).
  - key proponents as identified by the Shire (e.g. parties in current negotiation with the State Government to develop a port or industry at Oakajee).
- 7.2 The development application, and any received submissions, shall be presented to a meeting of Council for its consideration.

**8.0 DEFINITION**

- 8.1 For the purposes of this policy, the **proposed Oakajee to Narngulu Infrastructure Corridor** shall be considered to be the alignment (located within the Shire of Chapman Valley) as identified in the Department of Planning, Lands & Heritage's Oakajee Narngulu Infrastructure Corridor Draft Alignment Definition Report (2014), or a State Government adopted superseding study/report (refer to **Figure 1** of this Local Planning Policy).
- 8.2 For the purposes of this policy, the **proposed Oakajee to Talling Peak Rail Corridor** shall be considered to be the alignment (located within the Shire of Chapman Valley) as identified in the Oakajee Rail Development (Oakajee Port and Rail Pty Ltd) Report and Recommendations of the Environmental Protection Authority (2011), or a State Government adopted superseding study/report (refer to **Figure 2** of this Local Planning Policy).
- 8.3 For the purposes of this policy **Incompatible Development** means a land use or development which may be considered to be sensitive to or impacted by transport noise.

**9.0 REFERENCE & ADOPTION**

Responsible Business Unit	Planning
LPP Category	4 – Transport and Infrastructure
Public Consultation	No
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP4.1

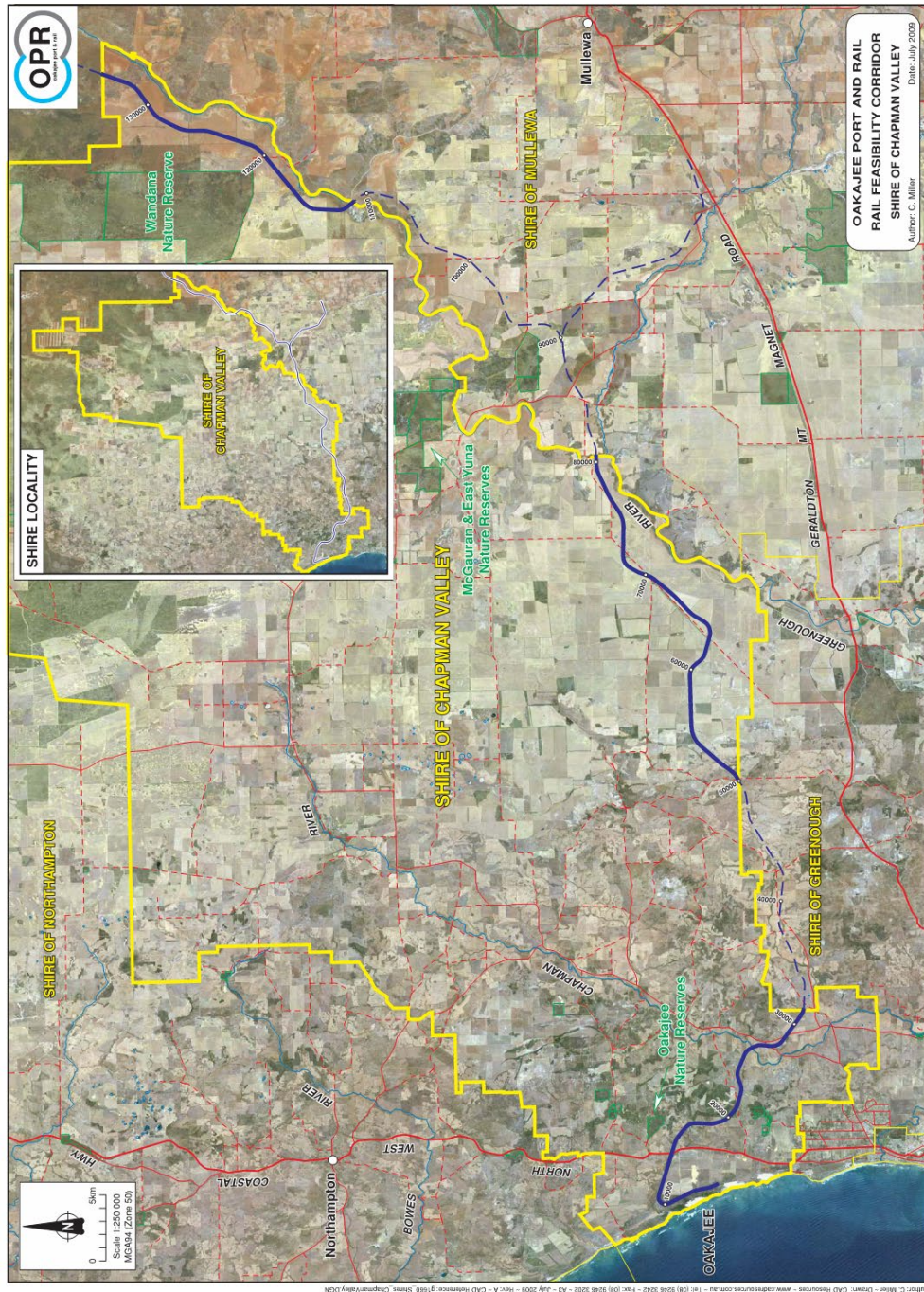


**Figure 1 – Proposed Oakajee to Narngulu Infrastructure Corridor**





**Figure 2 – Proposed Oakajee to Tallinger Peak Rail Corridor (Shire of Chapman Valley)**



## 5.1 BUILDING ENVELOPES



### SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 5.1

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#### 1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 5.1 – Building Envelopes.

#### 2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

#### 3.0 OBJECTIVES

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

#### 4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to applications seeking to amend, relocate, remove or develop outside a Building Envelope.

#### 5.0 APPLICATION REQUIREMENTS

In submitting an application for planning consent to amend, relocate or site development outside of a designated building envelope on a particular lot the proponent shall:

- 5.1 Demonstrate due regard for the requirements as outlined in Section 40 of the Shire of Chapman Valley Local Planning Scheme.
- 5.2 Provide justification, relevant building plans (sketch floor plan and elevations, and schedule of materials and colours), and information addressing visual amenity, privacy and screening, vegetation loss, access, and proximity to natural features.
- 5.3 Mark the revised/amended building area on-site to clearly delineate the change or new location for assessment purposes.

#### 6.0 POLICY STATEMENT

- 6.1 In considering an application to relax the development standards pursuant to Section 40 of its Local Planning Scheme, the Local Government will give particular consideration to:
  - 6.1.a justification for the proposed amendment.
  - 6.1.b the secondary nature of the development should the application be to site a building/s outside of the envelope (e.g. horse stables, bore sheds).
  - 6.1.c unacceptable visual clutter, especially in elevated areas of high landscape quality or visually exposed locations, such as the edge of hill or mesa tops within prominent parts of the Moresby Range.
  - 6.1.d unnecessary clearing of remnant native vegetation.

- 6.1.e visual obtrusiveness and/or impact on an adjoining property by way overlooking, noise, odour or light spill.
- 6.1.f suitability for landscape screening using effective screening vegetation and the availability of a proven water supply for this purpose.
- 6.1.g use of materials and colours to assist in softening any perceived visual impact.
- 6.1.h compliance with the land-use, setback, building height, development exclusion, vegetation protection, bushfire requirements and other pertinent provisions of the Local Planning Scheme and associated Planning Policies.

6.2 Building envelopes are generally imposed at the time of rezoning or subdivision to provide an area in which buildings upon a property will be clustered and provides an understanding for surrounding landowners of the potential location of future built form. Whilst this Policy provides guidelines for an application to be submitted to amend a building envelope it should not be construed that approval will be granted with each application assessed on its individual merits.

## 7.0 CONSULTATION

An application for the relocation, removal or expansion of a building envelope may be advertised to surrounding landowners prior to being placed before a meeting of Council for consideration.

## 8.0 DEFINITION

For the purposes of this policy Building Envelope shall be as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015* and as referenced in the Shire of Chapman Valley Local Planning Scheme.

## 9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	5 – Design Guidelines & Precinct Plans
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP5.1



## 6.1 CONSULTATION

### SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 6.1

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#### 1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 6.1 – Consultation.

#### 2.0 INTRODUCTION

The Local Government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the Local Government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

#### 3.0 OBJECTIVES

- 3.33 To provide a method by which proposals can be classified according to their likely impact.
- 3.34 To clearly define the different levels of consultation that will be undertaken and advice that will be provided in respect of a range of land use and development proposals, to provide the community with adequate and appropriate opportunities to be kept informed and comment on and respond to issues and proposals.
- 3.35 To detail the requirements for consultation based on the level of impact of the proposal.
- 3.36 To outline the process the Council will use when undertaking consultation and considering submissions.

#### 4.0 APPLICATIONS SUBJECT OF THIS POLICY

The over-arching principle of this policy is that the Local Government (where appropriate or required) will advise and consult with the community about initiatives involving proposed new or extended land uses and developments, in an endeavour to ensure openness and accountability in the decision making processes and to gauge public opinion.

The need to engage the community will be based firstly on any legislative requirement and then the degree to which the proposal impacts upon the site itself, the land immediately surrounding the site, the locality within which the site is situated or, in some cases, the whole Local Government.

In relation to complex issues, the Local Government will exercise flexibility in determining the level of consultation that is required and the best means by which maximum public feedback may be obtained.

The Local Government will predominantly consult with owners of land and, where appropriate, will also consult with occupiers of the land.

#### 5.0 APPLICATION REQUIREMENTS

Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* and the R-Codes and the relevant design principles as outlined in the R-Codes.

#### 6.0 POLICY STATEMENT

The method of consultation used will relate to the legislative requirements and (in the opinion of the Local Government) the likely extent of the impact on the community or the interest likely to be generated by the community with respect to the proposed land use or development. In any event the Local Government has the discretion to publicly advertise any town planning proposal.

#### 7.0 CONSULTATION

##### 7.1 Consultation level requirement by Development Proposal Type

The below matrix is the basis upon which the appropriate level of consultation with affected persons and the community will generally be determined for land use and development proposals.

Where proposals occur that do not clearly fall within the matrix, or where circumstances indicate that the standard level would not be appropriate, the Local Government shall use its discretion to establish the consultation process required.

Notwithstanding compliance, proposals that are considered to have a substantial impact due to their scale, size or nature may require consultation.

Development Proposal Type	Consultation Level
Design Guidelines	<b>D</b>
Local Planning Policies	<b>D</b>
Management Plans (local)	<b>C</b>
Outline Development Plans	<b>C</b>
Planning Applications (permitted uses)	<b>A</b>
Planning Applications (discretionary)	
• likely to impact on surrounding owners; or	<b>B</b>
• not likely to impact on surrounding owners	<b>A</b>
Planning Applications (discretionary after advertising)	
• impacts are confined to adjoining properties and the immediate vicinity of the proposal; or	<b>C</b>
• impacts affect the broader locality in addition to adjoining properties	<b>D</b>
Residential Design Codes Performance Criteria Assessment	<b>B</b>
Structure Plans - General	<b>D</b>
Structure Plans - Oakajee	<b>E</b>
Strategic Plans / Documents:	
• impacting on the Shire in general; or	<b>E</b>
• impacting on specific sectors / areas of the community	<b>D</b>
Subdivision Referrals	<b>A</b>
Local Planning Scheme Amendments	<b>D</b>
Local Planning Scheme Review	<b>E</b>
Townsite Plans / Strategies	<b>D</b>

## 7.2 Level A – No Consultation

No consultation will occur where the proposal:

- 7.2.a Is determined by the Chief Executive Officer as having no predictable detrimental impact on the character or amenity of the immediate or general locality.
- 7.2.b Is determined by the Local Government as not being required or is precluded under relevant legislation.
- 7.2.c Has previously occurred, and only minor modifications or modifications that address concerns previously raised are proposed.

## 7.3 Level B – Consultation with owners of adjoining land

- 7.3.a Where, in respect of any proposal, the Acceptable Development Provisions of the Residential Design Codes are not complied with, the owner(s) of land adjoining the application site affected by the non-compliance will be consulted unless the proponent has already undertaken the necessary consultation and secured agreement or obtained comment.
- 7.3.b Where (in respect of other proposals) a proposed development will be visible from any road or other public place and/or will be likely to have an impact on the streetscape, visual amenity and ambience of properties in immediate proximity to the site, the owners of properties adjoining, and those on the other side of any street immediately opposite the application site, will be consulted.
- 7.3.c The Local Government may undertake one or more of the following:
  - Consult with the owners of properties determined as being potentially affected by a development proposal in writing providing a minimum of 14 days (or such other period as may be prescribed by the relevant legislation) for the lodgement of any submissions.
  - Where an affected land owner is consulted by the proponent of a development proposal, evidence of the acceptability of the proposal should be provided by way of a signed letter of no-



objection and endorsement by way of no-objection comment, signature, printed name and full address on a copy of the plan(s) submitted for approval.

#### 7.4 Level C – Consultation with owners of nearby land

7.4.a Where a proposed land use or development is determined by the Local Government as having the potential to impact on not only the use or enjoyment of land adjoining the application site but also other surrounding land, the owners of those properties within the catchment specified below will be consulted.

7.4.b The Local Government may undertake one or more of the following:

- The owners of properties determined as being potentially affected by a development proposal (generally owners of all land within a radius of 60m of the boundary of the application site for land within an urban area or within an existing settlement) will be consulted in writing providing a minimum of 14 days for the lodgement of any submissions.
- Dependent upon the level of impact in the area, the Local Government may also publish a notice of the development proposal in a newspaper circulating in the area inviting comment within a specified period, with an additional fee to be levied on the applicant pursuant to the Local Government's schedule of fees and charges.

#### 7.5 Level D – Consultation with owners of land in the locality

7.5.a Where a proposed land use or development is determined by the Local Government as having the potential to impact upon the use or enjoyment of land within an area or a settlement, but not extending to the whole of the municipality or specific interest groups within that area, the community within the affected area will only be consulted.

7.5.b The Local Government may undertake one or more of the following:

- publish a notice of the proposal in a newspaper circulating in the area.
- arrange for a sign or signs to be placed in a prominent position(s) on the site.
- consult the owners of all land within a radius of 100m of the boundary of the application site for land within an urban area or within an existing settlement, or 500m radius for land within a rural area, except where it is determined by the Local Government that the proposal will not have any significant impact on certain portions of the area.
- consult with the owners of land beyond the foregoing areas where, in the opinion of the Local Government, there will be an impact along key transportation facilities, tourist routes or view-sheds. and/or
- consult as necessary with other affected government agencies or statutory authorities as the case requires.

7.5.c Drawing attention to the form of the development proposal and inviting comment within a period not being less than 14 days or, where appropriate, such longer period as may be necessary to comply with relevant legislation (Schedule 2 Part 2 Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* requires a minimum of 21 days in the case of Local Planning Policies).

#### 7.6 Level E – State Wide Consultation

Where proposals or projects are of State, regional or shire wide significance the community will be consulted in a manner as determined by the Local Government. In relation to complex issues, the Local Government may exercise flexibility to determine the level of consultation that is required and the best means by which maximum public feedback may be obtained.

#### 7.7 Submissions

7.7.a The Local Government will only accept submissions where:

- it has been signed by the respondent and contact details, including address for correspondence, is provided.
- comments on the development are provided in eligible written English.

7.7.b A petition will only be considered where it:

- is addressed to the Chief Executive Officer.
- is made entirely by electors of the Local Government.
- states the request/reason(s) on each and every page of the petition.
- contains the names, addresses and signatures of the electors making the request, and the date each elector signed.

- states the name of a single person upon whom, and an address at which, notice to the all the petitioners can be given.

7.7.c All submissions received will be summarised for reporting to Council with:

- submissions treated in confidentiality (unless otherwise prescribed by the relevant legislation), although Councillors may request a copy of any/all submissions.
- matters taken into account from submissions being based on valid planning grounds, including, but not limited to:
  - considerations outlined in the relevant Local Planning Scheme, Local Government policy and/or strategy.
  - potential for detrimental impact on the enjoyment of nearby properties from such causes as the effect on views to and from the development site, overshadowing, privacy, noise impact, or the scale, height, external appearance and bulk of proposed new developments.
  - impact of the proposal on streetscape and the amenity of the locality.
  - heritage values or significance.
  - adequacy of access, egress, parking and manoeuvring including disabled access.
  - traffic generation and probable effect on safety and traffic movement.
  - removal of, or increased threat to, natural vegetation.
  - the assessed fire hazard appropriate to the land and the proposed new land use and development.
  - any other environmental consideration including but not limited to potential for soil erosion or land degradation, water quality degradation, or increased environmental risk.
  - potential loss of any community service or benefit.
  - adequacy of community and public utility services.
  - any other matter relevant to orderly and proper planning.

7.7.d The Local Government upon determination the application may either:

- send to each respondent a letter.
  - acknowledging receipt of the submission.
  - advising of the determination of the development proposal concerned, providing reasons for that determination. and
  - advising the name and position of the officer of the Local Government from whom further information can be obtained.
- place an advertisement in the local paper providing public advice as to the outcome of the matter.

## 7.8 Delegation

Authority is delegated to the Chief Executive Officer for the following:

- to accept submissions received shortly after the formal comment period.
- determine the level of consultation required for each application.

## 8.0 DEFINITION

For the purposes of this policy the following definitions are provided:

*“Adjoining”* means any land (or owner of land) which abuts an application site or is separated from the site only by a pathway, driveway, right-of-way or similar thoroughfare (excluding a public road reserve).

*“Affected Person”* means a person who owns (or occupies) land that adjoins an application site or the enjoyment of which, may be detrimentally affected by the use or development on an application site.

*“Nearby Land”* means any land (other than adjoining land) which may be adversely affected by a development proposal and, where appropriate, may include owners (or occupiers) within a neighbouring Local Government.

*“Notify”* means written communication by the Local Government or the proponent of a development proposal containing relevant information about the development proposal for the purpose of advice or seeking comment.

*“Relevant Information”* means the principle details of a development proposal as determined by the author of any notification to be sufficient to describe the proposal and its potential impacts. Each notification is to provide further information as to where and when full particulars of the development proposal can be inspected during the period during which comments are sought.

*“Respondent”* means those affected persons who have provided written comment on a proposal within the formal comment period, or shortly thereafter at the discretion of the Local Government.

**9.0 REFERENCE & ADOPTION**

Responsible Business Unit	Planning
LPP Category	6 – Planning Procedures
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP6.1



## 7.1 COMMERCIAL VEHICLES



### SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 7.1

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#### 1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy 7.1 – Commercial Vehicles.

#### 2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

#### 3.0 OBJECTIVES

- 3.37 To ensure that the parking of such a vehicle will not adversely affect the amenity of the locality nor have any adverse effect upon the occupiers or users of properties adjacent or in the locality.
- 3.38 To set out the criteria against which an application will be assessed and standards that should be observed such that commercial vehicles can be parked in residential and rural residential zones without compromising the objectives of those zones.

#### 4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to the parking of a commercial vehicle upon land zoned 'Residential', 'Rural Townsite', 'Rural Residential' and 'Rural Smallholding'.

#### 5.0 APPLICATION REQUIREMENTS

- 5.1 Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 5.2 An application made to the Shire is also required to include:
  - written submission that provides details as to the purpose of the vehicle (what commercial/industrial activity the vehicle is used for), the length, width, height and carrying capacity of the vehicle and envisaged departure and arrival times.
  - photograph(s) of the commercial vehicle proposed to be parked at the property.

#### 6.0 POLICY STATEMENT

##### 6.1 Parking Location

- 6.1.a The commercial vehicle must be parked entirely within the subject property, and should be contained behind the building setback line. Parking must meet with the crossover, turning and manoeuvrability requirements of the R-Codes.
- 6.1.b Preferably the commercial vehicle should be parked to the rear of the residence and screened from view of the street and from neighbouring properties.
- 6.1.c Only one (1) commercial vehicle will be permitted to be parked on a property, unless it can be demonstrated that an additional commercial vehicle can be parked on the property in compliance with the objectives of this policy.
- 6.1.d Access to the property on which the commercial vehicle is to be parked is to be via a crossover which has been constructed to the specifications of the Local Government. The parking of the commercial vehicle should not preclude domestic vehicles from parking at the property.

##### 6.2 Use of the commercial vehicle

- 6.2.a The local government is unlikely to support the parking of a commercial vehicle that is, or has been, used for the commercial transportation of animals, disposal of liquid wastes, or other dangerous, hazardous or contaminated substances (which either requires a special permit for their transportation, or which if spilled or discharges from the vehicle would either cause pollution or pose a danger or threat to the health or inhabitants of the locality).
- 6.2.b Applications are only considered on the principle that the parking of the commercial vehicle is incidental to the predominant residential use of the property and therefore the parking of commercial vehicles on vacant land, or where no residence exists, are considered to be a land use application in themselves and contrary to the objectives of this policy.
- 6.2.c Where planning consent has been granted for a Rural Tourism Development, Intensive Agriculture, Rural Industry or Rural Pursuit, and in some instances a Cottage Industry on 'Rural Smallholding' zoned land, the parking of a vehicle associated with these activities may be considered provided it can be demonstrated that there will be no undue impact on the environment or the amenity of the surrounding locality.

### 6.3 Amenity

- 6.3.a The parking of a commercial vehicle should not adversely impact upon the amenity of the locality. Amenity is considered to relate to what can be reasonably expected in the subject residential/rural residential environment. Amenity can be affected by the undue generation of noise, fumes, odours and the like. Visual amenity is another component which relates to the manner in which the property is viewed from the street or adjacent properties.
- 6.3.b Minor maintenance of a commercial vehicle whilst parked at a property will only be considered where it can be demonstrated to the satisfaction of the Local Government that such maintenance will not impact on the amenity of the locality, and can be suitably managed to ensure all wastes are disposed of appropriately.
- 6.3.c Activities such as spray painting, panel beating or mechanical repairs that have the potential to adversely impact upon the amenity of the locality by the emission of noise, odours, by-products or otherwise, will not be permitted to be undertaken on a commercial vehicle parked in a Residential, Rural Townsite or Rural Residential zone.

## 7.0 CONSULTATION

Should the application be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.

## 8.0 DEFINITION

For the purposes of this policy Commercial Vehicle shall be as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

## 9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	7 – Miscellaneous
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP7.1

## 7.2 EVENT APPLICATION



### SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 7.2

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#### 1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy 7.2 – Event Application.

#### 2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

#### 3.0 OBJECTIVES

- 3.39 Encourage events that enhance a wide variety of opportunities to residents and visitors.
- 3.40 Protect the health and safety of persons attending events.
- 3.41 Provide an efficient and timely approval process and response.
- 3.42 Ensure compliance with regulatory requirements and standards.
- 3.43 Incorporate controls to minimise any adverse impacts of events and protect the amenity of residents in adjoining and nearby properties.

#### 4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to all major events in the Shire of Chapman Valley.

#### 5.0 APPLICATION REQUIREMENTS

Applications for an event are to include at a minimum:

- 5.1 Completed Shire Event Application Form.
- 5.2 Event Checklist which is to be read in conjunction with the Event Application Form.
- 5.3 Applicants to identify approvals and forms as required for the event and attached a copy when submitting application to the Shire.
- 5.4 Event Site Plan and other plans as required or requested.
- 5.5 Copy of Liability Insurance.

#### 6.0 POLICY STATEMENT

The following issues will be considered by the Shire in the assessment and approval process of event applications:

- 6.1 The nature, size and suitability of the event in relation to the venue requested (including the presence of alcohol) and the likely impact of the event on the facility.
- 6.2 The amenity of the event.
- 6.3 The ability of the facility to accommodate the event at the proposed time (taking into consideration weather and the condition of the land, if on a community reserve or public open space).

- 6.4 The likely impact on residents as a result of the event (including noise, dust, excessive light, or other adverse effects perceptible outside the venue).
- 6.5 The availability of the venue at the required time(s) and on the required day(s).
- 6.6 The period of time for which the event will operate and the proposed times of operation.
- 6.7 Conflict or potential conflict with other events in that location or a surrounding location.
- 6.8 The estimated number of participants associated with the special event in relation to the carrying capacity of the facility.
- 6.9 The benefits to the community.
- 6.10 Reputation of the operator.

Any other factors that may be considered necessary in relation to a particular event.

## 7.0 CONSULTATION

Should the application be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme. At the conclusion of the advertising period should a written, author-identified objection(s) be received, all submissions and the application may be placed before a meeting of Council for consideration. Should no written, author-identified objection(s) be received the application may be determined under delegated authority.

## 8.0 DEFINITION

For the purposes of this policy 'Event' means an occurrence proposed to be held within the Shire of Chapman Valley on private or public land, either indoor or outdoor by a person(s)/group/organisation, where people assemble at a given time for entertainment, recreation or community purposes and shall include but is not limited to:

- Concerts
- Vehicle Rally
- One off sporting events
- Shows and fairs
- Festivals
- Exhibitions

## 9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	7 – Miscellaneous
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP7.2

# Shire of Chapman Valley



## Event Application Form

This form is to be completed and submitted together with the other information outlined in this package. You will be notified in writing when your event application has been processed. Applications must be submitted at least 8 weeks prior to your event.

### **DISCLAIMER**

This package details the requirements of the Shire of Chapman Valley only.  
Additional information and/or approvals may be required from other agencies.  
It is the sole responsibility of the Applicant, not the Shire of Chapman Valley, to ensure all relevant information and approvals are obtained in relation to each particular event.

**(Event Application - Local Planning Policy 7.2)**

**January 2020**

**Shire of Chapman Valley**  
**Local Planning Scheme No.3**

**FORM OF APPLICATION FOR PLANNING APPROVAL**

**OWNER DETAILS:**

Name(s): \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: The signatures of ALL the owner(s) is required to process this application.

**APPLICANT DETAILS: (if different from owner)**

Name(s): \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPERTY DETAILS:**

Lot/Location No: \_\_\_\_\_ House/Street No: \_\_\_\_\_

Street Name: \_\_\_\_\_ Locality/Suburb: \_\_\_\_\_

Diagram/Plan No: \_\_\_\_\_ Volume No: \_\_\_\_\_ Folio No: \_\_\_\_\_

**Event Details**

Event Name: .....

Date: .....

Event set up date: .....

Event start time/date: .....

Event finish time/date: .....

Completion of Event clean up date: .....

Proposed venue details: (e.g. name of reserve, building or public open space)

.....  
.....  
.....

Event description: (e.g. sporting, commercial, entertainment and in addition please state whether the event is a one-off or proposed as an annual event)

.....  
.....  
.....

Entertainment: Brief details (number of stalls/products/entertainment-bands, amplified music/animals/activities/farm machinery/rides)

.....  
.....  
.....

Primary purpose of event: (eg. fundraiser for community group)

.....  
.....  
.....

Will alcohol be available/consumed on site? (*tick*)      Yes ☐      No ☐

Will food be available? (*tick*)      Yes ☐      No ☐

Details of any tents, marquees, stages etc. to be used for the event:

.....  
.....  
.....

Details of any road closures or use of roads for the event: (Note: separate approvals required through police services)

.....  
.....  
.....

Will the event have implications for local residents, (eg. Noise, traffic management, parking, crowds etc.) and if so how is it proposed to manage these implications?

.....  
.....  
.....

Parking Arrangements: (where, how directed etc.)

.....  
.....  
.....

Details of rubbish removal and site cleaning:

.....  
.....  
.....

### Expected Attendance

Maximum number of people expected at any given time: .....

Anticipated total number for entire event: .....

Target audience: (eg. youth, adult, family etc.) .....

Have you ever conducted this event before and if so, when/where was it held?

.....  
.....  
.....  
.....

Have you determined whether a risk assessment is required? (*tick*)    Yes ☐    No ☐

### Event Facilities

Power supply details: .....

Water supply details: .....

Number of toilets available:

Male:            Closets: .....Hand Wash Basins: .....Urinals: .....

Female:        Closets: .....Hand Wash Basins: .....

Disabled:      Closets: .....Hand Wash Basins: .....

**YOU MAY WISH TO ATTACH ANY OTHER RELEVANT INFORMATION  
TO ASSIST WITH THE APPROVAL PROCESS**



## Site Plan

A detailed layout of the event is to be included with your application. Please ensure the following is indicated on the map (if applicable). It is suggested that a copy of the finalised site plan be issued to police, fire services, SES, and other relevant emergency services, First Aid and security personnel, and participants.

Entertainment Areas	Seating	Vehicle access points (include street names)
Stages	First aid post(s)	Fire Equipment
Food stalls	Emergency exits	Location of marquees, tents etc.
Car Parking areas	Muster Points	
Site signage	Fenced off areas	Sale or consumption of alcohol areas
Lighting		Any other facilities relevant to your event

North



## Acknowledgement

I, \_\_\_\_\_ as the event organiser,

applying for approval to host an event in the Shire of Chapman Valley I acknowledge that the information and completed actions in my application are true and correct. I accept full responsibility of the facility and/or reserve during the specified event period and will ensure compliance with the Shire of Chapman Valley's conditions of approval.

I will indemnify the Shire of Chapman Valley and landowner against any action, suit or proceeding caused by my failure to observe all statutory and other requirements or as a result of my negligence or wilful actions. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted, with evidence in this regard to be presented to the Shire of Chapman Valley prior to commencement of the event.

I understand and acknowledge the Event Application Package has been compiled according to a number of statutory requirements, and any forthcoming Planning Consent (including conditions of approval) are lawfully binding and can be enforced pursuant to the Shire of Chapman Valley Local Planning Scheme No.3 and *Planning and Development Act 2005*. Furthermore I understand there could be other requirements outside of this package and that, as the event organiser, I am responsible to meet.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

### **Important Notes:**

- *You may not proceed with your event without written planning consent being issued by the Shire and all other statutory requirements have been satisfied. This may take between 3 to 4 weeks depending on the scale and size of your event.*
- *All conditions will be outlined in a formal notice of Planning Consent. It is your responsibility as the applicant/event organiser to adhere to the conditions of approval.*
- *Applications and approvals for an event are not transferable. Therefore the organiser cannot transfer Shire approval for an event to an alternative venue, date or time, without further consent being granted by the Shire.*
- *You must ensure the event adequately caters for the needs of people with disabilities.*
- *You may be required at the request of the Shire to attend a 'de-brief' of the event to discuss any associated issues and/or possible improvements to the ant future events.*

## INFORMATION AND GUIDE FOR APPLICANTS

### 1. LOCATION OF EVENT

If you intend on holding your event on property owned or managed by the Shire of Chapman Valley or any other government agency you are required to obtain that organisations consent prior to lodging an application. This includes the signing of the application for under 'Landowners Details' by the appropriate authorised person.

If event is to be held on privately owned land, you will be required to have land owner/s sign the application form.

### 2. SITE PLAN AND EVENT LAYOUT

A site plan with the layout of the event is to be provided with your application, which shall include location of:

- vehicular access
- onsite carparking and bus drop off areas
- barrier fencing
- stage and sound equipment (if applicable)
- stalls of any kind (food, craft, etc)
- competitor and spectator areas/seating
- liquor licensed area/s (if applicable)
- electrical supply
- first aid facilities
- structures and buildings (pavilions, sheds, tents, marquees, etc)
- toilet facilities (existing and additional)
- walkways
- external lighting (if applicable)
- emergency access and routes and muster points
- fire equipment
- over night camping areas (if applicable)

### 3. EVENT TIME FRAME AND EXPECTED ATTENDANCE

The event organiser is to provide the Shire of Chapman Valley with dates and time/s the ground/reserve is to be used, including set up and clean up.

The Shire of Chapman Valley is to be provided with the estimated number of patrons attending the event, which will be used to calculate toilet, waste and First Aid requirements.

Additional a Risk Management Plan may also be required – this matter should be discussed with the Shire's Risk Management Co-ordinator.

### 4. ACCESS TO VENUE FOR SHIRE STAFF

Shire staff members are to be afforded access to the whole venue for the duration of the event. Authority cards can be made up for staff members that require access for compliance purposes.

### 5. PUBLIC LIABILITY INSURANCE

Council requires public liability insurance be provided for all events to a minimum value of \$5,000,000. This insurance is the responsibility of the event organiser with evidence of such cover to be submitted as part of the application.

## 6. RISK MANAGEMENT PLAN

The event organiser may be required to provide a risk management plan to the Shire's Planning and Development Department prior to the event- - Further information on this matter can be obtained from the Shire's Risk Management Co-ordinator.

## 7. LEGISLATIVE REQUIREMENTS

Application for the event must be lodged on the Form 1 – Application for Planning Consent contained in this package.

Under the *Health (Public Building) Regulations 1992*, outdoor events are considered public buildings. The following are requirements under the above regulations:

- application to erect a public building (Form 1) to be completed 2 weeks prior to the event
- toilet facilities relevant to the expected attendance
- disabled access (for both the event grounds in general and toilet facilities)
- evacuation plan and emergency lighting
- general lighting for evening and night events
- all electrical equipment, switches, meters are to be protected from the public and a certificate of electrical compliance (Form 5) must be completed 2 weeks prior to the event
- exit signs are to be provided
- fire equipment and telephones are to be supplied

Event organisers are to provide sufficient waste disposal facilities relevant to the expected attendance.

Any stalls or premises preparing and/or selling food is to comply with the *Health (Food Hygiene) Regulations 1993*. Applications to sell food at the event should be lodged with the Shire's Health Department at least 4 weeks prior to the event.

Under the *Environmental Protection (Noise) Regulations 1997*, noise levels are to comply with the levels set out in those regulations. If the Shire of Northampton deems it necessary to have an Environmental Health Officer present to monitor the noise levels of the event, the event organiser may be required to pay for these services. Any officer present to ensure compliance with the above noise regulations is not under the control of the organiser.

## 8. ALCOHOL AND LIQUOR LICENSING

Event organisers are required to apply for a liquor licence through the Department of Liquor and Gaming, if alcohol is to be sold at the event. If the liquor licence is approved, details of the licence are to be provided to the Shire of Chapman Valley at least 2 weeks prior to the event.

If alcohol is to be sold and/or consumed on Shire property, application should be made to the Shire for a permit to consume alcohol.

## 9. PROVISION OF FIRST AID

The event organiser should provide First Aid facilities relevant to the size of the event.

## **10. EMERGENCY SERVICES**

Event organisers must notify the Police and Fire & Emergency Services of the event and the event time frame. A contact number for the event organiser should be given to these organisations in case of emergency.

Access must also be available to emergency vehicles as required.

## **11. NOTIFICATION OF ROAD CLOSURES**

The event organiser is to notify and seek approval from the Engineering Department (and Main Roads WA if necessary) for any road closures for the event, prior to lodging an application with the Police. Please note partial road closures or suspension of the *Traffic Act* requires approval and these forms/approvals need to be sourced from Police, at least 6 weeks prior to the event to allow for separate processing.

## **12. WATER & POWER**

It is the responsibility of the event organiser to ensure a potable water supply (to public health drinking standards) is made available for patrons at the event. Event organisers may need to organise independent power supplies for Shire grounds.

## **13. FIREWORKS**

Approval is required from the Department of Mines, the Police and the Shire of Chapman Valley for the discharge fireworks at an event. Applications in this regard can be obtained from the Department of Mines.

If approved, the State Fire & Emergency Services are to be notified and appropriate fire fighting equipment is to be provided at the event.

## **14. Parking**

The event organiser is to ensure sufficient parking and manoeuvring area is available for the expected number of competitors and patrons at the event. This shall include provision for bus drop off and parking, if applicable. All parking areas shall be clearly defined and may require onsite parking attendants depending on the nature and patronage of the event.

## **15. FENCING**

If the event is to be fenced off, or have areas within the event to be fenced (eg. licensed or competitor areas), the fencing is to be inspected by the Shires Building Department prior to the event.

## **16. CONSULTATION WITH OTHER GROUND USERS**

Event organisers should ensure that all other ground users are contacted and informed of the event to ensure there is no conflict of use and/or parking. For applications to conduct events in public areas the Shire in issuing approval may not grant exclusive use of the ground or reserve.

## **17. CONSULTATION WITH COMMUNITY**

All neighbouring landowners should be consulted to avoid any form of conflict. In this regard the Shire may seek comment from all or part of the community through the application process, which may reflect in the decision of the Shire Council.

## **18. RIGHT OF APPEAL**

The applicant/owner has a right of appeal against the Shire's decision, be it a refusal or any condition of approval, in accordance with the provisions of the *Planning and Development Act, 2005*. In this regard contact should be made with the State Administrative Tribunal on 9219 3111 or via website [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au) to obtain the relevant time limitations, appeal process, appeal forms and respective fees.

## 7.3 SEA CONTAINERS



### SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 7.3

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#### 1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy 7.3 – Sea Containers.

#### 2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

#### 3.0 OBJECTIVES

- 3.1 To ensure an acceptable quality of development is achieved that does not detrimentally affect the amenity and streetscape of the locality.
- 3.2 Establish guidelines for the placement of sea containers or other similar relocatable storage units on land within the municipality.

#### 4.0 APPLICATIONS SUBJECT OF THIS POLICY

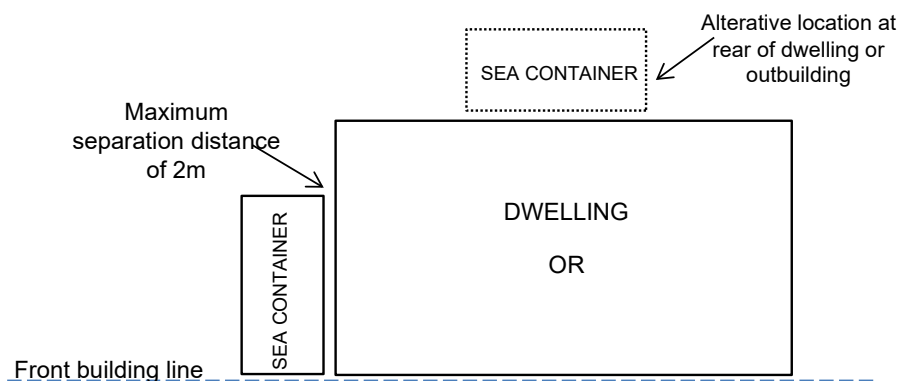
The placement of a sea container upon a property constitutes development and this policy provides the criteria for when a planning application is required (and not required) to be lodged.

#### 5.0 APPLICATION REQUIREMENTS

Applications seeking approval to site a sea container are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* and also provide written submission detailing the reason(s) for seeking to site a sea container and information upon proposed improvements to the visual appearance of the sea container (e.g. repainting, external cladding, roofworks, extension works, landscaping, time period for undertaking of works etc.).

#### 6.0 POLICY STATEMENT

- 6.1 A sea container proposed to be permanently sited upon a property is required to comply with the following criteria:
  - 6.1.a A maximum of one (1) sea container on a lot (excepting Industrial or Rural zoned land).
  - 6.1.b The sea container is to be sited behind the front building line of an existing or under construction built development upon the property and must not impinge on any boundary setbacks as required by the Local Planning Scheme.
  - 6.1.c The sea container is to be positioned at a maximum separation distance of 2m.
  - 6.1.d The sea container is to be used for general storage purposes only associated with the predominant use of the land and shall NOT be used for habitation, commercial or industrial purposes.
  - 6.1.e The sea container is required to be painted or clad in materials the same colour as the existing structure up against which the sea container is positioned.



- 6.2 A sea container proposed to be temporarily sited upon a property is only required to comply with Clauses 6.1.a, 6.1.b and 6.1.d (but not Clauses 6.1.c and 6.1.e) providing the sea container is removed within 12 months of its initial siting upon property and a current building permit has been issued for that property.
- 6.3 The permanent placement of a sea container or other similar relocatable storage unit will not be permitted on land zoned residential.
- 6.4 A sea container is considered in the calculation of the total aggregate outbuilding area as permitted under the Shire's 'Outbuildings' Local Planning Policy.
- 6.5 Should the sea container not meet the requirements of Clauses 6.1 and 6.2 of this policy a planning application is required to be lodged.

## 7.0 CONSULTATION

Should the application be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme and may be placed before a meeting of Council for consideration.

## 8.0 DEFINITION

For the purposes of this policy a 'Sea Container' shall include a shipping container (both '20 foot' (6.1m in length, 2.4m in width, and 2.6m in height) and '40 foot' (12.2m in length, 2.4m in width and 2.6m in height) in dimension) or any other relocatable 'box type' storage container or unit. A sea container modified for the purpose of human habitation is not addressed in this policy but subject to the separate necessary applications and approvals for a dwelling.

## 9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	7 – Miscellaneous
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP7.3

## 7.4 SIGNAGE



### SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 7.4

#### 1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy 7.4 – Signage.

#### 2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

#### 3.0 OBJECTIVES

- 3.1 To control signs in order to safeguard the visual amenity of the district.
- 3.2 To ensure signs do not compromise safety issues regarding thoroughfares.
- 3.3 To set out standards which apply to different types of signs and the considerations the local government should have in determining applications.
- 3.4 To specify what types of signs do not require the development approval of the local government.

#### 4.0 APPLICATIONS SUBJECT OF THIS POLICY

The placement of a sign constitutes development and this policy provides the criteria for when a planning application is required (and not required) to be lodged.

#### 5.0 APPLICATION REQUIREMENTS

Applications seeking approval to site a sign are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* and also provide written submission detailing the reason(s) for seeking to site a sign and information upon ongoing maintenance of sign.

#### 6.0 POLICY STATEMENT

##### 6.1 Exemptions

- 6.1.a Any sign which is classified as exempt under Shire of Chapman Valley Local Planning Scheme.
- 6.1.b All local government road signage.
- 6.1.c Any sign which is the subject of an existing approval made prior to the date of effect of this Policy
- 6.1.d Any advertisement affixed to or painted on a commercial premise window by the occupier of the business and relating to the activity carried on in the premise.
- 6.1.e Any sign within a building.
- 6.1.f Any name and/or number fixed to the facade on a residential building or group of buildings, such as home units, which has a single line of letters not exceeding 300mm in height.
- 6.1.g Any newspaper poster.
- 6.1.h A rural producer sign
- 6.1.i A freestanding sign which neither exceeds 500mm in height nor 0.5m<sup>2</sup> in area provided that the sign is placed or erected on an infrequent or occasional basis only to direct attention to a place, activity or event during the hours of that activity or event.
- 6.1.j Election signage (required to be removed within 7 days of the close of polls on the voting day)

##### 6.2 Standards

All signs or advertising devices (including an exempted sign) erected or displayed in the Shire shall:



- 6.2.a be constructed and erected to the satisfaction of the Local Government.
- 6.2.b be structurally sound and capable of withstanding any forces to which it would be reasonably subjected to without collapsing, deforming or moving from the position on which it was erected or displayed.
- 6.2.c comply with the regulation 297 of the Road Traffic Code 2000.
- 6.2.d be maintained in good order and clean condition to the satisfaction of the Local Government.
- 6.2.e be directly associated with the approved use of the property on which it is displayed (other than a service or tourist direction sign).
- 6.2.f not be erected or displayed in a position that in the opinion of the Local Government:
  - obstructs the passage of or creates a hazard for vehicles or pedestrians.
  - adversely affects the visual appearance or local amenity of the area.
  - significantly obstructs or impedes all or part of a view deemed to be of significance to the local area.

### 6.3 Relationship & Design

All signs, unless otherwise determined by the Local Government, shall directly relate to the property they are positioned on and be designed to complement the existing surroundings, including buildings, landscape features and other signage structures. In this regard the Local Government will generally not support remote advertising or advance warning signs (other than a direction, service or tourist sign) so as to avoid proliferation of signage to the detriment of the amenity of the Shire.

### 6.4 Bills & Fly Posting

Bill posting shall only take place in the form of an advertisement affixed to, or painted on a commercial premise window or any sign within a building by the occupier of the premise. Fly posting is not permitted within the Shire, unless otherwise approved by the Local Government under special circumstances.

### 6.5 Hoardings

The erection and display of a commercial hoarding is not permitted at any place or location within the Shire, unless otherwise approved by the Local Government under special circumstances.

### 6.6 Crown Land under the care and control of Local Government

Unless otherwise permitted in this Policy, or approved by the Local Government under special circumstances, an advertising sign or hoarding is not permitted on thoroughfares and reserves under the care and control of the Local Government. However, where approval is given for the erection or display of a sign on a thoroughfare or reserve under the care and control of the Local Government, the owner of the sign shall:

- 6.6.a indemnify and keep indemnified the Shire, its servants and agents against any claim or proceeding (and any cost and expenses incurred as a result) that may be made or brought by any person or corporation against the Shire, its servants and agents arising out of the erection, existence or operation of the advertisement or any negligence of the Shire, its servants and agents in granting approval to erect or display the advertisement or in setting or failing to set conditions or giving or failing to give directions for the erection, existence or display of the advertisement.
- 6.6.b In respect of that sign, effect and maintain a public liability insurance policy with a reputable insurer. The policy must include a cross liabilities clause, and be in the joint names of the sign owner and the Shire. The sum insured for any single event shall be \$1million.
- 6.6.c A copy of the above indemnification and insurance cover shall be forwarded to the Shire prior to the erection or display of a sign.

### 6.7 Requirements for particular signs

#### 6.7.a Development Signs

A development sign shall be removed from the site within two (2) years from the date of the approval or when 80% of the lots in the subdivision have been sold, whichever is the sooner.

**6.7.b Freestanding Signs**

Freestanding or portable signs shall generally:

- not exceed 1m in height or width.
- not exceed an area of 1m<sup>2</sup>.
- not be erected in any position other than immediately adjacent to the building or the business to which the sign relates.
- be removed each day at the close of the business to which it relates and not be erected again until the business next opens for trading;

No more than one (1) portable sign shall be erected in relation to the one (1) building or business.

**6.7.c Horizontal Signs**

A horizontal sign shall:

- be fixed parallel to the wall of the building to which it is attached.
- not project more than 150mm from the wall to which it is attached.
- conform to the following table:

Minimum distance of sign above street	Maximum depth of sign
Less than 7.5m	600mm
7.5m to 9m	750mm
9m to 12m	1,000mm

**6.7.d Illuminated Signs**

An illuminated sign shall:

- have any boxing or casing in which it is enclosed constructed of incombustible material.
- where comprising glass (other than fluorescent tubing) have the glass so protected as to prevent its falling into a public place in the event of breakage.
- have its electrical installation constructed and maintained to the satisfaction of the appropriate electricity supply authority and in accordance with any written law with respect to the construction and maintenance of electrical installations for illuminated signs.
- be maintained to operate as an illuminated sign.
- not have a light of such intensity as to cause annoyance to the public or be a traffic hazard.
- not emit a flashing light.

**6.7.e Information Panels**

The Local Government may provide tourist or other information panels or bays of varying sizes and charge fees for the inclusion of advertisements in such panels or bays.

**6.7.f Pylon Signs**

A pylon sign shall:

- not have any part more than 6m above the level of the ground immediately below it.
- not exceed 4m<sup>2</sup> in area unless approved by the Local Government.

- be supported on one or more piers or columns of brick, stone, concrete, timber or steel of sufficient size and strength to support the sign under all conditions.
- not be within 2m of the side boundaries of the lot on which it is erected unless the lot on which the pylon sign is erected abuts an intersecting street or right-of-way, where the Local Government may authorise the erection of the sign at a distance less than 2m.
- not have any part less than 6m from another sign erected on the same lot.

Where pylon signs are to be erected on a lot on which a premise is erected or to be erected, the Local Government may require all the pylon signs to be incorporated into one sign in which case:

- all of the constituent or infill signs are of an equal size.
- one constituent or infill sign is provided for each business, shop or unit on the lot.

#### 6.7.g Roof Signs

A roof sign shall comply with the following table:

Height of main building above ground level at point where sign is to be fixed	Maximum height of sign
4m and under 5m	1,250mm
5m and under 6m	1,800mm
6m and under 12m	3,000mm

#### 6.7.h Rural Producer Signs

A rural producer sign shall:

- not indicate or display any matter otherwise than for the purpose of indicating the products grown, reared or produced on the property on which the sign is erected.
- be erected within the boundaries of the property.
- not exceed 2m<sup>2</sup> in area.

#### 6.7.i Service Station Signs

A maximum of 2 service station signs are permitted unless otherwise required by legislation. The signs shall:

- not exceed 0.8m<sup>2</sup> each side.
- be located wholly within the boundaries of the site, unless otherwise approved by the Local Government.
- be located so as to not cause a traffic or safety hazard to either vehicles or pedestrians.

#### 6.7.j Service and Tourist Direction Signs

The CEO has delegated authority to approve applications for the erection and the removal of service and tourist signs subject to the sign meeting the current MRWA standards.

The Local Government is responsible for the approval, installation and routine maintenance for service and tourist signs on all roads except those under the control of MRWA (such as Chapman Valley Road and the North West Coastal Highway). In all cases the Local Government retains ownership of the signs and the right to relocate, modify or remove them as necessary.

#### 6.7.k Signs on Fences

A sign may be painted or erected on the inside of a side or rear fence of a lot situated within a commercial or industrial area (or other areas as approved by the Local Government), if the lot is occupied and used for business or industrial purposes. Any such sign shall not exceed 1m in height, nor be within 3m of any street boundary, unless specifically approved by Local Government.

#### 6.7.l Signs on Vehicles

No vehicle with a sign upon or inside, adapted and exhibited primarily to facilitate advertising, shall be permitted to park for any lengthy period of time, as determined by Local Government, on any thoroughfare (other than within an approved carpark) with the exception of directly in front of the owner's residence.

#### 6.7.m Verandah Signs

A sign fixed to the fascia of a verandah shall:

- shall not exceed 600mm in depth.
- shall not project beyond the fascia.

A sign under a verandah shall:

- not exceed 2.5m in length or 400mm in depth.
- be fixed at right angles to the front wall of the building before which it is erected except on a corner of a building at a street intersection where the sign may be placed at an angle with the wall so as to be visible from both streets.
- be so placed that the centre of its base longitudinally is equidistant from the outer edge of the verandah and the vertical plane of the shop front directly opposite the end of such sign.

#### 6.7.n Vertical Signs

A vertical sign shall:

- not project more than 50mm from the face of the building to which it is attached.
- not be within 600mm of either end of the wall to which it is attached.
- be of a height of at least twice its width.
- not be placed on a corner of building, except at a street intersection where it may be placed at an angle with the walls so as to be visible from both streets.
- not exceed 750mm in width exclusive of the back projection.
- not exceed 2m<sup>2</sup> in total area on premises being a shop or office or both.

#### 6.8 Unlawful Signage

Where a sign has been erected, placed or displayed without Local Government approval and/or is contrary to the provisions of the Local Planning Scheme and/or this policy, the following shall apply:

- 6.8.a The sign shall be removed by the owner upon a notice being served by the Local Government, with an appeal right for a period twenty eight (28) days from a notice being served being afford to the owner of the sign under the Act.
- 6.8.b Failure to remove the sign, or lodge an appeal, within the twenty eight (28) day period will constitute an offence under the Act, with the possibility of enforcement action being taken by the Local Government.
- 6.8.c If removed by the Local Government, the sign will be impounded at the Shire of Chapman Valley Depot in Nabawa for a maximum period of two (2) months, where:
- the sign may be collected by the owner upon payment of an impoundment fee in accordance with the Local Government's Schedule of Fees to be paid at the Shire Administration Offices.
  - upon expiration of this time the Local Government may initiate proceedings to dispose of the sign and recover all costs from the owner in relation to this action.
  - The Local Government may continue with enforcement action/prosecution in relation to 6.8.b above and in accordance with the provisions of the Act.

## 7.0 CONSULTATION

Should the application be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Local Government staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Local Government staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme and may be placed before a meeting of Council for consideration.

## 8.0 DEFINITION

"Act"	means the <i>Planning and Development Act 2005</i> ;
"advertisement"	has the same meaning as "sign";
"advertising device"	means any object on which words or numbers or figures are written, printed, affixed, illustrated or painted for the purpose of advertising any business, function, operation, event or undertaking or any product or thing and includes any vehicle or trailer or other similar stationery object placed or located so as to serve the purpose of advertising any business, function, event or undertaking or any product or thing;
"bill"	means any material on which words, numbers or figures are written, placed, printed, illustrated or painted;
"business"	includes the conduct of a profession, trade or occupation;
"business direction sign"	means a sign erected in a public thoroughfare or public place which indicates the nature of the business that may be located by following the direction indicated by the sign, but does not include any such sign erected by the Commissioner of Main Roads under regulation 297 of the Road Traffic Code 2000;
"CEO"	means the Chief Executive Officer of the Local Government;
"Council"	means the Council of the Shire of Chapman Valley;
"depth"	unless otherwise specifically stated, refers to the height of a sign, and not a three dimensional measurement. The word "depth" is used to differentiate between the lateral width of a sign and the height of the sign.
"development sign"	means a sign erected on an area of land which has been approved for subdivision into a number of smaller lots, advertising the lots for sale but upon which no building development has taken place at the time of the approval of the sign;

<i>“district”</i>	means the district of the Shire;
<i>“electoral sign”</i>	means a sign containing an advertisement relating to an election or to a referendum;
<i>“exempt sign”</i>	means a sign referred to in Statement 1 of this Policy;
<i>“fascia sign”</i>	means a sign erected or displayed on the fascia of a building or the fascia of a verandah;
<i>“fly posting”</i>	means advertising through the placement of posters on fences, walls, trees and like structures;
<i>“freestanding sign”</i>	means any sign not attached to a structure or permanently fixed to the ground or pavement and includes “A frame” or “Sandwich Board” signs consisting of two sign boards attached to each other at the top or elsewhere by hinges or other means;
<i>“hoarding”</i>	means a detached or detachable structure other than a pylon sign that is erected for the sole purpose of displaying a sign or signs and includes a poster panel or an illuminated panel; but does not include a hoarding within the meaning of Section 377 of the <i>Local Government (Miscellaneous Provisions) Act 1960</i> ;
<i>“horizontal sign”</i>	means a sign fixed parallel to the wall of a building to which it is attached and with its largest dimension being horizontal;
<i>“illuminated sign”</i>	means a sign which can be lighted either from within or without the sign by artificial light provided, or mainly provided for that purpose and which does not emit a flashing light;
<i>“institutional sign”</i>	means a sign erected or placed on any land or building used for or in conjunction with a surgery, clinic, hospital, rest home, home for the aged or other institution or place of a similar nature;
<i>“Local Planning Scheme”</i>	means an existing Local Planning Scheme of the Local Government made under the Act;
<i>“planning consent”</i>	means the approval granted by Local Government for the erection or display of a sign pursuant to the Local Planning Scheme;
<i>“premises”</i>	means land and, unless the context otherwise requires, the buildings upon that land;
<i>“public thoroughfare”</i>	includes a street, road, footpath , carriageway and all other parts of a road reserve;
<i>“pylon sign”</i>	means a sign supported by one or more piers and not attached to a building and includes a detached sign framework supported by one or more piers to which sign infills may be added;
<i>“MRWA”</i>	means Main Roads WA;
<i>“reserve”</i>	includes land vested in, or under the care, control and management of the Local Government;
<i>“roof sign”</i>	means a sign erected on or above the roof of a building;
<i>“rural producer sign”</i>	means a sign erected on land zoned rural under a Local Planning Scheme indicating the products grown, reared or produced on the property;
<i>“sale sign”</i>	means a sign displayed on premises advertising the sale, letting or auction of the premises;
<i>“service direction sign”</i>	a traffic sign with white letters and/or symbols on a blue background used to: guide travellers to services provided for their personal , automotive and travel needs, or indicate other facilities not normally shown on direction signs or tourist signs.
<i>“service station sign”</i>	means a sign used solely for the purposes of advertising the price of petrol, diesel, gas or other fuel products sold from the premises.
<i>“Shire”</i>	means the Shire of Chapman Valley;
<i>“sign”</i>	includes any advertising device or other sign type defined in this Local Law;
<i>“sign infill”</i>	means a panel which can be fitted into a pylon sign framework;
<i>“Surveyor”</i>	means the Building Surveyor of the Local Government;

<i>“tourist direction sign”</i>	a traffic sign with white letters and/or symbols on a brown background used to guide travellers to: natural features and approved heritage sites of interest to tourists; and approved tourist establishments.
<i>“verandah”</i>	includes cantilever verandahs and balconies whether over thoroughfares or over private land;
<i>“verandah sign”</i>	includes any sign, above or below a verandah fascia;
<i>“vertical sign”</i>	means a sign fixed parallel to the wall of a building to which it is attached and with its largest dimension being vertical;
<i>“window sign”</i>	means any sign fixed to or painted on the glazed area of a window of a building.

Responsible Business Unit	Planning
LPP Category	7 – Miscellaneous
Public Consultation	As required
Adoption Date	20/5/20
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Reference Number (Internal purposes)	SoCVLPP7.4

6.6.a indemnify and keep indemnified the Shire, its servants and agents against any claim or proceeding (and any cost and expenses incurred as a result) that may be made or brought by any person or corporation against the Shire, its servants and agents arising out of the erection, existence or operation of the advertisement or any negligence of the Shire, its servants and agents in granting approval to erect or display the advertisement or in setting or failing to set conditions or giving or failing to give directions for the erection, existence or display of the advertisement.

6.6.b In respect of that sign, effect and maintain a public liability insurance policy with a reputable insurer. The policy must include a cross liabilities clause, and be in the joint names of the sign owner and the Shire. The sum insured for any single event shall be \$1million.

6.6.c A copy of the above indemnification and insurance cover shall be forwarded to the Shire prior to the erection or display of a sign.

#### 6.7 Requirements for particular signs

##### 6.7.a Development Signs

A development sign shall be removed from the site within two (2) years from the date of the approval or when 80% of the lots in the subdivision have been sold, whichever is the sooner.

##### 6.7.b Freestanding Signs

Freestanding or portable signs shall generally:

- not exceed 1m in height or width.
- not exceed an area of 1m².
- not be erected in any position other than immediately adjacent to the building or the business to which the sign relates.
- be removed each day at the close of the business to which it relates and not be erected again until the business next opens for trading;

No more than one (1) portable sign shall be erected in relation to the one (1) building or business.

**6.7.c Horizontal Signs**

A horizontal sign shall:

- be fixed parallel to the wall of the building to which it is attached.
- not project more than 150mm from the wall to which it is attached.
- conform to the following table:

Minimum distance of sign above street	Maximum depth of sign
Less than 7.5m	600mm
7.5m to 9m	750mm
9m to 12m	1,000mm

**6.7.d Illuminated Signs**

An illuminated sign shall:

- have any boxing or casing in which it is enclosed constructed of incombustible material.
- where comprising glass (other than fluorescent tubing) have the glass so protected as to prevent its falling into a public place in the event of breakage.
- have its electrical installation constructed and maintained to the satisfaction of the appropriate electricity supply authority and in accordance with any written law with respect to the construction and maintenance of electrical installations for illuminated signs.
- be maintained to operate as an illuminated sign.
- not have a light of such intensity as to cause annoyance to the public or be a traffic hazard.
- not emit a flashing light.

**6.7.e Information Panels**

The Local Government may provide tourist or other information panels or bays of varying sizes and charge fees for the inclusion of advertisements in such panels or bays.

**6.7.f Pylon Signs**

A pylon sign shall:

- not have any part more than 6m above the level of the ground immediately below it.
- not exceed 4m<sup>2</sup> in area unless approved by the Local Government.
- be supported on one or more piers or columns of brick, stone, concrete, timber or steel of sufficient size and strength to support the sign under all conditions.
- not be within 2m of the side boundaries of the lot on which it is erected unless the lot on which the pylon sign is erected abuts an intersecting street or right-of-way, where the Local Government may authorise the erection of the sign at a distance less than 2m.
- not have any part less than 6m from another sign erected on the same lot.

Where pylon signs are to be erected on a lot on which a premise is erected or to be erected, the Local Government may require all the pylon signs to be incorporated into one sign in which case:

- all of the constituent or infill signs are of an equal size.



- one constituent or infill sign is provided for each business, shop or unit on the lot.

#### 6.7.g Roof Signs

A roof sign shall comply with the following table:

Height of main building above ground level at point where sign is to be fixed	Maximum height of sign
4m and under 5m	1,250mm
5m and under 6m	1,800mm
6m and under 12m	3,000mm

#### 6.7.h Rural Producer Signs

A rural producer sign shall:

- not indicate or display any matter otherwise than for the purpose of indicating the products grown, reared or produced on the property on which the sign is erected.
- be erected within the boundaries of the property.
- not exceed 2m<sup>2</sup> in area.

#### 6.7.i Service Station Signs

A maximum of 2 service station signs are permitted unless otherwise required by legislation. The signs shall:

- not exceed 0.8m<sup>2</sup> each side.
- be located wholly within the boundaries of the site, unless otherwise approved by the Local Government.
- be located so as to not cause a traffic or safety hazard to either vehicles or pedestrians.

#### 6.7.j Service and Tourist Direction Signs

The CEO has delegated authority to approve applications for the erection and the removal of service and tourist signs subject to the sign meeting the current MRWA standards.

The Local Government is responsible for the approval, installation and routine maintenance for service and tourist signs on all roads except those under the control of MRWA (such as Chapman Valley Road and the North West Coastal Highway). In all cases the Local Government retains ownership of the signs and the right to relocate, modify or remove them as necessary.

#### 6.7.k Signs on Fences

A sign may be painted or erected on the inside of a side or rear fence of a lot situated within a commercial or industrial area (or other areas as approved by the Local Government), if the lot is occupied and used for business or industrial purposes. Any such sign shall not exceed 1m in height, nor be within 3m of any street boundary, unless specifically approved by Local Government.

#### 6.7.l Signs on Vehicles

No vehicle with a sign upon or inside, adapted and exhibited primarily to facilitate advertising, shall be permitted to park for any lengthy period of time, as determined by Local Government, on any thoroughfare (other than within an approved carpark) with the exception of directly in front of the owner's residence.

#### 6.7.m Verandah Signs

A sign fixed to the fascia of a verandah shall:

- shall not exceed 600mm in depth.
- shall not project beyond the fascia.

A sign under a verandah shall:

- not exceed 2.5m in length or 400mm in depth.
- be fixed at right angles to the front wall of the building before which it is erected except on a corner of a building at a street intersection where the sign may be placed at an angle with the wall so as to be visible from both streets.
- be so placed that the centre of its base longitudinally is equidistant from the outer edge of the verandah and the vertical plane of the shop front directly opposite the end of such sign.

#### 6.7.n Vertical Signs

A vertical sign shall:

- not project more than 50mm from the face of the building to which it is attached.
- not be within 600mm of either end of the wall to which it is attached.
- be of a height of at least twice its width.
- not be placed on a corner of building, except at a street intersection where it may be placed at an angle with the walls so as to be visible from both streets.
- not exceed 750mm in width exclusive of the back projection.
- not exceed 2m<sup>2</sup> in total area on premises being a shop or office or both.

#### 6.8 Unlawful Signage

Where a sign has been erected, placed or displayed without Local Government approval and/or is contrary to the provisions of the Local Planning Scheme and/or this policy, the following shall apply:

6.8.a The sign shall be removed by the owner upon a notice being served by the Local Government, with an appeal right for a period twenty eight (28) days from a notice being served being afford to the owner of the sign under the Act.

6.8.b Failure to remove the sign, or lodge an appeal, within the twenty eight (28) day period will constitute an offence under the Act, with the possibility of enforcement action being taken by the Local Government.

6.8.c If removed by the Local Government, the sign will be impounded at the Shire of Chapman Valley Depot in Nabawa for a maximum period of two (2) months, where:

- the sign may be collected by the owner upon payment of an impoundment fee in accordance with the Local Government's Schedule of Fees to be paid at the Shire Administration Offices.

- upon expiration of this time the Local Government may initiate proceedings to dispose of the sign and recover all costs from the owner in relation to this action.
- The Local Government may continue with enforcement action/prosecution in relation to 6.8.b above and in accordance with the provisions of the Act.

## 7.0 CONSULTATION

Should the application be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Local Government staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Local Government staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme and may be placed before a meeting of Council for consideration.

## 8.0 DEFINITION

<i>“Act”</i>	means the <i>Planning and Development Act 2005</i> ;
<i>“advertisement”</i>	has the same meaning as “sign”;
<i>“advertising device”</i>	means any object on which words or numbers or figures are written, printed, affixed, illustrated or painted for the purpose of advertising any business, function, operation, event or undertaking or any product or thing and includes any vehicle or trailer or other similar stationery object placed or located so as to serve the purpose of advertising any business, function, event or undertaking or any product or thing;
<i>“bill”</i>	means any material on which words, numbers or figures are written, placed, printed, illustrated or painted;
<i>“business”</i>	includes the conduct of a profession, trade or occupation;
<i>“business direction sign”</i>	means a sign erected in a public thoroughfare or public place which indicates the nature of the business that may be located by following the direction indicated by the sign, but does not include any such sign erected by the Commissioner of Main Roads under regulation 297 of the Road Traffic Code 2000;
<i>“CEO”</i>	means the Chief Executive Officer of the Local Government;
<i>“Council”</i>	means the Council of the Shire of Chapman Valley;
<i>“depth”</i>	unless otherwise specifically stated, refers to the height of a sign, and not a three dimensional measurement. The word “depth” is used to differentiate between the lateral width of a sign and the height of the sign.
<i>“development sign”</i>	means a sign erected on an area of land which has been approved for subdivision into a number of smaller lots, advertising the lots for sale but upon which no building development has taken place at the time of the approval of the sign;
<i>“district”</i>	means the district of the Shire;
<i>“electoral sign”</i>	means a sign containing an advertisement relating to an election or to a referendum;
<i>“exempt sign”</i>	means a sign referred to in Statement 1 of this Policy;
<i>“fascia sign”</i>	means a sign erected or displayed on the fascia of a building or the fascia of a verandah;
<i>“fly posting”</i>	means advertising through the placement of posters on fences, walls, trees and like structures;
<i>“freestanding sign”</i>	means any sign not attached to a structure or permanently fixed to the ground or pavement and includes “A frame” or “Sandwich Board” signs consisting of two sign boards attached to each other at the top or elsewhere by hinges or other means;

<i>“hoarding”</i>	means a detached or detachable structure other than a pylon sign that is erected for the sole purpose of displaying a sign or signs and includes a poster panel or an illuminated panel; but does not include a hoarding within the meaning of Section 377 of the <i>Local Government (Miscellaneous Provisions) Act 1960</i> ;
<i>“horizontal sign”</i>	means a sign fixed parallel to the wall of a building to which it is attached and with its largest dimension being horizontal;
<i>“illuminated sign”</i>	means a sign which can be lighted either from within or without the sign by artificial light provided, or mainly provided for that purpose and which does not emit a flashing light;
<i>“institutional sign”</i>	means a sign erected or placed on any land or building used for or in conjunction with a surgery, clinic, hospital, rest home, home for the aged or other institution or place of a similar nature;
<i>“Local Planning Scheme”</i>	means an existing Local Planning Scheme of the Local Government made under the Act;
<i>“planning consent”</i>	means the approval granted by Local Government for the erection or display of a sign pursuant to the Local Planning Scheme;
<i>“premises”</i>	means land and, unless the context otherwise requires, the buildings upon that land;
<i>“public thoroughfare”</i>	includes a street, road, footpath, carriageway and all other parts of a road reserve;
<i>“pylon sign”</i>	means a sign supported by one or more piers and not attached to a building and includes a detached sign framework supported by one or more piers to which sign infills may be added;
<i>“MRWA”</i>	means Main Roads WA;
<i>“reserve”</i>	includes land vested in, or under the care, control and management of the Local Government;
<i>“roof sign”</i>	means a sign erected on or above the roof of a building;
<i>“rural producer sign”</i>	means a sign erected on land zoned rural under a Local Planning Scheme indicating the products grown, reared or produced on the property;
<i>“sale sign”</i>	means a sign displayed on premises advertising the sale, letting or auction of the premises;
<i>“service direction sign”</i>	a traffic sign with white letters and/or symbols on a blue background used to: guide travellers to services provided for their personal, automotive and travel needs, or indicate other facilities not normally shown on direction signs or tourist signs.
<i>“service station sign”</i>	means a sign used solely for the purposes of advertising the price of petrol, diesel, gas or other fuel products sold from the premises.
<i>“Shire”</i>	means the Shire of Chapman Valley;
<i>“sign”</i>	includes any advertising device or other sign type defined in this Local Law;
<i>“sign infill”</i>	means a panel which can be fitted into a pylon sign framework;
<i>“Surveyor”</i>	means the Building Surveyor of the Local Government;
<i>“tourist direction sign”</i>	a traffic sign with white letters and/or symbols on a brown background used to guide travellers to: natural features and approved heritage sites of interest to tourists; and approved tourist establishments.
<i>“verandah”</i>	includes cantilever verandahs and balconies whether over thoroughfares or over private land;
<i>“verandah sign”</i>	includes any sign, above or below a verandah fascia;
<i>“vertical sign”</i>	means a sign fixed parallel to the wall of a building to which it is attached and with its largest dimension being vertical;
<i>“window sign”</i>	means any sign fixed to or painted on the glazed area of a window of a building.

**9.0 REFERENCE & ADOPTION**

Responsible Business Unit	Planning
LPP Category	7 – Miscellaneous
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP7.4

## 7.5 SUBDIVISION STANDARDS

### SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 7.5



#### 1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy 7.5 – Subdivision Standards.

#### 2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

#### 3.0 OBJECTIVES

- 3.44 To ensure a consistently high standard of subdivisions and subdivisional roads.
- 3.45 To ensure that subdividers and developers are treated in an equitable manner.
- 3.46 To maintain adequate fire control and protection measures.

#### 4.0 APPLICATIONS SUBJECT OF THIS POLICY

Civil engineering works associated with subdivision approval and development applications.

#### 5.0 APPLICATION REQUIREMENTS

Subdivision and development undertaken within the Shire of Chapman Valley Local Government area is required to comply with the following documents and guidelines:

- Local Government Guidelines for Subdivisional Development.
- City of Greater Geraldton Land Development Specifications.
- Planning for Bushfire Protection Guidelines.

#### 6.0 POLICY STATEMENT

##### 6.1 Inspections

The period of notice required for the Local Government to carry out an inspection shall be 72 hours, unless otherwise agreed to by the relevant officer and/or Chief Executive Officer.

##### 6.2 Subdivisional Roads

The Shire will generally require for subdivision of land consisting of 4 lots or more the construction of internal subdivision roads to a bitumen seal standard and a contribution to the upgrading of the local road network calculated proportionately to the increased volume of traffic likely to be generated by the subdivision.

#### 7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Local Government staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Local Government staff require further consideration, the matter may be placed before a meeting of Council for consideration.

#### 8.0 DEFINITION

Refer to the Local Government Guidelines for Subdivisional Development.

**9.0 REFERENCE & ADOPTION**

Responsible Business Unit	Planning
LPP Category	7 – Miscellaneous
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP7.5

10.3.2	Road Infrastructure Committee 2023
<b>Department</b>	Works & Services Capital Works
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	403.03
<b>Attachment(s)</b>	<ol style="list-style-type: none"> <li data-bbox="469 499 1377 568">1. Road Infrastructure Committee March 2023 - Attachments [10.3.2.1 - 55 pages]</li> <li data-bbox="469 568 1377 645">2. Road Infrastructure Committee March 2023 Minutes [10.3.2.2 - 26 pages]</li> </ol>

## Voting Requirements

Simply Majority

## Staff Recommendation

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

### 1. Minute Reference RIC 2023/03-2

That Council endorses the Road Hierarchy Procedure (IMP-025) as presented as Attachment Road Hierarchy Procedure (IMP-025) with the following changes:

- Calder Place to be reclassified from C Minor Feeder Roads to E Minor Access Road.

### 2. Minute Reference RIC 02/22-5

The Road Infrastructure Committee recommends Council endorse the 10 Year Road Works Program 2022/23 to 2031/2032 as presented at **Attachment Road Infrastructure Committee March 2023 Attachments** with the following changes and this Program be used as a basis for resource allocation into the Draft 2022/2023 Budget:

- 1- Include gravel sheeting of Nanson Showground internal track to Chapman Valley Agricultural Society
- 2- Include gravel sheeting of Wandana and Newmarracarra Roads
- 3- Include Nanson Showgrounds access track within Minor Maintenance Program

### 3. Minute Reference RIC 02/22-6

The Road Infrastructure Committee recommends Council endorses the *Management Procedure (IMP-025) – Heavy Haulage Vehicle Permits* as presented without change.



### **3. Minute Reference RIC 02/22-9**

The Road Infrastructure Committee recommends Council endorses the *Proposed Plant Replacement Program* as presented at **Attachment Road infrastructure Committee March 2023 Minutes** with the following changes and request the Chief Executive Officer use this Program as a basis for resources to be allocated in the forthcoming budget

1. Include a quote on catchers for mowers
2. Include Traffic Management Lights
3. Increase the value of purchase for the Prime Mover by \$40,000

### **Disclosure of Interest**

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

### **Background**

The Road Infrastructure Committee met on the 21st February 2022 to review the following:

1. Road Works Program;
2. Road Hierarchy;
3. Heavy Haulage Vehicle Permit Roads; and
4. Plant Replacement Program

The Unconfirmed Minutes of the meeting have been provided under separate cover for Council reference and information

### **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**

The report complies with the requirements of the:  
Local Government Act 1995

### **Policy/Procedure Implications**

A Policy or Procedure is affected:  
Works and Services Policy & Procedures

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**

### **Long Term Financial Plan**

The Long Term Financial Plan will be affected by the following:

The Proposed 2023/2024 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 will be more detailed and analysed prior to being placed into the Draft Budget

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.

## **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 is maintained.

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **PHYSICAL & DIGITAL INFRASTRUCTURE**

4.2 Manage and maintain roads, drainage, and other essential infrastructure.

4.2.1 Capital Road Works Programs.

4.2.2 Plant Replacement Programs.

## **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**

A Minor Service Disruption Risk of Level 2 - Which will likely result in short term temporary interruptions with backlogs cleared in less than one day.

A Moderate Reputational Risk of Level 3 - Which will likely result in substantiated, public embarrassment, moderate impact, moderate news profile.

## Road Infrastructure Committee 16 March 2023 Attachments

<b>6.1 Road Infrastructure Committee Meeting held on 17 November 2022.....</b>	<b>3</b>
<b>6.1.1 Unconfirmed Minutes Roads Inf Comm November 2022.....</b>	<b>3</b>
<b>8.1 Review of Shire Road Hierarchy &amp; Future Road Program.....</b>	<b>12</b>
<b>8.1.1 Road Hierarchy Procedure (IMP-025).....</b>	<b>12</b>
<b>8.2 Proposed 2023/2024 Road Works Program &amp; Review of Ten Year Road Works Program.....</b>	<b>23</b>
<b>8.2.1 2023-24 Capital Road Program.....</b>	<b>23</b>
<b>8.2.2 Proposed 10 Year Road Works Program.....</b>	<b>24</b>
<b>8.2.3 Chapman Valley Reseal Program.....</b>	<b>28</b>
<b>8.2.4 Chapman Valley Priority 2-3 Own Resource Projects.....</b>	<b>30</b>
<b>8.2.5 IMP 020.....</b>	<b>31</b>
<b>8.2.6 IMP 022.....</b>	<b>32</b>
<b>8.2.7 22-23 200K Purchase Orders.....</b>	<b>33</b>
<b>8.3 Review Heavy Haulage Vehicle Permit Roads.....</b>	<b>34</b>
<b>8.3.1 Current HVS RAV Configurations.....</b>	<b>34</b>
<b>8.3.2 IMP 017 Road Work Funding Allocation Process.....</b>	<b>35</b>
<b>8.3.3 IMP 022 Heavy Haulage Vehicle Permits.....</b>	<b>36</b>
<b>8.3.4 IMP 025 Road Hierarchy Procedure.....</b>	<b>37</b>
<b>8.3.5 RAV Ratings &amp; Speed Conditions 2023.....</b>	<b>48</b>
<b>8.4 Review Plant Replacement Program.....</b>	<b>53</b>

Road Infrastructure Committee 16 March 2023 Attachments - Minutes

**8.4.1 Proposed Plant Replacement Program 2023.....53**

Unconfirmed Minutes



SHIRE OF  
**Chapman Valley**  
*Love the rural life!*

# UNCONFIRMED MINUTES

## ROADS INFRASTRUCTURE COMMITTEE

**17 NOVEMBER 2022**  
**1.00pm or following Concept Forum**  
**Commencing at Council Chambers**  
**Nabawa**

### Committee Purpose & Delegations

Undertake an annual review the following:

- Road Works Program
- Road Hierarchy
- Heavy Haulage Vehicle Permit Roads
- Any other works infrastructure item referred to the Committee by Council
- Review the plant replacement program

Delegation – Nil

**The Road Infrastructure Committee is comprised of:**

#### **All Councillors**

<b>Chief Executive Officer</b>	<b>(Observer)</b>
<b>Deputy CEO</b>	<b>(Observer)</b>
<b>Manager Works &amp; Services</b>	<b>(Observer)</b>
<b>Works Leading Hand</b>	<b>(Observer)</b>

## 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.

**Jamie Criddle**  
**CHIEF EXECUTIVE OFFICER**

**ROAD INFRASTRUCTURE COMMITTEE MEETING**  
**1.00PM – 17 NOVEMBER 2022**  
**COUNCIL CHAMBERS, NABAWA**

**ORDER OF BUSINESS**

**1.0 Presiding Member (Deputy President)**

The Presiding Member, Cr Forth welcomed Elected Members and Staff and declared the meeting open at 1:49pm at the Council Chambers, Nabawa.

**2.0 Declaration of Opening / Announcements of Visitors**

*I would like to acknowledge the traditional owners of the land we are meeting on today, the Naaguja people, and we pay our respects to elders both past, present and emerging.*

**3.0 Announcements from the Presiding Member (President)**

Nil

**4.0 Record of Attendance**

**4.1 Present**

Committee Member	
Cr Kirrilee Warr (President)	
Cr Darrell Forth (Deputy President)	
Cr Nicole Batten ( left at 2.20pm)	
Cr Beverley Davidson	
Cr Trevor Royce	
Cr Catherine Low	
Officer	Position
Jamie Criddle	Chief Executive Officer
Esky Kelly	Manager of Works & Services
Marty Elks	Leading Hand Maintenance
Beau Raymond	Acting Manager of Finance & Corporate Services
Simon Lancaster	Deputy CEO

**4.2 Apologies**

Name
Cr Peter Humphrey
Cr Liz Elliott-Lockhart

**5.0 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."*



Road Infrastructure Committee 16 March 2023 ~~Attachments~~ Minutes Roads Inf Comm November 2022Section 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."***6.0 Petitions / Deputations / Presentations**

Nil

**7.0 Confirmation of Minutes from previous meetings**

Nil

**8.0 Items to be dealt with En Bloc**

Nil

**9.0 Agenda Items**

## 9.1 Review of Shire Road Hierarchy &amp; Future Road Program

Road Infrastructure Committee 16 March 2023 Attachment Minutes Roads Inf Comm November 2022

<b>DISCUSSION ITEM:</b>	9.1
<b>SUBJECT:</b>	REVIEW OF SHIRE ROAD HIERARCHY & FUTURE ROAD PROGRAM
<b>PROPONENT:</b>	CHIEF EXECUTIVE OFFICER & MANAGER WORKS & SERVICES
<b>SITE:</b>	WHOLE SHIRE
<b>FILE REFERENCE:</b>	1002
<b>PREVIOUS REFERENCE:</b>	MINUTE REFERENCE RIC 02/22-2
<b>DATE:</b>	10 NOVEMBER 2022
<b>AUTHOR:</b>	JAMIE CRIDDLE, CHIEF EXECUTIVE OFFICER

**SUPPORTING DOCUMENTS:**

Ref	Title	Attached to Report	Under Separate Cover
9.1	Road Hierarchy Procedure (IMP-025)		✓
9.1(a)	Proposed 10 Year RW Prog (2022)		✓
9.1(b)	Final Unconfirmed Minutes RIC Feb 2022		✓

**BACKGROUND**

At the February Roads & Infrastructure Committee Meeting Council recommended and subsequently resolved to endorse the Road Hierarchy Procedure (IMP-025) without change.

**MOVED: Cr Forth****SECONDED: Cr Batten****ROAD INFRASTRUCTURE COMMITTEE/STAFF RECOMMENDATION (Option 1)**

The Road Infrastructure Committee recommends Council endorses the *Road Hierarchy Procedure (IMP-025)* as presented at **Attachment 9.1(a)** without change.

**Voting F7/A0****CARRIED****Minute Reference RIC 02/22-2**

The Road Hierarchy Procedure (IMP-025) essentially determines the priority in which roads are funded within the Shire and where Council's resources should be directed.

The current Shire of Chapman Valley endorsed roads/routes under the Roads 2040 Strategies for Significant Local Government Roads in the Mid West Region are as follows:

- Coronation Beach Road
- Balla Whelarra Road
- Dartmoor/Dartmoor Lake Nerramayne Route
- Durawah Road/Station Road (between Durawah & Station Valentine Rd Junctions)/Station Valentine Route
- Chapman Valley Road
- East Bowes Road
- East Chapman Road
- East Nabawa Road
- Narra Tarra Road
- Northampton Nabawa Road
- Valentine Road
- Yuna Tenindewa Road

**COMMENT**

The existing *Road Hierarchy Procedure (IMP-025)* has all the roads within the Shire of Chapman Valley the local government is responsible for place into the following categories:

- A. Main Arterial Roads (Significant Roads and approved by the RRG only);

Road Infrastructure Committee 16 March 2023 Attachments Minutes Roads Inf Comm November 2022

- B. Main Feeder Roads;
- C. Minor Feeder Roads;
- D. Major Access Roads; and
- E. Minor Access Roads

Recent above average rainfall years, along with the Cyclone Seroja event and numerous large/heavy rainfall events have placed undue stress on our gravel road infrastructure. Complaints on the condition of Council Roads are not uncommon for this time of year, particularly with during above average harvest conditions over the past few years, increasing vehicle movements.

Recent decisions by Main Roads to allow Heavy Vehicle Combinations (RAV 7) access along Chapman Valley Road as well as Council approval to allow RAV 6 or higher combinations on nearly 40 of Councils roads in the network, where the roads are barely designed to suit RAV 4 vehicles make it extremely hard to maintain the existing road infrastructure. Put simply, progress in farming technology and economic incentives via CBH have changed the way that grain and farming inputs are carted on infrastructure that has not kept up to these advances.

Below is a copy of the current HVS RAV configurations:

2016 Prime Mover, Trailer Combinations									
Heavy Vehicle Services									
VEHICLE DESCRIPTION AND CONFIGURATION CHART (RAV) – PRIME MOVER, TRAILER COMBINATIONS EXAMPLES									
Diagram	Vehicle Description	Configuration	Prime Mover	Trailer	Length (m)	Mass (T)	RAV	Network	Notes
1	(A) PRIME MOVER, SEMI TRAILER TOWING A PIG TRAILER	(B) PRIME MOVER TOWING AN OVERHEIGHT SEMI TRAILER	(C) SHORT B-DOUBLE	(D) TRIPLE PRIME MOVER TOWING SEMI TRAILER	(A) 120 (B) 119 (C) 120 (D) 119	80 42.5 80 42.5	1 2 3 4	1	
2	(A) PRIME MOVER, SEMI TRAILER TOWING A PIG TRAILER	(B) PRIME MOVER TOWING SEMI TRAILER	(C) B-DOUBLE	(D) SHORT B-TRIPLE	(A) 120 (B) 119 (C) 120 (D) 119	80 42.5 80 42.5	2	2	
3	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER				(A) 120	80	3	3	
4	(A) PRIME MOVER, SEMI TRAILER TOWING 4 AXLE DOG TRAILER				(A) 120	87.5	4	4	
5	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER	(B) B-DOUBLE TOWING A CONVERTER DOLLY	(C) B-TRIPLE		(A) 120 (B) 119 (C) 120	84 84+2 87.5+2	5	5	
6	(A) PRIME MOVER, SEMI TRAILER TOWING 4 AXLE DOG TRAILER	(B) B-DOUBLE TOWING A DOG TRAILER	(C) PRIME MOVER SEMI TRAILER TOWING A 6 AXLE TRAILER & CONVERTER DOLLY		(A) 120 (B) 119 (C) 120	87.5 87.5 87.5+2	6	6	
7	(A) PRIME MOVER, TOWING SEMI TRAILER AND B-DOUBLE	(B) B-DOUBLE TOWING A DOG TRAILER			(A) 120 (B) 119	107.5 107.5	7	7	
8	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X DOG TRAILERS	(B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER AND CONVERTER DOLLY	(C) B-DOUBLE TOWING A DOG TRAILER	(D) PRIME MOVER, SEMI TRAILER TOWING A B-DOUBLE	(A) 120 (B) 119 (C) 120 (D) 119	120.5 84+2 107.5 107.5	8	8	
9	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X DOG TRAILERS	(B) B-DOUBLE TOWING A CONVERTER DOLLY CONNECTED TO 2 SEMI TRAILERS	(C) PRIME MOVER, SEMI TRAILER TOWING B-TRIPLE	(D) B-DOUBLE TOWING 2 DOG TRAILERS	(A) 120 (B) 119 (C) 120 (D) 119	127.5 127.5 147.5 87.5+2	9	9	
10	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X DOG TRAILERS	(B) B-DOUBLE TOWING A CONVERTER DOLLY CONNECTED TO 2 SEMI TRAILERS	(C) PRIME MOVER, SEMI TRAILER TOWING B-TRIPLE	(D) B-DOUBLE TOWING 2 DOG TRAILERS	(A) 120 (B) 119 (C) 120 (D) 119	127.5 127.5 147.5 87.5+2	10	10	
<p>NOTES</p> <ol style="list-style-type: none"> <li>Operators using a category of RAV subject to this document must ensure that RAV is in accordance with the OPERATING CONDITIONS and only on the network specified.</li> <li>These diagrams are a visual indication of the vehicle type.</li> <li>Operator must refer to the OPERATING CONDITIONS for vehicle description.</li> <li>The height of the vehicle can exceed 4.3 m but MUST NOT exceed 4.8 m when it is:             <ul style="list-style-type: none"> <li>(i) built to carry livestock or; (ii) carrying a crane to carry livestock or; (iii) carrying vehicles on more than one deck or; (iv) carrying a third road vehicle or; (v) carrying a large individual item or; (vi) other operating with an appropriately marked and height restriction on the road network.</li> </ul> </li> <li>Maximum height of Pig Trailer must not exceed 3.5m.</li> </ol>									
<p>Heavy Vehicle Services Tel: 138 HVO (466) Email: <a href="mailto:hvs@mainroads.wa.gov.au">hvs@mainroads.wa.gov.au</a> Website: <a href="http://www.mainroads.wa.gov.au">www.mainroads.wa.gov.au</a></p>									

Road Infrastructure Committee 16 March 2023 Attachment 10.3.2.1 Minutes Roads Inf Comm November 2022

## Truck, Trailer Combinations

2016  
Heavy Vehicle Services

VEHICLE DESCRIPTION AND CONFIGURATION CHART (RAV) – TRUCK, TRAILER COMBINATIONS EXAMPLES

Vehicle Description	Configuration	Mass (T)	Length (m)	Mass (T)	Mass (T)	Mass (T)
(A) TRUCK LIVINGSTOCK OR VEHICLE CARRIER	(B) TRUCK TOWING A PIG TRAILER	(C) TRUCK TOWING A DOG TRAILER	(D) TRUCK TOWING A CAR CARRIER TRAILER	(A)	(B)	(C)
(A) TRUCK TOWING A 4 AXLE DOG TRAILER	(B) TRUCK TOWING A CAR CARRIER TRAILER	(C) TRUCK TOWING A 2,3,4 OR 5 AXLE DOG TRAILER		(A)	(B)	(C)
Example of Axle Groups						
Example of Axle Group with An Optional Axle						
Optional Axle						
(A) TRUCK TOWING 2 X 5 OR 6 AXLE DOG TRAILERS				(A)	A	>27.5, ≤36.5
(A) TRUCK TOWING 3 DOG TRAILERS				(A)	A	>27.5, ≤36.5

**NOTES**

1. Operators within category of RAV outlined in this document must operate that RAV in accordance with the OPERATING CONDITIONS and only on the network specified.
2. These diagrams are a visual indicator of the vehicle only.
3. Operators must refer to the OPERATING CONDITIONS for the full vehicle description.
4. The height of the vehicle can exceed 4.2m but MUST NOT exceed 4.4m when it is:  
(i) built to carry livestock or (ii) carrying a trailer to carry livestock or (iii) carrying vehicles on more than one level.  
(iv) carrying a load whose combined height exceeds 4.4m when the vehicle is fully loaded. (v) when operating under an exemption.  
Maximum height of pig trailer must not exceed 3.2m.

Heavy Vehicle Services  
Tel: 138 HVO (486)  
Email: [hvs@mainroads.wa.gov.au](mailto:hvs@mainroads.wa.gov.au)  
Website: [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au)

mainroads  
WESTERN AUSTRALIA

A copy of the *Road Hierarchy Procedure (IMP-025)* is provided as **Attachment 9.1(a)** under separate cover.

In addition to the aforementioned Procedure, Council has also adopted the following Management Procedure (IMP-017) regarding the *Road Funding Allocation Process*:

MANAGEMENT PROCEDURE No.	IMP-017
MANAGEMENT PROCEDURE	ROAD WORK FUNDING ALLOCATION PROCESS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	15.220
RELEVANT DELEGATIONS	

#### OBJECTIVES:

To set guidelines and procedures for categorising road hierarchy network and funding allocation priorities

#### MANAGEMENT PROCEDURE STATEMENT/S:

1. Council review existing Road Hierarchy List based upon Councillor(s) submissions and staff recommendation(s).
2. Council review existing Regional Road Group priorities based upon Councillor(s) submissions and staff recommendation(s).
3. Council reviews other grant programs (e.g. Black Spot, R2R) based upon Councillor(s) submissions and staff recommendation(s).
4. Taking into account the delegations under Infrastructure Policy IMP-022, Council review existing Heavy Haulage Roads.
5. Council review existing Program of Road Works based Councillor(s) submissions and upon staff recommendation(s).
6. Councillors retain the right to present, and justify, changes to any of the above either via Chief Executive Officer's report or directly to the meeting.
7. No changes to be made to any of the above unless fully endorsed by Council.

Road Infrastructure Committee 16 March 2023 ~~Attachments~~ Minutes Roads Inf Comm November 2022

With a new Chief Executive Officer in the position, it is best that a full review of the *Road Hierarchy Procedure (IMP-025)* as well as the Management Procedure (IMP-017) regarding the *Road Funding Allocation Process* be conducted (including onsite inspections of roads within the network Post Harvest to properly ascertain the extent of the review required and present the findings to the scheduled Roads & Infrastructure Committee meeting in late February. This review will also involve discussions with local landholders to gauge the changing nature of cartage routes as well as ascertaining 'hotspots' during particular seasons (winter washouts/harvest blowouts)

#### FINANCIAL IMPLICATIONS

Road Works remains the largest 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.

#### Long Term Financial Plan (LTFP):

The intention is the endorsed *Road Hierarchy* will complement the *Road Works Programs*, which will then complement the current Long Term Financial Plan (LTFP) and Asset Management Plan (AMP). The LTFP is updated annually to reflect the endorsed Road Works Program.

#### 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. As previously mentioned, the Shire's Road Hierarchy identifies the priority roads into the following categories:

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

It is also important the process stipulated in *Corporate Management Procedure IMP-017* 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:

1.3	Maintain and enhance safety and security for the community	Review safe roads and infrastructure	Continue annual review of Road Hierarchy, Road Works Program, Plant Replacement Program
-----	--	--------------------------------------	---

#### CONSULTATION

The Chief Executive Officer consulted with the Manager Works & Services and Works Leading Hand when reviewing the Road Hierarchy presented to Council.

#### RISK ASSESSMENT

There is a risk the integrity of the Road Hierarchy may be compromised if the conditions listed in *Management Procedure IMP-017* to amend the Road Hierarchy are not adhered to. However, this risk is considered **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

Road Infrastructure Committee 16 March 2023 Attachments Minutes Roads Inf Comm November 2022

**VOTING REQUIREMENTS**

Simple Majority

Cr Batten vacated chambers at 2:20pm.

**MOVED: Cr Royce****SECONDED: Cr Low****COMMITTEE RESOLUTION/STAFF RECOMMENDATION**

That the Chief Executive Officer in conjunction with the Manager for Works and Leading Hand conduct a Full Review of the *Road Hierarchy Procedure (IMP-025)* as well as the Management Procedure (IMP-017) regarding the *Road Funding Allocation Process* to be conducted post-harvest to properly ascertain the extent of the review required and present the findings to the scheduled Roads & Infrastructure Committee meeting in late February for discussion.

**CARRIED**  
**Voting F5/A0**  
**Minute Reference RIC 11/22-1**

**10.0 Urgent Business Approved by the Presiding Member or by a Decision of the Committee**

Nil

**11.0 Closure**

The Presiding Member thanked the Committee members and staff for their attendance and declared the meeting closed at 2:27pm.

**ATTACHMENT 9.1(a)**

<b>POLICY NO</b>	IMP-025
<b>POLICY</b>	ROAD HIERARCHY
<b>RESPONSIBLE OFFICER</b>	MANAGER WORKS & SERVICES
<b>PREVIOUS POLICY/PROCEDURE No.</b>	15.200; IP-006
<b>LEGISLATION</b>	STATE ROAD COUNCIL / REGIONAL ROAD GROUP
<b>RELEVANT DELEGATIONS</b>	

**OBJECTIVES:**

To establish an agreed road hierarchy for roads under the control of the Shire of Chapman Valley

**POLICY STATEMENT/S:**

Following is the agreed road hierarchy for the Shire of Chapman Valley, reviewed annually at the time Council is allocating resources and funding for the forthcoming year to ensure all mitigating circumstances are taken into account and adjustments made accordingly.

**A - MAIN ARTERIAL ROADS**

<b>Rd No.</b>	<b>Road Name</b>	<b>RAV Category</b>
19	Balla Whelarra	6
130	Chapman Valley Road	-
34	Coronation Beach	4
8	Dartmoor	6
21	Dartmoor Lake Nerramyne	6
12	East Bowes	6
150	East Chapman	6
16	East Nabawa	6
10	Nanson Howatharra	4
7	Narra Tarra	4
131	Northampton – Nabawa	6
132	Yuna – Tehindewa	7
13	Valentine	6,7

**B - MAIN FEEDER ROADS**

<b>Rd No.</b>	<b>Road Name</b>	<b>RAV Category</b>
1	Durawah	6
7	Naraling - East Yuna	6
6	Nolba Road (to Nolba Stock Route Junction)	6
51	Nolba Stock Route	6
14	Station Valentine	6
4	Wandana	6
5	Wandin	6
95	White Peak	-

Road Infrastructure Committee 16 March 2023 Attachments - Minutes 8.1.1 Road Hierarchy Procedure (IMP-025)

**C - MINOR FEEDER ROADS**

Rd No.	Road Name	RAV Category	Rd No.	Road Name	RAV Category
52	Balaam	4	98	Baugh	4
68	Bella Vista	4	23	Bindoo	4
133	Calder Place	-	50	Cannon Whelarra	6
125	Coffee Pot Drive	-	47	Coonawa	6
70	David	-	18	East Dartmoor	6
151	Eliza Shaw Drive	-	135	Green Drive	-
67	Hickety	4	11	Indialla Road (Townsite)	4
37	James	-	94	Kerr Dartmoor	6
126	Mills Place	-	9	Murphy Norris	4
99	Murphy Yetna	4	82	Nabawa Yetna	4
96	Nolba Rockwell	4	22	North Dartmoor	6
39	St John	4	15	Station	6
114	Tenindewa North	6	97	Wheeldon - Hosking	6
108	Yuna South	4			

**D – MAJOR ROAD ACCESS**

Rd No.	Road Name	RAV Category	Rd No.	Road Name	RAV Category
45	Binnu East	4	44	Brooks	-
40	Burton Williamson	6	42	Campbells	4
46	Dartmoor Harris	4	27	Dindiloa	6
35	Durawah Northern Gully	6	24	Forrester Brooks	6
100	East Terrace	-	20	Marrah	6
60	Mt Erin - Nabawa	4	49	Murrays	-
31	Newmarracarra	4	69	Oakajee	4
28	Olsen	4	55	Parks	4
121	Richardson	6	127	Ridley	-
30	South Whelarra	6	88	Scott	4
53	Urch	4	41	Valentine Williamson	6
93	Wandana Exten	4	128	Wokarena	-

**E – MINOR ACCESS ROADS**

Rd No.	Road Name	RAV Category	Rd No.	Road Name	RAV Category
136	Ahern Place	-	75	Angels	-
115	Badgegong	-	134	Baston Close	-
72	Beatty Hasleby	-	162	Brown Lane	-
	Bawden Lane	-		Beaufort Close	-
149	Bunter Way	-	112	Burges	-
80	Butcher Knife	-	178	Cahill Rise	-
43	Caratti	-	147	Carey	-
163	Cargeeg	-	154	Carol	-
113	Cooper St (Nanson)	-	177	Copperhill Junction	-
154	Cogley	-	159	CV Access (Nabawa)	-
61	Crabbe	4	140	Dillistone	4



## Road Infrastructure Committee 16 March 2023 Attachments - Minutes 8.1.1 Road Hierarchy Procedure (IMP-025)

143	Dixon Place	-	138	Dolby Place	-
173	Dune Vista	-	100	East Terrace	-
153	East Terrace Acc	-	71	Eastough Yetna	-
58	Fairview Farm	-	91	Farrells Back	-
160	Flavel	-	56	Fong	-
32	Forrester	-	124	Goodletts	-
105	Gould	-	73	Gray Dindiloa	6
148	Hackett	-	170	Harmony Place	-
36	Hayward	6	78	Heelan Maloney	-
79	Heelan Mellish	-	156	Hester	-
172	Hilltop Loop	-	63	Hipper	-
86	Hotel	-	64	Jacky Jupp	4
158	James Eastough Close	-	179	Joon Vista	-
139	Kennedy	-	144	Lacey	-
101	Lauder	-	89	Lewis	-
76	Lorimer	-	122	Marrah Spur	-
25	McGauran	4	59	McKay	-
26	McNaught Mazzuchelli	6	164	Merino Fairway	-
110	Mills	-	54	Morcom	6
171	Mumbelarra Drive	-	111	Murphy	-
38	Thompson-Reidy	6	120	Norman's Well	-
87	Norris	-	65	O'Donnell	-
84	Old Nabawa Northampton	3	107	Old Nolba	-
175	Patten Place	-	165	Parmelia Boulevard	-
166	Pitchford Crest	-	120	Post Office	-
66	Protheroe	4	167	Redcliffe	-
109	Reynolds	-	146	Rewell	-
141	Royce	-	85	Post Office	-
152	River	-	129	Richards	-
106	Snell	-	142	Smith	-
57	State Farm	6	168	Stirling	-
145	Wells	-	117	Warr	6
62	Whitehurst -Tetlow	-	176	Westlake Place	-
118	Williamson	6	169	Wittenoom Circle	-
104	Yarra	-			

**ADDITIONAL EXPLANATORY NOTES:**

This Management Procedure needs to also take into account Infrastructure Management Procedures IMP-017; IMP-022; IMP-025 and the following:

**SHIRE OF CHAPMAN VALLEY  
ROAD HIERARCHY  
ROAD TYPE & CRITERIA**  
(see **Attachment A** for Category Description & Function)

CRITERIA	MRWA ROADS	SHIRE OF CHAPMAN VALLEY – LOCAL ROADS				
	PRIMARY DISTRIBUTOR (see Note 2)	SIGNIFICANT ROADS (ROADS 2030) MAIN ARTERIAL ROADS	MAIN FEEDER ROADS	MINOR FEEDER ROADS	MAJOR ACCESS ROADS	MINOR ACCESS ROAD
	(PD)	(A)	(B)	(C)	(D)	(E)
<i>Primary Criteria</i>						
1. Location (see Note 3)	All of WA incl. BUA	Non-Built Up &/or Built Up Area.	Non-Built Up &/or Built Up Areas.	Non-Built Up &/or Built Up Areas.	Non-Built Up &/or Built Up Areas.	Non-Built Up &/or Built Up Areas.
2. Responsibility	Main Roads Western Australia.	Shire of Chapman Valley	Shire of Chapman Valley	Shire of Chapman Valley	Shire of Chapman Valley	Shire of Chapman Valley
3. Degree of Connectivity	Predominantly connects to other Primary and Distributor roads.	High. Predominantly connects to Primary and/or other Distributor roads.	High. Predominantly connects to Category A roads.	Medium. Predominantly connects to Category B roads.	Medium. Predominantly connects to Category C roads	Low. Provides mainly for property access.

## Road Infrastructure Committee 16 March 2023 Attachments - Minutes

## Att: 8.1.1 Road Hierarchy Procedure (IMP-025)

4. Predominant Purpose	Movement of inter-regional and/or cross town/city traffic e.g. freeways, highways and main roads.	Roads recognized under the Midwest Roads 2030 Regional Strategy for Significant Roads. Criteria specified for this Road Type as stipulated by the Mid West Regional Road Group is shown at <b>Attachment C</b> .	High order local government roads, which perform a similar function to Category A roads yet with reduced capacity. These are roads ineligible and not recognised in the Midwest Roads 2030 Regional Strategy as Significant Roads, yet form a main feeder role within the Shire's road network to/from Primary Distributor (PD) & Main Arterial (Category A) roads.  These roads will also have: <ul style="list-style-type: none"> <li>Significant commercial agricultural activity to road and feeder roads;</li> <li>Significant collector road for PD &amp; A Category roads</li> </ul>	Roads which are not PD, Category A or B yet which link to/from these roads for efficient movement of people and goods within the Shire.  These are medium order local government roads which provide for: <ul style="list-style-type: none"> <li>lower number of properties servicing commercial agricultural activities;</li> <li>Access to a specific facility;</li> <li>Local traffic only.</li> </ul>	Connect predominantly to other Shire Roads as access routes only.  Not district (shire) local feeder roads, yet which are designed for efficient movement of people and goods from properties to PD, Category A, B or C roads  These are lower order local government roads which provide for: <ul style="list-style-type: none"> <li>lower number of properties servicing commercial agricultural activity than Category C roads;</li> <li>Local traffic only.</li> </ul>	Provide local access to abutting properties and predominantly link (yet not limited to) Category D roads.  Includes unformed roads/tracks within a road reserve used by the public
<b>Secondary Criteria</b>						
5. Indicative Traffic Volume (AADT)	In accordance with Classification Assessment Guidelines.	In accordance with the <i>Significant Roads Categories &amp; Road Type Description</i> sections of the Mid West Regional Road Group <i>Policy &amp; Procedures Manual</i>  (See Extract from MWRRG Policy Manual at <b>Attachment B</b> )	Not specified, yet should be greater than C; D & E category Roads	Not specified, yet should be greater than D & E category Roads	Not specified, yet should be greater than E Category Roads	Not specified.
6. Recommended Operating Speed	50 – 110 km/h (depending on design characteristics).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).
7. Heavy Vehicles permitted	Yes. (as determined by MRWA Heavy Vehicle Services)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)

## Road Infrastructure Committee 16 March 2023 Attachments - Minutes

## Att: 8.1.1 Road Hierarchy Procedure (IMP-025)

8. Intersection treatments	Controlled with appropriate measures e.g. high-speed traffic management, signing, line marking, grade separation.	Controlled with measures such as signing and line marking where appropriate.  Line marking installs in accordance with MRWA guidelines.	Controlled with minor Local Area Traffic Management or measures such as signing.	Controlled with minor Local Area Traffic Management or measures such as signing.	Controlled with minor Local Area Traffic Management or measures such as signing or Self-controlling with minor measures.	Controlled with minor Local Area Traffic Management or measures such as signing or Self-controlling with minor measures.
9. Frontage Access	None on Controlled Access Roads. On other routes, preferably none, but limited access is acceptable to service individual properties.	Yes	Yes	Yes	Yes	Yes.
10. Pedestrians	Preferably none. Crossing should be controlled where possible.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.
11. School Buses	Yes.	Yes.	Yes.	Yes.	Yes.	Yes
12. On-Road Parking	No (emergency parking on shoulders only).	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.
13. Signs & Line marking	Centrelines, speed signs, guide and service signs to highway standard.	Centrelines, speed signs, guide and service signs.  In accordance with MRWA guidelines and where applicable.  (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable.  (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable.  (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable.  (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable.  (Note: Speed signs not applicable on unsealed roads).
14. Rest Areas/Parking Bays	In accordance with Main Roads' <i>Roadside Stopping Places Policy</i> .	Not Applicable.	Not Applicable.	Not Applicable	Not Applicable.	Not Applicable.

**DEFINITIONS/ACRONYMS**

AADT	Annual Average Daily Traffic
ESA	Equivalent Standard Axles
Built Up Areas	See Note 3 below. The criteria was provided by the Western Australian Local Government Grants Commission (WALGGC).
MWRRG	Mid West Regional Road Group
MRWA	Main Roads Western Australia
Primary Criteria	A road, or road section, must meet all of these criteria to qualify for the category.
Secondary Criteria	These criteria are provided as indicators of the likely characteristics of a road designated under a particular road type. Ideally, a road should have all of these characteristics, but it is recognised that is unlikely to occur in a number of instances, particularly for traffic volumes in rural areas.
VPD	Vehicles Per Day

**NOTES**

1. The type designated to each road should represent the role that the road is intended to perform. It may not necessarily reflect the current conditions on the road.
2. Declared Roads under the Main Roads Act ('highways' and 'main roads')
3. Built Up Areas (as defined by the Western Australian Local Government Grants Commission)  
Built up areas are identified because roads within them generally involve greater expenditure than roads in non-built up areas. This is because roads in built up areas:
  - have high traffic volumes;
  - have large numbers of intersections, necessitating intersection treatments, pavement markings, signs, etc.;
  - require kerbing for traffic control and or drainage;
  - require an asphalt surface where traffic volumes are high, or where noise reduction is important;
  - require underground drainage because surface drainage is impractical;
  - involve high cost of service alterations during reconstruction;
  - involve high costs because road works have to be carried out under heavy traffic.

The following definition is intended to limit built up areas to localities where the above conditions prevail.

Residential localities, which have lots with areas less than 0.45 ha, and commercial and industrial areas that meet the following criteria are classed as built up:

- at least half the blocks are developed;<sup>1</sup>
- existing roads have a minimum standard of a gravel road for old subdivisions and a sealed road for new subdivisions.

Areas serving sporting complexes, schools and caravan parks are classed as built up where:

- they are located in an area which is developed as residential; or
- the existing roads serving these facilities are already sealed and kerbed.

A road connecting two built up areas is classed as a road in a built-up area where the connecting road is less than 300m in length.

<sup>1</sup> Roads within new subdivisions being developed in accordance with a Structure Plan should be designed and constructed in accordance with the planned use of the road once the area is fully developed. They should be categorised on the basis of the intended purpose.

## ATTACHMENT A

## DESCRIPTION &amp; FUNCTION OF ROAD HIERARCHY CATEGORIES

Road Category	Description	Function
<b>Main Roads WA Responsibility</b>		
PD	Primary Distributor	Provide for major regional and inter-regional traffic movement and carry large volumes of generally fast-moving traffic. Some are strategic freight routes and all are State Roads. They are managed by Main Roads Western Australia.
<b>Shire of Chapman Valley Responsibility</b>		
A	Main Arterial (Significant Roads 2030)	Roads recognized under the Midwest Roads 2030 Regional Strategy for Significant Roads. Criteria specified for this Road Type as stipulated by the Mid West Regional Road Group is shown at <b>Attachment C</b> .
B	Main Feeder Roads	High order local government roads, which perform a similar function to Category A roads yet with reduced capacity. These are roads ineligible and not recognised in the Midwest Roads 2030 Regional Strategy as Significant Roads, yet form a main feeder role within the Shire's road network to/from Primary Distributor (PD) & Main Arterial (Category A) roads.  These roads will also have: <ul style="list-style-type: none"> <li>Significant commercial agricultural activity to road and feeder roads;</li> <li>Significant collector road for PD &amp; A Category roads</li> </ul>
C	Minor Feeder Roads	Roads which are not PD, Category A or B yet which link to/from these roads for efficient movement of people and goods within the Shire.  These are medium order local government roads which provide for: <ul style="list-style-type: none"> <li>lower number of properties servicing commercial agricultural activities;</li> <li>Access to a specific facility;</li> <li>Local traffic only.</li> </ul>
D	Major Access Roads	Connect predominantly to other Shire Roads as access routes only.  Not district (shire) local feeder roads, yet which are designed for efficient movement of people and goods from properties to PD, Category A, B or C roads  These are lower order local government roads which provide for: <ul style="list-style-type: none"> <li>lower number of properties servicing commercial agricultural activity than Category C roads;</li> <li>Local traffic only.</li> </ul>
E	Minor Access Roads	Provide local access to abutting properties and predominantly link (yet not limited to) Category D roads.  Includes unformed roads/tracks within a road reserve used by the public

Road Infrastructure Committee 16 March 2023 Attachments - Minutes 8.1.1 Road Hierarchy Procedure (IMP-025)

**ATTACHMENT B****MWRRG ROAD TYPE CRITERIA**

Road Type & Description	2 Formed	3 Gravel	4 Sealed	5 Sealed	6 Sealed	7 Sealed
<b>New Construction</b> <sup>1</sup>			4.0 m	7.0 m	8.0m – 9.0m	Passing Lane
<b>Existing Road</b> <sup>2</sup>			<5.6m	5.6-7.0m	>7.0m	
<b>AADT Range</b>	0-30	31-50	51-100	101-500	501-1000	> 1000
<b>Daily ESA Range</b>	0-5	6-20	21-40	41-60	> 60	

<sup>1</sup> Seal widths are the minimum for new construction of the relevant Road Type<sup>2</sup> Width range for the purpose of determining Road Type for existing roads

**ATTACHMENT C****MID WEST REGIONAL ROAD GROUP**  
**REGIONAL STRATEGY FOR SIGNIFICANT ROADS CRITERIA****1. Freight & Community Access**

- 1.1 Roads connecting areas of significant population (>500).
- 1.2 A road which performs a district distributor function in major urban centres.
- 1.3 A road which forms part of an inter-regional route.
- 1.4 A road which links inter-regional or regional routes.
- 1.5 The development of parallel routes should be avoided.
- 1.6 A road which connects major transport terminals or connects a major transport terminal to a major route.
- 1.7 A road which serves a major resource or industrial site.
- 1.8 A road providing access to regional institutions or community service centres.
- 1.9 A road used for hauling grain from an off-road rail bin to a rail head.
- 1.10 A road which forms part of a regional heavy haulage route.
- 1.11 A road which provides access to a remote community with a population of more than 250.
- 1.12 A road which is the only land access between a remote community (population more than 50) and at least one town centre.

**2. Tourism/Recreation**

- 2.1 Roads which provide access to tourist attractions or recreation areas of State or regional significance.
- 2.2 Roads which form part of a State or regionally significant tourist drive.
- 2.3 Roads which have a high visual quality proven through a formal visual assessment using a methodology approved by the Australian Institute of Landscape Architects.
- 2.4 Roads which connect the region with a significant tourist destination and give travel time and distance savings.

**3. Road Function**

Whether the road services predominantly through traffic or local traffic.

**DEFINITIONS**

**Regional Route:** Shall be defined as a road that provides a connection between inter-regional routes or between areas of significant population.

**Inter-Regional Route:** Shall be defined as a road that provides the main connection between this



Road Infrastructure Committee 16 March 2023 Attachments - Minutes 8.1.1 Road Hierarchy Procedure (IMP-025)

region, other regions in the State and interstate.

**Major Route:** A road which provides both regional and inter-regional access.

Unconfirmed Minutes

Road Infrastructure Committee 16 March 2023 Attachments - Minutes Att: 8.2.1 2023-24 Capital Road Program

Road	Works Description	Score	Total Project Cost Estimate	MWRRG Grant	Shire Minimum Contrib
			\$	\$	\$
Durawah	0.00 to 3.5 SLK – 3.5Kms Upgrade to 7.2m seal	91.67	450,000	300,000	150,000
East Nabawa (West)	9.05 to 12.05 SLK – 3Kms Upgrade to 7.2m seal	97.38	450,000	300,000	150,000
Northampton Nabawa	0.00 to 3.0 SLK – 3Kms Shoulder widening, drainage improvements reseal	91.22	450,000	300,000	150,000
Nanson Howatharra	0.00 to 4.50 – 4.5 kms Reseal Existing Pavement	81.43	252,000	168,000	84,000
		<p>Due the maximum an LGA can take from the Pool being 20% after every LGAs first project costs are deducted from the total Pool amount this project will not be fully funded.</p> <p>Submission was for:</p> <ul style="list-style-type: none"> <li>Total Project Cost \$450,000</li> <li>MWRRG Grant \$300,000</li> <li>Shire Contrib \$150,000</li> </ul> <p>The final amount of funds this project will receive will subject to the Total Pool amount. The above figures are based on MRWA's confirmed 23/24 Funds Pool of \$8,758,237.</p>			
<b>Estimated Totals</b>			<b>\$1,602,000</b>	<b>\$1,068,000</b>	<b>\$534,000</b>

**TEN YEAR ROADWORKS PROGRAM**

<b>COMMITTEE ENDORSED - MARCH 2021</b> <b>Council Resolution: 03/21-3</b> The Road Infrastructure Committee recommends Council endorse the 10 Year Road Works Program 2021/22 to 2030/2031 as presented at Attachment 9.2(a) with the following changes and this Program be used as a basis for resource allocation into the Draft 2021/2022 Budget:  i. Extend seal on McCagh Road to Golf Club entrance; ii. Remove Parkfalls Estate Shoulder works from future Program road works; iii. Ensure own resource projects from previous year not completed are prioritised in 2021/2022 budget; iv. Budget consideration for additional roadworks staff member v. Concept Forum discussion on investigating improvement options Parkfalls Estate bridle paths; and vi. Traffic Counters to be placed on Nolba Road, Olsen Road, Nabawa Yetna Road; however grant project roads to take priority.											
Per KM average cost for work types (Note these can vary due to culvert numbers, lead distance, alignments, location, project size, etc.)				ESTIMATED AVERAGE COST BASED ON CURRENT YEAR COSTS							
					Dist	Est Cost	Aver/Km				
\$67,000	Gravel Sheetting Average			Gravel Sheetting	4.00	\$268,401	\$67,100				
\$155,000	Reconstruct from Gravel to 7.2m Seal			Reconst to 7.2m seal	12.65	\$1,944,869	\$153,745				
\$130,000	Widen from 4m to 7.2m Seal			Widen 4m to 7.2m	NA	\$130,000	\$130,000				
\$75,000	Shoulder Reconstruction			Shoulder Reconst	NA	\$75,000	\$75,000				
\$5	Reveal 14mm per m2										
Year	RRG	Hierarchy	Own Resource/Other Funding Sources/Comments	Type of work	Length SLK or Area	Estimated Total Project Cost (Excl Transfers to Infrast. Reserve)	Funding Sources				
							Shire	RRG/SBS	R2R	Direct Grant	Other

<b>Notes:</b>
Indicates Variation to Previously endorsed Road Works Program
Annual Gravel Sheetting distance will vary to bring Program into approximate annual average Road Work Program amount

52% Percentage of Contract & Materials for whole RW Program

## TEN YEAR ROADWORKS PROGRAM

Year	RRG	Account	Own Resource/Other Funding Sources/Comments	Type of work	Length SLK or Area	Estimated Total Project Cost (Excl Transfers to Infrastr. Reserve)	Funding Sources				
							Shire	NRG/SBS	R2R	Direct Grant	Other
Notes: Indicates Variation to Previously endorsed Road Works Program Annual Gravel Sheetting distance will vary to bring Program into approximate annual average Road Work Program amount											
TWO	2023/24	RRG Grant Projects	Other Grant: Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
	East Nabawa	A	Upgrade to 7.2m Seal	3.00	\$465,000	\$0	\$300,000	\$165,000			
	Northampton Nabawa	A	Shoulder Reconstruction & Reseal	3.29	\$450,000	\$28,380	\$300,000	\$121,620			
	Durawahy/Str/Stn Val	A	Upgrade to 7.2m Seal	3.00	\$450,000	\$108,000	\$300,000	\$42,000			
	Coronation Beach Rd	A	Continuation of 22/23 not completed	0.00	TBD	\$0					
	Nanson Howatharra	A	Reseals	7.00	\$252,000	\$84,000	\$168,000				
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
			Gravel Sheetting	13.00	\$871,000	\$871,000				\$0	
			Reseal (Own Resources)	6.56	\$230,660	\$230,660					
			Additional Employee Costs & Contract/Material Contingency		\$275,000	\$275,000					
			Contingency Transferred TO Road Infrastructure Reserve		\$0	\$0					
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
		-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)	0.00	\$451,403	\$328,930		\$107,473	\$15,000	
		-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)	0.00	\$171,036	\$171,036		\$9,463		
						\$3,616,099	\$2,097,006	\$1,068,000	\$328,620	\$116,936	\$15,000
			Total Grants & Contributions						\$1,324,556		
			% of Grants/Contribution to Total Program of Works						43.37%		
THREE	2024/25	RRG Grant Projects	Other Grant: Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
	East Nabawa	A	Upgrade to 7.2m Seal	3.00	\$465,000	\$0	\$300,000	\$165,000			
	Nanson Howatharra	A	Reseals	7.35	\$450,000	\$66,667	\$200,000	\$33,333			
	Durawahy/Str/Stn Val	A	Wide Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$84,713	\$300,000	\$100,287		\$15,000	
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
			Gravel Sheetting	21.00	\$1,407,000	\$1,407,000				\$0	
			Additional Employee Costs & Contract/Material Contingency		\$225,000	\$225,000					
			Contingency Transferred TO Road Infrastructure Reserve		\$150,000	\$150,000					
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
		-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)	0.00	\$451,403	\$843,930		\$107,473		
		-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)	0.00	\$171,036	\$161,573		\$9,463		
						\$3,719,439	\$2,358,883	\$900,000	\$328,620	\$116,936	\$15,000
			Total Grants & Contributions						\$1,360,556		
			% of Grants/Contribution to Total Program of Works						36.58%		
FOUR	2025/26	RRG Grant Projects	Other Grant: Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
	East Nabawa	A	Upgrade to 7.2m Seal	3.00	\$465,000	\$0	\$300,000	\$242,500			
	Various Reseals	A	Various Reseals (NVR/R2R)	9.50	\$234,000	\$18,000	\$156,000	\$60,000			
	Durawahy/Str/Stn Val	A	Wide Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$108,880	\$300,000	\$26,120		\$15,000	
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
			Gravel Sheetting	71.00	\$1,407,000	\$1,407,000				\$0	
			Additional Employee Costs & Contract/Material Contingency		\$225,000	\$225,000					
			Contingency Transferred TO Road Infrastructure Reserve		\$150,000	\$150,000					
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
		-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)	0.00	\$451,403	\$343,930		\$107,473		
		-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)	0.00	\$171,036	\$161,573		\$9,463		
						\$3,630,939	\$2,414,383	\$756,000	\$328,620	\$116,936	\$15,000
			Total Grants & Contributions						\$1,216,556		
			% of Grants/Contribution to Total Program of Works						33.51%		
Notes: Indicates Variation to Previously endorsed Road Works Program Percentage of Contract & Materials for whole RW Program											
			Contract & Materials		SoCV						
			Plant & Labour		Plant & Labour						
			\$255,750		\$209,250						
			\$247,500		\$202,500						
			\$247,500		\$202,500						
			TBD		\$0						
			\$252,000		\$0						

Road Infrastructure Committee 16 March 2023 Attachments - Minutes

Att: 8.2.2 Proposed 10 Year Road Works Program

TEN YEAR ROADWORKS PROGRAM

Year	RRG	Activity Item	Own Resource/Other Funding Sources/Comments	Type of work	Length SLK or Area	Estimated Total Project Cost (Excl Transfers to Infrast. Reserve)	Funding Sources				
							Shire	RRG/SBS	R2R	Direct Grant	Other
SIX 2027/28 RRG Grant Projects Other Grant: Maintenance & Own Resource											
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
		Various Reseals	A	Various Reseals (MWRRG)	5.00	\$180,000	\$0	\$120,000	\$60,000		
		Dartmoor/Dartmoor LN	A	Gravel Sheetting	7.00	\$469,000	\$7,000	\$312,667	\$134,333		\$15,000
		Duraway/Stn/Stn Val	A	Widen Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$15,713	\$300,000	\$134,287		
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
		Gravel Sheetting			25.00	\$1,675,000	\$1,675,000				\$0
		Additional Employee Costs & Contract/Material Contingency				\$225,000	\$225,000				
		Contingency Transferred TO Road Infrastructure Reserve				\$150,000	\$150,000				
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
		- Major Maintenance Works - Various Roads		Vegetation Clearance; Drainage Works; Etc)	0.00	\$451,403	\$343,930			\$107,473	
		- Minor Maintenance Works - Various Roads		Maintenance Grading; Etc)	0.00	\$171,036	\$171,036			\$9,463	
		Total Grants & Contributions				\$3,771,439	\$2,587,680	\$732,667	\$328,620	\$116,936	\$15,000
		% of Grants/Contribution to Total Program of Works							\$1,193,223		31.64%
SEVEN 2028/29 RRG Grant Projects Other Grant: Maintenance & Own Resource											
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
		Various Reseals	A	Various Reseals (MWRRG)	6.35	\$228,600	\$0	\$152,400	\$76,200		
		Dartmoor/Dartmoor LN	A	Gravel Sheetting	7.00	\$469,000	\$7,000	\$312,667	\$134,333		\$15,000
		Duraway/Stn/Stn Val	A	Widen Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$31,913	\$300,000	\$118,087		
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
		Gravel Sheetting			22.00	\$1,474,000	\$1,474,000				\$175,000
		Reseal (Own Resources)			1.55	\$55,660	\$55,660				
		Additional Employee Costs & Contract/Material Contingency				\$225,000	\$225,000				
		Contingency Transferred TO Road Infrastructure Reserve				\$125,000					
Priority 4 Works (Amount listed is indicative only and may vary, if additional Maintenance Works required Priority 3 Works will reduce)											
		- Major Maintenance Works - Various Roads		Vegetation Clearance; Drainage Works; Etc)	0.00	\$451,403	\$343,930			\$107,473	
		- Minor Maintenance Works - Various Roads		Maintenance Grading; Etc)	0.00	\$171,036	\$171,036			\$9,463	
		Total Grants & Contributions				\$3,649,699	\$2,331,540	\$765,067	\$328,620	\$116,936	\$190,000
		% of Grants/Contribution to Total Program of Works							\$1,400,623		38.38%
EIGHT 2029/30 RRG Grant Projects Other Grant: Maintenance & Own Resource											
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
		Various Reseals	A	Various Reseals (MWRRG)	6.53	\$163,080	\$39,240	\$108,720	\$93,600		
		Dartmoor/Dartmoor LN	A	Gravel Sheetting	7.00	\$469,000	\$7,000	\$312,667	\$134,333		\$15,000
		Duraway/Stn/Stn Val	A	Widen Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$49,313	\$300,000	\$100,687		
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
		Gravel Sheetting			24.00	\$1,608,000	\$1,458,000		\$0		\$150,000
		Additional Employee Costs & Contract/Material Contingency				\$275,000	\$275,000				
		Contingency Transferred TO Road Infrastructure Reserve				\$0					
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
		- Major Maintenance Works - Various Roads		Vegetation Clearance; Drainage Works; Etc)		\$135,640	\$28,167			\$107,473	
		- Minor Maintenance Works - Various Roads		Maintenance Grading; Etc)		\$386,879	\$377,416			\$9,463	
		Total Grants & Contributions				\$3,487,599	\$2,155,656	\$721,387	\$328,620	\$116,936	\$165,000
		% of Grants/Contribution to Total Program of Works							\$1,331,943		38.19%
NINE 2030/31 RRG Grant Projects Other Grant: Maintenance & Own Resource											
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
		Various Reseals	A	Various Reseals (MWRRG)	6.53	\$163,080	\$39,240	\$108,720	\$93,600		
		Dartmoor/Dartmoor LN	A	Gravel Sheetting	7.00	\$469,000	\$7,000	\$312,667	\$134,333		\$15,000
		Duraway/Stn/Stn Val	A	Widen Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$49,313	\$300,000	\$100,687		
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
		Gravel Sheetting			24.00	\$1,608,000	\$1,458,000		\$0		\$150,000
		Additional Employee Costs & Contract/Material Contingency				\$275,000	\$275,000				
		Contingency Transferred TO Road Infrastructure Reserve				\$0					
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
		- Major Maintenance Works - Various Roads		Vegetation Clearance; Drainage Works; Etc)		\$135,640	\$28,167			\$107,473	
		- Minor Maintenance Works - Various Roads		Maintenance Grading; Etc)		\$386,879	\$377,416			\$9,463	
		Total Grants & Contributions				\$3,487,599	\$2,155,656	\$721,387	\$328,620	\$116,936	\$165,000
		% of Grants/Contribution to Total Program of Works							\$1,331,943		38.19%

Notes:  
Indicates Variation to Previously endorsed Road Works Program  
Annual Gravel Sheetting distance will vary to bring Program into approximate annual average Road Work Program amount

Contract & Materials

SoCV  
Plant & Labour

Hudson

\$180,000  
\$0  
\$70,350  
\$398,650  
\$247,500  
\$202,500

Tranf FROM Res

\$251,250  
\$142,375  
\$150,000  
\$75,000  
\$150,000  
\$203,131  
\$248,272  
\$10,262  
\$160,774

\$3,780,902  
Nil Aid

\$1,262,494  
\$2,508,946  
\$3,771,439  
\$69,271  
Reduction/Increase in Contract & Materials Contingency  
\$50,000

33%

Percentage of Contract & Materials for whole RW Program

Contract & Materials

SoCV  
Plant & Labour

Hudson

\$228,600  
\$0  
\$70,350  
\$398,650  
\$247,500  
\$202,500

Tranf FROM Res

\$221,100  
\$1,252,900  
\$55,660  
\$0  
\$150,000  
\$75,000  
\$125,000  
\$203,131  
\$248,272  
\$10,262  
\$160,774

\$3,534,162  
Nil Aid

\$1,311,604  
\$2,338,096  
\$3,649,699  
\$89,019  
Reduction/Increase in Contract & Materials Contingency  
\$50,000

36%

Percentage of Contract & Materials for whole RW Program

Contract & Materials

SoCV  
Plant & Labour

Hudson

\$163,080  
\$0  
\$70,350  
\$398,650  
\$247,500  
\$202,500

Tranf FROM Res

\$241,200  
\$1,366,800  
\$200,000  
\$75,000  
0  
\$61,038  
\$74,602  
\$363,666  
\$23,213

\$3,487,599  
Nil Aid

\$1,006,381  
\$2,481,218  
\$3,487,599  
\$325,562  
Reduction/Increase in Contract & Materials Contingency  
\$0

29%

Percentage of Contract & Materials for whole RW Program

Notes:  
Indicates Variation to Previously endorsed Road Works Program  
Annual Gravel Sheetting distance will vary to bring Program into approximate annual average Road Work Program amount

	Hudson	Contract & Materials	SoCV Plant & Labour	
		\$180,000	\$0	
		\$70,350	\$398,650	
		\$247,500	\$202,500	
Tranf FROM Res	\$251,250	\$1,423,750		
	\$150,000	\$75,000		
	150000			
	\$203,131	\$248,272		
\$3,780,902	\$10,262	\$160,774		
	\$1,262,494	\$2,508,946	Cont./Materials - Grants Differential	
	\$3,771,439		\$69,271	
	Reduction/Increase in Contract & Materials Contingency		\$50,000	
33%	Percentage of Contract & Materials for whole RW Program			
	Contract & Materials	SoCV Plant & Labour		
	\$228,600	\$0		
	\$70,350	\$398,650		
	\$247,500	\$202,500		
Tranf FROM Res	\$221,100	\$1,252,900		
	\$55,660	\$0		
	\$150,000	\$75,000		
	125000			
	\$203,131	\$248,272		
\$3,534,162	\$10,262	\$160,774		
	\$1,311,604	\$2,382,096	Cont./Materials - Grants Differential	
	\$3,649,699		\$89,019	
	Reduction/Increase in Contract & Materials Contingency		\$50,000	
36%	Percentage of Contract & Materials for whole RW Program			
	Contract & Materials	SoCV Plant & Labour		
	\$163,080	\$0		
	\$70,350	\$398,650		
	\$247,500	\$202,500		
Tranf FROM Res	\$241,200	\$1,366,800		
	\$200,000	\$75,000		
	0			
	\$61,038	\$74,602		
\$3,487,599	\$23,213	\$363,666		
	\$1,006,381	\$2,481,218	Cont./Materials - Grants Differential	
	\$3,487,599		\$325,562	
	Reduction/Increase in Contract & Materials Contingency		\$0	
29%	Percentage of Contract & Materials for whole RW Program			

## Road Infrastructure Committee 16 March 2023 Attachments - Minutes

## Att: 8.2.2 Proposed 10 Year Road Works Program

## TEN YEAR ROADWORKS PROGRAM

Year	RRG	Project Area	Own Resource/Other Funding Sources/Comments	Type of work	Length SLK or Area	Estimated Total Project Cost (Excl Transfers to Infrast. Reserve)	Funding Sources				
							Shire	RRG/SBS	R2R	Direct Grant	Other
EIGHT 2029/2030 RRG Grant Projects Other Grant: Maintenance & Own Resource											
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
	Various Reseals	A		Various Reseals (MWRRG)	9.00	\$324,000	\$14,400	\$216,000	\$93,600		
	Dartmoor/Dartmoor LN	A		Gravel Sheetting	7.00	\$469,000	\$7,000	\$312,667	\$134,333		\$15,000
	Durawah/Sin/Sin Val	A		Widen Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$49,313	\$300,000	\$100,687		
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
	Gravel Sheetting				22.00	\$1,474,000	\$1,324,000				\$150,000
	Additional Employee Costs & Contract/Material Contingency					\$275,000	\$275,000				
	Contingency Transferred TO Road Infrastructure Reserve					\$0					
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
	- Major Maintenance Works - Various Roads			Vegetation Clearance; Drainage Works; Etc)		\$135,640	\$28,167			\$107,473	
	- Minor Maintenance Works - Various Roads			Maintenance Grading; Etc)		\$386,079	\$377,416			\$9,663	
						\$3,514,519	\$2,075,296	\$828,667	\$328,620	\$116,936	\$165,000
Total Grants & Contributions									\$1,439,223		
% of Grants/Contribution to Total Program of Works									40.95%		
NINE 2030/2031 RRG Grant Projects Other Grant: Maintenance & Own Resource											
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
	Various Reseals	A		Various Reseals (MWRRG)	9.00	\$324,000	\$14,400	\$216,000	\$93,600		
	Dartmoor/Dartmoor LN	A		Gravel Sheetting	7.00	\$469,000	\$7,000	\$312,667	\$134,333		\$15,000
	Durawah/Sin/Sin Val	A		Widen Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$49,313	\$300,000	\$100,687		
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
	Gravel Sheetting				22.00	\$1,474,000	\$1,363,741				\$110,259
	Additional Employee Costs & Contract/Material Contingency					\$275,000	\$275,000				
	Contingency Transferred TO Road Infrastructure Reserve					\$0					
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
	- Major Maintenance Works - Various Roads			Vegetation Clearance; Drainage Works; Etc)		\$135,640	\$28,167			\$107,473	
	- Minor Maintenance Works - Various Roads			Maintenance Grading; Etc)		\$386,079	\$377,416			\$9,663	
						\$3,514,519	\$2,115,077	\$828,667	\$328,620	\$116,936	\$125,259
Total Grants & Contributions									\$1,399,482		
% of Grants/Contribution to Total Program of Works									39.82%		
TEN 2031/2032 RRG Grant Projects Other Grant: Maintenance & Own Resource											
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
	Various Reseals	A		Various Reseals (MWRRG)	3.37	\$121,320	\$0	\$80,880	\$40,440		
	Dartmoor/Dartmoor LN	A		Gravel Sheetting	7.00	\$469,000	\$0	\$300,000	\$169,000		\$15,000
	Durawah/Sin/Sin Val	A		Widen Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$15,820	\$380,000	\$134,180		
Priority 2 & 3 Works - "Own Resources/Other Grant Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
	Gravel Sheetting				25.00	\$1,675,000	\$1,675,000				\$0
	Additional Employee Costs & Contract/Material Contingency					\$275,000	\$275,000				
	Contingency Transferred TO Road Infrastructure Reserve					\$0					
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
	- Major Maintenance Works - Various Roads			Vegetation Clearance; Drainage Works; Etc)		\$150,000	\$42,527			\$107,473	
	- Minor Maintenance Works - Various Roads			Maintenance Grading; Etc)		\$400,000	\$390,537			\$9,463	
						\$3,540,320	\$2,398,884	\$680,880	\$328,620	\$116,936	\$15,000
Total Grants & Contributions									\$1,141,436		
% of Grants/Contribution to Total Program of Works									32.24%		
Ten Year Projected Total Amounts											
Average per Year for 10 Year Program of Works						\$36,597,410	\$21,636,741	\$9,109,180	\$3,285,840	\$1,169,360	\$1,299,677
Opening Balance Infrastructure Res @ 1/7						\$167,224	Transfer TO Reserve Fund	\$605,035	Transfer FROM Reserve Fund	\$585,259	Balance Reserve Fund
Closing Bal Infrastructure Res @ 30/6										\$187,000	

Notes:  
Indicates Variation to Previously endorsed Road Works Program  
Annual Gravel Sheetting distance will vary to bring Program into approximate annual average Road Work Program amount

Contract & Materials

SoCV Plant & Labour

\$324,000

\$0

\$70,350

\$398,650

\$247,500

\$202,500

Hudson

\$221,100

\$1,252,900

\$200,000

\$75,000

0

\$61,038

\$74,602

\$23,213

\$363,666

\$1,147,201

\$2,367,318

\$3,514,519

\$252,022

Reduction/Increase in Contract & Materials Contingency

\$0

Contract & Materials

SoCV Plant & Labour

\$324,000

\$0

\$70,350

\$398,650

\$247,500

\$202,500

Hudson

\$221,100

\$1,252,900

\$200,000

\$75,000

0

\$61,038

\$74,602

\$23,213

\$363,666

\$1,147,201

\$2,367,318

\$3,514,519

\$252,281

Reduction/Increase in Contract & Materials Contingency

\$0

Percentage of Contract & Materials for whole RW Program

33%

Contract & Materials

SoCV Plant & Labour

\$121,320

\$0

\$70,350

\$398,650

\$247,500

\$202,500

\$0

\$0

Hudson

\$251,250

\$1,423,750

\$200,000

\$75,000

0

\$0

\$67,500

\$82,500

\$24,000

\$376,000

\$442,750

\$1,957,250

\$986,686

Reduction/Increase in Contract & Materials Contingency

\$0

Percentage of Contract & Materials for whole RW Program

15%

\$14,438,074

\$22,239,371

\$36,677,445

DRFAWA LIMIT SHIRE OF CV CONTRIBUTION (PER EVENT) FOR FY 2021-22 = \$187,000

**Notes:**  
Indicates Variation to Previously endorsed Road Works Program  
Annual Gravel Sheetting distance will vary to bring Program into approximate annual average Road Work Program amount

	Contract & Materials	SoCV Plant & Labour	
	\$324,000	\$0	
	\$70,350	\$398,650	
	\$247,500	\$202,500	
ies	\$221,100	\$1,252,900	
	\$200,000	\$75,000	
	0		
	\$61,038	\$74,602	
	\$23,213	\$363,666	
	\$1,147,201	\$2,367,318	Cont/Materials - Grants Differential
	\$3,514,519		\$292,022
	Reduction/Increase in Contract & Materials Contingency		\$0
	Contract & Materials	SoCV Plant & Labour	
	\$324,000	\$0	
	\$70,350	\$398,650	
	\$247,500	\$202,500	
ies	\$221,100	\$1,252,900	
	\$200,000	\$75,000	
	0		
	\$61,038	\$74,602	
	\$23,213	\$363,666	
	\$1,147,201	\$2,367,318	Cont/Materials - Grants Differential
	\$3,514,519		\$252,281
	Percentage of Contract & Materials for whole RW Program		
	Contract & Materials	SoCV Plant & Labour	
	\$121,320	\$0	
	\$70,350	\$398,650	
	\$247,500	\$202,500	
	\$0	\$0	
ies	\$251,250	\$1,423,750	
	\$200,000	\$75,000	
	0	\$0	
	\$67,500	\$82,500	
	\$24,000	\$376,000	
	\$542,750	\$1,957,250	Cont/Materials - Grants Differential
	\$2,500,000		\$598,686
	Reduction/Increase in Contract & Materials Contingency		\$0
	Percentage of Contract & Materials for whole RW Program		
	\$14,438,074	\$22,239,371	
	\$36,677,445		
	DRFAWA LIMIT SHIRE OF CV CONTRIBUTION (PER EVENT) FOR FY 2021-22 = \$187,000		

RESEAL PROGRAM											
Priority	Road	SLK From	SLK To	Length	Width	Area	Rate/M2 \$5.00	Accum Total Est Costs/Year	Funding		Comments
MWRRG FUNDING REQUEST									MWRRG	SoCV	
1	Northampton Nabawa	0.00	3.00	3.00	7.20	21600	\$108,000	\$108,000	\$72,000	\$36,000	Part of 4 Year shoulder, Drainage & Reseal MWRRG Grant Applications
2	Northampton Nabawa	3.00	6.00	3.00	7.20	21600	\$108,000	\$216,000	\$72,000	\$36,000	
3	Northampton Nabawa	6.00	9.00	3.00	7.20	21600	\$108,000	\$324,000	\$72,000	\$36,000	
4	Northampton Nabawa	9.00	12.29	3.29	7.20	23688	\$118,440	\$442,440	\$78,960	\$39,480	
5	Coronation Beach	0.00	7.80	7.80	7.20	56160	\$280,800	\$723,240	\$187,200	\$93,600	
6	Nanson Howatharra	0.00	4.00	4.00	7.20	28800	\$144,000	\$867,240	\$96,000	\$48,000	
7	Nanson Howatharra	8.00	11.00	3.00	7.20	21600	\$108,000	\$1,443,240	\$72,000	\$36,000	
8	Nanson Howatharra	4.00	8.00	4.00	7.20	28800	\$144,000	\$1,173,240	\$96,000	\$48,000	
9	Nanson Howatharra	11.00	14.35	3.35	7.20	24120	\$120,600	\$1,725,840	\$80,400	\$40,200	
10	Balla Whelarra	0.00	6.50	6.50	7.20	46800	\$234,000	\$1,101,240	\$156,000	\$78,000	
11	Yuna Tenindewa	0.00	5.00	5.00	7.20	36000	\$180,000	\$1,281,240	\$120,000	\$60,000	
12	Balla Whelarra	6.50	12.85	6.35	7.20	45720	\$228,600	\$1,509,840	\$152,400	\$76,200	
13	Yuna Tenindewa	5.00	10.00	5.00	7.20	36000	\$180,000	\$1,689,840	\$120,000	\$60,000	
14	East Chapman	0.00	1.53	1.53	7.20	11016	\$55,080	\$1,744,920	\$36,720	\$18,360	
15	Narratarra	0.00	3.00	3.00	7.20	21600	\$108,000	\$1,852,920	\$72,000	\$36,000	
16	Yuna Tenindewa	5.00	9.50	4.50	7.20	32400	\$162,000	\$1,029,240	\$108,000	\$54,000	
17	Yuna Tenindewa	9.50	14.00	4.50	7.20	32400	\$162,000	\$1,335,240	\$108,000	\$54,000	
18	Yuna Tenindewa	14.00	18.50	4.50	7.20	32400	\$162,000	\$1,605,240	\$108,000	\$54,000	
19	Yuna Tenindewa	18.50	23.00	4.50	7.20	32400	\$162,000	\$1,887,840	\$108,000	\$54,000	
20	Yuna Tenindewa	23.00	26.37	3.37	7.20	24264	\$121,320	\$2,009,160	\$80,880	\$40,440	
21	Durawah	0.00	9.22	9.22	4.00	36880	\$184,400	\$2,193,560	\$0	\$184,400	Part of Annual Upgrade MWRRG Projects

RESEAL PROGRAM											
Priority	Road	SLK	SLK	Length	Width	Area	Rate/M2 \$5.00	Accum Total Est Costs/Year	Funding		Comments
		From	To						MWRRG	SoCV	
OWN RESOURCES											
1	Wandin	0.00	5.20	5.20	4.00	20800	\$104,000	\$2,297,560	\$0	\$104,000	Completed 20/21
2	Wandana	0.00	9.50	9.50	4.00	38000	\$190,000	\$2,487,560	\$0	\$190,000	Completed 20/21
3	Wokarena	0.00	0.50	0.50	7.00	3500	\$17,500	\$2,505,060	\$0	\$17,500	
4	East Terrace & East Terrace Access	0.00	1.06	1.06	7.20	7632	\$38,160	\$2,543,220	\$0	\$38,160	
5	White Peak	0.00	1.33	1.33	7.00	9310	\$46,550	\$2,589,770	\$0	\$46,550	Completed 20/21
6	Various Urban/Peri Urban Streets/Roads	0.00	4.00	5.00	7.00	35000	\$175,000				To be Determined as part of Annual Budget Process
				110.00					\$1,996,560	\$1,578,890	
									\$3,575,450		



## Road Infrastructure Committee 16 March 2023 Attachments - Minutes

## Att: 8.2.4 Chapman Valley Priority 2-3 Own Resource Projects

## CV Priority 2 3 Own Resource Projects

OWN RESOURCE PROJECTS (Other than Reseals) - Note: Amounts listed are indicative only and may vary																																
					Estimated Costs	Wandin	McNaught Mazzuchelli	#REF!		East Nabawa	#REF!	#REF!	Newmarra carra	Murphy Norris	East Dartmoor	Coonawa	Durawah Northern Gully	White Peak	Bella Vista	Station Valentine	Nolba	Murphy Yetna	Nabawa Yetna	Cannon Whelarra	St Johns	Naraling East Yuna	Urch Road	Post Office Lane / River Road	Thompson Reidy	Forrester Brooks	Olsen	Oakajee
A	East Nabawa	Gravel Sheeting (Worst Area as determined by CEO)	4.00	Only if considered necessary as seal extension works are continuing on this road. If not required next gravel sheeting project is undertaken.					4.00																							
Current Year Endorsed Budget Projects																																
D	Newmarracarra	Gravel Sheeting-	5.00	\$335,502-				4.00																								
B	Wandin	Gravel Sheeting	4.00	\$268,401						5.00																						
E	Richards	Upgrade to 7.2m Seal	0.25	\$38,436	4.00																											
FUTURE																																
C	Murphy Norris	Gravel Sheeting	5.55	\$372,407						5.55																						
D	Newmarracarra	Gravel Sheeting	4.00	\$268,401					4.00																							
E	McNaught Mazzuchelli	Gravel Sheeting	4.30	\$288,532		4.30																										
C	Coonawa	Gravel Sheeting	4.00	\$268,401									4.00																			
B	Nolba	Gravel Sheeting	4.00	\$268,401																	4.00											
D	Durawah/Northern Gully	Gravel Sheeting	3.50	234,851													3.50															
C	Murphy Norris	Gravel Sheeting	4.00	402,603						6.00																						
C	East Dartmoor	Gravel Sheeting	4.00	268,401						4.00																						
E	Old Northampton FloodWay	Recap Floodway	0.00	TBC																												
D	Newmarracarra	Gravel Sheeting	4.04	\$271,085					4.04																							
D	Durawah Northern Gully	Gravel Sheeting	3.50	\$234,851													3.50															
C	Bella Vista	Gravel Sheeting	2.60	\$174,461														2.60														
B	Station Valentine	Gravel Sheeting	4.50	\$301,952																4.50												
A	East Nabawa	Gravel Sheeting	4.00	\$268,401					4.00																							
D	Durawah Northern Gully	Gravel Sheeting	2.90	\$194,591													2.90															
C	Coonawa	Gravel Sheeting	4.00	\$268,401									4.00																			
E	Murphy Yetna	Gravel Sheeting	3.20	\$215,392																		3.20										
C	Nabawa Yetna	Gravel Sheeting	3.21	\$215,392																			3.21									
B	Station Valentine	Gravel Sheeting	4.50	\$301,952																4.50												
A	East Nabawa	Gravel Sheeting	4.00	\$268,401					4.00																							
C	Murphy Yetna	Gravel Sheeting	3.20	\$215,392																		3.20										
G	Nabawa Yetna	Gravel Sheeting	3.21	\$215,392																			3.21									
B	Nolba Stock Route	Gravel Sheeting	4.00	\$268,401																	4.00											
C	Cannon Whelarra	Gravel Sheeting	4.00	\$268,401																				4.00								
B	Station Valentine	Gravel Sheeting	4.65	\$312,012																4.65												
C	St Johns Road	Gravel Sheeting	5.10	\$342,212																					5.10							
D	Durawah Northern Gully	Gravel Sheeting	3.75	\$251,626													3.75															
B	Nolba Stock Route	Gravel Sheeting	1.50	\$100,651																	1.50											
C	Cannon Whelarra	Gravel Sheeting	3.00	\$201,301																					3.00							
C	St Johns	Gravel Sheeting	5.10	\$342,212																					5.10							
D	Newmarracarra	Gravel Sheeting	4.40	\$295,242						4.40																						
B	Naraling East Yuna	Gravel Sheeting	3.00	\$201,301																						3.00						
C	Cannon Whelarra	Gravel Sheeting	4.00	\$268,401																												
C	St Johns	Gravel Sheeting	5.10	\$342,212																						5.10						
D	Newmarracarra	Gravel Sheeting	4.40	\$295,242						4.40																						
D	Urch Road	Gravel Sheeting	4.00	\$268,401																							4.00					
B	Naraling East Yuna	Gravel Sheeting	4.97	\$333,489																										4.97		
D	Newmarracarra	Gravel Sheeting	4.60	\$308,662						4.60																						
D	Urch Road	Gravel Sheeting	5.50	\$369,052																												
B	Naraling East Yuna	Gravel Sheeting	11.10	\$744,814																						11.10						
D	Forrester Brooks	Gravel Sheeting	7.00	\$469,703																											7.00	
D	Urch Road	Gravel Sheeting	5.50	\$369,052																												
B	Naraling East Yuna	Gravel Sheeting	6.00	\$402,602																												
D	Forrester Brooks	Gravel Sheeting	6.57	\$440,849																											6.57	
D	Naraling East Yuna	Gravel Sheeting	5.10	\$342,212																												
D	Olsen	Gravel Sheeting	4.50	\$301,952																							5.10					4.50
D	Oakajee	Gravel Sheeting	4.00	\$268,401																												
B	White Peak	Upgrade to 7m Seal (Last Section)	3.50	\$538,106														3.50														
E	Post Office Lane / River Road	Reconstruct to 7m seal standard	0.62	\$95,322																									0.62			
220.89			\$14,575,059		4.00	4.30	4.00	12.00	0.00	0.00	26.44	11.55	4.00	8.00	13.65	0.00	2.60	13.65	9.50	6.40	7.01	11.00	15.30	29.20	15.00	0.00	4.97	13.57	4.50	4.00		

## IMP-020 Midwest Regional Road Group (MWRRG) Significant Roads

MANAGEMENT PROCEDURE No.	IMP-020
MANAGEMENT PROCEDURE	MIDWEST REGIONAL ROAD GROUP (MWRRG) – SIGNIFICANT ROAD POLICY
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	15.40; IP-001
LEGISLATION	STATE ROAD COUNCIL / REGIONAL ROAD
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To list roads under the control of the Shire of Chapman Valley as those recognised by the Mid-West Regional Road Group as *Significant Roads*.

**MANAGEMENT PROCEDURE STATEMENT:**

Roads under the control of the Shire of Chapman Valley recognised as being significant roads by the Mid-West Regional Road Group are: -

Rd No.	Road Name	RAV Category
19	Balla Whellarra	6
130	Chapman Valley	-
34	Coronation Beach	4
8	Dartmoor	6
21	Dartmoor Lake Nerramyne	6
12	East Bowes	6
1; 15 & 14	~ Durawah; ~ Station ( <i>between Durawah &amp; Station Valentine Rd Junctions</i> ), ~ Station Valentine	6
150	East Chapman	6
16	East Nabawa	6
10	Nanson Howatharra	4
7	Narra Tarra	4
131	Northampton – Nabawa	6
132	Yuna – Tenindewa	7
13	Valentine	6,7

**ADDITIONAL EXPLANATORY NOTES:**

The above list of *Significant Roads* are the only roads eligible for funding through the Mid-West Regional Road Group Program.

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

Adopted – Council Resolution:	10/01-9
Reviewed – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 03/17-32; 07/18-10; 07/19-4

## IMP-022 Heavy Haulage Vehicle Permits

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
RELEVANT DELEGATIONS	2012

**OBJECTIVES:**

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

**POLICY STATEMENT/S:**

The Shire 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:

- Application to be sent to MRWA Heavy Vehicle Services (HVS) - Route Assessment Section.
- HVS to forward application to Shire of Chapman Valley for comments.
- Shire staff inspect route to determine suitability in accordance with basic MRWA criteria.
- Shire staff put recommendation to MRWA to reject or progress the application.
- MRWA HVS will send the application to MRWA regional office to inspect route and make appropriate recommendation back to MRWA HVS
- 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 the Shire).

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>

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

<b>Adopted – Council Resolution:</b>	<b>04/04-23</b>
<b>Reviewed – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 03/17-32; 07/16-11; 07/18-10;03/21-03</b>

## Road Infrastructure Committee 16 March 2023 Attachments - Minutes

Att: 8.2.7 22-23 200K Purchase Orders

Purchase Orders - Last record modified was 10210 PO PickList

PO	Line Description	Code	Order Date	Name	Order Value	Invoice Amount
9375	Install culvert on Harmony Place	M170	07/06/2022	Ivey Contracting	\$ 3,600.00	\$ 4,180.00
9575	Redcliffe Concourse - Roller hire for shoulder maintenance	M167	05/08/2022	Lenane Holdings Pty Ltd	\$ 8,085.00	\$ 8,085.00
9622	Various Road - 100-250mm rock spall for drainage works. Delivered to Shire laydown area on Redcliffe Concourse.	RV01	23/08/2022	Kimberley Quarry Pty Ltd	\$ 23,100.00	\$ 25,544.67
9668	172 HILLTOP LOOP MAINTENANCE - Clear Drains M151 ELIZA SHAW DRIVE MAINTENANCE - Clear Drains M95 WHITE PEAK ROAD MAINT. - Clear Drains, repair Scours M130 CHAPMAN VALLEY ROAD MAINT.- Emergency repairs to shoulders M147 CAREY ROAD MAINT. - Repair drainageand scours, reove vegetation.	M172	05/09/2022	Ivey Contracting	\$ 12,980.00	\$ 12,980.00
9707	M130 CHAPMAN VALLEY ROAD MAINT. - provide traffic control for shoulder repairs	M130	19/08/2022	Baba Marda Road Services	\$ 2,332.70	\$ 2,332.70
9755	M141 ROYCE ROAD MAINT. - Repair drain and scours.	M141	10/10/2022	Ivey Contracting	\$ 748.00	\$ 748.00
9756	M173 DUNE VISTA MAINTENANCE - Repair washout under footpath	M173	11/10/2022	Ivey Contracting	\$ 1,000.00	\$ 1,000.00
9768	M01DURAWAH ROAD MAINT. provide traffic control	M01	14/10/2022	Baba Marda Road Services	\$ 10,000.00	\$ 6,371.28
9800	M01 DURAWAH ROAD MAINT. - Supply Water for shoulder maintenance C16 .East Nabawa Road - Supply Water for Construction seal	M01	25/10/2022	Kruize Asphalt & Contracting	\$ 9,592.00	\$ 9,592.00
9821	M173 DUNE VISTA MAINTENANCE - Repair to shoulders and footpath M28 OLSEN ROAD MAINT. - Maintenance Grade	M173	31/10/2022	Ivey Contracting	\$ 2,667.50	\$ 2,667.50
9822	M01 DURAWAH ROAD MAINT. - Shoulder Maintenance	M01	13/10/2022	Ivey Contracting	\$ 11,451.00	\$ 11,451.00
9824	M151 Eliza SHaw Drive - Crack Seal as per quote from email 31/10/2022 M156 Hester Road - Crack Seal as per quote from email 31/10/2022 M162 Brown Lane - Crack Seal as per quote from email 31/10/2022 M166 Pitchford Crest - Crack Seal as per quote from email 31/10/2022 M165 Parmelia Boulevard - Crack Seal as per quote from email 31/10/2022 M177 Copperhill Junction - Crack Seal as per quote from email 31/10/2022 M169 Wittenoom Circle - Crack Seal as per quote from email 31/10/2022 M164 Merino Fairway - Crack Seal as per quote from email 31/10/2022 M167 Merino Fairway - Crack Seal as per quote from email 31/10/2022	M151	31/10/2022	SuperSealing	\$ 11,462.03	\$ 11,462.03
9830	RV01 Various Roads Maintenance - Gravel Royalties	C13	01/07/2022	Mel Forrester Nominees Pty Ltd	\$ 16,500.00	\$ 16,500.00
9832	M100 East Terrace Maintenance - Clear verge at Nanson	M100	02/11/2022	Ian Anthony Kenney	\$ 1,500.00	\$ 1,500.00
9873	M149 BUNTER ROAD MAINT. - Clear verges as per quote 29209 M68 BELLA VISTA ROAD MAINT. - Clear verges as per quote 29209	M149	15/11/2022	Aussie Tree Services	\$ 5,500.00	\$ 5,500.00
9931	RV01 VARIOUS ROADS - push 12000cuM of gravel at Jacky Jupp Pit as per Tender 1- 2022 - Panel Tender	RV01	30/11/2022	Thurkle's Earthmoving & Maintenance Pty Ltd	\$ 39,569.75	\$ 39,569.75
9987	Olsen Road - Assist fighting fire as ordered by Andrew Vlahov	M28	16/12/2022	Ivey Contracting	\$ 638.00	\$ 638.00
10043	M68 BELLA VISTA ROAD MAINT. - Clear verges M149 BUNTER ROAD MAINT. - Clear verges M67 HICKETY ROAD MAINT. - Clear verges	M68	17/01/2023	Intelfe Group Ltd	\$ 10,000.00	\$ 5,148.00
10058	M95 WHITE PEAK ROAD MAINT. - Grade M147 CAREY ROAD MAINT. - Grade RC34 Coronation Beach Rd - Additional works to shoulder grading including works to carparks & rock placement. RC34 Coronation Beach Rd - Rework stabilisation sites prior to sealing.	M95	12/12/2022	Ivey Contracting	\$ 4,009.50	\$ 4,009.50
10087	ELIZA SHAW DRIVE MAINTENANCE - Verge Clearing	M151	03/02/2023	Aussie Tree Services	\$ 5,000.00	\$ 5,000.00
10088	ELIZA SHAW DRIVE MAINTENANCE - Provide traffic amanement for verge clearing.	M151	03/02/2023	Baba Marda Road Services	\$ 2,000.00	\$ 2,519.00
					<b>Total</b>	<b>\$ 175,798.43</b>

## Road Infrastructure Committee 16 March 2023 Attachments - Minutes Att: 8.3.1 Current HVS RAV Configurations

## Prime Mover, Trailer Combinations

2016  
Heavy Vehicle Services

**VEHICLE DESCRIPTION AND CONFIGURATION CHART (RAV) – PRIME MOVER, TRAILER COMBINATIONS EXAMPLES**

Category	Vehicle Description and Configuration	Axis Grouping	Length (m)	Mass (T) (Maximum Gross Vehicle Mass)	RAV Network
1	(A) PRIME MOVER, SEMI TRAILER TOWING A PIG TRAILER (B) PRIME MOVER TOWING AN OVERHEIGHT SEMI TRAILER (C) SHORT B-DOUBLE (D) TWENTYSEVEN PRIME MOVER TOWING SEMI TRAILER	(A) A (B) A (C) A (D) A	≤20 ≤19 ≤20 ≤19	90 42.5 50 47.5	1
2	(A) PRIME MOVER, SEMI TRAILER TOWING A PIG TRAILER (B) PRIME MOVER TOWING SEMI TRAILER (C) B-DOUBLE (D) SHORT B-TRIPLE (E) CAR CARRIER SEMI TRAILER	(A) A (B) A (C) A (D) A (E) A	≤27.5 ≤20 ≤20 ≤20 ≤25	66.5 47.5 47.5 47.5 45.5	2
3	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER (B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER AND CONVERTER DOLLY	(A) B (B) B	≤27.5	84	3
4	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER (B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER AND CONVERTER DOLLY	(A) A (B) A	≤27.5	87.5	4
5	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER (B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER AND CONVERTER DOLLY (C) B-DOUBLE TOWING A CONVERTER DOLLY (D) B-TRIPLE	(A) B (B) B (C) B (D) A	≤27.5, ≤36.5 ≤27.5, ≤36.5 ≤27.5, ≤36.5 ≤27.5, ≤36.5	84 84+1 87.5+2 84	5
6	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER (B) B-TRIPLE (C) PRIME MOVER SEMI TRAILER TOWING A 4 AXLE TRAILER & CONVERTER DOLLY	(A) A (B) A (C) A	≤27.5, ≤36.5 ≤27.5, ≤36.5 ≤27.5, ≤36.5	87.5 87.5 87.5+2	6
7	(A) PRIME MOVER, TOWING SEMI TRAILER AND B-DOUBLE (B) B-DOUBLE TOWING A DOG TRAILER (C) PRIME MOVER, SEMI TRAILER TOWING 2 X DOG TRAILERS (D) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER AND CONVERTER DOLLY	(A) A (B) A (C) B (D) B	≤27.5, ≤36.5 ≤27.5, ≤36.5 ≤36.5, ≤53.5 ≤36.5, ≤53.5	107.5 107.5 130.5 130.5	7
8	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X DOG TRAILERS (B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER AND CONVERTER DOLLY (C) B-DOUBLE TOWING A DOG TRAILER (D) PRIME MOVER, SEMI TRAILER TOWING A B-DOUBLE	(A) B (B) B (C) B (D) A	≤36.5, ≤53.5 ≤36.5, ≤53.5 ≤36.5, ≤53.5 ≤36.5, ≤53.5	130.5 130.5 130.5 130.5	8
9	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X DOG TRAILERS (B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER AND CONVERTER DOLLY (C) B-DOUBLE TOWING 2 DOG TRAILERS (D) PRIME MOVER, SEMI TRAILER TOWING 2 DOG TRAILERS	(A) B (B) B (C) B (D) B	≤36.5, ≤53.5 ≤36.5, ≤53.5 ≤36.5, ≤53.5 ≤36.5, ≤53.5	130.5 130.5 130.5 130.5	9
10	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X DOG TRAILERS (B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER AND CONVERTER DOLLY (C) B-DOUBLE TOWING 2 DOG TRAILERS (D) PRIME MOVER, SEMI TRAILER TOWING 2 DOG TRAILERS (E) DOUBLE ROAD TRAIN TOWING B-DOUBLE TRAILERS (F) PRIME MOVER, SEMI TRAILER TOWING A 6 AXLE DOG TRAILER AND CONVERTER DOLLY	(A) A (B) A (C) A (D) A (E) A (F) A	≤36.5, ≤53.5 ≤36.5, ≤53.5 ≤36.5, ≤53.5 ≤36.5, ≤53.5 ≤36.5, ≤53.5 ≤36.5, ≤53.5	127.5 127.5 127.5 127.5 147.5 87.5+2	10

**NOTES**

- Operator using a category of RAV outlined in this document must operate that RAV in accordance with the OPERATING CONDITIONS and only on the network specified.
- These diagrams are a visual indication of the vehicle only.
- Operator must refer to the OPERATING CONDITIONS for the full vehicle description.
- The height of the vehicle can exceed 4.3 m but MUST NOT exceed 4.6 m when it is:  
(a) used to carry livestock or (b) carrying a crane to carry livestock or (c) carrying vehicles on more than one deck or (d) carrying a multi-modal container or (e) carrying a large indivisible item or (f) when operating with an appropriately licensed over height trailer unit in accordance with the relevant legislation.
- Maximum height of Pig Trailer must not exceed 3.5m.

**Heavy Vehicle Services**  
Tel: 138 (VIC) (444)  
Email: [hvs@mainroads.vic.gov.au](mailto:hvs@mainroads.vic.gov.au)  
Website: [www.mainroads.vic.gov.au](http://www.mainroads.vic.gov.au)

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VIC  
ROADS  
TRANSPORT

## Truck, Trailer Combinations

2016  
Heavy Vehicle Services

**VEHICLE DESCRIPTION AND CONFIGURATION CHART (RAV) – TRUCK, TRAILER COMBINATIONS EXAMPLES**

Category	Vehicle Description and Configuration	Axis Grouping	Length (m)	Mass (T) (Maximum Gross Vehicle Mass)	RAV Network
1	(A) TRUCK LESTOCK OR VEHICLE CARRIER (B) TRUCK TOWING A PIG TRAILER (C) TRUCK TOWING A DOG TRAILER (D) TRUCK TOWING A CAR CARRIER TRAILER	(A) A (B) B (C) B (D) A	≤12.5 ≤20 ≤20 ≤20	27.5 45.5 50 42.5	1
2	(A) TRUCK TOWING A 4 AXLE DOG TRAILER (B) TRUCK TOWING A CAR CARRIER TRAILER (C) TRUCK TOWING A 2,3,4 OR 5 AXLE DOG TRAILER	(A) A (B) A (C) B	≤25 ≤25 ≤25	67.5 42.5 64.5	2
3	(A) TRUCK TOWING 2 X 5 OR 6 AXLE DOG TRAILERS (B) TRUCK TOWING 2 DOG TRAILERS	(A) A (B) A	≤27.5, ≤36.5 ≤27.5, ≤36.5	107.5 107.5	3

**NOTES**

- Operator using a category of RAV outlined in this document must operate that RAV in accordance with the OPERATING CONDITIONS and only on the network specified.
- These diagrams are a visual indication of the vehicle only.
- Operator must refer to the OPERATING CONDITIONS for the full vehicle description.
- The height of the vehicle can exceed 4.3 m but MUST NOT exceed 4.6 m when it is:  
(a) used to carry livestock or (b) carrying a crane to carry livestock or (c) carrying vehicles on more than one deck or (d) carrying a multi-modal container or (e) carrying a large indivisible item or (f) when operating with an appropriately licensed over height trailer unit in accordance with the relevant legislation.
- Maximum height of Pig Trailer must not exceed 3.5m.

**Heavy Vehicle Services**  
Tel: 138 (VIC) (444)  
Email: [hvs@mainroads.vic.gov.au](mailto:hvs@mainroads.vic.gov.au)  
Website: [www.mainroads.vic.gov.au](http://www.mainroads.vic.gov.au)

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ROADS  
TRANSPORT

Road Infrastructure Committee 16 March 2023 Attachment 3 - IMP-017 Road Work Funding Allocation Process

MANAGEMENT PROCEDURE No.	IMP-017
MANAGEMENT PROCEDURE	ROAD WORK FUNDING ALLOCATION PROCESS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	15.220
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To set guidelines and procedures for categorising road hierarchy network and funding allocation priorities

**MANAGEMENT PROCEDURE STATEMENT/S:**

1. Council review existing Road Hierarchy List based upon Councillor(s) submissions and staff recommendation(s).
2. Council review existing Regional Road Group priorities based upon Councillor(s) submissions and staff recommendation(s).
3. Council reviews other grant programs (e.g. Black Spot, R2R) based upon Councillor(s) submissions and staff recommendation(s).
4. Taking into account the delegations under Infrastructure Policy IMP-022, Council review existing Heavy Haulage Roads.
5. Council review existing Program of Road Works based Councillor(s) submissions and upon staff recommendation(s).
6. Councillors retain the right to present, and justify, changes to any of the above either via Chief Executive Officer's report or directly to the meeting.
7. No changes to be made to any of the above unless fully endorsed by Council.

## Road Infrastructure Committee 16 March 2023 Attachments - Attachment 3 IMP 022 Heavy Haulage Vehicle Permits

## IMP-022 Heavy Haulage Vehicle Permits

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
RELEVANT DELEGATIONS	2012

**OBJECTIVES:**

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

**POLICY STATEMENT/S:**

The Shire 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:

- Application to be sent to MRWA Heavy Vehicle Services (HVS) - Route Assessment Section.
- HVS to forward application to Shire of Chapman Valley for comments.
- Shire staff inspect route to determine suitability in accordance with basic MRWA criteria.
- Shire staff put recommendation to MRWA to reject or progress the application.
- MRWA HVS will send the application to MRWA regional office to inspect route and make appropriate recommendation back to MRWA HVS
- 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 the Shire).

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>

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

<b>Adopted – Council Resolution:</b>	<b>04/04-23</b>
<b>Reviewed – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 03/17-32; 07/16-11; 07/18-10;03/21-03</b>

**ATTACHMENT 9.1(a)**

<b>POLICY NO</b>	IMP-025
<b>POLICY</b>	ROAD HIERARCHY
<b>RESPONSIBLE OFFICER</b>	MANAGER WORKS & SERVICES
<b>PREVIOUS POLICY/PROCEDURE No.</b>	15.200; IP-006
<b>LEGISLATION</b>	STATE ROAD COUNCIL / REGIONAL ROAD GROUP
<b>RELEVANT DELEGATIONS</b>	

**OBJECTIVES:**

To establish an agreed road hierarchy for roads under the control of the Shire of Chapman Valley

**POLICY STATEMENT/S:**

Following is the agreed road hierarchy for the Shire of Chapman Valley, reviewed annually at the time Council is allocating resources and funding for the forthcoming year to ensure all mitigating circumstances are taken into account and adjustments made accordingly.

**A - MAIN ARTERIAL ROADS**

<b>Rd No.</b>	<b>Road Name</b>	<b>RAV Category</b>
19	Balla Whelarra	6
130	Chapman Valley Road	-
34	Coronation Beach	4
8	Dartmoor	6
21	Dartmoor Lake Nerramyne	6
12	East Bowes	6
150	East Chapman	6
16	East Nabawa	6
10	Nanson Howatharra	4
7	Narra Tarra	4
131	Northampton – Nabawa	6
132	Yuna – Tehindewa	7
13	Valentine	6,7

**B - MAIN FEEDER ROADS**

<b>Rd No.</b>	<b>Road Name</b>	<b>RAV Category</b>
1	Durawah	6
7	Naraling - East Yuna	6
6	Nolba Road (to Nolba Stock Route Junction)	6
51	Nolba Stock Route	6
14	Station Valentine	6
4	Wandana	6
5	Wandin	6
95	White Peak	-



**C - MINOR FEEDER ROADS**

Rd No.	Road Name	RAV Category	Rd No.	Road Name	RAV Category
52	Balaam	4	98	Baugh	4
68	Bella Vista	4	23	Bindoo	4
133	Calder Place	-	50	Cannon Whelarra	6
125	Coffee Pot Drive	-	47	Coonawa	6
70	David	-	18	East Dartmoor	6
151	Eliza Shaw Drive	-	135	Green Drive	-
67	Hickety	4	11	Indialla Road (Townsite)	4
37	James	-	94	Kerr Dartmoor	6
126	Mills Place	-	9	Murphy Norris	4
99	Murphy Yetna	4	82	Nabawa Yetna	4
96	Nolba Rockwell	4	22	North Dartmoor	6
39	St John	4	15	Station	6
114	Tenindewa North	6	97	Wheeldon - Hosking	6
108	Yuna South	4			

**D – MAJOR ROAD ACCESS**

Rd No.	Road Name	RAV Category	Rd No.	Road Name	RAV Category
45	Binnu East	4	44	Brooks	-
40	Burton Williamson	6	42	Campbells	4
46	Dartmoor Harris	4	27	Dindiloa	6
35	Durawah Northern Gully	6	24	Forrester Brooks	6
100	East Terrace	-	20	Marrah	6
60	Mt Erin - Nabawa	4	49	Murrays	-
31	Newmarracarra	4	69	Oakajee	4
28	Olsen	4	55	Parks	4
121	Richardson	6	127	Ridley	-
30	South Whelarra	6	88	Scott	4
53	Urch	4	41	Valentine Williamson	6
93	Wandana Exten	4	128	Wokarena	-

**E – MINOR ACCESS ROADS**

Rd No.	Road Name	RAV Category	Rd No.	Road Name	RAV Category
136	Ahern Place	-	75	Angels	-
115	Badgegong	-	134	Baston Close	-
72	Beatty Hasleby	-	162	Brown Lane	-
	Bawden Lane	-		Beaufort Close	-
149	Bunter Way	-	112	Burges	-
80	Butcher Knife	-	178	Cahill Rise	-
43	Caratti	-	147	Carey	-
163	Cargeeg	-	154	Carol	-
113	Cooper St (Nanson)	-	177	Copperhill Junction	-
154	Cogley	-	159	CV Access (Nabawa)	-
61	Crabbe	4	140	Dillistone	4

Road Infrastructure Committee 16 March 2023 Attachments - Minutes Att: 8.3.4 IMP 025 Road Hierarchy Procedure

143	Dixon Place	-	138	Dolby Place	-
173	Dune Vista	-	100	East Terrace	-
153	East Terrace Acc	-	71	Eastough Yetna	-
58	Fairview Farm	-	91	Farrells Back	-
160	Flavel	-	56	Fong	-
32	Forrester	-	124	Goodletts	-
105	Gould	-	73	Gray Dindiloa	6
148	Hackett	-	170	Harmony Place	-
36	Hayward	6	78	Heelan Maloney	-
79	Heelan Mellish	-	156	Hester	-
172	Hilltop Loop	-	63	Hipper	-
86	Hotel	-	64	Jacky Jupp	4
158	James Eastough Close	-	179	Joon Vista	-
139	Kennedy	-	144	Lacey	-
101	Lauder	-	89	Lewis	-
76	Lorimer	-	122	Marrah Spur	-
25	McGauran	4	59	McKay	-
26	McNaught Mazzuchelli	6	164	Merino Fairway	-
110	Mills	-	54	Morcom	6
171	Mumbelarra Drive	-	111	Murphy	-
38	Thompson-Reidy	6	120	Norman's Well	-
87	Norris	-	65	O'Donnell	-
84	Old Nabawa Northampton	3	107	Old Nolba	-
175	Patten Place	-	165	Parmelia Boulevard	-
166	Pitchford Crest	-	120	Post Office	-
66	Protheroe	4	167	Redcliffe	-
109	Reynolds	-	146	Rewell	-
141	Royce	-	85	Post Office	-
152	River	-	129	Richards	-
106	Snell	-	142	Smith	-
57	State Farm	6	168	Stirling	-
145	Wells	-	117	Warr	6
62	Whitehurst -Tetlow	-	176	Westlake Place	-
118	Williamson	6	169	Wittenoom Circle	-
104	Yarra	-			

**ADDITIONAL EXPLANATORY NOTES:**

This Management Procedure needs to also take into account Infrastructure Management Procedures IMP-017; IMP-022; IMP-025 and the following:

**SHIRE OF CHAPMAN VALLEY  
ROAD HIERARCHY  
ROAD TYPE & CRITERIA**  
(see **Attachment A** for Category Description & Function)

CRITERIA	MRWA ROADS	SHIRE OF CHAPMAN VALLEY – LOCAL ROADS				
	PRIMARY DISTRIBUTOR (see Note 2)	SIGNIFICANT ROADS (ROADS 2030) MAIN ARTERIAL ROADS	MAIN FEEDER ROADS	MINOR FEEDER ROADS	MAJOR ACCESS ROADS	MINOR ACCESS ROAD
	(PD)	(A)	(B)	(C)	(D)	(E)
<i>Primary Criteria</i>						
1. Location (see Note 3)	All of WA incl. BUA	Non-Built Up &/or Built Up Area.	Non-Built Up &/or Built Up Areas.	Non-Built Up &/or Built Up Areas.	Non-Built Up &/or Built Up Areas.	Non-Built Up &/or Built Up Areas.
2. Responsibility	Main Roads Western Australia.	Shire of Chapman Valley	Shire of Chapman Valley	Shire of Chapman Valley	Shire of Chapman Valley	Shire of Chapman Valley
3. Degree of Connectivity	Predominantly connects to other Primary and Distributor roads.	High. Predominantly connects to Primary and/or other Distributor roads.	High. Predominantly connects to Category A roads.	Medium. Predominantly connects to Category B roads.	Medium. Predominantly connects to Category C roads	Low. Provides mainly for property access.

4. Predominant Purpose	Movement of inter-regional and/or cross town/city traffic e.g. freeways, highways and main roads.	Roads recognized under the Midwest Roads 2030 Regional Strategy for Significant Roads. Criteria specified for this Road Type as stipulated by the Mid West Regional Road Group is shown at <b>Attachment C</b> .	High order local government roads, which perform a similar function to Category A roads yet with reduced capacity. These are roads ineligible and not recognised in the Midwest Roads 2030 Regional Strategy as Significant Roads, yet form a main feeder role within the Shire's road network to/from Primary Distributor (PD) & Main Arterial (Category A) roads.  These roads will also have: <ul style="list-style-type: none"> <li>Significant commercial agricultural activity to road and feeder roads;</li> <li>Significant collector road for PD &amp; A Category roads</li> </ul>	Roads which are not PD, Category A or B yet which link to/from these roads for efficient movement of people and goods within the Shire.  These are medium order local government roads which provide for: <ul style="list-style-type: none"> <li>lower number of properties servicing commercial agricultural activities;</li> <li>Access to a specific facility;</li> <li>Local traffic only.</li> </ul>	Connect predominantly to other Shire Roads as access routes only.  Not district (shire) local feeder roads, yet which are designed for efficient movement of people and goods from properties to PD, Category A, B or C roads  These are lower order local government roads which provide for: <ul style="list-style-type: none"> <li>lower number of properties servicing commercial agricultural activity than Category C roads;</li> <li>Local traffic only.</li> </ul>	Provide local access to abutting properties and predominantly link (yet not limited to) Category D roads.  Includes unformed roads/tracks within a road reserve used by the public
<b>Secondary Criteria</b>						
5. Indicative Traffic Volume (AADT)	In accordance with Classification Assessment Guidelines.	In accordance with the <i>Significant Roads Categories &amp; Road Type Description</i> sections of the Mid West Regional Road Group <i>Policy &amp; Procedures Manual</i>  (See Extract from MWRRG Policy Manual at <b>Attachment B</b> )	Not specified, yet should be greater than C; D & E category Roads	Not specified, yet should be greater than D & E category Roads	Not specified, yet should be greater than E Category Roads	Not specified.
6. Recommended Operating Speed	50 – 110 km/h (depending on design characteristics).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).
7. Heavy Vehicles permitted	Yes. (as determined by MRWA Heavy Vehicle Services)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)

8. Intersection treatments	Controlled with appropriate measures e.g. high-speed traffic management, signing, line marking, grade separation.	Controlled with measures such as signing and line marking where appropriate.  Line marking installs in accordance with MRWA guidelines.	Controlled with minor Local Area Traffic Management or measures such as signing.	Controlled with minor Local Area Traffic Management or measures such as signing.	Controlled with minor Local Area Traffic Management or measures such as signing or Self-controlling with minor measures.	Controlled with minor Local Area Traffic Management or measures such as signing or Self-controlling with minor measures.
9. Frontage Access	None on Controlled Access Roads. On other routes, preferably none, but limited access is acceptable to service individual properties.	Yes	Yes	Yes	Yes	Yes.
10. Pedestrians	Preferably none. Crossing should be controlled where possible.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.
11. School Buses	Yes.	Yes.	Yes.	Yes.	Yes.	Yes
12. On-Road Parking	No (emergency parking on shoulders only).	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.
13. Signs & Line marking	Centrelines, speed signs, guide and service signs to highway standard.	Centrelines, speed signs, guide and service signs.  In accordance with MRWA guidelines and where applicable.  (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable.  (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable.  (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable.  (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable.  (Note: Speed signs not applicable on unsealed roads).
14. Rest Areas/Parking Bays	In accordance with Main Roads' <i>Roadside Stopping Places Policy</i> .	Not Applicable.	Not Applicable.	Not Applicable	Not Applicable.	Not Applicable.

**DEFINITIONS/ACRONYMS**

AADT	Annual Average Daily Traffic
ESA	Equivalent Standard Axles
Built Up Areas	See Note 3 below. The criteria was provided by the Western Australian Local Government Grants Commission (WALGGC).
MWRRG	Mid West Regional Road Group
MRWA	Main Roads Western Australia
Primary Criteria	A road, or road section, must meet all of these criteria to qualify for the category.
Secondary Criteria	These criteria are provided as indicators of the likely characteristics of a road designated under a particular road type. Ideally, a road should have all of these characteristics, but it is recognised that is unlikely to occur in a number of instances, particularly for traffic volumes in rural areas.
VPD	Vehicles Per Day

**NOTES**

1. The type designated to each road should represent the role that the road is intended to perform. It may not necessarily reflect the current conditions on the road.
2. Declared Roads under the Main Roads Act ('highways' and 'main roads')
3. Built Up Areas (as defined by the Western Australian Local Government Grants Commission)  
Built up areas are identified because roads within them generally involve greater expenditure than roads in non-built up areas. This is because roads in built up areas:
  - have high traffic volumes;
  - have large numbers of intersections, necessitating intersection treatments, pavement markings, signs, etc.;
  - require kerbing for traffic control and or drainage;
  - require an asphalt surface where traffic volumes are high, or where noise reduction is important;
  - require underground drainage because surface drainage is impractical;
  - involve high cost of service alterations during reconstruction;
  - involve high costs because road works have to be carried out under heavy traffic.

The following definition is intended to limit built up areas to localities where the above conditions prevail.

Residential localities, which have lots with areas less than 0.45 ha, and commercial and industrial areas that meet the following criteria are classed as built up:

- at least half the blocks are developed;<sup>1</sup>
- existing roads have a minimum standard of a gravel road for old subdivisions and a sealed road for new subdivisions.

Areas serving sporting complexes, schools and caravan parks are classed as built up where:

- they are located in an area which is developed as residential; or
- the existing roads serving these facilities are already sealed and kerbed.

A road connecting two built up areas is classed as a road in a built-up area where the connecting road is less than 300m in length.

<sup>1</sup> Roads within new subdivisions being developed in accordance with a Structure Plan should be designed and constructed in accordance with the planned use of the road once the area is fully developed. They should be categorised on the basis of the intended purpose.

## ATTACHMENT A

## DESCRIPTION &amp; FUNCTION OF ROAD HIERARCHY CATEGORIES

Road Category	Description	Function
<b>Main Roads WA Responsibility</b>		
PD	Primary Distributor	Provide for major regional and inter-regional traffic movement and carry large volumes of generally fast-moving traffic. Some are strategic freight routes and all are State Roads. They are managed by Main Roads Western Australia.
<b>Shire of Chapman Valley Responsibility</b>		
A	Main Arterial (Significant Roads 2030)	Roads recognized under the Midwest Roads 2030 Regional Strategy for Significant Roads. Criteria specified for this Road Type as stipulated by the Mid West Regional Road Group is shown at <b>Attachment C</b> .
B	Main Feeder Roads	High order local government roads, which perform a similar function to Category A roads yet with reduced capacity. These are roads ineligible and not recognised in the Midwest Roads 2030 Regional Strategy as Significant Roads, yet form a main feeder role within the Shire's road network to/from Primary Distributor (PD) & Main Arterial (Category A) roads.  These roads will also have: <ul style="list-style-type: none"> <li>Significant commercial agricultural activity to road and feeder roads;</li> <li>Significant collector road for PD &amp; A Category roads</li> </ul>
C	Minor Feeder Roads	Roads which are not PD, Category A or B yet which link to/from these roads for efficient movement of people and goods within the Shire.  These are medium order local government roads which provide for: <ul style="list-style-type: none"> <li>lower number of properties servicing commercial agricultural activities;</li> <li>Access to a specific facility;</li> <li>Local traffic only.</li> </ul>
D	Major Access Roads	Connect predominantly to other Shire Roads as access routes only.  Not district (shire) local feeder roads, yet which are designed for efficient movement of people and goods from properties to PD, Category A, B or C roads  These are lower order local government roads which provide for: <ul style="list-style-type: none"> <li>lower number of properties servicing commercial agricultural activity than Category C roads;</li> <li>Local traffic only.</li> </ul>
E	Minor Access Roads	Provide local access to abutting properties and predominantly link (yet not limited to) Category D roads.  Includes unformed roads/tracks within a road reserve used by the public

## ATTACHMENT B

**MWRRG ROAD TYPE CRITERIA**

Road Type & Description	2 Formed	3 Gravel	4 Sealed	5 Sealed	6 Sealed	7 Sealed
New Construction <sup>1</sup>			4.0 m	7.0 m	8.0m – 9.0m	Passing Lane
Existing Road <sup>2</sup>			<5.6m	5.6-7.0m	>7.0m	
AADT Range	0-30	31-50	51-100	101-500	501-1000	> 1000
Daily ESA Range	0-5	6-20	21-40	41-60	> 60	

<sup>1</sup> Seal widths are the minimum for new construction of the relevant Road Type

<sup>2</sup> Width range for the purpose of determining Road Type for existing roads



**ATTACHMENT C****MID WEST REGIONAL ROAD GROUP**  
**REGIONAL STRATEGY FOR SIGNIFICANT ROADS CRITERIA****1. Freight & Community Access**

- 1.1 Roads connecting areas of significant population (>500).
- 1.2 A road which performs a district distributor function in major urban centres.
- 1.3 A road which forms part of an inter-regional route.
- 1.4 A road which links inter-regional or regional routes.
- 1.5 The development of parallel routes should be avoided.
- 1.6 A road which connects major transport terminals or connects a major transport terminal to a major route.
- 1.7 A road which serves a major resource or industrial site.
- 1.8 A road providing access to regional institutions or community service centres.
- 1.9 A road used for hauling grain from an off-road rail bin to a rail head.
- 1.10 A road which forms part of a regional heavy haulage route.
- 1.11 A road which provides access to a remote community with a population of more than 250.
- 1.12 A road which is the only land access between a remote community (population more than 50) and at least one town centre.

**2. Tourism/Recreation**

- 2.1 Roads which provide access to tourist attractions or recreation areas of State or regional significance.
- 2.2 Roads which form part of a State or regionally significant tourist drive.
- 2.3 Roads which have a high visual quality proven through a formal visual assessment using a methodology approved by the Australian Institute of Landscape Architects.
- 2.4 Roads which connect the region with a significant tourist destination and give travel time and distance savings.

**3. Road Function**

Whether the road services predominantly through traffic or local traffic.

**DEFINITIONS**

**Regional Route:** Shall be defined as a road that provides a connection between inter-regional routes or between areas of significant population.

**Inter-Regional Route:** Shall be defined as a road that provides the main connection between this

Road Infrastructure Committee 16 March 2023 Attachments - Minutes Att: 8.3.4 IMP 025 Road Hierarchy Procedure

region, other regions in the State and interstate.

**Major Route:** A road which provides both regional and inter-regional access.

Unconfirmed Minutes

## Road Infrastructure Committee 16 March 2023 Attachments - Minutes

## Att: 8.3.5 RAV Ratings &amp; Speed Conditions 2023

ROAD_NO	ROAD_NAME	START_SLK	END_SLK	MAX_RAV_NETWORK	CONDITIONS	MAX SPEED
M064	Moonyoonooka Yuna Rd	6.300	47.890	7	Nil	100
5160115	Badgedong Rd	0.000	4.610	7	Nil	100
5160019	Balla - Whelarra Rd	0.000	12.850	7	Headlights to be switched on at all times Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.	70 un/80 sealed
5160098	Baugh Rd	0.000	7.050	7	All operators must carry written support from the road manager acknowledging the operator's use of the road. Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40). Headlights to be switched on at all times Note: Low Volume (LV) Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.	60
5160040	Burton Williamson Rd	0.000	6.500	7	Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.	100
5160050	Cannon - Whelarra Rd	0.000	10.590	7	Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40). Headlights to be switched on at all times Note: Low Volume (LV) Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.	60
5160008	Dartmoor Rd	0.000	0.800	7	Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40). Headlights to be switched on at all times Note: Low Volume (LV) Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.	60
5160035	Durawah - Northern Gully	0.000	2.437	7	Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40). Headlights to be switched on at all times Note: Low Volume (LV) When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.	60
5160001	Durawah Rd	0.000	18.450	7	Headlights to be switched on at all times	70 un/80 sealed
5160150	East Chapman Rd	0.000	1.530	7	Nil	100
5160016	East Nabawa	0.000	34.970	7	Headlights to be switched on at all times	70 un/80 sealed
5160017	Naraling - East Yuna Rd	0.000	18.110	7	Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40). Headlights to be switched on at all times Note: Low Volume (LV) Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.	60
5160006	Nolba Rd	0.000	20.960	7	Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40). Headlights to be switched on at all times Note: Low Volume (LV) Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.	60

## Road Infrastructure Committee 16 March 2023 Attachments - Minutes

## Att: 8.3.5 RAV Ratings &amp; Speed Conditions 2023

5160096	Nolba Rockwell Rd	0.000	5.300	Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40). Headlights to be switched on at all times No operation on unsealed road segment when visibly wet, without road owner's approval. Note: Low Volume (LV) Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.	60
5160051	Nolba Stock Route Rd	0.000	9.500	Headlights to be switched on at all times Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.	100
5160121	Richardson Rd	0.000	2.640	Headlights to be switched on at all times Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.	70 un/80 sealed
5160015	Station Rd	0.000	8.900	Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40). Headlights to be switched on at all times Note: Low Volume (LV) Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.	60
5160014	Station Valentine Rd	0.000	13.650	Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40). Headlights to be switched on at all times Note: Low Volume (LV) Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.	60
5160013	Valentine Rd	0.000	25.350	Headlights to be switched on at all times No operation on unsealed road segment when visibly wet, without road owner's approval. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.	70 un/80 sealed
5160005	Wandin Rd	14.090	21.530	All operators must carry written support from the road manager acknowledging the operator's use of the road. Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40). Headlights to be switched on at all times Note: Low Volume (LV) Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.	60



## Road Infrastructure Committee 16 March 2023 Attachments - Minutes

## Att: 8.3.5 RAV Ratings &amp; Speed Conditions 2023

5160132	Yuna - Tenindewa Rd	0.000	26.370	Headlights to be switched on at all times Note: Low Volume (LV) Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.	80
5160108	Yuna Rd South	0.000	9.740	All operators must carry written support from the road manager acknowledging the operator's use of the road. Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40). Headlights to be switched on at all times No operation on unsealed road segment when visibly wet, without road owner's approval. Note: Low Volume (LV) Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.	60
5160047	Codnawa Rd	0.000	18.790	Headlights to be switched on at all times Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.	70 up/80 sealed
5160021	Dartmoor - Lake Narragyne Rd	0.000	24.640	Headlights to be switched on at all times Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.	70 up/80 sealed
5160005	Dartmoor - Lake Narragyne Rd	0.000	8.000	Headlights to be switched on at all times Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.	70 up/80 sealed
5160008	Dartmoor Rd	0.800	33.250	Headlights to be switched on at all times	70 up/80 sealed
5160027	Dindoon Rd	0.000	7.000	Headlights to be switched on at all times	60
5160012	East Bowes Rd	0.000	14.660	Headlights to be switched on at all times Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.	70 up/80 sealed
5160018	East Dartmoor Rd	0.000	23.100	Headlights to be switched on at all times	70
5160024	Forrester Brooks Rd	0.000	5.000	Headlights to be switched on at all times	60
5160073	Gray Dindoon Rd	0.000	9.630	Headlights to be switched on at all times Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.	70
5160036	Heyward Rd	0.000	4.820	Headlights to be switched on at all times Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.	70



5160094	Kem Dartmoor Rd	0.000	6.400	Headlights to be switched on at all times. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.	70 un/80 sealed
5160020	Marrah Rd	0.000	6.000	Headlights to be switched on at all times. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.	70 un/80 sealed
5160036	McNaught Mazzuchelli Rd	0.000	8.600	Headlights to be switched on at all times. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.	50
5160054	Morcom	0.000	3.500	6 Headlights to be switched on at all times	70
5160022	North Dartmoor	0.500	12.980	6	70
5160131	Northampton - Nabawa Rd	0.000	12.290	6 Headlights to be switched on at all times	80
5160121	Richardson Rd	2.540	3.470	Headlights to be switched on at all times. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.	70 un/80 sealed
5160030	South Whelarra	0.000	7.650	Headlights to be switched on at all times. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.	70 un/80 sealed
5160057	State Farm Rd	0.000	1.890	Headlights to be switched on at all times. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.	50
5160114	Tairindawa Rd North	0.000	8.650	Headlights to be switched on at all times. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.	70 un/80 sealed
5160038	Thompson Reidy Rd	0.000	4.070	6 Nil	100
5160041	Valentine Williamson Rd	0.000	4.790	6	60
5160004	Wahdana Rd	0.000	32.740	Headlights to be switched on at all times. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.	70 un/80 sealed
5160005	Wandin Rd	0.000	14.090	6 Headlights to be switched on at all times	60
5160117	Warr Rd	0.000	3.000	6 No operation on unsealed road segment when visibly wet, without road owner's approval.	100
5160097	Whaddon Hooking Rd	0.000	7.850	Headlights to be switched on at all times. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.	70 un/80 sealed

Road Infrastructure Committee 16 March 2023 Attachments - Minutes

Att: 8.3.5 RAV Ratings & Speed Conditions 2023

5160178	Williamson Rd	0.000	2.750	6
5160179	Wesley Lane Rd	0.000	2.000	4
5160180	Wheeler Lane Rd	0.000	8.000	4
5160181	Wilson - Howlands Rd	0.000	14.500	4
5160182	Windsor Rd	0.000	13.500	4
5160183	Windsor Rd	0.000	14.750	4
5160184	Windsor Rd	0.000	13.400	4
5160185	Windsor - Brooks Rd	0.000	13.500	4
5160186	Windsor Rd	0.000	4.000	4
5160187	Windsor Rd	0.000	13.500	4
5160188	Windsor Rd	0.000	4.000	4
5160189	Windsor Rd	0.000	13.000	4
5160190	Windsor Rd	0.000	5.750	4
5160191	Windsor - Beach Rd	0.000	5.000	4
5160192	Windsor - Northern Gully	2.400	9.750	4
5160193	Windsor Rd	0.000	10.000	4
5160194	Windsor Rd	0.000	5.000	4
5160195	Windsor Rd	0.000	8.000	4
5160196	Windsor - Harris Rd	0.000	6.400	4
5160197	Windsor Rd	0.000	4.000	4
5160198	Windsor Rd	0.000	9.000	4
5160199	Windsor Rd	0.000	1.200	4
5160200	Windsor Rd	0.000	1.000	4
5160201	Windsor Rd	0.000	1.500	4
5160202	Windsor Rd	0.000	6.000	4
5160203	Windsor Rd	0.000	2.000	4
5160204	Windsor Rd	0.000	2.100	4
5160205	Windsor Rd	0.000	3.000	4
5160206	Windsor Rd	0.000	4.000	4
5160207	Windsor Rd	0.000	2.000	4
5160208	Windsor Rd	0.000	2.000	4
5160209	Windsor Rd	0.000	1.000	4
5160210	Windsor Rd	0.000	0.500	4
5160211	Windsor Rd	0.000	1.000	4
5160212	Windsor - Harris Rd	0.000	2.000	4
5160213	Windsor - Harris Rd	0.000	2.000	4
5160214	Windsor - Harris Rd	0.000	2.000	4
5160215	Windsor - Harris Rd	0.000	2.000	4
5160216	Windsor - Harris Rd	0.000	2.000	4
5160217	Windsor - Harris Rd	0.000	2.000	4
5160218	Windsor - Harris Rd	0.000	2.000	4
5160219	Windsor - Harris Rd	0.000	2.000	4
5160220	Windsor - Harris Rd	0.000	2.000	4
5160221	Windsor - Harris Rd	0.000	2.000	4
5160222	Windsor - Harris Rd	0.000	2.000	4
5160223	Windsor - Harris Rd	0.000	2.000	4
5160224	Windsor - Harris Rd	0.000	2.000	4
5160225	Windsor - Harris Rd	0.000	2.000	4
5160226	Windsor - Harris Rd	0.000	2.000	4
5160227	Windsor - Harris Rd	0.000	2.000	4
5160228	Windsor - Harris Rd	0.000	2.000	4
5160229	Windsor - Harris Rd	0.000	2.000	4
5160230	Windsor - Harris Rd	0.000	2.000	4
5160231	Windsor - Harris Rd	0.000	2.000	4
5160232	Windsor - Harris Rd	0.000	2.000	4
5160233	Windsor - Harris Rd	0.000	2.000	4
5160234	Windsor - Harris Rd	0.000	2.000	4
5160235	Windsor - Harris Rd	0.000	2.000	4
5160236	Windsor - Harris Rd	0.000	2.000	4
5160237	Windsor - Harris Rd	0.000	2.000	4
5160238	Windsor - Harris Rd	0.000	2.000	4
5160239	Windsor - Harris Rd	0.000	2.000	4
5160240	Windsor - Harris Rd	0.000	2.000	4

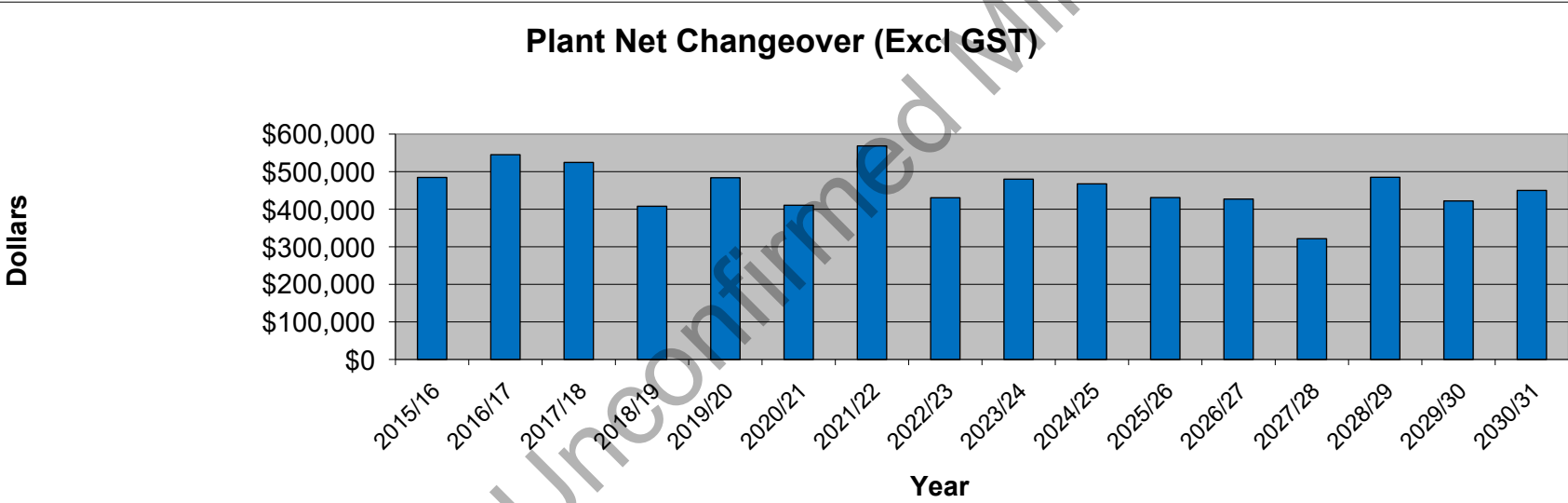


Asset No	Reg No	Plant No	SHIRE OF CHAPMAN VALLEY 10 YEAR PLANT REPLACEMENT SCHEDULE													
							2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
CAPITAL PURCHASE EXPENDITURE					Optimum C/O Period	Program C/O Period										
Existing Plant Type					Proposed Plant Type/Comments											
TRUCKS																
MV13	CV2806	P52	2015 Isuzu 450 Tipper Truck		6	9 & 8										
MV18	CV2859	P60	2016 Isuzu FRR 110-260, Crew Cab Truck		6	10				\$70,000						\$75,000
MV23	CV2726	P72	2013 Coronado Freightliner Primemover (secondhand)		8	11			\$250,000	\$180,000						
364	CV918	P918	2008 Iveco Powerstar 6 x 4 Tip Truck (Not to be Replaced)		Not Traded in 19/20 - Used to Tow Tyres											
393	CV69	P35	2010 Caterpillar Primemover		8	12	\$310,000									
MV18	CV2877	P81	2020 Coronado Freightliner 6 x 4 Tip Truck		8	12									\$310,000	
MV31	CV2962	P85	2021 Coronado Freightliner Prime Mover (New)		8	12										\$310,000
GRADERS																
PE26	CV2938	P76	2019 120M Caterpillar Grader		10	13										
PE10	CV2861	P57	2016 John Deere 670G Grader		10	10									\$400,000	
NEW	NEW	NEW	2021 CAT 150L3 Grader		10	15	Ordered & not delivered in 21/22 as yet			\$375,000						
ROLLERS																
51	CV1029	P1029	1976 Multi Tyred Roller - tow along		10	NA										
PE25	CV2895	P75	2019 Multipac 524H Multi Tyred Roller		10	12										
PE15	CV2863	P66	2016 Cat CS78b Vibrating Roller		10	13										\$140,000
342	CV2570	P2570	2007 Amman pneumatic Multi Tyred Roller		10	15		\$200,000								
NEW	NEW	NEW	Drawn Roller		10	15	New Item - Yet to be purchased									
137	NA	P162	McDonalds Cricket Pitch Roller		NA	NA	(No Change-Over)									
LOADERS																
PE14	CV2846	P62	2016 Case 580 ST Backhoe		8	10				\$130,000						
P23	CV2892	P73	2018 Volvo loader L90F		8	12								\$325,000		
PE18	CV485	P67	2016 Caterpillar 236D Skid Steer		5	9										
385	950CV	P26	2008 Caterpillar 950H wheel loader		8	15		\$320,000	\$50,000							
PE33	NA	P87	Heli Forklift - 2.5t		15	15										
TRACTORS																
PE11	CV2856	P56	2016 Case 60B Tractor		8	13							\$45,000			
MOWERS																
NEW	NEW	NEW	New Slasher 8ft approx.		5	7	\$20,000									
PE32	TBC	P84	2021 Bushranger Spartan SRT Lawn Mower								\$25,000					
PE9	CV2896	P1924	2015 Hustler RO Mower		5	7					\$30,000					
PE27	NA	P1926	2019 John Deere Ztrak ROM - 72" Diesel		5	10										
PE30	CV2897	P1927	2019 Club Cadet ROM		5	9										
PE24	NA	P007	2018 John Deere Ztrak ROM (Yuna)		5	13										\$5,000
TRAILERS (HEAVY)																
227	CV7887	P148	2001 Low bed tilt trailer (Not to be Replaced)		(No Change-Over)											
MV09	CV7886	P45	2014 Water Tanker Trailer (Howard Porter)		15	15	\$100,000									
343	CV7723	P7723	2008 Howard Porter side tipping trailer		15	15				\$110,000						
344	CV7724	P7724	2008 Side Tipping Trailer		15	15										
MV08	CV7882	P46	2014 Side Tipper Trailer (Howard Porter)		15	15										
P22	CV7881	P74	2018 Side Tipper Trailer (All Roads)		15	15						\$110,000				
MV32	1TWC604	P86	Rockwheeler Tri-Axle Side Tipper (2021)		15	15										\$110,000
358	CV7725	P7725	2007 Dolly		20	20										
363	CV7716	P7716	2008 Dolly		20	20										
PE16	CV7883	P63	2009 Dolly (for Tri-Axle Low Loader - Purchased 2017)		20	20							\$25,000			
PE17	CV7880	P64	2017 Tri-Axle Dropdeck Trailer (& Ramps)		20	20										
LIGHT TRAILERS & OTHER ITEMS																
77	CV1922	P1922	1990 Trailer - Papas (Tandem) - Portable Toilet													
PE19	CV7884	P1925	2017 Trailer Hydraulic Tipper w/Cage (Rubbish)													
199	CV7589	P7589	1968 Trailer Tanker (Fuel) - purchased 1999 ex MRWA													
282	CV7670	P7670	2003 Trailer - (carries Generator P42)													
304	CV96	P96	2005 Trailer - Tandem (Small)													
318	CV619	P619	2006 Trailer & Water Tank (Coro Beach)													
336	CV7717	P7717	2007 Trailer (Water Pump)													
396	CV7800	P37	2012 Trailer - Plant (Coast MAC 4.5t for Skid Steer)													
PE7	CV7833	P50	2015 Trailer - Weedsprayer (10,000Lt Custom Built)													
PE8	CV7885	P1923	2014 Trailer - Flatbed													
329	CV7750	P7750	2006 Trailer (SAM - Shared with Shire of NR)		(No Change-Over)											
NA	CV7729	P25	2009 Trailer (Mobile Standpipe)		(No Change-Over)											
NEW	NEW	NEW	Transp. Radar Display Trailer		New Item - Yet to be purchased in 21/22											
MV27	1TVC172	P80	Tow Along Broom Sweeper													
LIGHT VEHICLES																
MV16	CV2736	P55	2016 Mitsubishi MQ Triton 4x4 Utility (LH Gardener)		5	8	\$45,500						\$50,000			
MV19	CV2843	P61	2016 Toyota Hilux 4x4 Utility (Ranger)		4	7		\$40,000								
MV26	CV2952	P79	2020 Mitsubishi Triton GLX 4x4 (Mechanic)		4	6				\$45,000						
MV12	CV2807	P51	2015 Toyota Hilux Dual cab 4x4 (RW Mntce)		4	6			\$40,000						\$50,000	
MV25	CV2932	P78	2020 Toyota Hilux SR4x4 (LH Works)		4	5			\$40,000					\$50,000		
MV29	CV1	P82	2020 Toyota Prado GXL (CEO)		5	5				\$65,000						\$65,000
MV30	CV2944	P83	Ford Ranger (2020) XLT 3.2L 4x4 (DCEO)		5	5				\$55,000						\$55,000
MV20	CV580	P65	2017 Ford Ranger XLT dual cab 4x4 (Building Surveyor)		5	5	\$40,000									
MV22	CV2890	P71	2010 Toyota L/cruiser Workmate(Mtoe Grader purchased 2017)		4	5						\$45,000		\$45,000		
MV05	CV396	P43	2013 Ford PX Ranger 4X2 2.2Lt Turbo Diesel(Gardener)		4	7					\$50,000					\$50,000
MV10	CV2732	P48	2014 Mazda BT50 Single Cab 4x4 Utility (Mntce Grader)		4	5					\$50,000					\$50,000
MV24	CV2933	P77	2020 Ford Ranger 4x4 Duel Cab (Manager Works & Svce)		4	5				\$50,000					\$50,000	
MV14	CV187	P53	2016 Ford PX Ranger Dual Cab		No Replacement											
FIRE CONTROL VEHICLES																
MV11	CV19	P49	2014 Fire Truck - Toyota Landcruiser (Naraling)													
MV21	1GIC469	P70	2016 Fire Truck - Toyota Landcruiser (Howatharra)													
MV17	1EZY782	P59	2016 Fire Truck - Toyota Landcruiser (Yetna)		Not changed over at Shire expense. Forms part of DFES Resource to Risk Replacement Program funded via ESL Grants											
MV02	CV434	P39	2012 Fire Truck - Toyota Landcruiser (Nabawa)													
MV07	1EKO147	P47	2013 Fire Truck - Isuzu 4.4 Rural Tanker (Nabawa)													
MV06	1ERG565	P44	2013 Fire Truck - Toyota Landcruiser (Yuna)													
														</		



[illegible]

Asset No	Reg No	Plant No	SHIRE OF CHAPMAN VALLEY 10 YEAR PLANT REPLACEMENT SCHEDULE										
				2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
			PLANT RESERVE & MUNICIPAL FUND TRANSACTIONS REQUIRED										
			Opening Balance 1st July - Plant Reserve Fund	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698
			Transfer From Muni to Plant Reserve	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
			Net Changeover figure	\$430,500	\$480,000	\$467,500	\$489,000	\$427,000	\$321,500	\$485,000	\$422,000	\$450,000	\$499,000
			Transfer From Plant Reserve to Muni	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
			Additional Municipal or Loan Funds Required	\$280,500	\$330,000	\$317,500	\$281,000	\$277,000	\$171,500	\$335,000	\$272,000	\$300,000	\$349,000
			Closing Balance 30th June - Plant Reserve Fund	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698	\$128,698





# ROAD INFRASTRUCTURE COMMITTEE

## Minutes



Meeting Date Thursday 16 March 2023

Meeting Time 1:00 pm

Held at Chapman Valley Administration Office, 3270 Chapman Valley Road, Nabawa  
WA 6532, Council Chambers

Road Infrastructure Committee 16 March 2023 - Minutes

## ACKNOWLEDGEMENT OF COUNTRY

The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.

We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples.

## 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 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 of 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.

Road Infrastructure Committee 16 March 2023 - Minutes

## COMMITTEE PURPOSE & DELEGATIONS

Undertake an annual review of the following:

- Road Works Program
- Road Hierarchy
- Heavy Haulage Vehicle Permit Roads
- Any other works infrastructure item referred to the Committee by Council
- Review the plant replacement program
- Delegations - Nil

The Road Infrastructure Committee is comprised of:

Cr Warr

Cr Forth

Cr Batten

Cr Davidson

Cr Humphrey

Cr Royce

Cr Elliott-Lockhart

Cr Low

CEO

DCEO

Manager Works & Services

Works Leading Hand

## Road Infrastructure Committee 16 March 2023 - Minutes

<b>1 Declaration of Opening &amp; Announcements of Visitors .....</b>	<b>5</b>
<b>2 Announcements from the Presiding Member.....</b>	<b>5</b>
<b>3 Record of Attendance .....</b>	<b>5</b>
<b>3.1 Attendees .....</b>	<b>5</b>
<b>3.2 Apologies .....</b>	<b>5</b>
<b>4 Disclosure of Interest .....</b>	<b>6</b>
<b>5 Petitions/Deputations/Presentations.....</b>	<b>6</b>
<b>5.1 Petitions .....</b>	<b>6</b>
<b>5.2 Presentations .....</b>	<b>6</b>
<b>5.3 Deputations .....</b>	<b>6</b>
<b>6 Confirmation of Minutes from previous meetings.....</b>	<b>6</b>
<b>7 Items to be dealt with En Bloc .....</b>	<b>6</b>
<b>8 Officers Reports .....</b>	<b>7</b>
<b>8.1 Review of Shire Road Hierarchy &amp; Future Road Program .....</b>	<b>7</b>
<b>8.2 Proposed 2023/2024 Road Works Program &amp; Review of Ten Year Road         Works Program .....</b>	<b>11</b>
<b>8.3 Review Heavy Haulage Vehicle Permit Roads .....</b>	<b>19</b>
<b>8.4 Review Plant Replacement Program.....</b>	<b>22</b>
<b>9 Urgent Business Approved by the Presiding Member or by a Decision     of the Committee .....</b>	<b>26</b>
<b>10 Closure .....</b>	<b>26</b>

Road Infrastructure Committee 16 March 2023 - Minutes

## 1 Declaration of Opening & Announcements of Visitors

The President welcomed elected members, staff and visitors to the council meeting and declaring the meeting open at 12:50 pm.

The Shire acknowledged the traditional landowners through the reading of our Acknowledgement of Country.

*"The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.*

*We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples."*

## 2 Announcements from the Presiding Member

Nil

## 3 Record of Attendance

### 3.1 Attendees

The following are anticipated to attend the Road Infrastructure Committee Meeting:

#### Elected Members

Cr Warr

Cr Forth

Cr Batten

Cr Davidson

Cr Humphrey

Cr Royce

Cr Elliott-Lockhart

Cr Low

#### Officers

Jamie Criddle, Chief Executive Officer

Dianne Raymond, Manager of Finance & Corporate Services

Esky Kelly, Manager Works & Services

Marty Elks, Works Leading Hand

Beau Raymond, Minute Taker

### 3.2 Apologies

Nil

Road Infrastructure Committee 16 March 2023 - Minutes

#### 4 Disclosure of Interest

Nil

#### 5 Petitions/Deputations/Presentations

##### 5.1 Petitions

The Council did not received any petitions.

##### 5.2 Presentations

The Council did not receive any presentations.

##### 5.3 Deputations

The Council did not receive any deputations.

#### 6 Confirmation of Minutes from previous meetings

That the Minutes of the Road Infrastructure Committee Meeting held on 17 November 2022 be confirmed as true and accurate.

##### Council Resolution

**Moved:** Cr Darrell Forth    **Seconded:** Cr Beverley Davidson

That the Minutes of the Road Infrastructure Committee Meeting held on 17 November 2022 be confirmed as true and accurate.

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Elizabeth-Anne Elliott-Lockhart, Cr Katie Low, Cr Kirrilee Warr, Cr Nicole Batten, Cr Peter Humphrey and Cr Trevor Royce

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference RIC 2023/03-1**

#### 7 Items to be dealt with En Bloc

Nil



Road Infrastructure Committee 16 March 2023 - Minutes

## 8 Officers Reports

8.1	Review of Shire Road Hierarchy & Future Road Program
<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer
	Works & Services Capital Works
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	1002 & Minute Reference: RIC 02-22-2
<b>Attachment(s)</b>	1. Road Hierarchy Procedure (IMP-025) [8.1.1 - 11 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council endorses the Road Hierarchy Procedure (IMP-025) as presented as **Attachment Road Hierarchy Procedure (IMP-025)** without change

-OR-

That Council endorses the Road Hierarchy Procedure (IMP-025) as presented as **Attachment Road Hierarchy Procedure (IMP-025)** with the following changes

- 1.
- 2.

### Council Resolution

**Moved:** Cr Nicole Batten    **Seconded:** Cr Darrell Forth

That Council endorses the Road Hierarchy Procedure (IMP-025) as presented as **Attachment Road Hierarchy Procedure (IMP-025)** with the following changes:

- Calder Place to be reclassified from C Minor Feeder Roads to E Minor Access Road.

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Elizabeth-Anne Elliott-Lockhart, Cr Katie Low, Cr Kirrilee Warr, Cr Nicole Batten, Cr Peter Humphrey and Cr Trevor Royce

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**

Road Infrastructure Committee 16 March 2023 - Minutes

**Minute Reference RIC 2023/03-2****Disclosure of Interest**

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

**Background**

The purpose of this Item is to present the Committee the current endorsed *Road Hierarchy Management Procedure (IMP-025)* for discussion and review.

Council dealt with the Road Hierarchy Procedure (IMP-025) in isolation with the following being resolved the following at the March 2021 OCM:

*"Minute Reference RIC 03/22-2*

*The Road Infrastructure Committee recommends Council endorses the Road Hierarchy Procedure (IMP-025) as presented at Attachment 9.1(a) without change."*

The current Shire of Chapman Valley endorsed roads/routes under the Roads 2040 Strategies for Significant Local Government Roads in the Mid West Region are as follows:

- Coronation Beach Road
- Balla Whelarra Road
- Dartmoor/Dartmoor Lake Nerramyne Route
- Durawah Road/Station Road (between Durawah & Station Valentine Rd Junctions)/Station Valentine Route
- Chapman Valley Road
- East Bowes Road
- East Chapman Road
- East Nabawa Road
- Narra Tarra Road
- Northampton Nabawa Road
- Valentine Road
- Yuna Tenindewa Road

An application has been lodged with the MWRRG for the Nabawa Yetna Road (Tip Road) to also be considered a Significant Local Government Road as this road is currently recognised as a Local Distributor road in the Main Roads WA latest *Road Hierarchy for Western Australia* document. This listing should give the application support, yet the determining factors will be how the road meets the current assessment criteria set by the MWRRG for road to be considered Significant Local Government Road.

## Road Infrastructure Committee 16 March 2023 - Minutes

The MWRRG Assessment Criteria can be found at Appendix 1 of the MWRRG Policy & Procedures Manual (see *Attachment C in Management Procedure IMP-025 (Refer to attachment Road Hierarchy Procedure IMP-025)*)

**Comment**

The existing *Road Hierarchy Procedure (IMP-025)* has all the roads within the Shire of Chapman Valley the local government is responsible for place 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

A copy of the *Road Hierarchy Procedure (IMP-025)* is provided as **Attachment Road Hierarchy Procedure IMP-025** under separate cover.

**Statutory Environment**

No Financial Implications Identified.

**Policy/Procedure Implications**

A Policy or Procedure is affected:

Works and Services Policy & Procedures

**Financial Implications**

No Financial Implications Identified.

**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. As previously mentioned, the Shire's Road Hierarchy identifies the priority roads into the following categories:

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

It is also important the process stipulated in Corporate Management Procedure IMP-017 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.

Road Infrastructure Committee 16 March 2023 - Minutes

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **COMMUNITY HEALTH & LIFESTYLE**

1.4 Maintain and enhance community safety and security.

1.4.1 Maintain safe roads and infrastructure.

#### **Consultation**

The Chief Executive Officer consulted with the Manager Works & Services and Works Leading Hand when reviewing the Road Hierarchy presented to Council.

#### **Risk Assessment**

An Insignificant Service Disruption Risk of Level 1 - Which will likely resulting in no material service disruption.

An Insignificant Property Risk of Level 1 - Likely resulting in inconsequential or no damage.

Unconfirmed Minutes

## Road Infrastructure Committee 16 March 2023 - Minutes

8.2	Proposed 2023/2024 Road Works Program & Review of Ten Year Road Works Program
<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	1002 & Minute Reference: 03/21-3
<b>Attachment(s)</b>	<ol style="list-style-type: none"> <li>2023-24 Capital Road Program [8.2.1 - 1 page]</li> <li>Proposed 10 Year Road Works Program [8.2.2 - 4 pages]</li> <li>Chapman Valley Reseal Program [8.2.3 - 2 pages]</li> <li>Chapman Valley Priority 2-3 Own Resource Projects [8.2.4 - 1 page]</li> <li>IMP 020 [8.2.5 - 1 page]</li> <li>IMP 022 [8.2.6 - 1 page]</li> <li>22-23 200K Purchase Orders [8.2.7 - 1 page]</li> </ol>

**Voting Requirements**

Simply Majority

**Staff Recommendation**

That Council endorse the *10 Year Road Works Program 2023/24 to 2031/2032* as presented at **Attachment Proposed 10 Year Road Program** without change and this Program be used as a basis for resource allocation into the Draft 2023/2024 Budget.

-OR-

The Road Infrastructure Committee recommends Council endorse the *10 Year Road Works Program 2023/24 to 2031/2032* as presented at **Attachment Proposed 10 Year Road Program** with the following changes and this Program be used as a basis for resource allocation into the Draft 2023/2024 Budget:

- 1.
- 2.

**Council Resolution****Moved:** Cr Darrell Forth **Seconded:** Cr Nicole Batten

1:06 pm, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council suspend the operation of the following clauses to allow sufficient discussion of item 8.2:

- 8.5 Priority when speaking,
- 8.7 Relevance,
- 8.8 Speaking twice,
- 8.9 Duration of speeches

Road Infrastructure Committee 16 March 2023 - Minutes

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Elizabeth-Anne Elliott-Lockhart, Cr Katie Low, Cr Kirrilee Warr, Cr Nicole Batten, Cr Peter Humphrey and Cr Trevor Royce

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**  
Minute Reference RIC 2023/03-3

Discussion was undertaken on the item.

### **Council Resolution**

**Moved:** Cr Nicole Batten    **Seconded:** Cr Katie Low

2:42 pm, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council reinstate the operation of the following clauses to allow sufficient discussion of item 8.2:

- 8.5 Priority when speaking,
- 8.7 Relevance,
- 8.8 Speaking twice,
- 8.9 Duration of speeches

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Elizabeth-Anne Elliott-Lockhart, Cr Katie Low, Cr Kirrilee Warr, Cr Nicole Batten, Cr Peter Humphrey and Cr Trevor Royce

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**  
Minute Reference RIC 2023/03-4

### **Council Resolution**

**Moved:** Cr Darrell Forth    **Seconded:** Cr Trevor Royce

The Road Infrastructure Committee recommends Council endorse the *10 Year Road Works Program 2023/24 to 2031/2032* as presented at ***Attachment Proposed 10 Year Road Program*** with the following changes and this Program be used as a basis for resource allocation into the Draft 2023/2024 Budget:

1. Apply to include the following roads to the "Roads 2040" priority listing, Nabawa-Yetna Road, Nolba Stock Route Road and Wandana Road.
2. 24/25 Year be listed as East Nabawa and either Nanson-Howathara or Durawah/Station/Station Valentine Road.

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Elizabeth-Anne Elliott-Lockhart, Cr Katie Low, Cr Kirrilee Warr, Cr Nicole Batten, Cr Peter Humphrey and Cr Trevor Royce

**Against** Nil

8 / 0

**CARRIED UNANIMOUSLY**  
Minute Reference RIC 2023/03-5

Road Infrastructure Committee 16 March 2023 - Minutes

**Disclosure of Interest**

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

**Background**

The purpose of this item is to present Councillors with a proposed 2023/2024 & Ten-Year Road Works Programs for consideration.

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

**Comment**

Council resolved the following at the February 2022 OCM:

**ROAD INFRASTRUCTURE COMMITTEE /STAFF RECOMMENDATION (Option 2)**

The Road Infrastructure Committee recommends Council endorse the *10 Year Road Works Program 2022/23 to 2031/2032* as presented at **Attachment 9.2(a)** with the following changes and this Program be used as a basis for resource allocation into the Draft 2022/2023 Budget:

1. Include gravel sheeting of Nanson Showground internal track to Chapman Valley Agricultural Society
2. Include gravel sheeting of Wandana and Newmarracarra Roads
3. Include Nanson Showgrounds access track within Minor Maintenance Program

**Voting F6/A0****CARRIED****Minute Reference RIC 02/22-5**Proposed 2023/2024 Road Works Program

It is hoped all road projects scheduled for 2022/2023 will be completed; however, there is invariably slippages in the program of works estimated timeline and the recommended 2023/2024 Roadworks Program will always attempt to adhere to Council priorities i.e.

- *Priority 1 – Grant funded projects*
- *Priority 2 – Own resource projects (carried over & new)*
- *Priority 3 – Maintenance works*

It must be understood in reality road work maintenance issues at times will take precedence over other road works projects (e.g. own resource projects).

## Road Infrastructure Committee 16 March 2023 - Minutes

The Mid West Regional Road Group (MWRRG) projects have been approved by the Mid-West Regional Road Group and formal notification has been received from Main Roads WA advising of the projects the Shire will be funded for in 2023/2024. Therefore, these particular projects cannot be adjusted.

MWRRG grant applications are lodged with Main Roads WA (MRWA) by the 31<sup>st</sup> August each year. The Shire of Chapman Valley submission in accordance with Council's approved Ten Year Road Works Program with the approved projects, estimated costs and score for 2022/2023 being as follows in **Attachment 2023-24 Capital Roadwork Program**:

The MWRRG Policies and Procedures include the following restrictions:

- \$300,000 - Maximum allowable grant fund per individual project;
- Every LGA will have there highest priority project funded, irrespective of the project score
- 20% of Pool Residual after every LGAs first project costs are deducted from the total Pool amount.

These conditions have been changed and will be affective from the 2023/2024 as it was felt by the MWRRG a few LGAs where continually receiving the maximum allocation of 20% of the Total Pool, resulting in those LGAs with the lower scoring projects not getting funding, other than the minimum amount set of \$150,000.

Based on the 2023/2024 total pool estimated amount of \$8,758,237 the maximum an LGA can take from the Pool, under the new conditions, in 23/24 is \$963,733. Therefore the Shire of Chapman Valleys approved projects for 2023/2024 is this maximum amount available

Below is a comparison of RRG grants received over past years:

14/15 - \$573,333

15/16 - \$371,000

16/17 - \$1,083,334

17/18 - \$1,162,000

18/19 - \$1,170,666

19/20 - \$1,140,333

20/21 - \$1,200,000

22/23 - \$1,009,060

23/24 - \$1,068,000



## Road Infrastructure Committee 16 March 2023 - Minutes

As mentioned last year, it was expected the Shire's ability to attract similar MWRRG Grant Funds in 22/23 and future years was expected to diminish from previous years due to amendments to the grant fund allocation guidelines.

The R2R Funding Program will continue for a further four years after 20/21 (i.e. the current Program ends in 2023/2024) at the anticipated current rate of \$328,620 per financial year.

The *Proposed 10 Year Road Works Program (2022/2023 to 2031/2032)* reflects the anticipated MWRRG & R2R grant funding. However, it must be understood this funding could vary as MWRRG grant funds are annually contestable and R2R grant funds are not guaranteed beyond 2023/2024.

Ten (10) Year Road Works Program

Attached is the ***Proposed 10 Year Road Works Program*** adding the year 2031/2032, **Chapman Valley Reseal Program, Chapman Valley Priority 2-3 Own Resources Program & 22-23 200k Purchase Orders**

The CEO, Manager Works & Service (Esky Kelly) and the Works Leading Hand (Marty Elks) have reviewed the Program.

The *Proposed 10 Year Road Works Program* continues to reflect the following:

1. The opportunity to attract MWRRG grant funds for recognised Significant Roads within the Shire of Chapman Valley may diminish over the period of the ten-year program.
2. The opportunity to attract MWRRG grant funds for recognised Significant Roads within the Shire of Chapman Valley may gradually revert to reseal project, which are basically 100% external costs (materials & contract) and will not assist with supporting the Shire own internal costs (i.e. labour, plant, etc.).
3. As the MWRRG grant funds projects drop off, less external funds will be available and more internal own resource road works projects will be undertaken (e.g. Gravel Sheeting on roads not recognised as MWRRG Significant Roads).
4. The previously endorsed list of gravel sheeting roads from the Shire's own resources has not been altered in order of priority from the current program.

## Road Infrastructure Committee 16 March 2023 - Minutes

5. The previously endorsed list of reseal program from grants and the Shire's own has not been altered in order of priority from the current program.
6. There has been an effort to spread the effect of less MWRRG grants across the whole 10-year period, rather than the alternative of a sudden loss of grant funds from this source.
7. The issue of external funds (e.g. grants, contributions) covering the contract and materials costs for the annual road works program also needed to be address. An average contract & materials component has been calculated using historical data for the type of works; however, this can fluctuate when a more detailed cost analysis is undertaken for each specific project.

Therefore, based on the historical data, the *Proposed 10 Year Road Works Program* has been continued to calculate the differential between Contracts & Materials – v – Grant/Contributions received. Again, the proposed program has attempted to ease the effect of grants being a source to fully cover contracts & materials and to supplement the Shire internal resource costs (labour, plant, etc.).

8. In previous programs the ten-year programs includes an annual amount for "*Additional Employee Costs & Contract/Materials Contingency*". This pool of funds is made up of the following components:
  - i. \$75,000 – Casuals and Guaranteed & Additional overtime paid to road works crew as required; and
  - ii. \$200,000 – External contingency used to hire external contractors and purchase materials as required (this amount can vary).

The proposed program continues to quarantine the \$75,000 for casuals and guaranteed & additional overtime components every year, yet uses the \$200,000 contracts/materials contingency as a balancing aid across the program. Therefore, it will be noted how this figure continues to fluctuate across the ten-year period. The 2022/2023 program has \$250,000 allocated i.e.

- i. \$75,000 – Casuals and Guaranteed & Additional overtime paid to road works crew as required; and
  - ii. \$175,000 – External contingency used to hire external contractors and purchase materials as required
9. The concept of placing funds into the Roadworks Reserve Fund to assist with funding the proposed program of works in years the later years of the Program has been retained.

Road Infrastructure Committee 16 March 2023 - Minutes

**Statutory Environment****Budgetary Implications**

The budget will be affected in the following ways:

**Policy/Procedure Implications**

A Policy or Procedure is affected:

Works and Services Policy & Procedures

**Attached IMP – 20 MIDWEST REGIONAL ROAD GROUP (MWRRG) – SIGNIFICANT ROAD POLICY**

**Attached IMP - 17 ROAD WORK FUNDING ALLOCATION PROCESS**

**Financial Implications****Budgetary Implications**

The budget will be affected in the following ways:

Road program cost will be reflected in the 2023/24 Annual 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 Shires Road Hierarchy identifies the priority roads into the following categories:

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

The Road Hierarchy list will be reviewed as part of the Road Infrastructure Committees purpose and is listed for discussion at Agenda Item 9.1.

**Strategic Community Plan/Corporate Business Plan Implications****COMMUNITY HEALTH & LIFESTYLE**

1.4 Maintain and enhance community safety and security.

1.4.1 Maintain safe roads and infrastructure.

**Consultation**

Road Infrastructure Committee 16 March 2023 - Minutes

The Chief Executive Officer conferred with the Consultant Engineer, Manager Works & Services and Works Leading Hand when developing the *Proposed Ten-Year Road Works Programs* presented to Council.

**Risk Assessment**

A Moderate Health Risk of Level 3 - Which could result in medical type injuries.

Unconfirmed Minutes

## Road Infrastructure Committee 16 March 2023 - Minutes

<b>8.3 Review Heavy Haulage Vehicle Permit Roads</b>	
<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer  Works & Services Capital Works
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	1002 & Minute Reference: 03/22-3
<b>Attachment(s)</b>	<ol style="list-style-type: none"> <li>1. Current HVS RAV Configurations [8.3.1 - 1 page]</li> <li>2. IMP 017 Road Work Funding Allocation Process [8.3.2 - 1 page]</li> <li>3. IMP 022 Heavy Haulage Vehicle Permits [8.3.3 - 1 page]</li> <li>4. IMP 025 Road Hierarchy Procedure [8.3.4 - 11 pages]</li> <li>5. RAV Ratings &amp; Speed Conditions 2023 [8.3.5 - 5 pages]</li> </ol>

**Voting Requirements**

Simply Majority

**Staff Recommendation**

That Council endorses the Management Procedure (IMP-025) - Heavy Haulage Vehicle Permits as presented without change

-OR-

That Council endorses the Management Procedure (IMP-025) - Heavy Haulage Vehicle Permits as presented with the following changes

- 1.
- 2.

**Council Resolution****Moved:** Cr Trevor Royce **Seconded:** Cr Nicole Batten

That Council endorses the Management Procedure (IMP-025) - Heavy Haulage Vehicle Permits as presented without change

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Elizabeth-Anne Elliott-Lockhart, Cr Katie Low, Cr Kirrilee Warr, Cr Nicole Batten, Cr Peter Humphrey and Cr Trevor Royce  
**Against** Nil

8 / 0  
**CARRIED UNANIMOUSLY**  
**Minute Reference RIC 2023/03-6**

Road Infrastructure Committee 16 March 2023 - Minutes

**Disclosure of Interest**

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

**Background**

The purpose of this Item is to present the Committee the current endorsed Heavy Haulage Vehicle Permit (Policy IP-003) for discussion and review.

Council resolved the following at the March 2021 OCM:

*"Minute Reference RIC 03/21-6*

*The Road Infrastructure Committee recommends Council endorses the Management Procedure (IMP-025) - Heavy Haulage Vehicle Permits as presented without change."*

**Comment**

Refer to **Attachment Current HVS RAV Configurations**

**Statutory Environment**

Local Government Act 1995

**Policy/Procedure Implications**

A Policy or Procedure is affected:

Works and Services Policy & Procedures

**Attachment IMP-017 ROAD WORK FUNDING ALLOCATION PROCESS**

**Attachment IMP-022 HEAVY HAULAGE VEHICLE PERMITS**

**Attachment IMP-025 ROAD HIERARCHY PROCEDURE**

**Financial Implications****Budgetary Implications**

The budget will be affected in the following ways:

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 maximized.

**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.

Road Infrastructure Committee 16 March 2023 - Minutes

**Strategic Community Plan/Corporate Business Plan Implications**

**COMMUNITY HEALTH & LIFESTYLE**

1.4 Maintain and enhance community safety and security.

1.4.1 Maintain safe roads and infrastructure.

**Consultation**

The Chief Executive Officer conferred with the Manager Works & Services and Works Leading Hand when reviewing the Heavy Haulage Vehicle Permit Roads Management Procedure presented to the Committee.

**Attachment RAV Ratings & Speed Conditions**

**Risk Assessment**

An Insignificant Health Risk of Level 1 - Which could result in negligible injuries.

Unconfirmed Minutes

Road Infrastructure Committee 16 March 2023 - Minutes

8.4 Review Plant Replacement Program	
<b>Department</b>	Finance, Governance & Corporate Services Chief Executive Officer
<b>Author</b>	Jamie Criddle
<b>Reference(s)</b>	1018.00 & Minute Reference: 03/21-3
<b>Attachment(s)</b>	1. Proposed Plant Replacement Program 2023 [8.4.1 - 3 pages]

**Voting Requirements**

Simply Majority

**Staff Recommendation**

That Council endorses the *Proposed Plant Replacement Program* as presented at **Attachment Proposed Plant Replacement Program** without change and request the Chief Executive Officer use this Program as a basis for resources to be allocated in the forthcoming budget.

-OR-

That Council endorses the *Proposed Plant Replacement Program* as presented at **Attachment Proposed Plant Replacement Program** with the following changes and request the Chief Executive Officer use this Program as a basis for resources to be allocated in the forthcoming budget

1.

**Council Resolution****Moved:** Cr Darrell Forth **Seconded:** Cr Katie Low

2:51 pm, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council suspend the operation of the following clauses to allow sufficient discussion of item 8.4:

8.5 Priority when speaking,  
8.7 Relevance,  
8.8 Speaking twice,  
8.9 Duration of speeches

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Elizabeth-Anne Elliott-Lockhart, Cr Katie Low, Cr Kirrilee Warr, Cr Nicole Batten, Cr Peter Humphrey and Cr Trevor Royce

**Against** Nil

8 / 0  
**CARRIED UNANIMOUSLY**  
Minute Reference RIC 2023/03-7



Road Infrastructure Committee 16 March 2023 - Minutes

Discussion was undertaken on the item.

**Council Resolution****Moved:** Cr Darrell Forth    **Seconded:** Cr Elizabeth-Anne Elliott-Lockhart

2:58 pm, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council reinstate the operation of the following clauses to allow sufficient discussion of item 8.4:

8.5 Priority when speaking,  
8.7 Relevance,  
8.8 Speaking twice,  
8.9 Duration of speeches

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Elizabeth-Anne Elliott-Lockhart, Cr Katie Low, Cr Kirrilee Warr, Cr Peter Humphrey and Cr Trevor Royce  
**Against** Nil

7 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference RIC 2023/03-8****Council Resolution****Moved:** Cr Trevor Royce    **Seconded:** Cr Darrell Forth

That Council endorses the *Proposed Plant Replacement Program* as presented at **Attachment Proposed Plant Replacement Program** and request the Chief Executive Officer use this Program as a basis for resources to be allocated in the forthcoming budget.

**For** Cr Beverley Davidson, Cr Darrell Forth, Cr Elizabeth-Anne Elliott-Lockhart, Cr Katie Low, Cr Kirrilee Warr, Cr Peter Humphrey and Cr Trevor Royce  
**Against** Nil

7 / 0

**CARRIED UNANIMOUSLY**  
**Minute Reference RIC 2023/03-9****Disclosure of Interest**

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

**Background**

The Shire's *Plant Replacement Program* is reviewed annually to assist with the development of the Annual Budget for the forthcoming year. This review is also to consider the effect of the Long Term Financial Plan (LTFP) which has plant replacement as an aspect to its overall costs estimates within the Plan.

Road Infrastructure Committee 16 March 2023 - Minutes

Council resolved the following at the February 2022 OCM:

The Road Infrastructure Committee recommends Council endorses the *Proposed Plant Replacement Program* as presented at *Attachment 9.4(a)* with the following changes and request the Chief Executive Officer use this Program as a basis for resources to be allocated in the forthcoming budget

1. Include a quote on catchers for mowers
2. Include Traffic Management Lights
3. Increase the value of purchase for the Prime Mover by \$40,000

**Voting F6/A0****CARRIED****Minute Reference RIC 02/22-9**

The Plant Replacement Program was presented to the 22/23 Budget Workshops and again at the Special Meeting of Council where the 22/23 Budget was formally adopted. The Program was adjusted to reflect the decisions and determinations at these meetings.

**Comment**

As previously reported, the most recent fair value review of the Shire's Plant & Equipment indicated Council's standard of plant is high in comparison to similar type and sized local government authorities. Though such an outcome is welcomed it is important Council is mindful of not letting the life and standard of key items of plant and equipment to extend to the point this effects the organisations operational needs.

**Statutory Environment**

N/A

**Policy/Procedure Implications**

No Policy or Management Procedure affected.

**Financial Implications****Budgetary Implications**

The budget will be affected in the following ways:

It is important Council annually review its *Plant Replacement Program* to ensure an informed decision-making process is evident when allocating resources update the Asset Management Plan, which is integrated with updates to the Long Term Financial Plan and the Annual Draft Budgets for the change-over/upgrading of Council's plant & equipment.

Road Infrastructure Committee 16 March 2023 - Minutes

**Strategic Implications**

It is strategically sound for Council to have a robust and realistic Plant Replacement Program.

**Strategic Community Plan/Corporate Business Plan Implications****COMMUNITY HEALTH & LIFESTYLE**

1.4 Maintain and enhance community safety and security.

1.4.1 Maintain safe roads and infrastructure.

**Consultation**

The Chief Executive Officer consulted with the Manager Works & Services and Works Leading Hand when developing the Proposed Plant Replacement Program presented to Council.

Changes to the current Plant Replacement Program are tracked on the Proposed Plan provided as **Attachment Proposed Plant Replacement Program 2023**.

**Risk Assessment**

A Minor Financial Impact Risk of Level 2 - Which will likely be between \$1,001 to \$10,000.

A Minor Service Disruption Risk of Level 2 - Which will likely result in short term temporary interruptions with backlogs cleared in less than one day.

2:56 pm - Cr Nicole Batten left the meeting.

Road Infrastructure Committee 16 March 2023 - Minutes

## **9 Urgent Business Approved by the Presiding Member or by a Decision of the Committee**

Nil

## **10 Closure**

The Shire President thanked Elected Members and Staff for their attendance and closed the Road Infrastructure Committee Meeting at 2:59 pm.

Unconfirmed Minutes

### 10.3.3

### Tourism & Events Advisory Group

**Department**

Development Service  
Community Development  
  
Finance, Governance & Corporate Services  
Administration & Governance  
Chief Executive Officer

**Author**

Jamie Criddle

**Reference(s)**

403.04

**Attachment(s)**

1. 10.3.5 Att Tourism and Events Working Group Minutes  
[10.3.3.1 - 6 pages]

### Voting Requirements

Simply Majority

### Staff Recommendation

That Council

1. Council confirms the minutes of the Tourism & Events Advisory Group held in March 2023 are true and correct.
2. The Tourism & Events Advisory Group recommend that Council consider the following at the May Concept forum for budget discussion:
  - i. the potential of engaging a blogger during wildflower season to add to social media presence. Potential collaboration with Mullewa wildflower trail can be investigated.
  - ii. administration investigate potential Shire website modules relevant to tourism, facilities bookings and linking social media to the Shire website.
  - iii. the potential of a mural scenic drive. Implications on private landholders will be investigated

### Disclosure of Interest

Nil

### Background

The Tourism & Events Advisory Group met on 15 March 2023 to discuss potential budget items for Council consideration in the 2023/2024 Draft Budget and set future priorities within the tourism and events focus.

### Comment

The Shire of Chapman Valley Tourism & Events Advisory Group comprises of the following Council appointed representatives:

Cr Liz Elliott-Lockhart (Presiding Member)

Cr Nicole Batten

Cr Darrell Forth

Chief Executive Officer

Deputy Chief Executive Officer

Community Development Officer

The TEAG met to discuss:

The purpose of the Advisory Group is as follows:

- Australia Day- Community function- feedback
- Australia Day 2024 Long Weekend thoughts?
- 2022-23 Budget – Progress updates
- Discussion points submitted by Cr Elliott-Lockhart

There are also a number of Concept Forum discussion points that arose from the meeting.(listed below)

2022/23 Budget items: The Tourism & Events Advisory Group recommend that Council consider the following at the May Concept forum for budget discussion:

- i. the potential of engaging a blogger during wildflower season to add to social media presence. Potential collaboration with Mullewa wildflower trail can be investigated.
- ii. administration investigate potential Shire website modules relevant to tourism, facilities bookings and linking social media to the Shire website.
- iii. the potential of a mural scenic drive. Implications on private landholders will be investigated

A copy of the Unconfirmed Briefing Notes of the Tourism & Events Advisory Group held on the 15th March 2023 is attached.

## **Statutory Environment**

The report complies with the requirements of the:  
Local Government Act 1995

## **Policy/Procedure Implications**

A Policy or Procedure is affected:  
Organisational Corporate Policy & Procedures

Below is an extract from Management Procedure CMP-033 (Honour Awards) relevant to the Australian Day Awards:

### **Shire of Chapman Valley Australia Day Awards and Function**

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

*Nominations called in October and close in November (or as determined by the Australia Day Council).*

*The Council Appointed Working Group shall:*

- 1. Evaluate annual Australia Day Award Nominations and submitting these to Council in readiness for presenting the awards at the Shire's annual Australia Day Function.*
- 2. Assist with coordinating the annual Australia Day function(s).*
- 3. Discuss all other item(s) referred to them by Council in the areas of tourism and events.*

## **Financial Implications**

No Financial Implications Identified.

No financial implications are envisaged at this stage as the costs for Australia Day Awards/Event has been budgeted for as per previous years and it not expected to exceed this amount.

Potential Budget implications on approval of TEAG recommendations

## **Strategic Implications**

### **Strategic Community Plan/Corporate Business Plan Implications**

#### **COMMUNITY HEALTH & LIFESTYLE**

1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues.

1.1.3 Identify all volunteers and determine their support needs.

## **Consultation**

Nil

## **Risk Assessment**

An Insignificant Reputational Risk of Level 1 - Which will likely result in unsubstantiated, low impact, low profile or 'no news' item.



# UNCONFIRMED MINUTES

## TOURISM & EVENTS

## ADVISORY GROUP

5.00PM, 15 March 2023

### NABAWA COUNCIL TEAMS

<b>Tourism &amp; Events Advisory Group</b>	<p>Purpose: Will meet on an 'as needs' basis only to:</p> <ul style="list-style-type: none"> <li>~ Evaluate annual Australia Day Award Nominations and submitting these to Council in readiness for presenting the awards at the Shire's annual Australia Day Function.</li> <li>~ Assist with coordinating the annual Australia Day function(s);</li> <li>~ Discuss all other item(s) in the areas of tourism and events.</li> <li>~ Liaise with external organisations</li> </ul> <p><b>Delegation – Nil</b></p>	<p><u>3 x Councilors</u></p> <ul style="list-style-type: none"> <li>• Cr Batten</li> <li>• Cr Forth</li> <li>• Cr Elliott-Lockhart</li> </ul> <ul style="list-style-type: none"> <li>~ CEO</li> <li>~ Deputy CEO</li> <li>~ Community Development Officer</li> <li>~ 2 x Community Representatives for Australia Day award nominations</li> </ul>
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## 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.



Jamie Criddle  
**CHIEF EXECUTIVE OFFICER**



## TOURISM & EVENTS ADVISORY GROUP MEETING 5.00PM 15 March 2023 COUNCIL CHAMBERS, NABAWA

### ORDER OF BUSINESS

#### 1.0 Declaration of Opening

*I would like to acknowledge the traditional owners of the land we are meeting on today, the Naaguja people, and we pay our respects to elders both past, present and emerging.*

Presiding Member Cr Elliott-Lockhart welcomed elected members and staff opening the meeting at 5.00pm

Presiding Member Cr Elliott-Lockhart acknowledged the traditional owners of the land we are meeting on today, the Naaguja people, and we pay our respects to elders both past, present and emerging.

#### 2.0 Record of Attendance

##### 2.1 Present

3 Elected Members	In	Out
Cr Liz Elliott-Lockhart (Presiding Member)	5.00pm	5.53pm
Cr Darrell Forth (Deputy President)	5.00pm	5.53pm
Cr Nicole Batten	5.00pm	5.53pm

Officers	In	Out
Jamie Criddle (Chief Executive Officer)	5.00pm	5.53pm
Simon Lancaster (Deputy Chief Executive Officer)	5.30pm	5.53pm
Solataire Cameron (Community Development Officer)	5.00pm	5.53pm
Dianne Raymond (Manager Finance and Corporate Service)	5.00pm	5.53pm
Minute Taker		

##### 2.2 Apologies

#### 3.0 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."*

#### 4.0 Petitions/Deputations/Presentations

Nil

#### 5.0 Confirmation of Minutes from previous meetings

##### ADVISORY GROUP RECOMMENDATION

**MOVED: Cr Forth**

**SECONDED: Cr Batten**

The Minutes of the Tourism & Events Advisory Group of the Shire of Chapman Valley held on 28 November 2022 be confirmed as a true and accurate record of proceedings.

**Voting F3/A0**

**CARRIED**

**Minute Reference TEAG 01/23-1**

#### 6.0 Agenda Items

##### 6.1 2023 Australia Day Campaign: Review

- Awards guidelines
- Nomination process and timeline
- Event location, timing, catering

##### 6.2 2024 Australia Day

- Friday 26 January (long weekend)
- General plans and thoughts

- T&EAG discussion, feedback was positively received for the 2023 event held in Nabawa.
- The T&EAG agreed to continue the Australia Day Community function in the general format of the 2023 Australia Day Event. However, noting the date is linked to a long weekend in 2024, consideration will be given to a Concept Forum item in May to consider a Thursday evening event prior to Australia Day in 2024. There is potential to engage the community with a social media poll on preferred attendance on a particular date over the long weekend.

### 6.3 2022/23 Budget items

- 22 Entry Statement Design- \$10,000, for concept planning/ consultant engagement  
Current status: awaiting concept planning quote responses from two companies:
    - A) Signs & Lines (entry statements for Shire of Ravensthorpe and signage for over 20 LGAs)
    - B) Danthonia (Recent works include Shire of Northampton electronic signage at the Shire office building and City of Greater Geraldton entry signage)
  - Estimates \$2,500 for the engagement of a consultant for themed art installations: Jane Barndon  
Current status: Correspondence received before Christmas stated Jane was working on designs and would do further work over the Christmas/ New Year period.
  - Estimates \$20,000 for signage at a range of Shire locations  
Current status: Coronation signage purchased, awaiting installation  
Bill Hemsley Park signage install completed  
Bawden Lane intersection, Yuna Golf Course, no further progress
- T&EAG discussion
  - The T&EAG agreed to have the D/CEO and CDO meet with artist Jane Barndon for a current update on the themed art installations. Updates will be provided via staff information reports.

### 6.4 2023/24 Budget items

- Tourism line items
  - Requested funding allocations
- T&EAG discussion
  - The T&EAG agreed to present an item to Concept Forum in May relating to the potential of engaging a blogger during wildflower season to add to social media presence. Potential collaboration with Mullewa wildflower trail can be investigated.
  - The T&EAG agreed to have the administration investigate potential Shire website modules relevant to tourism, facilities bookings and linking social media to the Shire website. A Concept Forum report will be considered in May relevant to this request.
  - The T&EAG agreed to request a 12month report from Amplify Marketing to assess the continued social media engagement with Amplify.

### 6.3 Cr Eliot-Lockhart

- Mural scenic drive
- T&EAG discussion
  - The T&EAG agreed to present an item to Concept Forum in May relating to the potential of a mural scenic drive. Implications on private landholders will be investigated.

**7.0 General Business**

To be raised at meeting.

**8.0 Next meeting**

Next meeting to be advised prior to draft budget (May 2023).

**9.0 Close**

The Presiding Member thanked Elected Members and Staff for their attendance and closed the meeting at 5.53pm

## 11 Elected Members Motions

**Local Government Act 1995**  
**SHIRE OF CHAPMAN VALLEY**  
**Standing Orders Local Law 2016**

**Part 5 - Business of a meeting**

**5.3 Motions of which previous notice has been given**

- (1) Unless the Act, Regulations or this local law otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 10 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the district.
- (4) The CEO -
- (a) may, with the concurrence of the President, may exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of this local law or any other written law;
- (b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
- (c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
- (d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless:
- (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
- (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- (6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.

The Council has not received any notice of motion from an elected member at the time of writing this report.

## 12 New Business of an Urgent Nature Introduced by Decision of the Meeting

**Local Government Act 1995**  
**SHIRE OF CHAPMAN VALLEY**  
**Standing Orders Local Law 2016**

**Part 5 - Business of a meeting**

**5.4 New business of an urgent nature**

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion

by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.

(2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the local government and must be considered and dealt with by the Council before the next meeting.

## 13 Delegates Reports

Delegate	Date	Details
Cr Kirrilee Warr (President)	14/03/23	FARM Committee Meeting
	29/03/23	Community Chest Fund Committee Meeting
	02/04/23	Melissa Pexton Cyclone Seroja State Recovery Controller
	12/04/23	Sam Edwards Cyclone Seroja Recovery Officer
	12/04/23	Melissa Price

## 14 Announcements by Presiding Member Without Discussion

## 15 Matters for which Meeting to be Closed to Members of the Public

### **Local Government Act 1995**

#### **Administration Part 5**

#### **Council meetings, committees and their meetings and electors' meetings Division 2**

##### **s. 5.23**

The council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
  - (i) a trade secret; or
  - (ii) information that has a commercial value to a person; or
  - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
- (f) a matter that if disclosed, could be reasonably expected to —
  - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
  - (ii) endanger the security of the local government's property; or
  - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and
- (h) such other matters as may be prescribed.

(3) A decision to close a meeting or part of a meeting and the reason for.



15.1	Confidential Items
Department	Finance, Governance & Corporate Services Chief Executive Officer  Works & Services Capital Works
Author	Jamie Criddle
Reason for Confidentiality	<b>CONFIDENTIAL REPORT</b> Reason for confidentiality - Local Government Act 1995, Section 5.23(c) - A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.  <b><u>CONFIDENTIAL ATTACHMENT</u></b> Reason for confidentiality - Local Government Act 1995, Section 5.23(c) - A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

## 16 Closure