

**MINUTES OF AGM MEETING**  
**BUSINESS INITIATIVE GROUP NANNUP**

**Nannup Bowling Club**

**DATE:** Thursday 6<sup>th</sup> October 2016

**OPENED:** 6:00pm

**ATTENDANCE:** Phil Laird, Diane Ness, Jean Petersen, Isabell and Jim Green, Jean Vinicombe, Tony Mitchell, Peter Clarke, Jeanne Llewellyn, Louise Stokes, Cheryle Brown, Heather Walford and Ian & Davina Gibb.

**Apologies** Maggie and Bob Longmore, Laraine and Grant Raynel.

**CONFIRMATION OF PREVIOUS MINUTES:** Phil Laird and Tony Mitchell

**CORRESPONDENCE OUT:** Letter To Shire In Regards To Walkways

**CORRESPONDENCE IN:** Email from Maggie Longmore, Email from Heather Walford, Email from Louise Stokes, Email from Caravan Club and letter from Shire.

**Business Arising from Minutes:** None

**TREASURERS REPORT:** As Tabled

**Guest Speaker:** Louise Stokes – See attached information

**GENERAL BUSINESS:** Christmas Lights note to go into the Telegraph and in local shop windows. Suggested that we talk to Geoff at the Hardware and ask if he can bring in some Christmas lights to sell. Late night trading to be on Wednesday 30<sup>th</sup> of November this year. I will look into train ride, bouncy castle and face painting to try to get families to support the night. We will start the proceedings at 4:30p.m. Tony is checking that nothing coin sides with this night. Our signage has not been updated yet due to the inclement weather we are having. Hopefully we will have a run of fine days soon and this can be completed. Cheryle asked if she could send a list to Hoppa, of financial members that are eligible to have their signs up. Only fully paid up people can go back on the board. The paint has been purchased. Heather Walford asked if the B.I.G.N would allow a Sub-Committee for Tourism to come under the umbrella of the B.I.G.N. We discussed this and decided that if Heather could bring back a list of people who would be on this committee for the next meeting we would seriously consider it. There was discussion as to whether they would have to be members of the B.I.G.N Most agree that it would be a good idea. More discussions on this at next meeting. Keeping the clock in Nannup would be one of the things that this group could look into.

Ian Gibbs let us know that he has been liaising with Kevin Bird in regards to the Wooden Clock. He would like the B.I.G.N to send a letter to Kevin letting him know that we are very interested in tourism and would love to see the clock stay in Nannup. There was

much discussion about this and it was decided that myself and Cheryle will draft a letter of support for the Clock staying in Nannup.

Around the Table:

- Jeannie: We have been quite busy for the school holidays. Our new doors are in. Lots of request for wildflower walks etc.
- Tony: Nothing much to report this month. We have a shop vacant next to us and it seems that most local people are back from their holidays.
- Cheryle: It is Odd Sock Day on Friday. This is promoting awareness of depression and mental health issues. Please send us your photos of odd sock wearing to show your support. We are simulcasting the Black Swan Tartuffe for free. On the 10<sup>th</sup> of December we are simulcasting Symphony in the City – Hopefully in our back yard.
- Louise: Our Pallet Maze is still up and it has been great to hear the enjoyment from all who have a go. This will be taken down in November.
- Peter: Review of Wards and Representation will be closing on the 21<sup>st</sup> of October 2016. Australia Day Citizen of the Year Awards – Applications are available from the shire so if you know someone who deserves this recognition please come and fill out a form. Closes October 25<sup>th</sup> 2016. Rural Numbering System is nearly finished. Derek has done a great job on this. Hoping to go live soon. The Strategic plan will be closing on Wednesday 26<sup>th</sup> of October 2016. The Small Business Development Commission is supporting The Small Business Friendly Local Governments initiative. I am recommending that we adopt this great programme. Phil thinks that this is a great idea. All agreed. Jim thinks that it is a positive initiative from the council.
- Heather: Tourist are constantly asking for brochures. We will be running out of them soon. We are mindful of this and are looking at how we can do this without too much cost. The Flower and Garden Festival are looking for a new Co-Ordinator and couple of new committee members. We are looking to the Asian market for promotion next year. They love flowers. We are looking at getting accreditation. This takes a lot to get and we need to see if we meet the requirements.
- Jean: Nothing to report.
- Davina: The Film Society has nearly completed putting in the new equipment and curtains. Hopefully is should all be finished by tomorrow and be up and running for Sundays film.
- Ian: Already discussed in general business.
- Jim: The Rogaining weekend was great for Nannup. Feedback about Nannup town was good. We are getting the bowling green ready so

that we can use it in a few weeks. Men's Shed is being very proactive. Bunnings sausage sizzle went very well and they have invited us back to do another one in December. We have bought a couple of new BBQ's for this. We are doing some woodwork and we helped the set up with the Flower and Garden Festival.

Isabel: Nannup Lions nest sausage sizzles will be held on the Fun Day and Australia Day Breakfast.

Jean: Still really busy and we are already into October.

Phil: Business is very busy thanks to our advertisement on the telly. Our CBD office is a little down on last year's figures we put this down to the street upgrade and rally. We have a new van and the signage should be finished tomorrow.

Di: The school holidays have been very busy for us this year. Everyone who is staying are saying how much they love Nannup Town.

**CLOSED:** 7:35pm

**NEXT MEETING** Thursday 3<sup>rd</sup> of November 2016 – Nannup Bowling Club.

# Business Initiative Group Nannup

PO Box 209  
NANNUP WA 6275

## Balance Sheet

As of 5/10/2015

6/10/2016  
5:36:20 PM

### Assets

Current Assets		
Cash On Hand		
Cheque Account	\$3,893.64	
Total Cash On Hand	\$3,893.64	
Trade Debtors	\$225.00	
Total Current Assets	\$4,118.64	
Total Assets		\$4,118.64

### Liabilities

Net Assets		\$4,118.64
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### Equity

Retained Earnings	\$1,146.28	
Current Year Earnings	\$1,061.25	
Historical Balancing	\$1,911.11	
Total Equity		\$4,118.64

## **Shire of Nannup Economic Development Report for the BigN meeting 6/10/16**

1. **Citizenship Awards:** The Australia Day Premiers Australia Day Awards have been re-branded and are now known as the Citizenship Awards. The nominations can be made online and close at the end of October. Nominations can be made at [www.citizenshipawards.com.au](http://www.citizenshipawards.com.au)
2. **FM Radio grant application** has been submitted to SWDC Community Chest funding round to install an FM receiver on the broadcast tower on Dunnet Rd. If successful this will enable residents to receive FM radio in their houses and will provide promotional opportunities for businesses.
3. **Draft copy of 'Things to See & Do' flyer** now seeking feedback.
4. **Destination sign** encouraging visitors to travel to Nannup instead of turning at Stewart Hwy has been installed on Brockman Highway.
5. **New trails signage** will be installed in the coming week (1 at Foreshore Park, 1 in front of A Taste of Nannup)
6. **Trails update:**
  - a. **Bridle Trail project** from Nannup to Scott River is now part of regional project. Construction grants have been submitted. Route is finalised, consultation now underway with stakeholders, and risk management, signage treatment plan completed.
  - b. **Downhill mountain bike trails** are in the process of being sanctioned. Nannup Mountain Bike Club, Department of Parks & Wildlife, Shire and Forest Products Commission working to achieve this.
7. **Promotional video of Nannup** released yesterday on facebook. Will also be launched to media, Instagram, Australia's South West, website and YouTube. Elliot Welsford completed the project. In 24 hours on local facebook sites the video has reached 23,200 people, been shared by 246 people and viewed 9.6k times. Opportunity to develop suite of videos around the themes of
  - a. Art & culture
  - b. Adventure
  - c. Wine & food
8. **Forthcoming Events**
  - a. Blooming Wild festival to 20 November
  - b. Prelude to Festival of Country Gardens this weekend
  - c. Ephemeral Art Trail this weekend
  - d. Chase the Thylacine Saturday
  - e. Circus Royale 11 October
  - f. South West Foodbowl Festival 14/15 October
  - g. Festival of Country Gardens 3-6 November
  - h. Tour of Margaret River 12 November
  - i. Bridgetown Blues 12 November
  - j. Family Fun Day 24 January
  - k. Nannup Music Festival 3-6 March
  - l. Australasian Motor home & Caravan Rally 14-24 March
  - m. Black Dog Ride 19 March
  - n. Quit forest Rally 22-23 April
  - o. Rotary Tour of the Blackwood 22 April

## WALK TRAILS

- *Nannup Heritage Trail* – 2.5 km walk through town.
- *Riverside Trail* – walk along the Blackwood River.
- *Kondil Park Wildflower Trail* – walk to the end of Brockman Street, over the renovated railway bridge and take a left.
- *Karri Gully Trail* – 20-30mins walk, about 19 km along Brockman Highway (on the left), on the way to Bridgetown.
- *Sidings Trail* – from Cambray to Barrabup Pool.
- *Old Timberline Trail* – 22 km walk and cycle trail, following a disused railway line, between Nannup and Cambray Siding.
- *Bibbulmun Track* – one of the world's longest distance walk trails, which weaves through the Shire of Nannup. Pick it up from Brockman Highway, or Graphite Road, spend the night at Donnelly River Mill town.

## MUNDA BIDDI TRAIL

Experience the Munda Biddi Trail through Nannup on the off-road cycle trail. Travel north to Cambray, then south down East Nannup Road, camping at Willow Springs – take in the fauna, flora, forest and all of its wildlife

## FOUR-WHEEL DRIVING & FISHING

Black Point is known for its beautiful black basalt rocks, great camping spots and fishing from the beach.

Access via Woodarburrup Road, off Milyeannup Coast Road.

Please be careful, the

Southern Ocean is dangerous and unpredictable. Take your own drinking water.

Lake Jasper is the largest freshwater lake in the southern half of Western Australia, where you can enjoy swimming, canoeing, fishing and camping. It has also been recognised as one of the five most important wetlands for waterbirds in the South West, making it a birdwatchers delight. Accessible by high clearance four-wheel drive vehicles only from Scott Road, off Vasse Highway, or from Woodarburrup Road.

## BLACKWOOD RIVER

The longest continually flowing waterway in the South West, offering many enjoyable experiences. Paddle upstream to a little rapid, or downstream to a sandy shore in the depth of the forest – ask about canoe hire at Nannup Visitor Service.

## DONNELLY RIVER

This is a pristine river system running through the D'Entrecasteaux National Park, past Donnelly River shacks to the coast. Ask about cruises at Nannup Visitor Service.



Nannup Visitor Service  
c/o A Taste of Nannup and Beyond  
16 Warren Road, Nannup WA 6275  
08 9756 1901





**NANNUP** originates from the Noongar aboriginal language meaning "stopping place". The area was first explored in 1834 and the town was gazetted in 1890. Originally a timber milling and agricultural area.

There are many opportunities locally to enjoy nature's beauty and discover attractions of the South West:

- bushwalking • bird-watching • canoeing • scenic drives • forest adventures • fishing • swimming • cycling • visiting farms, primary producers and animal sanctuaries • discovering wildflowers and beautiful gardens • arts, crafts and gift shops • fresh local produce • festivals and events

**Nannup Visitor Service** is located on Warren Road in A Taste of Nannup and Beyond shop.

### IN TOWN

**Nannup Arboretum** – Brockman Street, next to Nannup Caravan Park. The trees were planted in 1926, with the purpose of studying the growth and health of a variety of tree species.

**Old Railway Bridge and Flood Tree** – end of Brockman Street. Part of the Munda Biddi Trail and a great view from the bridge when the river is high. The flood tree depicts how high the river has swelled over the years – take a look at 1982!

### Arts and Crafts

Nannup is blessed with many artistic people, a thriving Arts Council that hold regular exhibitions, and a variety of beautiful craft and gift shops.



### Fortnightly Markets

Hosting a variety of local fruit, vegetables and craft. In the Anglican Church grounds, opposite the bakery.

### HERITAGE TRAIL

*Nannup Heritage Trail* is a self-guided walk through the streets of Nannup, past significant cultural sites and heritage buildings.

The trail booklet details stories of the buildings' establishment, previous use, and the individuals who helped to shape the town of Nannup. Each building has a heritage plaque erected. Copies of the trail booklet are available at Nannup Caravan Park, Community Resource Centre, Shire offices or Nannup Visitor Service.

### Nannup Historical Society

Located in the old Road Board building, housing a comprehensive pictorial history of Nannup, from early settlement to today. Open by appointment and on special event weekends – check on the door for contact details, or ask at the Visitor Service.

### Marinko Tomas Monument

Located on Warren Road near the recreation centre and playground, this monument was erected in memory of Marinko 'Tich' Tomas, a Nannup local. He was the first Western Australian conscript to die in action during the Vietnam War on 8 July 1966, aged 21.

### Avenue of Honour

Wander down Higgins Street to see the newly established avenue of ornamental pear trees, with a large jarrah plinth honouring each of our fallen soldiers.

### Tank 7 Lookout

Head to Bridgetown on Brockman Highway, about 1 km out of Nannup turn right onto Lindsay Road, then turn right at the top of the hill.



**MINUTES OF AGM MEETING**  
**BUSINESS INITIATIVE GROUP NANNUP**

**Nannup Bowling Club**

**DATE:** Thursday 3<sup>rd</sup> November 2016  
**OPENED:** 6:05pm

**ATTENDANCE:** Diane Ness, Peter Clarke, Jeanne Llewellyn, Cheryle Brown, Laraine Raynel, Nat Taylor and Gavin Happenstall.

**Apologies** Maggie and Bob Longmore, Grant Raynel, Jean Vinicombe, Tony Mitchell, Ian and Davina Gibb, Louise Stokes, Jim and Isabel Green and Heather Walford.

**CONFIRMATION OF PREVIOUS MINUTES:** Jeanne Llewellyn and Cheryle Brown.

**CORRESPONDENCE OUT:** Nil

**CORRESPONDENCE IN:** Two Letters from Shire – Reply in regards to Walk Trails and a copy of proposed Commercial/private dwelling application. An email from Maggie Longmore in regards to opening of the new kitchen in the bowling club.

**Business Arising from Minutes:** Christmas trees have been dropped off at the school for decorations.

The Information Sign Boards have been completed. A huge thank you to Phil and Cheryl on a job well done. They look great. Very neat and tidy. Thank you to Hoppa for a job well done. Cheryle and I have not completed letter to Kevin Bird in regards to clock. We will do this soon.

**TREASURERS REPORT:** As Tabled – We have 12 members and there are 4 spots left on the Sign Boards.

**Visitors Nat and Gavin:** Natt and Gavin attended the Agriculture meeting held by the shire. They talked about importance of being able to provide local produce for locals and tourist alike. Trish's Kitchen has been invited to two twilight markets and the talk has been can we support a twilight market here in Nannup. We feel that we would need 4 or 5 likeminded people to achieve this. There was much discussion as to whether Nannup could support a night market. Do we have enough traders and would the locals come out for an event like this. We do not get the passing trade that towns on the main highways have.

**GENERAL BUSINESS:** Peter let us know that the council has resolved to support Small Business friendly local government initiative. 1. Work with B.I.G.N in regards to providing training in conjunction with local CRC. 2. Customer Service information and training. 27 people attended the Community Survey council meeting. There was some very good discussions. Discussion in regards to swimming pool for Nannup. A pie in the sky idea. This would cost our community too much. The



survey will go to draft and then will be sent out to the community. Agri workshop went very well with lots of feedback given. Warren Blackwood Group is in alliance with Stallard Group and they visited Taste of Nannup and had great discussions on Tourism. L.T.O is a great opportunity for Nannup.

Di talked about having the markets in the Town Hall over the winter months. With B.I.G.N sponsoring this. Di will talk with Val and local stall holders to see if they would like this idea.

Di proposed that the B.I.G.N hires the Lions Club Train for \$100 for the late night trading on November 30<sup>th</sup> 2016 from 4:30 to 6p.m. Laraine seconded this. All agreed.

Graeme and I will donate the hire of the bouncy castle for the night. I will also look into a face painter for the evening.

Around the Table:

Jeannie:

We have 5 people interested in Sub Committee for Tourism. Taste of Nannup is doing OK. Generally much busier than we have been. Lots of tourist visiting us.

Laraine:

Loose Goose is going very well with lots of different groups staying with us. We have had walking, bike and motor bike groups. We had a release of Red Tail Cockatoos on our property. We have plenty of food and nesting places for them on our property. The skip bins are going well. We are continuing to get farms on board. They like the bins as it saves them a trip to the tip every week. The courtesy bin at the entry of the tip is being used a lot. This is great because it means that the rubbish is being stowed properly and does not end up in our bush or rivers.

Cheryle:

Steve and I went to a conference of Community Resource Centres. Cheryle gave a talk on how we purchased our building. I enjoyed giving this talk on our achievement. There is a free simulcast showing of the Black Swan Tartuffe in the town hall this week and there will be a free simulcast showing of Symphony in the park hopefully at the rear of the CRC. On the 10<sup>th</sup> of December. We are advertising for a new trainee. We are providing a 1<sup>st</sup> Aide Course in November. We are also looking at a specific one for parents. The Living Foundation has dropped off new calendar for 2017. It has been a late winter so we are just starting our hay season. There is lots of grass. There is a shortage of beef in WA at the moment as farmers are selling their heifers to breeders.

Di:

We have been very busy. Business is improving all the time. All going well.

CLOSED:

7:30pm

NEXT MEETING

Thursday 1<sup>st</sup> of December 2016 – Bridge Cafe. This is our Xmas dinner so I will notify you of menu and cost soon.

**Business Initiative Group Nannup**PO Box 209  
NANNUP WA 6275**Profit & Loss [Cash]****1/07/2015 through 4/11/2016**7/11/2016  
9:24:31 AM

Income	\$2,075.00
Memberships	\$400.00
Contribution Christmas Lights	\$207.50
Signage boards	\$1,140.00
Signage boards 2016-17	
Total Income	<u>\$3,822.50</u>
Cost of Sales	\$0.00
Total Cost of Sales	
Gross Profit	<u>\$3,822.50</u>
Expenses	\$77.10
Admin	\$13.75
Advertising	\$550.00
Venue Hire	\$587.00
Insurance	\$400.00
Christmas Lights Competition	
Total Expenses	<u>\$1,627.85</u>
Operating Profit	<u>\$2,194.65</u>
Other Income	
Other Expenses	
Net Profit (Loss)	<u>\$2,194.65</u>



## **Warren Blackwood Alliance of Councils Annual General Meeting**

**5.30PM, TUESDAY 11 OCTOBER 2016**  
**HOST: SHIRE OF BRIDGETOWN – GREENBUSHES**

**Meeting opened: 5.30pm**

**1. Attendance:**

Cr Tony Pratico  
Cr Tony Dean  
Cr Wade DeCampo  
Cr Bob Longmore  
Cr Dean Bavich  
Tim Clynch

Peter Clarke  
Andrew Campbell  
Billy Wellstead  
Katie Drummond (EO)

**Apologies:**

Anna Oades

Cr John Nicholas - in the absence of Cr Nicholas CEO Tim Clynch was accorded voting rights in line with the WBAC constitution.

**2. Minutes of the previous Annual General Meeting**

The minutes of the previous Annual General Meeting, held on 6<sup>th</sup> October 2015 had been circulated.

***The minutes of the previous Annual General Meeting, held on 6<sup>th</sup> October 2015, were true and correct.***

**Moved:** Cr Wade DeCampo

**Seconded:** Cr Bob Longmore

**Carried**

**3. Annual Chairman's Report**

Cr Tony Pratico verbally reported that the WBAC had a good year and had taken on another regional project, the local tourism organisation. Cr Pratico thanked Katie for taking on the position of executive officer and thanked the three shires for their contributions.

Cr DeCampo expressed his thanks to Cr Pratico for his continued involvement with the WBAC in what has been a difficult year for Cr Pratico.

**4. Finance Report**

The audited financial statements of accounts for the year ending 30 June 2016 had been circulated.

*The audited financial statements of accounts for the year ending 30 June 2016 are received.*

**Moved:** Cr Wade DeCampo

**Seconded:** Cr Tony Dean

**Carried**

**5. Election of the Board and Office Bearers for 2016 – 2017 year**

Cr Tony Pratico declared all Elected and Executive positions open, the Executive Officer took the Chair.

Verbal nominations were received as followed:

- Cr Wade DeCampo nominated himself for Chairperson, Cr Tony Pratico seconded. No other nominations were received. Cr Wade DeCampo accepted and was elected unopposed.
- Cr Wade DeCampo nominated Cr Tony Dean for Deputy Chairperson, Cr Dean Bavich seconded. Cr Tony Dean accepted and was elected unopposed.
- Cr Wade DeCampo nominated Cr Dean Bavich as Secretary / Treasurer, Cr Tony Pratico seconded. No other nominations were received. Cr Dean Bavich accepted and was elected unopposed.

Resignations and Nominated Board Members and Office Bearers are as tabled below:

Name	Status	Composition
<b>Resignations</b>		
Nil		
<b>Appointments</b>		
Cr Wade DeCampo	Chairperson	WBAC Executive
Cr Tony Dean	Deputy Chairperson	WBAC Executive
Cr Dean Bavich	Secretary / Treasurer	WBAC Executive
Cr Tony Pratico	Member	Delegate – Shire of Bridgetown – Greenbushes
Cr Bob Longmore	Member	Delegate – Shire of Nannup
Cr John Nicholas	Member	Delegate – Shire of Bridgetown – Greenbushes

*All positions including Board Members and Officer Bearers be appointed as tabled above.*

**Moved:** Cr Wade DeCampo

**Seconded:** Cr Tony Dean

**Carried**

**6. Appointment of Auditors for 2016/2017**

***Hampton Partners Bridgetown are appointed as the auditors for the year ending 30 June 2017.***

**Moved:** Cr Wade DeCampo

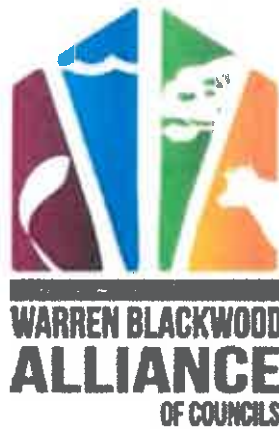
**Seconded:** Cr Tony Pratico

**Carried**

**7. Any other business**

It was proposed that future AGM's are brought forward to be in line with the Shire elections, therefore the 2017 AGM will take place in August 2017.

**Meeting closed: 5.42pm**



## **MINUTES**

**WARREN BLACKWOOD ALLIANCE OF COUNCILS BOARD MEETING  
5.30PM, TUESDAY 11 OCTOBER 2016  
HOST: SHIRE OF BRIDGETOWN – GREENBUSHES**

**Meeting opened: 5.42pm**

**Attendance:**

Cr Wade DeCampo  
Cr Tony Pratico  
Cr Tony Dean  
Cr Bob Longmore  
Cr Dean Bavich  
Tim Clynych

Peter Clarke  
Andrew Campbell  
Billy Wellstead  
Katie Drummond (EO)

**Apologies:**

Anna Oades

Cr John Nicholas - in the absence of Cr Nicholas CEO Tim Clynych was accorded voting rights in line with the WBAC constitution.

**1. Minutes of last meeting & matters arising**

No matter arising.

***Minutes acknowledged to be true and correct***

**Moved:** Cr Dean Bavich

**Seconded:** Cr Tony Pratico

**Carried**

**2. Correspondence**

Email received from Southern Forests Food Council (SFFC) to thank the WBAC Executive Officer for the recent update on the Local Tourism Organisation (LTO). The SFFC acknowledges that the LTO concept has merit and they would like to be informed of the progress of the LTO. The SFFC expressed that they would like the opportunity to explore the possibility of a co-branding the LTO and exploring co-funding options.



All other correspondence contributes into following agenda points.

**Moved:** Cr Tony Pratico

**Seconded:** Cr Tony Dean

**Carried**

**3. Financial report**

The financial report for 1<sup>st</sup> July 2017 – 1<sup>st</sup> October 2017 was circulated.

**Moved:** Cr Tony Pratico

**Seconded:** Cr Bob Longmore

**Carried**

**4. Executive Officer work report**

No comments.

**Moved:** Cr Tony Dean

**Seconded:** Cr Dean Bavich

**Carried**

**5. LTO Summary Report**

Draft 3 of the LTO summary report from Edge Marketing was received in September 2016. Before its circulation for public viewing it will be formatted and have input from the WBAC.

***The Local Tourism Organisation summary report is accepted and the final payment of \$17,500 + GST will be paid to Edge Marketing (Robyn Fenech).***

**Moved:** Cr Tony Pratico

**Seconded:** Cr Bob Longmore

**Carried with 3 – 2 vote.**

**6. Visitor Service Business Plan Grant**

The Tourism WA grant application to develop a Visitor Servicing Business Plan was successful and we are to receive \$33,380.

The Executive officer received 4 quotes for the project of which The Stafford Group and TRC Tourism were close candidates. The WBAC need to be very clear with the objectives of the project and conduct a scoring process for these companies. The Executive Officer is to discuss the project with the visitor centres.

Ideally, the Visitor Servicing Business Plan will be completed by Christmas.

***The CEO's and Executive Officer are delegated authority to carry out a robust assessment of The Stafford Group and TRC Tourism and appoint the preferred candidate to conduct the Visitor Servicing Business Plan.***

**Moved:** Cr Tony Dean

**Seconded:** Cr Bob Longmore

**Carried**

## 7. Submissions

*The WBAC will provide submissions to both sides of politics as we lead up to the March 2017 Elections. The submission will include information of the proposed LTO, trails development and potential icon.*

**Moved:** Cr Tony Pratico

**Seconded:** Cr Dean Bavich

**Carried**

## 8. General Business

### a) Maureen Murray - Proposal for tourism and recreation project in south-west council regions

The WBAC board believe this is an excellent proposal however there are some foreseen issues regarding the rail corridors, the forthcoming rail policy will clarify if there will be issues. As the proposal covers a number of Shires there is the option of it being taken to the zone for sponsorship. Maureen is to be invited to next meeting to talk to the WBAC board about the project.

### b) SFFC AGM invitation

If any board members would like to attend, please let the Executive Officer know.

### c) Warren Blackwood Stock Route Stakeholder meeting

All agreed that the Executive Officer will attend on behalf of the organisation.

### d) Enhancing Niche Tourism: Prospects for South West WA to integrate tourism and agri-food systems workshop

Noted - no comments.

Cr John Nicholas entered at 6.16pm.

### e) LTO

Cr Wade DeCampo and Andrew Campbell recently met with Auswest regarding the mill closures; there may be an opportunity to request funding for tourism from the Premier in light of the closures. The funding would create an LTO earlier than planned as it may secure up to \$250,000 funding. The closure may also open avenues for other funding providers for both the LTO and icon development as we have a good case which would open up new opportunities.

Once the Visitor Servicing Business Plan (VSBP) is complete then we can look at the implementation plans and budgeting for the LTO.

There were discussions around using the 'Genuinely Southern Forests' branding for the LTO as there are concerns that if the brand is used and the LTO is based in Manjimup it will be perceived as not being a regional organisation; the VSBP should give us direction with these issues.

### f) Nannup Clock

Nannup clock maker Kevin Bird has had a number of interested parties in acquiring the clock, the most recent one has fallen through. The Shire of Manjimup are waiting to hear back from Kevin. As some members have not seen the clock, Cr Bob Longmore will arrange a quick visit before the December board meeting.

**9. Next meeting**

**Tuesday 6<sup>th</sup> December 2016 – Nannup**

- 5pm clock visit
- 5.30pm WBAC Board Meeting at Shire of Nannup Council Chambers

**Meeting closed: 6.33pm**



# NANNUP SHIRE LEMC MINUTES

Meeting held 2nd November 2016

CESO

## **CONFIRMATION OF MINUTES**

These minutes comprising pages 1 – 7 were confirmed by LEMC  
Chairperson 1<sup>st</sup> February 2017 is a true and accurate record.

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Cr Tony Dean (Shire President)

# **SHIRE OF NANNUP**

## **Local Emergency Management Advisory Committee**

**Wednesday 2<sup>nd</sup> November 2016**

**Held at the Council Chambers**

# **MINUTES**

### **1. OPENING**

Mr Tony Dean chaired the meeting and declared the meeting open at 3:05pm

### **2. ATTENDANCE & APOLOGIES**

#### **Attendance:**

Mr Tony Dean (TD) – Shire President/Chairman

Mr Peter Clarke (PC) – Chief Executive Officer

Mr Jonathon Jones (JJ) – Manager Infrastructure

Mr Rob Bootsma (RB) – Executive Officer

Mrs Fecility Dear (FD) – Nannup District Senior High School Principle

Mr Simon Bickers (SB) – Nannup Police Sergeant

Ms Roma Boucher (Ms Roma B) – Department of Child Protection & Family  
Support

Mr Bob Longmore (BL) – Shire of Nannup Councilor

#### **Apologies were received from:**

Mrs Cheryle Brown (CB) – Nannup CRC Manager

Mrs Louise Stokes (LS) – Community Recovery Coordinator

Mrs Rachel Couper (RC) – Water Corporation

Mr Douglas Fagerstrom (DF) – Water Corporation

Mr Martin Dearlove – Department of Child Protection and Family Support

Mrs Sally Shaw (SS) – Nursing Unit Manager - Nannup Hospital

### **3. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

### **4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

That the meeting minutes of Local Emergency Management Advisory Committee meeting held Wednesday 3<sup>rd</sup> August 2016 be confirmed as true and correct.

**Moved – (Felicity Dear)**  
**Seconded – (Simon Bickers)**

**CARRIED**

**5. BUSINESS ARISING FROM THE PREVIOUS MINUTES –**

(RB) informed the committee that the Vehicle Identification Sticker process and the register held at the shire office. (RB) discussed possible use of the VIS and vehicles attending an incident that were not emergency vehicles. (SB) stated that the shire vehicles should have the stickers and that will be discussed with (JJ) and the shire depot. Some brigades have expressed interest with obtaining VIS for their private and farm vehicles.

**6. REPORTS**

6.1 (RB) report attached. Executive Officer (EO)

6.2 (PC) informed the committee the project Rural Numbering System (RNS) and the progress to date. It was originally expected to go live as of December 2016, advising Landgate with all the information, to enable Landgate and Australia Post to upgrade their systems with the new address information but going live would most probably be February 2017. The initial costs were estimated at \$80,000 but to date only \$35,000 has been spent. (SB) asked for the address information to speed up the process within WAPOL. (PC) re-iterated it would be prudent to wait until the RNS goes live.

6.3 (Ms Roma B) report attached.  
(MS Roma B) mentioned the Comprehensive Impact Assessment being introduced to assist with an accurate assessment for all incidents across the board for all agencies. It is essential to have a consistent method to assess with agreed outcomes to better inform the LG of the extent of work required and associated costs.

6.5 (FD) informed the committee of the new systems at the school. There is a new Personal Address system in each classroom. The school has the ability to lock down individual classrooms if a threat occurred. There were security camera's situated around the school to provide security surveillance and the ability to record. (RB) asked about the catastrophic weather event with the school sending children home with the consent of the parents. (FD) stated it was an initiative from Department of Fire and Emergency Services and the Education Department. Further group discussions with the occurrence and impacts on the school and families followed. (FD) stated it was a safety issue and that it was necessary especially when hospitals engaged the practice prior to Waroona Fire. It saved time and was performed in an orderly manner.

6.6 (SB) was asked from (TD) over some concerns with security at Volunteer Brigade Sheds at the last meeting. (SB) stated numerous brigades have



been targeted with break and enter with stealing property and he was wondering if the shire had anything planned to improve security. The fire sheds have the standard methods of security but not monitored at the moment. Monitoring brigades would be very costly and since they are usually in remote areas this could be difficult.

(SB) WAPOL bushfire policy is updated. Furthermore, the Hazard Management Agency (HMA) has the authority to invoke evacuations. WAPOL can assist with staff during a significant incident. (SB) also mentioned the Police will withdraw from the direct impact of the incident 1 hour of its impact. (SB) is seeking from (RB) updated contact details in case of an emergency within the shire.

## **7. GENERAL BUSINESS AROUND TABLE**

(RB) received a letter from a resident in Jalbarragup asking the shire's contingency plans for failed services supplied to residents in Jalbarragup. From the recent South Australian storm that crippled SA from failed electricity supply services; it was a concern for residents. The resident feels vulnerable especially with recent outages upgrading and improving the electrical supply. Discussion around the table re-iterated the shire cannot provide the back-up facility to accommodate residents for this to occur. Some committee members have their own back-up systems to manage these types of incidents due to their remoteness or self-reliance to possible failed supply systems. (TD) asked that the committee responds to the concerned resident with a letter explaining the committees' discussion. (RB) is to write a letter to the resident.

(RB) spoke with Vic Cheema regarding the SEMC and the Ferguson Report with the Waroona – Harvey Fire. In the near future there will be some significant changes to the SEMC structure; this was highlighted in the Ferguson Report. An improved template to document Risk Assessments when an incident has moved into the Recovery Phase of the incident will be formulated to assist with the handover from the HMA to LG. There has been some confusion and differences with assessments and the physical damage incurred. Rehabilitation with the environment has also been an issue with assessments.

## **8. NEXT MEETING**

Wednesday 1st February 2017 at 15:00 (3:00pm)

Other meetings scheduled for 2017 are:

Wednesday 3<sup>rd</sup> May

Wednesday 2<sup>nd</sup> August

Wednesday 1<sup>st</sup> November

## **9. CLOSURE OF MEETING**

There being no further business the meeting was closed at 15:55 (3:55pm).

## **LEMC Meeting 02-11-2016 EO Report**

- I apologise for the late notification with the November LEMC meeting; I was on annual and leading up to my holidays and there were numerous projects I had to ensure their continuation whilst I was on leave.
- Darradup and North Nannup brigades have received their new appliances as part of the appliance replacement program. Darradup BFB received a 4.4B (Broadacre) single cab appliance and North Nannup received a 4.4B dual cab appliance.  
The new appliances required modifications to enable both hose reels to be electrically operated. This required removing the old hose reels from those appliances in Perth and refitting them to the new appliances in Nannup.
- East Nannup BFB new Fire Shed is at lock up stage with further work required before the East Nannup 2.4 appliance can be housed there. Due to other circumstances the fitting out has slowed but it is back on track with the gyprock and plumbing to be completed within the next two weeks. The brigade will complete the painting and tiling. Further earthworks will be required surrounding the shed with paving and blue metal stones to eliminate erosion. Additionally a concrete apron for both roller doors will be laid.
- North Nannup BFB shed extension is progressing well. The North Nannup shed extension opening day is this Sunday 6<sup>th</sup> November. The brigade will have their new appliance stored in the shed; during the shed upgrade it was located at a member's property. There is some further work scheduled inside and outside the shed over the coming months.
- There is a new emergency notification package on the internet. Emergency WA can provide up to date information relating to several emergencies from fire, storm, flood, earthquake and Hazardous material. Search by typing [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au)

**Rob Bootsma**

## Shire of Nannup Local Emergency Management Committee Action List

ItemNo. (Date)	Action/Recommendation (Details)	Responsibility Name/Agency	Status Report	Completion Date
7 (4-05-16)	RB to finish the emergency exercise desktop and contact committee members	RB/LG	Not complete	Nov '16
7 (3-08-16)	RB to provide explanation to LEMC members VIS process.	RB/LG		Nov '16

# **SHIRE OF NANNUP BUSHFIRE ADVISORY COMMITTEE MINUTES**

**7<sup>TH</sup> NOVEMBER 2016**

## **AGENDA ITEMS**

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- 1. DECLARATION OF OPENING**
- 2. RECORD OF ATTENDANCE/APOLOGIES**
- 3. PETITIONS/DEPUTATIONS/PRESENTATIONS**
- 4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**That the Minutes of the Bushfire Advisory Meeting of the Shire of Nannup held in the Council Chambers on 29<sup>th</sup> August 2016 be confirmed as a true and correct record.**

- 5. BUSINESS ARISING FROM THE PREVIOUS MINUTES**
- 6. REPORTS**

- 6.1 Chief Bush Fire Control Officer**
- 6.2 Deputy Chief Fire Control Officer**
- 6.3 Community Emergency Services Officer/Training Coordinator**
- 6.4 Brigade's FCO Report**
- 6.5 Department of Fire and Emergency Services**
- 6.6 Volunteer Fire and Rescue Service**
- 6.7 Department of Parks and Wildlife**

- 7. GENERAL BUSINESS**

- 7.1 Sentinel Alert System**
- 7.2 Vehicle Identification Sticker**
- 7.3 Volunteer ID Card**
- 7.4 Incident Management Team members**
- 7.5 Operational brigade items 2016-2017**

**8. DATE FOR NEXT MEETINGS PROPOSED**

**Monday 6 February 2017**  
**Monday 1 May 2017**  
**Monday 7 August 2017**  
**Monday 6 November 2017**

**9. CLOSURE OF MEETING**

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**BUSHFIRE ADVISORY COMMITTEE  
MINUTES**

**1. DECLARATION OF OPENING**

Deputy Chairperson opened the meeting at 1930 (7:30pm)

**2. RECORD OF ATTENDANCE/APOLOGIES**

**Attendance**

Patricia Fraser (PF) – Shire of Nannup Councillor (Deputy Chairperson)  
Robin Mellema (RM) – Chief Bush Fire Control Officer  
Ashley Kidd (AK) – Deputy CBFCO  
John Dunnet (JD) – Scott River FCO  
Paul Lamers (PL) – North Nannup FCO  
Carey Curtis (CC) – Nannup Brook FCO  
John Patman (JP) – Darradup FCO  
Geoff Wilson (GW) – Carlotta FCO  
Mark Scott (MS) – Balingup Road FCO  
Tim Wall (TW) – DFES LSW Acting Area Officer  
Rob Bootsma (RB) – Community Emergency Services Officer  
Ed Hatherly (EH) – DPaW Forest Officer Blackwood  
Jeff Bennett (JB) – DPaW Forest Officer Warren  
Ian Wishart (IW) – Carlotta Bush Fire Brigade Captain  
Peter Clarke (PC) – Shire of Nannup Chief Executive Officer  
Jonathon Jones (JJ) – Shire of Nannup Manager Infrastructure

**Apologies**

Cate Stevenson (CS) – Shire of Nannup Councillor (Chairperson)  
Danny Mosconi (DM) – DFES LSW Acting Superintendent  
Chris Lloyd (CL) – Bushfire Risk Planning Coordinator  
John Gaunt (JG) – Peerabeelup FCO  
Gerald Brown (GB) – Cundinup FCO  
Vic Lorkiewicz (VL) – East Nannup FCO

### 3. PETITIONS/DEPUTATIONS/PRESENTATIONS

(TW) presented Department of Fire and Emergency Services response to the Ferguson Report Recommendations from the Waroona/Harvey Fire. Several recommendations will be implemented for this season and Tim explained in detail with the aid of a power point presented those recommendations. With the introduction of a Rural Fire Service DFES would wait until after this fire season to proceed with consultative discussions with all stakeholders for the best outcome.

(RB) introduced Carey Curtis to the meeting as the newly appointed Nannup Brook FCO. (RB) asked the committee to recommend to Council her appointment as Nannup Brook FCO.

#### **Motion**

***Bush Fire Advisory Committee recommends to Council to approve the recommendation from Nannup Brook Volunteer Bush Fire Brigades decision of electing a new Fire Control Officer being Ms Carey Curtis. Also that Carey completes a FCO training course and deemed competent within a 12 month period.***

**Moved        Mark Scott**  
**Seconded   Robin Mellema**

**CARRIED**

### 4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

The Minutes of the Bushfire Advisory Meeting of the Shire of Nannup held in the Council Chambers on 29<sup>th</sup> August 2016 be confirmed as a true and correct record.

**Moved                    (Mark Scott)**  
**Seconded                (Ashley Kidd)**

**CARRIED**

### 5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Committee asked about the BFAC recommendation at the last BFAC in August with Council to write to Telstra regarding mobile phone communications tower location preference in East Nannup.



**Motion:**

***Bush Fire Advisory Committee recommends the Shire of Nannup approach Telstra regarding the location of the eastern tower position preference. Also Telstra consider the existing emergency services aerial location at Tower Road, to provide effective communications for the residents in the East Nannup and Donnelly Mill Village localities.***

**Moved: Vic Lorkiewicz  
Seconded: Mark Scott**

**CARRIED**

(PC) informed the committee that Council had approved the recommendation from BFAC and a letter was sent to Telstra. Council is waiting for a reply to the letter but (PC) also indicated the telecommunications towers were contracted out to contractors. (RM) stated letters went out to property owners in the locality for contractual arrangements for leasing property for the installation of and final positioning of the tower, based on the topography.

**6. REPORTS**

- 6.1 Chief Bush Fire Control Officer – Report to follow
- 6.2 Deputy Chief Fire Control Officer – Report attached
- 6.3 Community Emergency Services Officer/Training Coordinator – Report attached.
- 6.4 Brigade's FCO Report
  - 6.4.1 Balingup Road FCO (MS)  
They had there AGM and report no changes to the executive members. (MS) and the executive were concerned with the area around Hill Bille'. (EH) stated they are looking all lands under DPaW jurisdiction and he will looked into it the areas of concern.
  - 6.4.2 Carlotta FCO (GW)  
To date only one request for a permit.  
The brigade will look at their operational items list.
  - 6.4.3 Cundinup FCO (GB)  
An apology no report
  - 6.4.4 Darradup FCO (JP)  
Performed 3 property burns.  
The new appliance performs very well.

- 6.4.5 East Nannup FCO (VL)  
An apology no report.
- 6.4.6 Nannup Brook FCO (CC)  
New to the role as FCO  
Brigade is keen to have a High Season Vehicle for summer  
The progress with R2R process
- 6.4.7 North Nannup FCO (PL)  
The new appliance is good, it has been tested with control burns  
an assisted DPaW at Tanjanerup Burn.  
Brigade ABC burns used for new fires with experience in a  
controlled environment.  
Opening day on Sunday 6-11-2016 approximately 80 people  
attended and new members have signed up.
- 6.4.8 Peerabeelup FCO (JG)  
An apology no report
- 6.4.9 Scott River FCO (JD)  
The brigade had their AGM no changes to executive  
From the items requested where is the large map.  
(RB) to discuss the operational items later when convenient.
- 6.5 Department of Fire and Emergency Services  
(TW) informed the committee that FAWNA group have had AIMS training  
to understand fire ground protocols. There have been several break ins  
of late at brigades and in the City of Busselton have installed security  
cameras with monitoring capabilities. From these cameras persons can  
be identified and provide evidence for further investigations. Monitoring is  
provided by an external contractor.
- 6.6 Volunteer Fire and Rescue Service  
An apology no report
- 6.7 Department of Parks and Wildlife  
Blackwood (EH) Report to follow  
  
Donnelly (JB) Report to follow

## **7. GENERAL BUSINESS**

- 7.1 Sentinel Alert System  
(RB) stated a letter was received from Sentinel Alert Mr Ray Datodi  
regarding the Sentinel Alert System's ability to become active with  
ongoing support. There are two components to the cost structure. One

being the initial work required to upgrade the system to become permanently connected with dedicated Telstra line to the base unit, install a dedicated server, supply 24/7 monitoring by external staff, a dedicated modem, and upgrading software to the BoM site. Two the ongoing annual maintenance costs which will be incremented based on industry costs and inflation. (PC) informed the meeting most current users of the system from the trial are not confident the system will be any benefit since other emergency and radio information is currently being improved with new products on the internet or applications available for smart phones. DFES are continually improving the messaging information to the community and radio stations are broadcasting regular information. (RB) asked the committee to decide whether they support the community of Jalbarragup with a recommendation to Council to proceed with the complete Sentinel Alert System operationally to the residents in Jalbarragup.

### **Motion**

***That the Bush Fire Advisory Committee based on comments received from members recommends to Council that it does not support the Sentinel Alert System in the Jalbarragup community.***

***Moved  
Seconded***

***John Patman  
Ashley Kidd***

***CARRIED***

#### **7.2 Vehicle Identification Stickers**

(RB) said the VIS is available and there are 100 stickers. The stickers are for operational vehicles to gain access during an incident when a Partial Road Closure has been declared by the Incident Controller. The other type of road closure is Full Road Closure where no vehicles will have access. (RB) said he developed a spreadsheet to capture all the details of the vehicle requiring a VIS. (TW) said there is a proforma on the DFES website to assist with this process. Some FCO's expressed interest with obtaining some VIS and Shire Depot vehicles should have VIS. It may require purchasing additional VIS this can be done through DFES stores.

#### **7.3 Volunteer ID Card**

(RB) informed the committee that Volunteer ID Cards are now available and there is a procedure to follow. A passport photo is required with other information and (RB) will send this out to brigades. The photo can be performed at the shire. This information is sent to DFES and the fire fighting member will receive the ID card in the post.

**7.4 Incident Management Team members**

The shire received a letter from DFES for Incident Management Team key positions. It is a timely reminder to identify qualified and competent fire fighters for roles in the IMT; either locally or out of shire. I will need to populate a spreadsheet to assist the region (DFES LSW) with their matrix of IMT members before the fire season.

**7.5 Operational brigade items 2016-2017**

(RB) asked brigades to provide their operational items for 2016-2017 for consideration when monies were available. Safety items will be purchased as needed (no prioritising required) and only items that are eligible based on the ESL Manual. (RB) to provide brigades with a copy of eligible and ineligible items from the ESL Manual 2016-2017 to help with their decisions. (JD) asked where are the items from last year's list. (RB) said not all items were purchased due to available funds and the prioritisation of items was up to the Chief BFCO, Deputy Chief BFCO, Chairperson and I. (RB) to discuss further with (JD) the process of procuring operational items.

(JP) was concerned that appliances were using water to fill at the depot. There was concern with depleting the overhead tanks and the valve to fill these tanks would need compressed air to operate and the water tanks may not get filled. The Shire Depot uses these tanks regularly and brigades should be able to fill their appliances in their areas or by hydrants around town. (RM) was supportive of brigades using shire depot water for filling during depot hours and it would be appropriate to have procedures to explain the process. Also during an incident the depot can be opened to allow appliances to fill from the water supply. The alternative is to fill up from hydrants, dams or possibly the golf course water supply. (MS) said the shire should have designated water filling up points so brigades do not have to mess around during all hours of the night after a shift and deal with non-favourable filling procedures. (MS) also informed the committee in their area they have several private water filling up points to use during an incident. (RB, RM & JJ) to look into options for brigade appliances to fill up after hours.

**Motion**

***That the Bush Fire Advisory Committee recommends to Council that the Shire Depot be provided for 24 hour access to enable firefighting appliances to source water.***

**Moved Mark Scott**  
**Seconded John Patman**

**CARRIED**

(TW) informed the committee the new Automated Vehicle Location (AVL) system will be rolled out before Christmas to appliances in high risk areas. The Incident Controller will be able to view vehicles fitted with these devices and over time all other vehicles. The AVL has a distress button in an emergency and all users will be notified of the activation. DFES operational staff, Chief's and Deputies will have these fitted. The system is a commercial contract and it is used worldwide with good support. The system is similar to DPaW's tracking system with work is being done to have them both monitored at a common location.

## **8. DATE FOR NEXT MEETINGS PROPOSED**

Monday 6 February 2017  
Monday 1 May 2017  
Monday 7 August 2017  
Monday 6 November 2017

All committee members agreed to next years meeting dates.

## **9. CLOSURE OF MEETING**

Meeting closed at 2130 (9:30pm)

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### **CBCO Report 7<sup>th</sup> November 2016**

- By all accounts the North Nannup VBFB shed opening went well. Good attendance and enjoyed by all. My apologies for not being able to attend due to family business.
- Issuing of permits commenced today. We are still using the large trial version. If the applicant is doing a large burn please ensure they contact the ComCen as they can then assess any 000 calls against permitted burns.
- For brigades doing requested burns, just a reminder to use the ABC forms from the CESO. Any burns which you carry out, if you pass this information on to Chris Lloyd, he can map this in order to manage the Shire's Bushfire Risk Management Plan.

- Thanks to the Brigades who assisted DPAW on Wednesday with the management of their prescribed burn. Nannup Brook and North Nannup. The assistance was greatly appreciated.
- R2R for Nannup Brook Brigade still progressing. Now with me I have a hard copy for a proof read and additions as required.
- Rural Numbering System still progressing, 90% completed.
- Bushfire Risk Management Plan. We have a lot of committed prescribed burns on this plan. We need to plan the logistics for these burns and endeavour to address these in their allocated timeframe. I am aware that the Nannup Brook brigade wishes to do part of Reserve 35981 as a request from a land owner and to assist with the management of the Shires Reserves. With further investigation a proposal for a burn on the 20<sup>th</sup> of November as part of their training is being considered. Weather and conditions permitting.
- Congratulations to the Brigades with new HD's. Well done and stay safe.

**Robin Mellema**

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## **Deputy CBFCO Ashley Kidd – Report for BFAC Meeting 07 November 2016**

I attended a joint South West & Lower South West ROAC Meeting on 13<sup>th</sup> October 2016 at Bridgetown Incident Control Centre. The main items discussed that have an impact the operations in our Shire were:

- The access of groups like FAWNA to active fires to help and protect wildlife.
- The importance of all firefighters recording attendance at all fires in a personal diary and noting anything of particular difference or of a hazardous nature, such as burning tyres in the bush, to support any claim that may arise from health issues later on.
- Funds are available through the Association of Volunteers for the promotion of safety.
- As at the date of the meeting,
  - P&W considered that they were one month behind in the planned control burns due to the unfavourably wet conditions up to that time.
  - Spotters were expected to be implemented about now.
  - 200k hectares across the various regions split into proximity zones were hoped to be burnt this spring season.
  - The cyclone outlook by BOM is for a 63% chance of at least 5 cyclones in the NW and a likelihood of 2 coastal impacts. There is a significant risk of at least one



severe tropical cyclone.

- There was considerable discussion on the Ferguson recommendations with the highlight being that FESA do not know what the future holds but are implementing most findings as they are able.
- A system to enable the IC to see all appliances on the fire ground is being rolled out. This system is
  - Based on a commercial readymade system as used by courier companies
  - Uses GPS transmitting technology
  - Will have an auto warning system capability incorporated in the system
  - There will be 760 fixed and some portable systems
  - There will be a staged implementation of the system with priority given to the higher risk areas (such as the SW and LSW.
  - It is anticipated that these units will be installed in Shire appliances by 1<sup>st</sup> December
  - Chiefs and Deputies will be responsible for system control.
  - Photo ID cards will be input ultimately. 48 out of 79 LG's never responded.
  - Preformed teams for Level 3 fires are being formed. The focus is on local involvement.
  - There will be five teams, Alpha to Echo
  - There will be 70 personnel per team, 32 P&W, 18 DFES, with the remainder being from LG and volunteers
  - There will be two cadres covering day and night shifts
  - Not all prescription burns are being advised to Councils who advise OBRM resulting in ComCen calls that they are unable to dismiss due to lack of knowledge.
  - Brookfield rail issues are being overcome under the pressure of the Bush Fire Act.
  - Mitigation funds are available for use on areas such as fire trails.
  - There was a report on a fire trail being planted with new vegetation to green the environment rather than leave it for the purpose intended, a fire barrier.
  - It was reported that all new Western Power power poles are to be treated with a fire guard. It was reported that it was observed that new non-treated poles were being installed by a contractor resulting in the poles having to be removed and replaced with the correct style of poles. We were urged to be vigilant and report non-conformities.
  - There have been a considerable number of break-ins to Brigade sheds resulting in CCTV's being installed in Margaret River and Busselton. These break-ins are being achieved by removing screws from the outside wall and winding up the door. The cost of installing security systems is an eligible expense but CCTV's are not.

- The permit to burn system is being upgraded and is likely to result in two separate permit styles, one for simple, and one for complex burns.
- The options in the pathway training system are to now flow through to the higher level pathways. Previously earlier pathway options were not available in higher pathways.

**Ashley Kidd**  
**Deputy CBFCO**

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#### **BFAC Meeting 07-11-2016** **CESO Report**

23-08	Business Plan meeting with DFES A/DO Andy Thompson
25-08	eAcademy preparation for BFAC on 29-08
25-08	SWEMA meeting at Shire of Collie
30-08	DPaW Peter Keppel's retirement morning tea at DFES Manjimup Office
03-09	LSW BFS Forum in Augusta Margaret River
08-09	RU OK meeting fellowship with DFES staff
29-09	East Nannup 2.4R returned from Crew Protection Package upgrade
10 & 11-09	WA Fire & Emergency Services Conference – Perth Convention Centre
16-09	Meeting with Frontline Fire & Rescue Equipment representative
20 & 21-09	Mental Health First Aid course – DFES Manjimup Office
04 & 05-10	Leadership Fundamentals course – DFES Manjimup Office
11 to 13-10	DFES Pre-season workshop – Perth
02-10	Frontline F&RE modified some newly installed pipework
02-10	LEMC meeting

06-11 North Nannup shed extension opening day

### **Training Officer Report**

20-08 Machine Supervision course – Bridgetown  
21-08 Plantation Fire Fighting course – Bridgetown  
04-09 Introduction to Fire Fighting course – Nannup 11 participants  
07-09 DOSA training for Bridgetown 12.2 BWT  
12 & 13-10 Coordinated On Road Driving – Dunsborough  
24 & 25-10 Coordinated On Road Driving – Nannup  
05-11 RUI exercise Commonage - Dunsborough

Further courses are being organized for Shire Depot employees and Donnelly Holiday Village with WAERN training

FCO training for Donnelly Holiday Village

IFF course followed by a BFF course for Nannup participants.

Any other courses Firefighting members wanting participate go onto the eAcademy to see if the courses are available or please call me so I can assist with their requirements.

**Rob Bootsma**

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**To:** Shire of Nannup  
**From:** Donnelly District, Parks and Wildlife.  
**Date:** 7 November 2016  
**Subject:** Bush Fire Advisory Committee.

1. It has been a wet and cold spring this year and is now only just starting to warm up. Donnelly District has completed 5 000 hectares from two burns so

far. These burns have been located east of Manjimup associated with open jarrah, wandoo and heathlands vegetation types.

2. We are looking at burns in the Shire of Nannup in the near future. They are:

**Netic - DON\_035 -679 hectares. Hopefully we can ask for some brigade assistance when we burn around the Donnelly Mill Settlement.**

**Yanmah – DON 010 – 726 hectares**

Barlee – DON\_002 – 1449 hectares. We are also looking for some brigade assistance in the private property adjacent to this burn if we need it.

**Gordon – DON 051 – 6612 hectares**

3. Nil fires to report.

**Note: Maps are available if required; contact Shire of Nannup CESM – Rob Bootsma**

## Jeff Bennett

**District Fire Coordinator**

### Donnelly District

## Parks and Wildlife

**To: Shire of Nannup**

**From: Blackwood District, Parks and Wildlife.**

**Date:** 07 November 2016

**Subject:** Bush Fire Advisory Committee.

**1. The remaining planned burn program in the Shire of Nannup –for spring 2016:**

- Beaton – BWD\_004 654 hectares
- Jalbarragup – BWD\_013 683 hectares
- Nelson - BWD\_039 2651 hectares.
- Barrabup - BWD\_049 130 hectares remaining
- Cambray BWD\_050 6443 hectares
- 

**Completed Burns this spring as at 07 / 11/2016**

- Red Gully – BWD\_059 5290 hectares – completed in October 2016
- Tanjanerup BWD 059 3974 hectares completed – 40 Ha

**Total** **12,822 Hectares**

2. The Blackwood District has consolidated our 1 and 3 year burn plans. If there are any special areas that are considered high risk and that need to go onto the burn program please contact me as soon as possible to discuss.
3. Remaining burns programed this week are based in the AMR shire, other than the McCorkhill plots (4) which are scheduled for some time in the next few days.
4. Blackwood District has completed 22,456 Ha in total this spring across all local government jurisdictions this spring.
5. There is 3-10mm expected on Thursday 10<sup>th</sup> November, which if this arrives the department will be looking closely at Jalbarragup and Nelson. If there are no significant rain events in the coming weeks the current spring program will be drawing to a close.

Ed Hatherley  
Fire Operations officer, Blackwood District  
Parks and Wildlife

Submission 1	Content of Submission	Comments
<p>Mrs Jan Brenkman 26 Dunnet Road, Nannup</p>	<p><b><i>Considering size of Nannup Shire and population – prefer Scenario 4 (abolition of Wards) and retaining 8 Councillors.</i></b></p> <p><b>Supporting Comments</b></p> <ul style="list-style-type: none"> <li>• Although current Wards present different scenarios and problems, any activities or events in rural area are just as likely to impact on town residents and vice versa.</li> <li>• Most Councillors very helpful – has been an occasion in past when Councillor approached out of our Ward because we knew them, but were told to go and talk to Councillor in our Ward.</li> <li>• A change in the system would be good reminder for some Councillors to remember that they represent the interest of all electors.</li> </ul>	<p>Whether a change in the Wards and Representation occurs or not, the <i>Local Government Act</i> requires Councillors to represent all of the Electors in the district, not just those in their particular Ward.</p>
Submission 2		
<p>Mr Mario Camarri RMB 360 Nannup</p>	<p><b><i>As status quo ticks all boxes for true representation of people, their lives and physical nature of this Shire, rather than “burns on seats” mentality of the other options, I see no logical reason to change to another scenario.</i></b></p> <p><b><i>Retain Scenario 1 until further development makes the present system truly unworkable.</i></b></p> <p><b>Supporting Comments</b></p> <ul style="list-style-type: none"> <li>• It is stated in the “Preferred Scenarios” that Scenarios 3 and 4 provide “Balanced Representation” .... the only balance of these two scenarios is in numbers.... Is that a true balance?</li> <li>• “Representation” has many meanings and if used as a true reflection of people as a whole, then all factors of their lives have to be taken into account, which certainly doesn’t in scenarios 2, 3 and 4.</li> </ul>	<p>The Local Government Advisory Board considers that the ratio of Councillors to Electors is particularly significant and it is expected that local governments will have similar ratios of Electors to Councillors across its Wards. The current ratios are not within the expected range.</p> <p>The scenarios provided in the Discussion Paper were merely trying to achieve ratios that were within the plus or minus 10% range as encouraged by the Advisory Board. In the Preferred Scenario comments it also states “Scenario 1 in retaining the status quo could be argued for retention as the ratio deviations are minimal to the plus or minus 10%”.</p>

	<ul style="list-style-type: none"> <li>An alternative position could involve a circular configuration of:- Town, Special Rural and outlying subdivisions, Agriculture. Would fit all points of "Matter to be considered in respect of Wards.....clause 4(2).</li> </ul> <p>I do NOT endorse Option 4 for the following reason:-</p> <ul style="list-style-type: none"> <li>There is no clear differentiation between Councillors in terms of understanding others lives by actually living the experience.</li> <li>Under the Ward system the lines of responsibility are clearly drawn to take into account the Ward living conditions whilst, in Council, balancing the whole needs of the Shire.</li> <li>Is difficult to access Councillors who are truly interested in your specific area. (This is said in response to experience in a neighbouring Shire)</li> <li>Can allow special interest groups to campaign and ultimately control the votes in Council.</li> </ul> <p>Aware that Councillors will comment that they represent ALL in the Shire, but in practice this is not the case..... again experience is a great teacher.</p> <p>As for scenarios 2 and 3, it would be completely senseless to split the town which is truly a different entity to the rest of the Shire in all aspects.</p>	<p>Whilst the circular configuration was not assessed, it would be highly unlikely that the relevant Councillors to Elector ratios would be achieved.</p> <p>Scenario 4 provides another option for consideration and simply highlights the Councillor/Elector ratio of 1:126 or 1:144 is quite small based on other local government authorities. It also highlights the relevance of a Ward system where a Councillor does not have to reside in the Ward that they represent. The Shire of Nannup has examples of where this takes place.</p>
<b>Submission 3</b>		
<p><b><u>Late Submission – Received on Friday, 3 November 2016</u></b></p> <p>Mrs Barbara Dunnet Scott River</p>	<p><b><i>The residents of Scott River would prefer Option 1 which is the retention of Wards.</i></b></p> <ul style="list-style-type: none"> <li>Economic issues are different from most of the North ward and the central ward. Local Government grows the economies of the economies of the town site. Private enterprise has to grow the rural areas.</li> </ul>	<p>From Mrs Dunnet's submission it appears that she is speaking on behalf of the residents of Scott River however, there is no reference to a meeting of residents or canvassing same to seek their views.</p>

	<ul style="list-style-type: none"> <li>• Many residents in the south ward are non-electors as they are workers or they are they have non- residential status such as those from New Zealand and don't have voting rights, however they are farm managers and hence economic drivers for our community and need representation at council level. These people are not considered in your review.</li> <li>• The bigger the wards get in land mass does not provide any representative rights to ratepayer/electors as in just means more government land that has to be traversed.</li> <li>• The represented interests of the South Ward need to be protected. Subdivision rights will always grow numbers in the North ward to the detriment of the other wards. Farming areas don't have this ability and should not be compromised by an increase in numbers living in subdivisions.</li> </ul> <p>In conclusion we believe that the retention of the current ward system is best for the residents of the South ward and particular the Scott River Community.</p>	<p>The Local Advisory Board requires Council to address the Councillor/Elector ratio as per the Electoral Roll. There is no requirement to consider non-residential status persons.</p> <p>As indicated in previous comments, the <i>Local Government Act</i> requires Councillors to represent all of the Electors in the district, not just those in their particular Ward.</p>
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SUBMISSION FOR WARDS AND REPRESENTATION REVIEW, August 2016.

SHIRE OF NANNUP RECEIVED			
Ref: ADM2		No. 2016/028	
21 OCT 2016			
CEO NCS WM MDS	AD EC CDO CR:	LIB PUB	EO YO RO

As the Status Quo ticks all boxes for the true representation of people, their lives and physical nature or this Shire, rather than the "bums on seats" mentality of the other options, I see no logical reason to change to another scenario.

It is stated in the "Preferred Scenarios" page that Scenarios 3 and 4 provide "Balanced Representation" .....the only balance of these two scenarios is in numbers.....is that a true balance?

"Representation" has many meanings and if used as a true reflection of people as a whole, then all factors of their lives have to be taken into account, which certainly doesn't in scenarios 2,3,4.

An alternative position could involve a circular configuration of:

Town,  
Special Rural and outlying subdivisions,  
Agriculture,  
And would fit all points of "Matters to be considered in respect of wards.....clause 4(2)."

I do NOT endorse option 4 for the following reasons:

1. There is no clear differentiation between councillors in terms of understanding others lives by actually living the experience,
2. Under the Ward system the lines of responsibility are clearly drawn to take into account the Ward living conditions whilst, in council, balancing the whole Shire needs.
3. Is difficult to access councillors who are truly interested in your specific area. (This is said in Response to experience in a neighbouring shire).
4. Can allow special interest groups to campaign and ultimately control the votes in Council.

I am aware that Councillors will comment that they represent ALL in the Shire, but in practise this is not the case.....again experience is a great teacher.

As for Scenarios 2 and 3, it would be completely senseless to split the town which is a truly different entity to the rest of the Shire in all aspects.

At the moment.....retain Scenario 1 until further development makes the present system truly unworkable.

Yours faithfully,

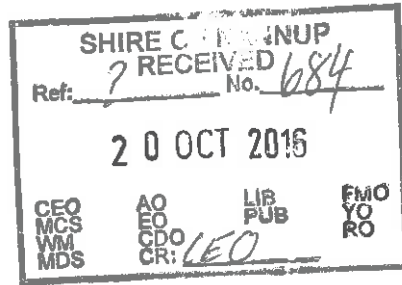
Mario CAMARRI  
RMB 360,  
NANNUP. 6275

Ph: 08 97562011.

Jan Brenkman  
26 Dunnet Road, Nannup 6275  
Ph. 9756 0986

Shire of Nannup,  
Att: C.E.O.,  
Adam Street,  
Nannup WA 6275

20<sup>th</sup> October 2016.



Dear Sir,

**RE: WARDS & REPRESENTATION REVIEW**

Considering the size of the Nannup Shire and the amount of people populating it I would prefer to see Scenario 4 adopted and 8 Councillors being retained.

Although the environments north, south and in the townsite/central present different scenarios and problems, I think any activities or events in the rural area are just as likely to have some impact on townsite dwellers and vice-versa.

Most Councillors have been very helpful, however there has been an occasion in the past when we approached a Councillor out of our ward because we knew them, but were told to go and talk to the Councillor in our own ward. I feel therefore a change in the system would be a good reminder for (some) councillors to remember they represent the interest of (all) electors as outlined in Scenario 4.

Yours sincerely,

Jan Brenkman

## Peter Clarke

---

**From:** Barbara Dunnet <bdunnet1@bigpond.com>  
**Sent:** Friday, 4 November 2016 2:09 PM  
**To:** Peter Clarke  
**Subject:** RE: Wards and Representation Review

Hi Peter,

The residents of the Scott River would prefer **option 1 which is the retention of wards** for the following reason

1. Economic issues are different from most of the North ward and the central ward. Local Government grows the economies of the town site. Private enterprise has to grow the rural areas.
2. Many residents in the south ward are non-electors as they are workers or they are they have non-residential status such as those from New Zealand and don't have voting rights, however they are farm managers and hence economic drivers for our community and need representation at council level. These people are not considered in your review.
3. The bigger the wards get in land mass does not provide any representative rights to ratepayer/electors as in just means more government land that has to be traversed.
4. The represented interests of the South Ward need to be protected. Subdivision rights will always grow numbers in the North ward to the detriment of the other wards. Farming areas don't have this ability and should not be compromised by an increase in numbers living in subdivisions.

In conclusion we believe that the retention of the current ward system is best for the residents of the South ward and particular the Scott River Community.

Kind Regards  
Barbara Dunnet

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**From:** Peter Clarke [<mailto:peter@nannup.wa.gov.au>]  
**Sent:** Wednesday, 26 October 2016 8:44 AM  
**To:** [bdunnet1@bigpond.com](mailto:bdunnet1@bigpond.com)  
**Subject:** Wards and Representation Review

Hi Barbara

As discussed, please find attached Public Discussion Paper relating to the Wards and Representation Review.

Regards  
Peter

*Kind Regards,*

*Peter Clarke*

**CHIEF EXECUTIVE OFFICER**



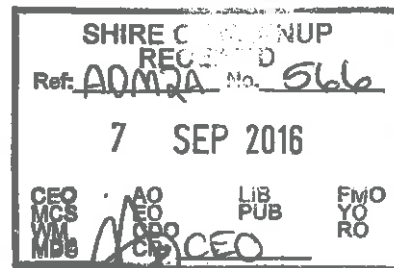
Adam Street . PO Box 11 Nannup WA 6275  
P: 9756 1018 . F: 9756 1275.  
[www.nannup.wa.gov.au](http://www.nannup.wa.gov.au)



Our Ref: NP1-8#02

Mr Peter Clarke  
Chief Executive Officer  
Shire of Nannup  
PO Box 11  
NANNUP WA 6275

[peter.clarke@nannup.wa.gov.au](mailto:peter.clarke@nannup.wa.gov.au)



Dear Peter

#### **SHIRE OF NANNUP – EIGHT YEAR WARD AND REPRESENTATION REVIEW**

At its 25 August 2016 meeting, the Local Government Advisory Board (the Board) resolved to request that the Shire of Nannup complete an eight year review of its wards and representation in accordance with clause 6(1) of Schedule 2.2 of the *Local Government Act 1995* (the Act). This follows earlier email advice of the potential need for a review, from the Board in July 2016.

The Shire's councillor to elector ratios at the time of the October 2015 elections were as follows:

Ward	2015 No. Councillors	2015 No. Electors	Ward Ratio Average	% Ratio Deviation
Central	3	351	117	6.9%
North	3	427	142	-13.3%
South	2	227	114	9.7%
<b>TOTAL</b>	<b>8</b>	<b>1005</b>	<b>126</b>	

A review must comply with the requirements of clause 7 of Schedule 2.2 of the Act. After the review is completed, the Shire is required to forward a report to the Board and may propose that an order be made under sections 2.2(1), 2.3(3) or 2.18(3) of the Act.

Gordon Stephenson House  
140 William Street Perth WA 6000  
GPO Box R1250 Perth WA 6844

Tel: (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)

Should the Shire propose any changes to be implemented in time for the 2017 ordinary local government elections, the required documentation will need to be submitted to the Board by **31 March 2017**. This will allow adequate time to complete the various statutory requirements.

An information package outlining the processes associated with conducting a review is enclosed and further information can be found on the Board's web site:  
<https://www.dlgc.wa.gov.au/AboutUs/Pages/LGAB.aspx>

[https://www.dlgc.wa.gov.au/Publications/Documents/LGAB\\_ProcessesAssociatedWardRepresentationReviews.pdf](https://www.dlgc.wa.gov.au/Publications/Documents/LGAB_ProcessesAssociatedWardRepresentationReviews.pdf)

[https://www.dlgc.wa.gov.au/Publications/Documents/LGAB\\_Review\\_Wards\\_Representation\\_Info\\_Package.pdf](https://www.dlgc.wa.gov.au/Publications/Documents/LGAB_Review_Wards_Representation_Info_Package.pdf)

For assistance in dealing with this matter please contact Julie Craig on 6552 1733 or by email, [julie.craig@dlgc.wa.gov.au](mailto:julie.craig@dlgc.wa.gov.au)

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mel Congerton', written over a horizontal line.

Mel Congerton  
CHAIR  
LOCAL GOVERNMENT ADVISORY BOARD

30 August 2016

**Shire of Nannup  
Ordinary Council Meeting Minutes: 25 August 2016**

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AGENDA NUMBER:	12.1
SUBJECT:	Review of Wards and Representation
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Western Australian Local Government Advisory Board
FILE REFERENCE:	ADM18
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	10 August 2016
ATTACHMENT:	12.1.1 – Draft Public Discussion Paper – Shire of Nannup Wards and Representation Review

**BACKGROUND:**

Mr Chris Berry, A/Manager Executive Support of the Executive Support Branch at the Department of Local Government and Communities, has written on behalf of the Local Government Advisory Board to advise that the Board has identified that the Shire of Nannup has not conducted a review of its Wards and Representation within the required timeframes and that the Board will be considering whether to instruct the Shire to undertake a review in early September 2016, which would then require it to be submitted to the Board for consideration no later than **31 March 2017**.

The March deadline will allow for all statutory requirements to be completed in time for gazettal of any changes required by 30 June 2017.

**COMMENT:**

Schedule 2.2 of the *Local Government Act 1995* states the following in respect to Wards and Representation reviews:-

**6. Local government with wards to review periodically**

- (1) A local government the district of which is divided into wards is to carry out reviews of —
  - (a) its ward boundaries; and
  - (b) the number of offices of councillor for each ward,from time to time so that not more than 8 years elapse between successive reviews.
- (2) A local government the district of which is not divided into wards may carry out reviews as to —

- (a) whether or not the district should be divided into wards; and
- (b) if so —
  - (i) what the ward boundaries should be; and
  - (ii) the number of offices of councillor there should be for each ward,

from time to time so that not more than 8 years elapse between successive reviews.

- (3) A local government is to carry out a review described in subclause (1) or (2) at any time if the Advisory Board requires the local government in writing to do so.

## **7. Reviews**

- (1) Before carrying out a review a local government has to give local public notice advising —
  - (a) that the review is to be carried out; and
  - (b) that submissions may be made to the local government before a day fixed by the notice, being a day that is not less than 6 weeks after the notice is first given.
- (2) In carrying out the review the local government is to consider submissions made to it before the day fixed by the notice.

## **8. Matters to be considered in respect of wards**

Before a local government proposes that an order be made —

- (a) to do any of the matters in section 2.2(1), other than discontinuing a ward system; or
- (b) to specify or change the number of offices of councillor for a ward,

or proposes under clause 4(2) that a submission be rejected, its council is to have regard, where applicable, to —

- (c) community of interests; and
- (d) physical and topographic features; and
- (e) demographic trends; and
- (f) economic factors; and
- (g) the ratio of councillors to electors in the various wards.

*[Clause 8 amended by No. 49 of 2004 s. 68(7).]*

## **9. Proposal by local government**

On completing a review, the local government is to make a report in writing to the Advisory Board and may propose to the Board the making of any order under section 2.2(1), 2.3(3) or 2.18(3) it thinks fit.



At the May 2014 Ordinary meeting of Council Information Session, a report was presented to Council on the processes of a review and possible outcomes which was re-presented at a Budget Workshop held in February 2015. No action was taken by Council on each occasion. It is likely that the Local Government Advisory Board will instruct Council to formally undertake a review of its Wards and Representation and therefore it is considered that it should be proactive in this regard and commence the Review prior to formal notification.

The CEO has prepared a Draft Discussion Paper for consideration by Council. If Council is satisfied with the content of the Discussion Paper, it is required to formally resolve that the process be undertaken and then give local public notice that the review is to be carried out and that submissions may be made to Council within six (6) weeks from the date of the first notice.

**STATUTORY ENVIRONMENT:**

Schedule 2.2 of the *Local Government Act 1995* as it relates to Wards and Representation reviews

**POLICY IMPLICATIONS: Nil**

**FINANCIAL IMPLICATIONS: Nil**

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Community Strategic Plan 2013-2023 – Our Council Leadership – Strategy 6.1 Lead, Listen, Advocate, Represent and Provide.

**RECOMMENDATION:**

That Council, in accordance with the Local Government Advisory Board's advice regarding a possible directive to conduct a Review of the Shire of Nannup's Wards and Representation as per Schedule 2.2 of the *Local Government Act 1995*, Council acknowledges the need for such a Review to commence and endorses the Discussion Paper prepared by the CEO to which submissions from the community can be made.

**VOTING REQUIREMENTS: Simple Majority**

**16111 STEVENSON/MELLEMA**

***That Council, in accordance with the Local Government Advisory Board's advice regarding a possible directive to conduct a Review of the Shire of Nannup's Wards and Representation as per Schedule 2.2 of the Local Government Act 1995, Council acknowledges the need for such a Review to commence and endorses the Discussion Paper prepared by the CEO to which submissions from the community can be made.***

**CARRIED (7/0)**

**SHIRE OF NANNUP**

**WARDS AND REPRESENTATION REVIEW**

**AUGUST 2016**

## **SHIRE OF NANNUP**

### **REVIEW OF WARDS AND REPRESENTATION**

The Shire of Nannup is conducting a review of its Wards and Representation and invites public participation in the review process.

Ward boundaries and the number of offices of Councillor for each Ward will be reviewed against the following factors:

- Community of Interest
- Physical and topographical features
- Demographic trends
- Economic factors
- Ratio of Councillors to Electors in the various Wards.

A Discussion Paper is available from the Shire office outlining the current situation and several alternative Ward structures and Councillor representation options.

Public submissions are invited and must be submitted to the Shire of Nannup at:-

P O Box 11, NANNUP WA 6275

or

Adam Street, NANNUP WA 6275

Email: [nannup@nannup.wa.gov.au](mailto:nannup@nannup.wa.gov.au)

Submissions must be received by the close of business on **Friday, 21 October 2016**.

For further information and a copy of the Discussion Paper, please contact the undersigned on 9756 1018

*Peter Clarke*

**CHIEF EXECUTIVE OFFICER**

## **DISCUSSION PAPER**

### **REVIEW OF WARDS AND REPRESENTATION**

#### **BACKGROUND**

Schedule 2.2 of the Local Government Act 1995 states the following in respect to the above review process:-

#### **Local government with wards to review periodically**

- (1) A local government the district of which is divided into wards is to carry out reviews of —
  - (a) its ward boundaries; and
  - (b) the number of offices of councillor for each ward,from time to time so that not more than 8 years elapse between successive reviews.
- (2) A local government the district of which is not divided into wards may carry out reviews as to —
  - (a) whether or not the district should be divided into wards; and
  - (b) if so —
    - (i) what the ward boundaries should be; and
    - (ii) the number of offices of councillor there should be for each ward,from time to time so that not more than 8 years elapse between successive reviews.
- (3) A local government is to carry out a review described in subclause (1) or (2) at any time if the Advisory Board requires the local government in writing to do so.

*[Clause 6 amended by No. 49 of 2004 s. 68(5) and (6).]*

#### **Reviews**

- (1) Before carrying out a review a local government has to give local public notice advising —
  - (a) that the review is to be carried out; and
  - (b) that submissions may be made to the local government before a day fixed by the notice, being a day that is not less than 6 weeks after the notice is first given.
- (2) In carrying out the review the local government is to consider submissions made to it before the day fixed by the notice.

#### **Matters to be considered in respect of wards**

Before a local government proposes that an order be made —

- (a) to do any of the matters in section 2.2(1), other than discontinuing a ward system;  
or
- (b) to specify or change the number of offices of councillor for a ward,

or proposes under clause 4(2) that a submission be rejected, its council is to have regard, where applicable, to —

- (c) community of interests; and
- (d) physical and topographic features; and
- (e) demographic trends; and
- (f) economic factors; and
- (g) the ratio of councillors to electors in the various wards.

### **Proposal by local government**

On completing a review, the local government is to make a report in writing to the Advisory Board and may propose\* to the Board the making of any order under section 2.2(1), 2.3(3) or 2.18(3) it thinks fit.

*\* Absolute majority required.*

The last official review was undertaken in 2002 although Council conducted an interim review in 2014 and 2015 but did not progress the matter further. This current review is also being undertaken following Council being contacted by the Western Australian Local Government Advisory Board, who advised that Council would most likely be directed to undertake the review and provide a report and recommendations to the Board prior to 31 March 2017. It was therefore considered by Council that a formal review should be undertaken. The timeframe is to allow appropriate timelines for Gazettal of intended changes by 30 June 2017 for the October 2017 Council Elections.

### **CURRENT STRUCTURE**

Currently the Shire of Nannup has eight (8) Councillors elected from three (3) Wards.

Table: Shire of Nannup elector to councillor ratios

<b>Ward</b>	<b>Number of Electors</b>	<b>Number of Councillors</b>	<b>Councillor: Elector Ratio</b>	<b>% Ratio Deviation</b>
North	427	3	1:142	-12.7%
South	227	2	1:114	9.52%
Central	351	3	1:117	7.14%
<b>TOTAL</b>	<b>1005</b>	<b>8</b>	<b>1:126</b>	<b>N/A</b>

The % ratio deviation gives a clear indication of the % difference between the average councillor/elector ratio for the whole of the Shire and the councillor/elector ratio for each ward.

It is understood that in considering a ward review of a local government, the Local Government Advisory Board look favourably at a proposal submitted by a local government where the variations in the elector/councillor ratio is less than plus or minus 10%.

It can be seen from the above Table that there is an imbalance in all three Wards, but generally all fall within or close to the ratio of plus or minus 10%.

## **REVIEW PROCESS**

The review process involves the following steps:-

- Council resolved to undertake the review (Council Meeting 25 August 2016 – Minute No.16110);
- Public Submission period opens **Monday, 5 September 2016;**
- Information provided to community for discussion;
- Public Submission period closes **Friday, 21 October 2016 at 4.00pm;**
- The Council considers all submissions and relevant factors and makes a decision;
- The Council submits a report to the Local Government Advisory Board for its consideration; and
- If a change is proposed, the Board submits a recommendation to the Minister for Local Government.

Any places approved by the Minister will be in place for the next Ordinary Election where possible. The Ordinary Election is due on the 3<sup>rd</sup> Saturday in October 2017.

## **DEFINITIONS ASSOCIATED WITH FACTORS**

### **1. Community of Interest**

The term community of interest has a number of elements. These include a sense of community identity and belonging, similarities in the characteristics of the residents of a community and similarities in the economic activities. It can also include dependence on the shared facilities in an area as reflected in catchment areas of local schools and sporting teams, or the circulation areas of local newspapers.

Neighbourhoods, suburbs and towns are important units in the physical, historical and social infrastructure and often generate a feeling of community and belonging.

### **2. Physical and Topographical Features**

These may be natural or man-made features that will vary from area to area. Water features such as rivers and catchment boundaries may be relevant considerations. Coastal plain and foothill regions, parks and reserves may be relevant as may other man made features such as railway lines and roads.

### **3. Demographic Trends**

Several measurements of the characteristics of human populations, such as population size, and its distribution by age, sex, occupation and location provide important demographic information. Current and projected population characteristics will be relevant as well as similarities and differences between areas within the local government.

**4. Economic Factors**

Economic factors can be broadly interpreted to include any factor that reflects the character of economic activities and resources in the area. This may include the industries that occur in a local government area (or for the release of land for these) and the distribution of community assets and infrastructure such as road networks.

**5. Ration of Councillors to Electors in the various Wards**

It is expected that each local government will have similar ratios of electors to councillors across the wards of its district.



## **SCENARIO'S FOR CONSIDERATION**

### **SCENARIO 1 (Attachment 1)**

Retain the status quo

<b>Ward</b>	<b>Number of Electors</b>	<b>Number of Councillors</b>	<b>Councillor: Elector Ratio</b>	<b>% Ratio Deviation</b>
North	427	3	1:142	-12.7%
South	227	2	1:114	9.52%
Central	351	3	1:117	7.14%
<b>TOTAL</b>	<b>1005</b>	<b>8</b>	<b>1:126</b>	<b>N/A</b>

- **Community of Interest**

The current Ward structure maintains the Community of Interest between urban and rural areas of the Shire.

- **Physical and Topographical Features**

The Central Ward, which comprises the town site of Nannup, is bound by the Warren Blackwood River and major arterial roads and clearly differentiates the urban and rural areas of the Shire.

- **Demographic Trends**

Elector numbers in the Shire of Nannup have remained fairly stagnant. Elector numbers in 2002, being the last major review undertaken by Council, totalled 892. In 14 years there has been an increase of only 113 Electors, which equates to an increase of 8 Electors per year.

<b>WARD</b>	<b>ELECTORS</b>		<b>COUNCILLORS</b>		<b>COUNCILLOR: ELECTOR RATIOS</b>		<b>VARIATION %</b>	
	<b>2002</b>	<b>2013</b>	<b>2002</b>	<b>2013</b>	<b>2002</b>	<b>2013</b>	<b>2002</b>	<b>2013</b>
<b>NORTH</b>	342	391	3	3	1:114	1:130	+2.7	+7.4
<b>SOUTH</b>	196	221	2	2	1:98	1:110	-11.7	-9.1
<b>CENTRAL</b>	353	355	3	3	1:118	1:118	+6.3	+2.5
<b>TOTAL</b>	<b>892</b>	<b>967</b>	<b>8</b>	<b>8</b>	<b>1:111</b>	<b>1:121</b>	<b>-</b>	<b>-</b>

- **Economic Factors**

The current Ward boundaries reflect the economic factors of the district by distinguishing rural/special rural and urban areas.

- **Ratio of Councillors to Electors in the various Wards**

The Councillor/Elector ratio in the existing structure does not adequately address this factor but the ratios do fall very close to the plus or minus 10% deviation.

## SCENARIO 2 (Attachment 2)

Abolish the Central Ward and use Warren Road in the Nannup town site as the boundary for North and South Wards and retain 8 Councillors.

183 residents to South Ward and 168 residents to North Ward (Total 351 ex-Central Ward)

Ward	Number of Electors	Number of Councillors	Councillor: Elector Ratio	% Ratio Deviation
North	595	5	1:119	5.55%
South	410	3	1:137	-8.73%
<b>TOTAL</b>	<b>1005</b>	<b>8</b>	<b>1:126</b>	<b>N/A</b>

### FACTORS TO BE CONSIDERED FOR SCENARIO 2

- **Community of Interest**

The abolition of the Central Ward would split the town of Nannup and may not be seen as the ideal scenario as residents of Nannup in endeavouring to meet Councillor/Elector ratios. One could question whether this split has merit when the Nannup town is located in the northern section of the Shire and Central Ward residents have no community of interest with the existing Wards.

- **Physical and Topographical Features**

Warren Road/Vasse Highway is the main arterial road through the Nannup town site and appears to be the logical split to achieve a balance of Councillor/Elector ratios.

- **Demographic Trends**

Elector numbers in the Shire of Nannup have remained fairly constant. Elector numbers in 2002, being the last major review undertaken by Council, totalled 892. In 14 years there has been an increase of only 113 Electors, which equates to an increase of 8 Electors per year.

WARD	ELECTORS		COUNCILLORS		COUNCILLOR: ELECTOR RATIOS		VARIATION %	
	2002	2013	2002	2013	2002	2013	2002	2013
NORTH	342	391	3	3	1:114	1:130	+2.7	+7.4
SOUTH	196	221	2	2	1:98	1:110	-11.7	-9.1
CENTRAL	353	355	3	3	1:118	1:118	+6.3	+2.5
TOTAL	892	967	8	8	1:111	1:121	-	-

- **Economic Factors**

The current Ward boundaries reflect the economic factors of the district by distinguishing rural/special rural and urban areas. Scenario 1 proposes to separate the urban population into the rural/special rural environment and could be seen as detrimental to these divisions if they were to be accepted.

- **Ratio of Councillors to Electors in the various Wards**

The Councillor/Elector ratio in Scenario 2 does not adequately address this factor with the % deviation similar to the existing structure, albeit that one Ward has been removed.

### SCENARIO 3 (Attachment 3)

This option is similar to Scenario 2 but reduces the Elected Member numbers to 7 to achieve the desired ratios.

Abolish the Central Ward and use Warren Road in the Nannup town site as the boundary line for North and South Wards. Reduce Councillor representation to seven (7)

183 residents to South Ward and 168 residents to North Ward (Total 351 ex-Central Ward)

Ward	Number of Electors	Number of Councillors	Councillor: Elector Ratio	% Ratio Deviation
North	595	4	1:149	-3.47%
South	410	3	1:137	4.86%
<b>TOTAL</b>	<b>1005</b>	<b>7</b>	<b>1:144</b>	<b>N/A</b>

### ***FACTORS TO BE CONSIDERED FOR SCENARIO 3***

The factors of Community of Interest, Physical and Topographical Features, Demographic Trends and Economic Factors are the same as Scenario 1.

- **Ratio of Councillors to Electors in the various Wards**

The Councillor/Elector ratio in Scenario 2 adequately addresses this factor with the % ratio deviation, but proposes a reduction in Councillor numbers from 8 to 7. Reducing Councillor numbers to 7 indicates a Councillor/Elector ratio of 1:144, which is similar to that which already exists in the current structure of the North Ward (1:142).

The 1:144 Councillors/Elector ratio is not considered to be significant and a review of neighbouring South West Local Government authorities had the lowest at 1:354 with the highest at 1:981. Of the 12 Local Government Authorities that make up the South West Zone of the Western Australian Local Government Association, seven (7) have opted to dispense with Wards and five (5) still retain a Ward system.

It could also be argued that a reduction in Councillor numbers will reduce Elector Member costs annually through travelling, meeting and IT expenses.

#### SCENARIO 4

Dispense with Wards and retain existing Elected Member representation or reduce Councillor representation to seven (7).

Ward	Number of Electors	Number of Councillors	Councillor: Elector Ratio	% Ratio Deviation
TOTAL	1005	8	1:126	N/A

Ward	Number of Electors	Number of Councillors	Councillor: Elector Ratio	% Ratio Deviation
TOTAL	1005	7	1:144	N/A

The representation ratio of 1:144 is currently equivalent to that which currently exists in the North Ward.

It can be argued that Wards have no relevance when Section 2.10 of the *Local Government Act 1995* relating to the Role of Councillors states that:-

A councillor —

- (a) represents the interests of electors, ratepayers and residents of the district; and
- (b) provides leadership and guidance to the community in the district; and
- (c) facilitates communication between the community and the council; and
- (d) participates in the local government's decision-making processes at council and committee meetings; and
- (e) performs such other functions as are given to a councillor by this Act or any other written law.

Councillors can also be elected to Wards that they do not reside in and the Shire of Nannup has examples of where this takes place.

#### **FACTORS TO BE CONSIDERED FOR SCENARIO 4**

- **Community of Interest**

Community of interest is not reflected by the local government boundary.

- **Physical and Topographical Features**

There is no relevance in physical and topographical features of the district when no Wards are in place.

- **Demographic Trends**

Elector numbers in the Shire of Nannup have remained fairly constant. Elector numbers in 2002, being the last major review undertaken by Council, totalled 892. In 14 years there has been an increase of only 113 Electors, which equates to an increase of 8 Electors per year.

- **Economic Factors**

The district boundary does not reflect the areas of economic activity.

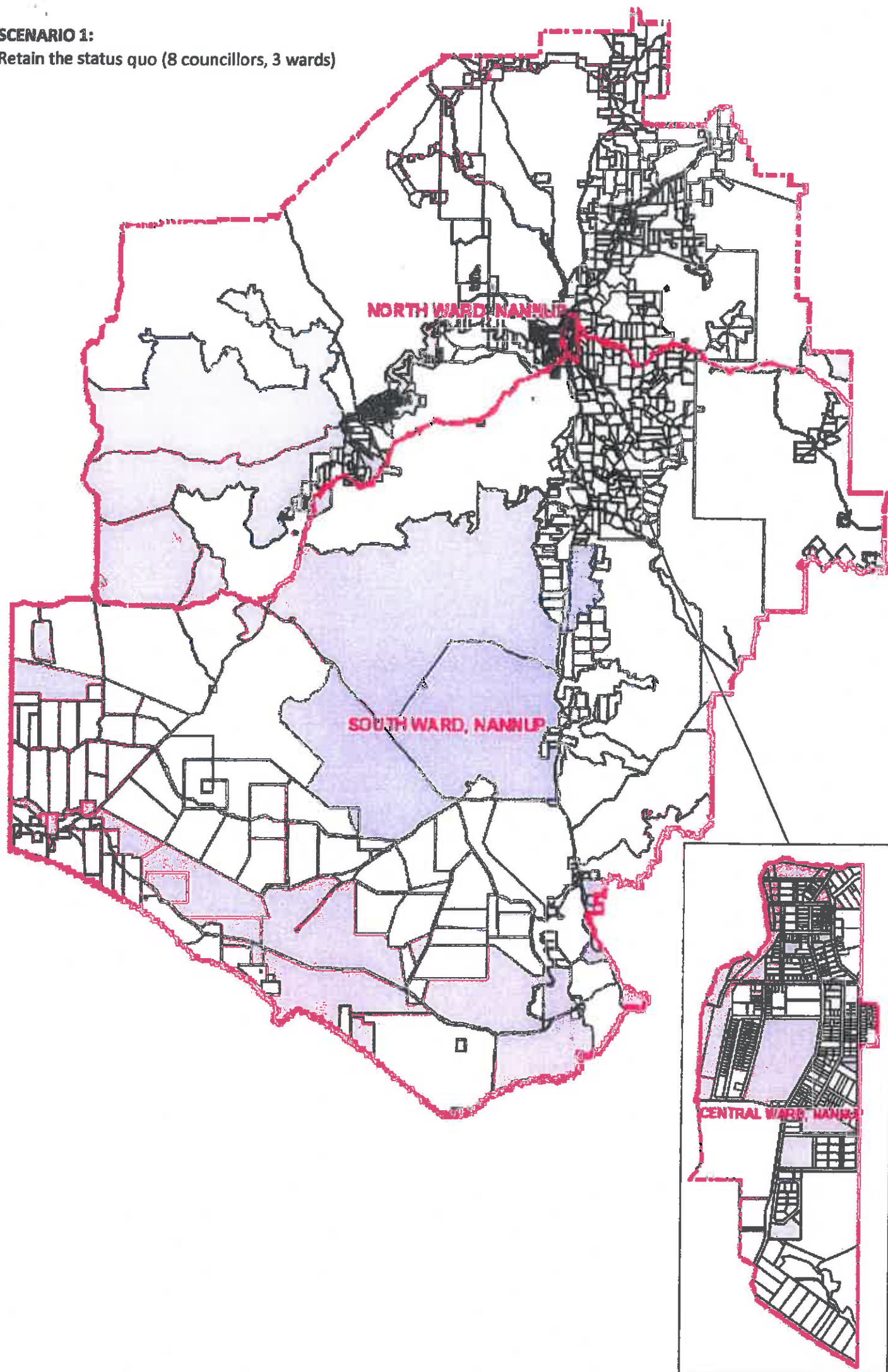
## PREFERRED SCENARIO'S

<b>Scenario</b>	<b>Community of Interest</b>	<b>Physical Topographical</b>	<b>Demographic Trends</b>	<b>Economic Factors</b>	<b>C:E Ratio</b>
<b>Scenario 1 – Status Quo</b>	Yes	Yes	Yes	Yes	No
<b>Scenario 2 – 2 Wards, 8 Councillors</b>	No	Yes	No	No	No
<b>Scenario 3 – 2 Wards, 7 Councillors</b>	No	Yes	No	No	Yes
<b>Scenario 4 – No Wards 7 or 8 Councillors</b>	No	No	No	No	Yes

Scenarios 3 and 4 are considered to be the preferred options as they provide the balanced representation across the Shire. Scenario 1 in retaining the status quo could also be argued for retention as the ratio deviations are minimal to the plus or minus 10%.

**SCENARIO 1:**

Retain the status quo (8 councillors, 3 wards)



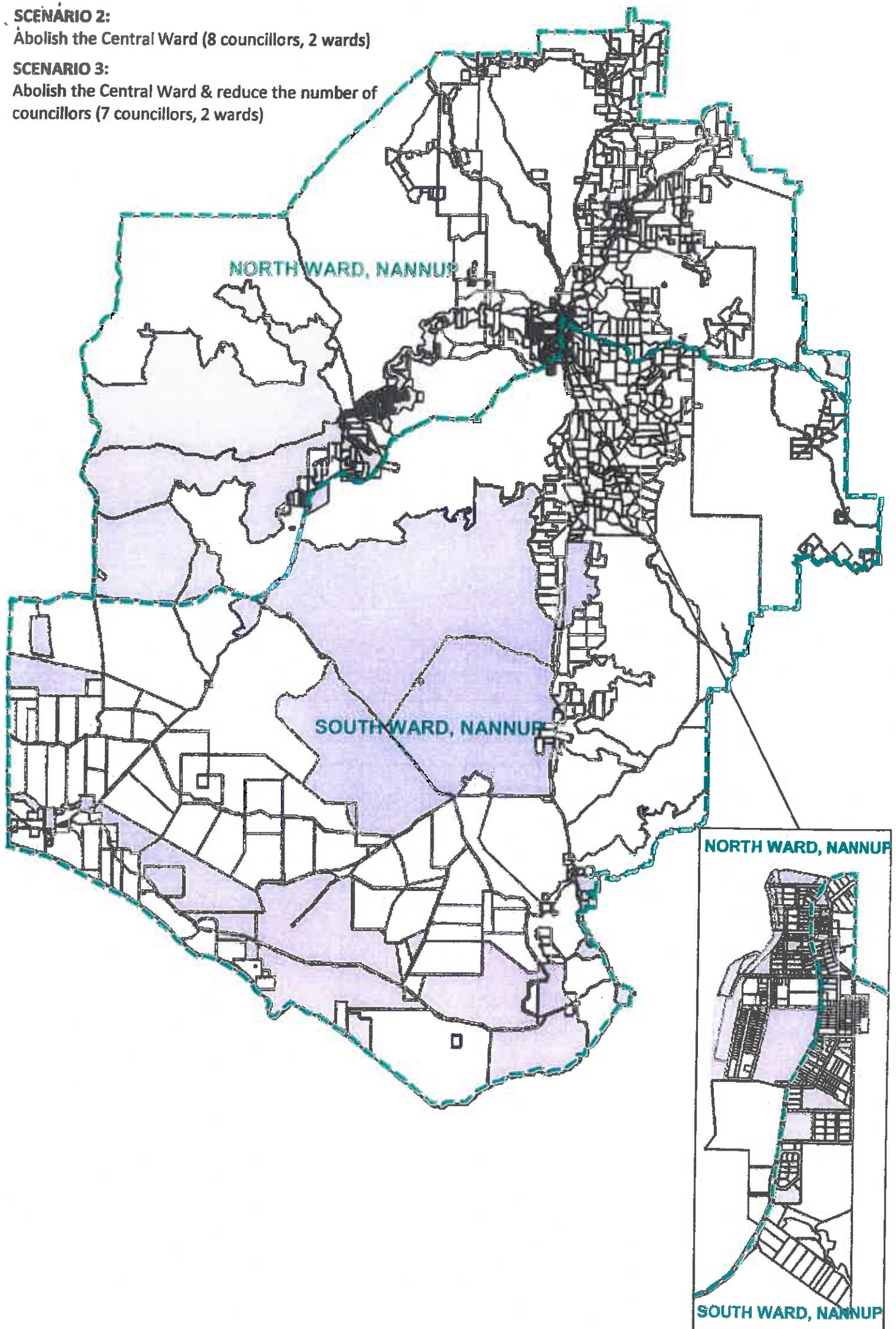


**SCENARIO 2:**

Abolish the Central Ward (8 councillors, 2 wards)

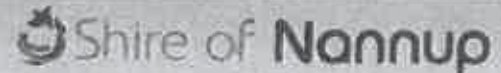
**SCENARIO 3:**

Abolish the Central Ward & reduce the number of councillors (7 councillors, 2 wards)





# Shire News



## SHIRE OF NANNUP REVIEW OF WARDS AND REPRESENTATION

The Shire of Nannup is conducting a review of its Wards and Representation and invites public participation in the review process.

Ward boundaries and the number of offices of Councillor for each Ward will be reviewed against the following factors:

- Community of Interest
- Physical and topographical features
- Demographic trends
- Economic factors
- Ratio of Councillors to Electors in the various Wards.

A Discussion Paper is available from the Shire office outlining the current situation and several alternative Ward structures and Councillor representation options. Public submissions are invited and must be submitted to the Shire of Nannup at:-

PO Box 11, NANNUP WA 6275

Or by email to:- [nannup@nannup.wa.gov.au](mailto:nannup@nannup.wa.gov.au)

Submissions must be received by the close of business on **Friday, 21 October 2016**. For further information and a copy of the Discussion Paper, please contact the undersigned on 9756 1018

*Peter Clarke*

**CHIEF EXECUTIVE OFFICER**

**Ordinary Council Meetings Held: 4.15pm 4th Thursday of each month**

Agendas and Minutes can be obtained from our website on [www.nannup.wa.gov.au](http://www.nannup.wa.gov.au) or email [nannup@nannup.wa.gov.au](mailto:nannup@nannup.wa.gov.au) for a free copy to be emailed to you each month.

**Upcoming meetings: Thursday, 22 Sept, 27 Oct, 24 Nov**  
PO Box 11 Nannup WA 6275 • [nannup@nannup.wa.gov.au](mailto:nannup@nannup.wa.gov.au)  
[www.nannup.wa.gov.au](http://www.nannup.wa.gov.au) • T:(08) 9756 1018

### Shire President

Cr Tony Dean 9756 0680

### Deputy President

Cr Robin Mellema 9756 1156

### Councillors

Cr Charles Gilbert 9756 1184 Cr Patricia Fraser 9756 1112  
Cr Bob Longmore 9756 0388 Cr Anne Slater 9756 1997  
Cr Norm Steer 9756 1597 Cr Cate Stevenson 9756 0250

### Tip Hours

8.1pm Monday, Tuesday, Saturday  
1.5pm Thursday, Friday, Sunday, Closed Wednesday

# Shire News

Shire of Nannup

## Shire of Nannup Review of the Shire of Nannup Local Planning Strategy Available for Inspection

Written comments are now invited on the draft Local Planning Strategy (LPS) by 6<sup>th</sup> January 2017. The draft LPS is available at [www.nannup.wa.gov.au/Public-Consultation.aspx](http://www.nannup.wa.gov.au/Public-Consultation.aspx) and at the Shire office during opening hours.

An LPS is the Council's key strategic land use planning document which has significant implications on subdivision, development, land use and influencing economic development and conservation initiatives. It provides broad direction for the future growth and development of the district for 10 - 15 years. It applies State and regional planning policies and provides the rationale for the zones, reserves and provisions in the Local Planning Scheme.

Submissions on the draft LPS must be made in writing and lodged with the undersigned on or before 6<sup>th</sup> January 2017. Submissions may be made by e-mail to [nannup@nannup.wa.gov.au](mailto:nannup@nannup.wa.gov.au) or by writing to the Chief Executive Officer, Shire of Nannup, PO Box 11, Nannup WA 6275.

Peter Clarke  
CHIEF EXECUTIVE OFFICER

## SHIRE OF NANNUP OCTOBER 2016 ORDINARY MEETING OF COUNCIL

It is hereby notified for public information that the October 2016 Ordinary Meeting of Council will be held on Thursday, 20 October commencing at 4.15pm in the Council Chambers.

The above date is not the normal scheduled 4<sup>th</sup> Thursday of the month however, the change in date was approved by Council in the setting of the 2016 Council meeting dates in late 2015 and which was previously advertised in the December 2015 edition of the "Telegraph" newsletter.

Peter Clarke  
CHIEF EXECUTIVE OFFICER

October is Bushfire Awareness Month.  
Have you started preparing your property for the forthcoming fire season?

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Or by email to:- [nannup@nannup.wa.gov.au](mailto:nannup@nannup.wa.gov.au)

Submissions must be received by the close of business on Friday, 21 October 2016.

For further information and a copy of the Discussion Paper, please contact the undersigned on 9756 1018

Peter Clarke  
CHIEF EXECUTIVE OFFICER

## 2017 Australia Day Awards

The Premier's Australia Day Active Citizenship Awards have been rebranded as the Citizen of the Year Awards. Nominations will be online and more information will be promoted as information is received.

Please look out for posters around town and details will be listed on Council's website.





SEARCH

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## Shire of Nannup e-newsletter October 2016

Created on: Tuesday, 11 October 2016 at 4:19:18 PM

**Australia Day WA  
Community  
Citizen of  
the Year**

**NOMINATE  
NOW**

**AUSTRALIA DAY AWARDS**

[citizenshipawards.com.au](http://citizenshipawards.com.au)

Logos for: Government of Western Australia, Department of Local Government and Communities, Office of Multicultural Interests, 6PR 882, and Community newspaper group.

### EVENTS

October 2016

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30	31					

### Australia Day Citizenship Awards

Every community has local heroes. The Australia Day WA, Citizen of the Year awards is your opportunity to **acknowledge** those making an outstanding contribution to our local community.

Nominations are now open for the following categories and presentations will be made on the 26<sup>th</sup> January 2017: Citizen of the Year, Citizen of the Year – Youth (under 25 years), Citizen of the Year – Senior (over 65 years), Award for Active Citizenship

Nominations can be made online at [www.citizenshipawards.com.au](http://www.citizenshipawards.com.au)

Hard copy nomination forms available at the Shire office. Nominations close on 31 October 2016.

## Review of Wards and Representation

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Community of Interest

Physical and topographical features

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Economic factors

Ratio of Councillors to Electors in the various Wards.

A Discussion Paper is available from the Shire office outlining the current situation and several alternative Ward structures and Councillor representation options. Public submissions are invited and must be submitted to the Shire of Nannup or by email to:- [nannup@nannup.wa.gov.au](mailto:nannup@nannup.wa.gov.au)

Submissions must be received by the close of business on **Friday, 21 October 2016**.

For further information and a copy of the Discussion Paper, please contact Peter Clarke on 9756 1018

## Forthcoming Events

**Blooming Wild Festival to 20 November.** View wildflowers in the South West, open gardens, art & cultural activities. More information [www.bloomingwild.com.au](http://www.bloomingwild.com.au)

**October 14th & 15th South West Foodbowl Festival.** An innovative and exciting way to reconnect the wider community to their productive, world-class South West Agrifood industry and a fantastic demonstration of the great opportunities available for young people to get involved in such an exciting, innovative and dynamic industry. Special guest Ross O'Meara from Bruny Island Food. Program details available from [www.swfoodbowlfestival.com](http://www.swfoodbowlfestival.com)

**October 16th Morning Tea with Wildflower Enthusiast Jane Scott.** 10am, 121 Warren Rd. Jane will be presenting her book, 'Field Guide to Wildflowers in the Australia's South West'. \$10 per person. Contact Louise Furniss for tickets sales and information [furniss5@bigpond.com](mailto:furniss5@bigpond.com)

**October 20th. Council meeting 4.15pm**

**October 21st Nannup Big Screen Cinema Opening Night.** Nannup Town Hall. Free Event. 6.30pm for 7pm screening of American Hustle.

**October 22nd Fortnightly markets, Anglican Church grounds.**

**October 24th - 27th Children's Week activities in Nannup.** Youth activities each afternoon in the Youth Space behind the Town Hall. See posters around town for more information.

**October 28th Halloween Monster Mash.** Nannup Town Hall. 6pm - 8.30pm. \$4 entry. Games, prizes fun.

**1st November Melbourne Cup Luncheon.** 3 course meal, sweeps and raffles. Drinks for sale. All proceeds assist the 2017 Nannup Flower & Garden Festival. \$37.50 per person phone Denise 9756 1286

**3rd -6th November, Festival of Country Gardens.** 31 gardens in Balingup, Greenbushes, Bridgetown, Boyup Brook, Nannup, Manjimup and Pemberton will welcome visitors in early November. [www.festivalofcountrygardens.com](http://www.festivalofcountrygardens.com)

**4th November Black Swan Theatre Company Simulcast of "Tartuffe"** 7.30pm. Please book your seat through the Nannup CRC 9756 3022

**November 12th Tour of Margaret River** Australia's largest Pro Am road cycling tour. A stage race for both amateur and professional riders around the regions of Western Australia. More information from [www.tourofmargaretriver.com](http://www.tourofmargaretriver.com)

**November 12th Bridgetown Blues**

## Review of Community Strategic Plan

As part of the review process for the Community Strategic Plan, a Public Meeting has been scheduled for **Wednesday, 26 October 2016** commencing at **5.00pm** in the **Shirley Humble Meeting Room** at the rear of the Shire Offices.

At this meeting, the results of the Community Survey will be presented and further feedback will be sought from the community as Council develops its planning for the period 2017-2027. Following the outcomes of this meeting, Council will develop a Draft Community Strategic Plan and present it to the community for further feedback.

Council is required to adopt this Plan and associated other associated documents prior to 30 June 2017. Council looks forward to residents input into the development of the Plan.

## Review of the Shire of Nannup Local Planning Strategy

Written comments are now invited on the draft Local Planning Strategy (LPS) by 6<sup>th</sup> January 2017. The draft LPS is available at [www.nannup.wa.gov.au/Public-Consultation.aspx](http://www.nannup.wa.gov.au/Public-Consultation.aspx) and at the Shire office during opening hours.

An LPS is the Council's key strategic land use planning document which has significant implications on subdivision, development, land use and influencing economic development and conservation initiatives. It provides broad direction for the future growth and development of the district for 10 - 15 years. It applies State and regional planning policies and provides the rationale for the zones, reserves and provisions in the Local Planning Scheme.

Submissions on the draft LPS must be made in writing and lodged with the undersigned on or before 6<sup>th</sup> January 2017. Submissions may be made by e-mail to [nannup@nannup.wa.gov.au](mailto:nannup@nannup.wa.gov.au) or by writing to the Chief Executive Officer, Shire of Nannup, PO Box 11, Nannup WA 6275.

## Safe Clubs 4 Kids Workshop

The Safe Clubs 4 Kids initiative supports the sport and active recreation industry to create and maintain safe environments for children and young people.

Tuesday 15 November 2016, 12.30pm – 2.00pm. Free event with light refreshments provided  
Location: Nannup CRC, 10 Warren Road, Nannup  
RSVP: 11th November 2016 to Katie Drummond, Warren Blackwood Club Development Officer  
Ph: 08 9771 7797, E: [Katie.drummond@manjimup.wa.gov.au](mailto:Katie.drummond@manjimup.wa.gov.au)

## Community Bus

**Monthly Social Outing Friday 28 October. Busselton Op Shop Tour, lunch at The Pantry.** Departs Shire 10am returns 2.30pm. Cost \$10 pp (not including lunch).

**Busselton Cinema Trip. 1st Wednesday of each month.** Morning Tea and 3 choices of movie. Departs 9am and returns 1pm. Cost \$10 plus cinema entry.

**Nannup Connect - Busselton. 3rd Tuesday each month.** Departs 9am and returns 1pm. Cost \$10.

All bookings and payment through the Nannup Community Resource Centre 9756 3022

On Saturday 12th November the Pro Am cycle race 'Tour of Margaret River' will be based in Nannup. 1200 visitors are expected to town for the day, with 600 of these being cyclists who will head off on a ride at approximately 8.30am (Nannup to Greenbushes, Balingup and return to Nannup). The first riders are due back in town at approximately 11am with presentations around noon.

## Tour of Margaret River Stall Holders

Stall holders are invited to apply to trade from 7am—2pm to the Shire. Stall application forms are available from the Shire office. The stall fee is \$5 which will be donated to the Ride's appointed charity.

For more information please contact Louise Stokes at the Nannup Shire.

[Back to Search Results](#)

A 15 Adam Street, Nannup WA 6275

PO Box 11, Nannup WA 6275

P (08) 9756 1018

F (08) 9756 1275

E [nannup@nannup.wa.gov.au](mailto:nannup@nannup.wa.gov.au)

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*rest connect grow*



Wednesday, 6 September 2016

Weather

9.9 °C S Wind  
Partly cl... 3.7km/h

4 °C 19 °C

5 18  
WED

6 19  
THU

4 19  
FRI



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September 2016 Shire of Nannup e-mail newsletter

Created on: Tuesday, 6 September 2016 at 11:52:12 AM



Tulips in Nannup, credit Elliot Welsford

Agri-Tourism Forum

Curtin University and Bankwest Curtin Economics Centre warmly invites you for a **workshop on 14 September 2016** on developing a regional strategy that combines the existing regional produce and farming businesses with tourism. The workshop will bring together people from various Shires to discuss

EVENTS

October 2016

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23	24	25	26	27	28	29
						31



an overall regional approach to tap into the tourism market and to bring prosperity for the local community. Kingsley Motel, 74 Chopping St, Manjimup WA 6258, Phone: (08) 9771 1177 to register.

## Rates Are Now Due

Just a friendly reminder that your Shire of Nannup rates are due by the 23rd September. These can be paid at the Shire office or online through the Shire's website [www.nannup.wa.gov.au](http://www.nannup.wa.gov.au)

## Review of Wards and Representation

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Community of Interest

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Economic factors

Ratio of Councillors to Electors in the various Wards.

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Submissions must be received by the close of business on **Friday, 21 October 2016**.

For further information and a copy of the Discussion Paper, please contact Peter Clarke on 9756 1018

## Announcement of Appointment of Manager Infrastructure

Following the resignation of Chris Wade, who leaves Council's employ on Friday, 9 September 2016, Council at its July Ordinary meeting resolved to appoint Mr Jonathan Jones to the position. Jonathan comes to Nannup with a wealth of experience in the local government industry having held similar roles throughout the State.

Councillors and staff welcomes Jonathan's appointment and looks forward to him becoming a valuable member of the Shire team.

Council also wishes to acknowledge the exceptional service that Chris has given to the Shire of Nannup over 16 years and his local knowledge will certainly be missed. Chris has always had the community at heart and very often went above and beyond his duties to ensure that Council's and residents concerns were met.

### Retirement of John McGinty

John McGinty, Council's Works Supervisor, retired on Wednesday, 20 July 2016 after also serving 16 years with the Shire of Nannup. John was a quiet achiever and he will be sorely missed by his fellow workmates. Councillors and staff wish John a healthy and happy life in retirement.

## Australia Day Citizen of the Year Awards

Previously known as the Premier's Australia Day Active Citizenship Awards these awards have been re-branded as the Citizen of the Year Awards. Her Excellency the Governor of WA is the new Patron of the awards and her signature will be on each certificate.

A new website has been created and an on-line nomination process developed to help capture the stories of outstanding local citizens within the community. A marketing campaign will be launched in mid-September promoting the awards on Channel 9, 6PR and in Community Newspapers encouraging nominations from community members.

## Planning, Risk & Red Tape for Events Workshop

This workshop will deliver need to know information on managing risk effectively, event insurance, the regulations and approvals required for events and Lotterywest grants. It will be a great opportunity to network and share your experiences with others groups from the south west region. Speakers include Main Roads, Riskwest, McNaughton Gardiner Insurance Brokers and the City of Bunbury. This training is relevant for all organisations that host events of any size or description.

Date Thursday 15th September 2016 TIME: 10am – 2:30pm (Registrations open from 9:30am). A light lunch will be provided

VENUE: City of Bunbury 'Function Room', 4 Stephen Street, Bunbury

COST: FREE to Volunteer South West & Smart Events members; \$100 (+GST) for non-members (you will be sent an invoice if required)

RSVP: (08) 9791 3214 or email: [smartevents@bigpond.com](mailto:smartevents@bigpond.com)

## Nannup Community Bus

**Monthly Social Outing Friday 16 September. Lunch at Augusta (BYO or Cafe), with a visit to Arteller, Karidale Christmas Shop. Departs 10.30am returns 3pm. Cost \$10 pp.**

**Busseton Cinema Trip. 1st Wednesday of each month. Morning Tea and 3 choices of movie. Departs 9am and returns 1pm. Cost \$10 plus cinema entry.**

**Nannup Connect - Busseton. 3rd Tuesday each month. Departs 9am and returns 1pm. Cost \$10.**

All bookings and payment through the Nannup Community Resource Centre 9756 3022

## Forthcoming Events

**September 10: Fortnightly markets at the Anglican Church ground**

**September 17/18 Australasian Rogaining Championship.** A cross country navigation of food, with only the aid of a supplied map and a compass. Teams will run over a 24 hour period around Nannup so do not be alarmed if you see competitors out at night time with torches. The event concludes at 12 noon on Sunday 18th. Further enquiries to Warren Smith at [warrenrogaine@gmail.com](mailto:warrenrogaine@gmail.com)

**September 3 - November 20 Blooming Wild Festival.** Southern Forest & Valleys promotes tourism experiences and wildflowers in the South West from 3 September to 20 November 2016 during Spring. This event celebrates the amazing wildflowers and tourism experiences of the regions. More information and program downloads from [www.bloomingwild.com.au](http://www.bloomingwild.com.au)

**September 10/11, 17/18, 24-26 Spring Open Gardens in Nannup.** More information from the Nannup Visitor Service or [www.nannupgardens.org.au](http://www.nannupgardens.org.au)

**September 17. Aerial Pirates Trapeze Show.** 4.30pm-5.30pm, Nannup Recreation Centre. Tickets adults \$7, under 15 years free. More information from Jo Homer 0478 775 909 or email [jo@freespirittrapeze.com.au](mailto:jo@freespirittrapeze.com.au)

**September 24. Fortnightly markets at the Anglican Church ground.**

**September 24-26. PDRC Blackwood Classic 250.** Starting at Bridgetown and travelling through Nannup to finish at Augusta.

**October 8th & 9th Prelude to the Festival of Country Gardens** 31 gardens in Balingup, Greenbushes, Bridgetown, Boyup Brook, Nannup, Manjimup and Pemberton will welcome visitors in October and November. For further information, please call in to the Festival Centre at Hillview Garden Centre, 200 Hampton Street, Bridgetown, or phone on 9761 1672, or email to: [info@festivalofcountrygardens.com](mailto:info@festivalofcountrygardens.com)

**October 8th & 9th Ephemeral Art Trail.** On the weekend of the 8th & 9th October look out for creative and inspiring art works as you travel through South West towns. As part of the Blooming Wild Festival and in conjunction with the Festival of Country Gardens, community groups, individuals and businesses in the towns of Bridgetown, Balingup, Greenbushes, Boyup Brook, Nannup, Northcliffe, Pemberton, Manjimup and Walpole have created ephemeral art installations that reflect the theme "Fence Sitters".

Pick up your copy of the arts trail map from the local visitor centre or download a copy from the website [www.bloomingwild.com.au](http://www.bloomingwild.com.au)

**October 14th & 15th South West Foodbowl Festival.** An innovative and exciting way to reconnect the wider community to their productive, world-class South West Agrifood industry and a fantastic demonstration of the great opportunities available for young people to get involved in such an exciting, innovative and dynamic industry. Special guest Ross O'Meara from Bruny Island Food. Program details available from [www.swoffoodbowlfestival.com](http://www.swoffoodbowlfestival.com)

**November 12th Tour of Margaret River Australia's largest Pro Am road cycling tour.** A stage race for both amateur and professional riders around the regions of Western Australia. More information from [www.tourofmargaretriver.com](http://www.tourofmargaretriver.com)

## Rural Numbering System

The Shire, in co-operation with Landgate is introducing rural property addressing throughout the rural areas within the Shire of Nannup. **The Rural Road Numbering Program is based on a proven model, which has been implemented in many local governments throughout the State and has significant advantages for property owners / residents in rural areas, their visitors, emergency services and Australia Post.**

The new Rural Property Street Address is based on a distance to the entrance of your property/structure from an initial starting point, with odd numbers on the left and even numbers on the right. For example, the number 327 refers to a property on the left side of the road 3.27 km from where the road begins and number 1026 refers to a property on the right side of the road 10.26 km from where the road begins.

You should have no concerns with mail being lost or misdirected when your new address comes into effect. The allocation of a street number to each developed property will provide a new address for the resident of that property. Post Office Box addresses will remain unchanged and no changes to existing mail delivery arrangements will take place. Be assured that Australia Post has been involved with the Landgate's program since commencement and representatives from Australia Post have advised us that they will direct mail using your old address to your new one for a period of time that will allow the change to take full effect.

Over the next 12 to 18 months you will notice a sign displaying your new rural number at the entrance to your property. It will take some time for all of the signs to be erected. Therefore we would ask that you **DO NOT USE YOUR NEW ADDRESS UNTIL YOU RECEIVE OFFICIAL NOTIFICATION FROM LANDGATE. PLEASE NOTE: THIS PROCESS MAY TAKE UP TO TWO (2) YEARS TO COMPLETE.**

The Shire acknowledges that a change of address may cause some inconvenience and cost, but there are significant short and long-term benefits for property owners and residents. We trust that you will gain these benefits and seek your assistance in implementing the project.

For more information [www.nannup.wa.gov.au/residents/rural.aspx](http://www.nannup.wa.gov.au/residents/rural.aspx) or phone the Shire on 9756 1018



## Monday After School Art

Monday After School Art, \$5 per person, 3.30-4.30pm. Youth space, behind the Town Hall during term 3. For bookings or enquiries phone Rebecca 0476 575 097

## Safe Clubs 4 Kids Workshop

The Safe Clubs 4 Kids initiative supports the sport and active recreation industry to create and maintain safe environments for children and young people.

Tuesday 15 November 2016, 12.30pm – 2.00pm. Free event with light refreshments provided  
Location: Nannup CRC, 10 Warren Road, Nannup  
RSVP: 11th November 2016 to Katie Drummond, Warren Blackwood Club Development Officer  
Ph: 08 9771 7797, E: [Katie.drummond@manjimup.wa.gov.au](mailto:Katie.drummond@manjimup.wa.gov.au)

[Back to Search Results](#)

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# **SHIRE OF NANNUP CODE OF CONDUCT FOR COUNCILLORS & COMMITTEE MEMBERS 2016**

## **INTRODUCTION**

This Code of Conduct provides Councillors and Committee members at the Shire of Nannup 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 in individual Local Governments.

The Code is complementary to the principles adopted in the *Local Government Act* and regulations which incorporate four fundamental aims:

1. Better decision-making by local governments;
2. Greater community participation in the decisions and affairs of local governments;
3. Greater accountability of local governments to their communities; and
4. More efficient and effective local government.

The Code provides a guide and a basis of expectations for Councillors and Council appointed Committee members. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

## **STATUTORY REQUIREMENTS**

The Code of Conduct observes statutory requirements of the *Local Government Act 1995* (S. 5.103 – Codes of Conduct) and *Local Government (Administration) Regulations 1996* (Regs. 34B and 34C)

## **GENERAL PRINCIPLES**

It is a requirement of this Code that Councillors and Council appointed Committee members observe the general principles referred to in Regulation 3(1) of the Rules of Conduct Regulations:-

*General principles to guide the behaviour of council members include that a person in his or her capacity as a council member should —*

- (a) *act with reasonable care and diligence; and*
- (b) *act with honesty and integrity; and*
- (c) *act lawfully; and*
- (d) *avoid damage to the reputation of the local government; and*
- (e) *be open and accountable to the public; and*
- (f) *base decisions on relevant and factually correct information; and*
- (g) *treat others with respect and fairness; and*
- (h) *not be impaired by mind affecting substances.*

## 1. **ROLES**

### 1.1 **ROLE OF COUNCIL**

The role of Council is in accordance with S 2.7 of the *Local Government Act 1995*:-

- (1) *The council —*
  - (a) *governs the local government's affairs; and*
  - (b) *is responsible for the performance of the local government's functions.*
- (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's policies.*

### 1.2 **ROLE OF COUNCIL MEMBERS**

The primary role of a Councillor is to represent the community. The effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Councillor's public life.

The role of Council Members as set out in S 2.10 of the *Local Government Act 1995* is as follows:-

*"A Councillor —*

- (a) *represents the interests of electors, ratepayers and residents of the district; and*
- (b) *provides leadership and guidance to the community in the district; and*
- (c) *facilitates communication between the community and the council; and*
- (d) *participates in the local government's decision-making processes at council and committee meetings; and*
- (e) *performs such other functions as are given to a councillor by this Act or any other written law."*

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling the various roles, Council Members activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;

- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

### **1.3 ROLE OF COMMITTEE MEMBERS**

Committee members are appointed by Council to participate in decision making on the Shire's Advisory Committees and Committees with delegated authority. Committee members should fulfil their responsibilities to the best of their ability and in accordance with the relevant committee's terms of reference. To perform their duties conscientiously and responsibly, committee members shall;

- (a) Be familiar with the content and requirements of the relevant committee's Instrument of Appointment and Delegation and all other meeting procedures;
- (b) Be familiar with agenda items in advance of the committee meeting and contact staff prior to the meeting if further information and clarification is required;
- (c) Attend meetings punctually or advise the CEO or the CEO's staff representative if unable to attend;
- (d) Ask questions of clarification at the meeting to ensure that the committee member is familiar with the process and the issues surrounding the matter being discussed;
- (e) Follow the directions of the Presiding member. The Shire's Standing Orders will be used as a guideline for running of the meeting, however committee meetings may be conducted in a less formal manner than Council meetings;
- (f) Consider all relevant written and verbal information provided by staff, personal research, debate and discussion, before making a final voting decision on any agenda item; and
- (g) Vote on all agenda items and note that failure to vote as a member of a Committee which has been delegated authority by the Council is an offence under the *Local Government Act*. Members of Advisory Committees are not legislatively required to vote however, indicating a preference for or against a motion is encouraged.

#### 1.4 **ROLE OF STAFF**

The role of staff 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; and*
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and*
- (c) cause council decisions to be implemented; and*
- (d) manage the day to day operations of the local government; and*
- (e) liaise with the mayor or president on the local government’s affairs and the performance of the local government’s functions; and*
- (f) speak on behalf of the local government if the mayor or president agrees; and*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and*
- (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.”*

#### 1.5 **RELATIONSHIPS BETWEEN COUNCIL MEMBERS AND STAFF**

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Members and staff have a mutual respect and co-operate with each other to achieve the Council’s corporate goals and implement the Council’s strategies. To achieve that position Members need to:

- (a) accept that their role is a leadership, not a management or administrative one;
- (b) acknowledge that they have no capacity to individually direct members of staff to carry out particular functions; and
- (c) refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility.
- (d) Communicate with staff regarding Council business related matters only in a polite and professional manner, and refrain from criticising staff members or fellow Councillors to staff members.

- (e) Advise the CEO of any significant communications between Councillors and staff so that he or she is well informed to assist Council deliberations and is up-to-date with what is happening within the organisation and the community.
- (f) Raise the matter with the CEO where there is a perception that an employee has not carried out their duties competently and professionally. If the employee is the CEO, then the matter should be raised with the Shire President and dealt with in accordance with the CEO's contract of employment by Council as a whole if required.

## **1.6 RELATIONSHIP BETWEEN THE SHIRE PRESIDENT AND CEO**

In accordance with section 5.41 of the *Local Government Act 1995*, the CEO is required to liaise with the Shire President on the local government's affairs and the performance of the local government's functions. In developing and maintaining a relationship that accords with the *Act*, the Shire President and CEO will actively pursue a working relationship that encompasses the following:

- Open communication;
- Regular contact;
- Information exchange in a timely and frank manner;
- Regard for their individual leadership responsibilities;
- Commitment to developing understanding of each other's views and opinions;
- Willingness to negotiate;
- Commitment to working through conflict;
- Sharing and encouragement of ideas and challenges; and
- A constructive approach that is undertaken in a positive manner.

## **1.7 RELATIONSHIP BETWEEN SHIRE PRESIDENT AND COUNCILLORS**

A constructive working relationship between the Shire President and Councillors is essential in promoting the good governance of the Shire and achieving the strategic goals set by Council. The Shire President and Councillors shall, in good faith, behave in a manner that is consistent with acting in the best interests of the community.

The relationship should be based on mutual respect and characterised by;

- Respect for the Shire President as Presiding Member of Council meetings and the reciprocal fair and consistent application of the Standing Orders to all Councillors;
- Courteous, respectful and assertive, but not aggressive discussion;
- Minimal chatter and irrelevant remarks in meetings; and

- Reciprocal relationships whereby the Shire President and Councillors behave in an open, respectful and inclusive manner, treating each other equally and without fear or favour.

## **2. CONFLICT AND DISCLOSURE OF INTEREST**

### **2.1 CONFLICT OF INTEREST**

Conflicts of interest arise when a Councillor's or Committee member's professional duties are, or could be perceived as being, prejudicially influenced by their own private or personal interest, or by an immediate family member's, business partner's or close associate's private interest.

Such an interest may be of a financial, proximity, or non-financial (impartial) nature.

#### ***Financial Interest***

*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.*

#### ***Proximity Interest***

*A person has a proximity interest in a matter if the matter concerns –*

- *A proposed change to a planning scheme affecting land that adjoins the person's land; or*
- *A proposed change to the zoning or use of land that adjoins the person's land; or*
- *A proposed development of land that adjoins the person's land.*

#### ***Impartiality Interest***

*A non-financial interest, known as an interest affecting impartiality, may exist by virtue of a person's affiliations that can give rise to an expected response on a particular matter (e.g. office bearer of a community or sporting club, close friendship or adversarial relationship, relative etc.).*

All forms of interest are to be disclosed at the meeting, either in writing to the CEO prior to the commencement of the meeting, or verbally immediately before the matter is to be discussed at the meeting.

Specifically:

Councillors and Committee members should ensure that there is no **actual or perceived** conflict or incompatibility between the impartial fulfilment of their public duties and either their personal interests, or those of their immediate family members, business partners, employers or close associates.



Council Members will lodge written notice with the Chief Executive Officer, immediately following the clear intention of themselves or any closely associated person, as that term is explained in section 5.62 of the *Local Government Act 1995*, to undertake a dealing in land with the Shire of Nannup or activity which may otherwise be in conflict with the local government's functions other than purchasing or selling their principal place of residence.

Council Members who exercise recruitment or other discretionary functions will make a disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.

Committee members should make disclosures if a conflict will occur through their work on a particular committee and their land dealings.

## **2.2 FINANCIAL AND PROXIMITY INTERESTS**

- (a) Where a financial or proximity interest exists, the matter will be dealt with in accordance with the *Local Government Act 1995*.
- (b) Disclosures of financial or proximity interest are to be made in writing to the CEO prior to the Council or Committee meeting, or are to be declared verbally at the meeting immediately before the item is discussed.
- (c) The disclosure is to be recorded in the Minutes of the meeting.
- (d) Unless permitted by Council, or the Minister in special circumstances, a disclosing Council or Committee member with a financial or proximity interest must leave the Chamber and not participate in discussion, debate or voting.
- (e) Whenever the disclosure of an interest is required, recommended by this Code, or as otherwise seems appropriate, it is to include the nature of the interest, for example, "*because I have shares in the tendering company*" or "*as my wife is an employee of the proponent*" etc.

## **2.3 INTERESTS AFFECTING IMPARTIALITY**

- (a) An impartiality interest is to be made in writing to the CEO prior to the meeting, or it is to be declared verbally at the meeting immediately prior to the item being discussed.
- (b) The disclosure is to be recorded in the Minutes of the meeting.
- (c) Councillors or Committee Members who have disclosed an interest affecting impartiality are not required to leave the meeting if they consider themselves able to set the matter aside and judge the item on its merits and without bias.

- (d) In accordance with Regulation 11 of the *Local Government (Rules of Conduct) Regulations*, a Councillor or Committee member is excused from the requirement to disclose an impartiality interest if the failure to disclose occurs because the person;
  - (i) did not know he or she had an impartiality interest in the matter; or
  - (ii) did not know the matter in which he or she had an impartiality interest would be discussed at the meeting and the person then discloses the interest as soon as possible after the discussion has begun.

## **2.4 PRIMARY AND ANNUAL RETURNS**

Elected Members and Committee members (on committees with delegated authority only) must provide the Shire with a Primary Return within three months of the commencement of their term, and an Annual Return disclosing changes that have occurred to the Primary Return in the financial year before 31 August for every subsequent year, in accordance with the requirements of Division 6 of Part 5 of the *Local Government Act 1995*.

The responsibility of providing the Shire with these Returns, correctly completed, falls upon the Elected Member/Committee member. Members are encouraged to seek advice from the Department of Local Government if they require any assistance with the correct completion of the Return.

Failure to provide the Shire with a Primary or Annual Return within the required timeframes can result in a \$10,000 fine or two (2) years imprisonment.

## **3. PERSONAL BENEFIT**

### **3.1 USE OF CONFIDENTIAL INFORMATION**

Councillors and committee members 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 Local Government upon its creation, unless otherwise agreed by a separate contract.

### 3.3 IMPROPER OR UNDUE INFLUENCE

Councillors and committee members will not take advantage of their position to improperly influence other Council Members or staff 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.

### 3.4 GIFTS

#### *Definitions:*

*In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996.*

**activity involving a local government discretion** *means an activity —*

- (a) that cannot be undertaken without an authorisation from the local government; or*
- (b) by way of a commercial dealing with the local government;*

**gift** *has the meaning given to that term in section 5.82(4) except that it does not include —*

- (a) a gift from a relative as defined in section 5.74(1); or*
- (b) a gift that must be disclosed under regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

**notifiable gift**, *in relation to a person who is A Council Member, means —*

- (a) a gift worth between \$50 and \$300; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

**prohibited gift**, *in relation to a person who is a Council Member, means —*

- (a) a gift worth \$300 or more; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*

- (1) A person who is a Council or Committee Member must not accept a prohibited gift from a person who —
  - (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
  - (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion.

- (2) A person who is a Council or Committee Member and who accepts a notifiable gift from a person who —
  - (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
  - (b) who it is reasonable to believe is intending to undertake, an activity involving a local government discretion must, within 10 days of accepting the gift, notify the CEO of the details of the acceptance as outlined below.
- (3) A person who is a Council or Committee Members and who accepts a notifiable gift from a person —
  - (a) who is undertaking or seeking to undertake; or
  - (b) who it is reasonable to believe is intending to undertake, an activity involving a local government discretion must, within 10 days of accepting the gift, notify the CEO of the details of the acceptance as outlined below.
- (4) Notification of the acceptance of a notifiable gift be in writing and include —
  - (a) the name of the person who gave the gift; and
  - (b) the date on which the gift was accepted; and
  - (c) a description, and the estimated value, of the gift; and
  - (d) the nature of the relationship between the person who is an employee and the person who gave the gift; and
  - (e) if the gift is a notifiable gift under paragraph (b) of the definition of **notifiable gift** in subregulation (1) (whether or not it is also a notifiable gift under paragraph (a) of that definition) —
    - (i) a description; and
    - (ii) the estimated value; and
    - (iii) the date of acceptance,of each other gift accepted within the 6 month period.
- (5) The CEO must maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under subregulation (3).
- (6) This clause does not prevent the acceptance of a gift, even a gift valued at over \$300, on behalf of the local government in the course of the Shire President or a Councillor or Committee member performing representational or ceremonial duties in circumstances where the gift is presented to the Shire as a whole, for example, a gift from a visiting delegation. Such gifts should be transferred to the CEO for display or safe-keeping and entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

### 3.5 DISCLOSURE OF ELECTION CAMPAIGN CONTRIBUTIONS

In the interests of uncompromised decision making, the Shire of Nannup requires all electoral candidates to comply with the *Local Government Act 1995* and its associated regulations in disclosing electoral donations. A candidate is to disclose information about any electoral related gift with a value of \$200 or more that may be received within the six (6) month period prior to the relevant election day. Pursuant to Part 5A of the *Local Government (Electoral) Regulations 1997*:

- (a) A "gift" includes a gift of money, a gift which is non-monetary but of value, a gift in kind or an adequate financial consideration or the receipt of a discount (where the difference or the discount is more than \$200), financial or other contribution to travel, the provision of a service for no consideration or for inadequate consideration, and a firm promise or agreement to give a gift at some future time.
- (b) A gift does not include a gift by will; a gift by a relative; a gift that the candidate would have received notwithstanding his or her candidature; or the provision of volunteer labour.
- (c) The disclosure of a gift is to be made to the CEO of the local government in the manner prescribed and in doing so, identify specified information as outlined in the next clause.
- (d) Details about each gift are to be disclosed on the prescribed form and submitted with three (3) days of receiving the gift. Information to be supplied includes the name of the candidate, the name and address of the donor, the date the gift was promised or received, the value of the gift and a description of the gift.
- (e) The disclosure period commenced six (6) months prior to the relevant election and finishes three (3) days after the election day for unsuccessful candidates, and on the start day for financial interest returns for successful candidates.
- (f) The CEO is to establish and maintain an electoral gift register. Disclosure form are to be placed in the electoral gift register upon receipt by the CEO in a manner that clearly identifies and distinguishes the candidates.
- (g) A maximum penalty of \$5,000 may be imposed on a candidate who fails to comply with the disclosure requirements.

## **4 CONDUCT OF COUNCIL MEMBERS**

### **4.1 Personal Behaviour**

(a) Councillors and Committee members must:

- (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 Nannup, 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 Nannup and the community;
- (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 Local Government.

(b) Members will represent and promote the interests of the Shire of Nannup, while recognising their special duty to the community.

## **5 HONESTY AND INTEGRITY**

Councillors and Committee members must:

- (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 Shire President or CEO any dishonesty or possible dishonesty on the part of any other Council Member, and in the case of an employee to the Chief Executive Officer; and
- (b) be respectful, frank and honest in their official dealings with each other.

In certain circumstances, a Council Member is able to lodge a complaint with the CEO, which concerns the conduct of a Council Member regarding a minor breach of the Rules of Conduct.

## **6 PERFORMANCE OF DUTIES**

Councillors and Committee members will at all times, exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on their individual merits. Council Members will be as informed as possible

about the functions of the Council, and treat all members of the community honestly and fairly.

## **7 COMPLIANCE WITH LAWFUL ORDERS**

- (a) Councillors and Committee members must 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 the issue is to be addressed by the Chief Executive Officer in respect to a staff member, or the Shire President if a Council Member.
- (b) Council Members must give effect to the lawful policies of the Shire of Nannup, whether or not they agree with or approve of them.

## **8 ADMINISTRATIVE AND MANAGEMENT PRACTICES**

Councillors and Committee members will ensure compliance with proper and reasonable administrative practices and conduct and professional and responsible management practices.

## **9 CORPORATE OBLIGATIONS**

### **(a) Standard of Dress**

Councillors and Committee members are expected to comply with neat and responsible dress standards at all times.

### **(b) Communication and Public Relations**

- (i) All aspects of communication by staff (including verbal, written or personal) involving Local Government's activities should reflect the status and objectives of the Shire of Nannup. Communications should be accurate, polite and professional.
- (ii) As a representative of the community, Councillors and Committee members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Councillors should acknowledge that:
  - as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
  - information of a confidential nature ought not be communicated until it is no longer classed as confidential;
  - information relating to decisions of the Council on approvals, permits and so on should only be communicated in an official capacity by a designated officer of the Council;



- information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

## **10 APPOINTMENTS TO EXTERNAL ORGANISATIONS**

As part of their representative role, Council Members are often asked to represent the Council on external organisations. It is important that Council Members:-

- clearly understand the basis of their appointment;
- Only express opinion or influence which is consistent with the resolutions, policies and practices of the Shire when attending a meeting or voting;
- provide regular reports on the activities of the organisation; and
- Conduct themselves with the highest degree of integrity, propriety and behaviour, consistent with the expectations of this Code of Conduct.

## **11 DEALING WITH COUNCIL PROPERTY**

### **11.1 USE OF LOCAL GOVERNMENT RESOURCES**

Councillors and Committee members must:

- (a) be scrupulously honest in their use of the Local Government'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 Local Government resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Local Government's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so and where appropriate payments are made (as determined by the Chief Executive Officer).

## **12 TRAVELLING AND SUSTENANCE EXPENSES**

Council Members and staff will only claim or accept travelling and sustenance expenses arising out of travel related which have a direct bearing on the services, policies or business of the Shire of Nannup in accordance with Local Government Policy and the provisions of the *Local Government Act 1995*.



### **13 ACCESS TO INFORMATION**

- (a) Staff will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

### **14 ENFORCEMENT OF THIS CODE**

#### **14.1 REPORTING BREACHES**

- (a) A person may, if they become aware of any conduct by a Councillor or Committee member, which they reasonably believe involves a breach of this Code of Conduct, make written complaint to that effect to the Shire President or the CEO.
- (b) A Councillor or Committee member is also able to lodge a complaint concerning the conduct of a Council Member regarding a minor breach of the Rules of Conduct to the CEO as the Council appointed complaints officer for forwarding to the Standards Panel as appointed by the Minister under the *Local Government Act*.
- (c) All aspects of a report of a breach of this Code of Conduct must be kept strictly confidential by the person making the report, the person in receipt of the report and the person about who the complaint is made. Unless the matter is an allegation of serious misconduct covered under the *Corruption, Crime and Misconduct Act 2003*, the Standards Panel process is to be used as a guide and the person about whom the complaint is made is to be advised as to the content of the complaint as soon as possible and of the name of the person who has made the complaint.

#### **14.2 DEALING WITH BREACHES**

Breaches of this Code of Conduct will be investigated and handled in a manner which is consistent with the principles of the presumption of innocence, procedural fairness and natural justice.

Alleged breaches of this Code of Conduct by a Councillor or Committee member shall be dealt with by requesting the Councillor or Committee member who is the subject of the allegations to attend an interview with a panel comprising the Shire President, and Deputy Shire President and/or the CEO if requested by the Shire President. The person complained against will be given every opportunity to refute and explain the events and provide any mitigating circumstances for the alleged conduct and to be accompanied by another person of their choice.

In the case of a complaint against the Shire President the matter will be brought to the attention of all Council Members through a confidential briefing session by the complainant or the CEO if requested by the complainant. Complaints forwarded to the Standards Panel under the Rules of Conduct Regulations shall be dealt with by the Panel.

A breach of the Code of Conduct if proven on the balance of probabilities to the satisfaction of the panel may result in the Council Member being counselled by the Shire President.

Repeated breaches may be referred to the Council by the Shire President, Deputy Shire President or the CEO for discussion and potentially the consideration of a censure motion.

In cases where investigation gives rise to reasonable suspicions that the breach constitutes serious improper conduct such as bribery, corruption or other misconduct, as outlined in the *Local Government Act*, then the matter will be forwarded for further investigation by the Department of Local Government or the Corruption and Crime Commission.

The Council and the CEO in the case of a Councillor or Committee member making a complaint and the CEO in the case of an employee making a complaint are to ensure that the Council Member or employee who reports an allegation of unacceptable or illegal behaviour of a Councillor or Committee member (that is, a whistle blower) is not in any way disadvantaged or victimised because of their actions.

Council Members must be aware that the *Corruption, Crime and Misconduct Act 2003*, provides for the mandatory reporting of reasonable suspicions of serious improper or corrupt conduct to the Commission.

There is a mandatory requirement for the CEO to report to the Corruption and Crime Commission reasonable suspicion that serious misconduct is occurring.

A Council Member, officer or any other person may report any reasonable suspicions of serious misconduct on the part of Council Members, public officials or public officers to the Corruption and Crime Commission.



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# **SHIRE OF NANNUP**

# **CODE OF CONDUCT FOR STAFF MEMBERS 2016**

## **INTRODUCTION**

This Code of Conduct provides Staff of the Shire of Nannup (Shire) with clear guidelines about the standard of professional and ethical conduct expected of the Shire's staff. Staff are required to comply with the *Local Government Act 1995* (the *Act*) and all relevant legislation and to conduct themselves in accordance with the Code of Conduct.

For the purpose of this Code, the terms 'staff' and 'staff member' include employees of the Shire and individuals working for the Shire as contractors.

## **COMMITMENT TO SERVING THE COMMUNITY**

Staff need to constantly remember that the main function of local government is to serve the best interests of the community. As Shire staff derive their income from funding provided by rates, government grants and fees and charges they need to strive to provide high standard services and provide good value for the community's money. A commitment to serving the community is required to be an effective and efficient staff member.

## **ROLE OF COUNCIL**

The Council is the governing body of the Shire and consists of eight (8) elected Members. Under Section 2.7 of the *Act*, Council has four main roles:-

1. direct and control the Local Government's affairs
2. be responsible for the local government's functions
3. oversee the allocation of the local government's finances and resources; and
4. determine the local government's policies

Council's primary role is to govern the successful operation of the Shire by setting the strategic direction and policies of the Shire to determine which priorities will be funded through the budget.

The Chief Executive Officer (CEO) is required to carry out Council's decisions and the CEO has responsibility for the day-to-day running of the administration of the Shire. For this reason, all operational matters remain the responsibility of the CEO. Under the direction of the CEO and senior Managers, staff are required to focus their attention at work on providing good customer service and high standard works to the community and of achieving the priorities set by Council in a timely manner.

## **THE ROLE OF INDIVIDUAL COUNCILLORS**

The primary role of a Councillor is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Councillor's public life.

The role of Council Members as set out in S 2.10 of the *Local Government Act 1995* is as follows:-

*"A Councillor —*

- (a) represents the interests of electors, ratepayers and residents of the district; and*
- (b) provides leadership and guidance to the community in the district; and*
- (c) facilitates communication between the community and the council; and*
- (d) participates in the local government's decision-making processes at council and committee meetings; and*
- (e) performs such other functions as are given to a councillor by this Act or any other written law."*

Individual Councillors have no authority to participate in the day-to-day management and administration of the Shire, including directing a staff member to perform a task or not to perform a task. Councillors are also not authorised to speak on behalf of the Shire, only the Shire President or Deputy Shire President in the Shire President's absence or the CEO if delegated by the Shire President.

## **THE ROLE OF THE CEO**

The CEO is appointed by and is accountable to the Council. The CEO is the only Shire employee who reports to the Council. The CEO works for the Council collectively as a decision making body and not Councillors individually. The CEO is responsible for the day-to-day management of the Shire in accordance with the strategy, policies and programs approved by the Council. The CEO is also responsible for the employment, management, supervision, direction and dismissal of all the Shire's staff.

Section 5.41 of the *Act* outlines the functions of the CEO, namely;

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and*
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and*
- (c) cause council decisions to be implemented; and*
- (d) manage the day to day operations of the local government; and*

- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and*
- (f) *speak on behalf of the local government if the mayor or president agrees; and*
- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and*
- (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.*

### **ROLE OF STAFF**

The responsibility for the management structure of the Shire is delegated from the Council to the CEO. The structure is divided into three (3) directorates of Infrastructure, Corporate Services and Governance - CEO Department.

Each Directorate has work teams under the supervision of the Manager Infrastructure, Manager Corporate Services and CEO. The Managers act under delegation of the CEO as documented in their relevant position descriptions. All individual staff members perform their duties as outlined in their position descriptions and under the management of their Managers and ultimately to the CEO.

The primary role of all Shire staff is:-

1. The promotion of the Shire's vision and the achievement of the Shire's mission and objectives contained in the Strategic Planning documents, whilst consistent with the Shire's values.
2. The timely pursuit and implementation of the decisions of Council.
3. The delivery of efficient, effective and innovative services and high standard works programs to the community, which are reviewed and revised for continual improvement in a timely manner.
4. To ensure that the Shire is a competitive organisation committed to providing professional and quality services and infrastructure to the community.

## **RELATIONSHIPS BETWEEN COUNCIL MEMBERS AND STAFF**

An effective Councillor will work as part of the Council team with the Chief Executive Officer, Managers and other members of staff. That teamwork will only occur if Council Members and staff have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies.

To achieve that position, staff need to be aware of and respect the distinct and separate role that Council Members need to observe in fulfilling their statutory obligations. In relation to the role of Council Members, staff need to:-

- (a) Understand that a Councillor's role is a leadership, not a management or administrative one;
- (b) Be aware that Councillors have no authority to individually direct members of staff to carry out particular functions. A Councillor must not direct or attempt to direct a staff member to do or not to do anything or attempt to influence a staff member's conduct by means of a threat or the promise of a reward; and
- (c) Be aware that Councillors must refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility and report to the CEO any such occurrences.

## **CONFLICT OF INTEREST**

A conflict of interest arises if it is likely that the performance of a staff member's professional duties could be perceived as being, prejudicially influenced by their own private or personal interest, or that a reasonable person could believe that they could be so influenced. Staff should ensure that there is no actual or perceived conflict or incompatibility between the impartial fulfilment of their professional duties and either their personal interests, or those of their immediate family members, business partners or close associates. A conflict of interest can arise regardless of whether a staff member has personally received benefit. It is the perception that a staff member has received or appears to be receiving a benefit that constitutes a conflict of interest.

Such an interest may be of a financial, proximity, or non-financial (impartial) nature.

### ***Financial Interest***

*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.*



**Proximity Interest**

*A person has a proximity interest in a matter if the matter concerns –*

- *A proposed change to a planning scheme affecting land that adjoins the person's land; or*
- *A proposed change to the zoning or use of land that adjoins the person's land; or*
- *A proposed development of land that adjoins the person's land.*

**Impartiality Interest**

*A non-financial interest, known as an interest affecting impartiality, may exist by virtue of a person's affiliations that can give rise to an expected response on a particular matter (e.g. office bearer of a community or sporting club, close friendship or adversarial relationship, relative etc.).*

All forms of interest are to be disclosed at the meeting, either in writing to the CEO prior to the commencement of the meeting, or verbally immediately before the matter is to be discussed at the meeting.

**OUTSIDE WORK (SECONDARY EMPLOYMENT)**

An employee must not engage for remuneration, in private employment or contract work, outside the service of the Shire without obtaining the approval from the CEO in advance. The CEO must not unreasonably refuse secondary employment to an employee and the reasons for prohibition of employment must be explained to the employee in writing.

Local Government employment must remain the principal activity for all employees and must take precedence over any secondary employment.

Employees must not engage in paid work outside the Local Government which relates to the business of the Local Government or which might conflict with their duties unless they have notified the CEO and he/she has given approval in advance. An existing or prospective staff member, who is already participating in paid outside work which may represent a conflict of interest, is required to notify the CEO in writing.

**CONFLICT DISCLOSURES**

Staff members who are involved in:

- (a) making decisions under delegated authority from Council or the CEO or are empowered to undertake regulatory or enforcement functions or exercise discretions on behalf of the Shire;
- (b) staff recruitment such as being a member of a selection panel or undertaking another HR recruitment function;



- (c) tendering or other purchasing decisions such as being a member of a tender evaluation panel, or the purchasing officer or in any similar role which influences the purchasing decision;

Must make a disclosure in writing to the CEO, Manager, selection panel chair or tender evaluation chair as appropriate before dealing with any applications, tenders, permits or licences or performing regulatory or enforcement functions as part of their role which involves relatives, close friends, adversaries or associates. Staff members must disqualify themselves from dealing with those persons, those persons' applications or any involvement in purchasing decisions. Written disclosures are to be placed on the staff member's personal file.

### **ANNUAL AND PRIMARY RETURNS**

Designated (senior) employees must provide the Shire with a Primary return within three months of the commencement of their employment in a designated position, and an Annual Return disclosing changes that have occurred to the Primary Return in the financial year before 31 August for every subsequent year, in accordance with the requirements of Division 6 of Part 5 of the *Local Government Act 1995*.

The responsibility of providing the Shire with these Returns, correctly completed, falls upon the designated employee.

Failure to provide the Shire with a Primary or Annual return within the required timeframes can result in a \$10,000 fine or two (2) years imprisonment.

### **PERSONAL BENEFIT**

#### **USE OF CONFIDENTIAL INFORMATION**

Staff must 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.

#### **INTELLECTUAL PROPERTY**

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation, unless otherwise agreed by a separate contract.

#### **IMPROPER OR UNDUE INFLUENCE**

Staff must not take advantage of their position to improperly influence Council Members or staff 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.

## **GIFTS**

### ***Definitions:***

*In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996.*

**activity involving a local government discretion** *means an activity —*

- (a) that cannot be undertaken without an authorisation from the local government; or*
- (b) by way of a commercial dealing with the local government;*

**gift** *has the meaning given to that term in section 5.82(4) except that it does not include —*

- (a) a gift from a relative as defined in section 5.74(1); or*
- (b) a gift that must be disclosed under regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

**notifiable gift**, *in relation to a person who is A Council Member, means —*

- (a) a gift worth between \$50 and \$300; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

**prohibited gift**, *in relation to a person who is a Council Member, means —*

- (a) a gift worth \$300 or more; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*

- (1) A person who is an employee must not accept a prohibited gift from a person who —
  - (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
  - (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- (2) A person who is an employee and who accepts a notifiable gift from a person who —
  - (a) is undertaking or seeking to undertake an activity involving a local government discretion; or

- (b) who it is reasonable to believe is intending to undertake, an activity involving a local government discretion must, within 10 days of accepting the gift, notify the CEO of the details of the acceptance as outlined below.
- (3) Notification of the acceptance of a notifiable gift be in writing and include —
  - (a) the name of the person who gave the gift; and
  - (b) the date on which the gift was accepted; and
  - (c) a description, and the estimated value, of the gift; and
  - (d) the nature of the relationship between the person who is an employee and the person who gave the gift; and
  - (e) if the gift is a notifiable gift under paragraph (b) of the definition of **notifiable gift** in subregulation (1) (whether or not it is also a notifiable gift under paragraph (a) of that definition) —
    - (i) a description; and
    - (ii) the estimated value; and
    - (iii) the date of acceptance,
 of each other gift accepted within the 6 month period.
- (4) The CEO must maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under subregulation (3).
- (5) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the Act) or a n electoral gift (to which other disclosure provisions apply).
- (6) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional duties in circumstances where the gift is presented to the Shire and retained exclusively for the benefit of the local government and not for the benefit of an individual.
- (7) All Christmas season gifts including alcoholic beverages, received by staff must be passed onto management for the use and benefit of all employees in that particular work team. In the main they will be used for social activities for the benefit of all staff, not just the individual who receives the gift.

## **CONDUCT OF STAFF**

### **PERSONAL BEHAVIOUR**

- (a) Staff must:
  - (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 Nannup, 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 Nannup and the community;
  - (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
- (b) Staff must ensure that they are aware of and comply with all Shire policies and procedures, including but not limited to those related to health and safety, equal opportunity, workplace behaviour and information and knowledge management.

### **ADMINISTRATIVE AND MANAGEMENT PRACTICES**

Staff must ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

### **COMMUNICATIONS AND PUBLIC RELATIONS**

- (a) All aspects of communication by staff should be accurate, polite and professional.
- (b) Information of a confidential nature must not be communicated until it is no longer treated as confidential. Personal information about a person, their properties and their affairs held by the Shire is confidential and not to be disclosed to other parties unless required by law. The public is entitled to interact with the Shire and have their privacy respected.
- (c) Staff are not to speak to the media or make comment to the media without the permission of the CEO. The Shire President is the key spokesperson to speak on behalf of the Council and the CEO with the Shire President's permission. Staff authorised to speak to the media are to focus on factual operational matters within their sphere of work only and to avoid making political comments and expressing personal opinions about matters before Council or in the political arena.

## **ACCESS TO INFORMATION**

- (a) The CEO must ensure that staff use their best endeavours to ensure that Councillors are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as Councillors provided that information is given equitably to all Councillors.
- (b) The CEO may direct specified staff to use the Shire's social media sites for Shire purposes. Only staff with appropriate training and knowledge who are expressly authorised by the CEO may use social media for official Shire purposes.
- (c) Staff are permitted use of social media for reasonable personal purposes on the basis that it does not interfere with the performance of their work. Staff using social media for personal purposes must not infer or state they are communicating as a representative of the Shire. Any inappropriate postings or actions carried out on social media by a staff member may result in disciplinary action being taken.

## **ATTENDANCE AT EXTERNAL CONFERENCES, TRAINING AND FUNCTIONS**

Staff may be required as delegates of the Shire to attend external conferences, seminars, training events or various functions and presentations. Staff attending such events do so on behalf of the Shire. They should conduct themselves with the highest degree of integrity, propriety and behaviour consistent with the expectations of this Code of Conduct and not do anything which may reflect adversely on the Shire or bring the Shire into disrepute. Partners are welcome to attend functions such as conference dinners at the cost of the staff member unless varied by Council Policy.

## **FRAUD PREVENTION, INVESTIGATION AND REPORTING**

Fraud includes unethical and illegal acts which are characterised by the intent to deceive. Fraud includes the following activities and standards of conduct:

- (a) gaining benefit by dishonesty such as drawing an allowance or payment (e.g., travelling and sustenance) where no such entitlement exists;
- (b) accepting gifts, money or entertainment in response to, or in expectation of, a favourable report recommendation, decision or tender outcome or other benefit;
- (c) knowingly accepting collusive tendering by outside bodies;

- (d) making false statements, either orally or in writing, about quality assurance or one's own qualifications, professional experience and competence;
- (e) misuse or the deliberate misallocation of their employer's resources.

All staff have a role to play in preventing fraud by ensuring that fraud prevention controls are established and maintained in their areas of responsibility. All staff are responsible for recognising indicators of fraud and or recommending to their senior staff when an investigation is warranted in the light of such indicators. Staff must help in any investigation of fraudulent practice/s which occur in the administration or operations of the Shire.

Staff must report to the CEO or the Public Interest Disclosure Officer any evidence of fraud. The CEO must report evidence of fraud direct to the appropriate authorities. Where the evidence of fraud relates to the CEO, the staff member must report this to the Public Interests Disclosure Officer or to the Shire President.

#### **USE OF SHIRE OF NANNUP RESOURCES**

(a) Staff must:

- (i) be scrupulously honest in their use of the Shire's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (ii) use the Shire's resources entrusted to them effectively and economically and in accordance with the manufacturer's specifications and Shire safety procedures in the course of their duties;
- (iii) not use the Shire's resources, including the services of other staff, for private purposes (other than when supplied as part of a contract of employment) unless properly authorised to do so, and appropriate payments are made as determined by the CEO in accordance with Council policies and procedures;
- (iv) only claim or accept travelling and sustenance expenses arising out of travel related matters which are a direct bearing on the services, policies or business of the Shire in accordance with the Shire's policy and the provisions of the Act.;
- (v) use Shire owned vehicles strictly in accordance with the Shire's vehicle use policies and obey all traffic codes, laws and road rules, and drive in a safe and courteous manner. Any fines and infringements incurred are the responsibility of the vehicles user;

- (vi) use the Shire's email and internet facilities and mobile phone equipment and other electronic systems in a professional, ethical and lawful manner and not infringe the copyright or other intellectual property rights of third parties, distribute or store defamatory, fraudulent, harassing or obscene messages and files, or otherwise to engage in any illegal or unethical conduct including the use of insulting, sexist, racist, obscene or suggestive electronic mail;
  - (vii) use the Shire's email and internet facilities and mobile phone equipment and systems for business purposes in serving the interests of the Shire, and the Shire's clients and customers. Limited personal use of these facilities and equipment is permitted provided the usage is reasonable and does not interfere with a staff member's productivity or the performance of their duties.
  - (viii) ensure they obtain value for money and are accountable for their actions when they are engaged in procurement activities.
- (b) Staff who misuse or abuse the Shire's resources or are negligent in securing the Shire's property may have usage withdrawn, be directed to cover any costs associated with the abuse or negligence, and/or may be subject to disciplinary proceedings.

#### **DRESS CODE FOR STAFF**

Staff are required to dress in a professional manner in keeping with accepted standards of the relevant profession and tasks being undertaken. Appropriate personal protective equipment and safety clothing is to be worn by staff undertaking specific duties which require adherence to safety requirements. Uniforms are to be worn where provided by the Shire.

#### **FREEDOM FROM HARRASSMENT AND DISCRIMINATION**

State and Federal equal opportunity and anti-discrimination laws make it unlawful in areas such as employment and the provision of goods and services to:

- (a) discriminate against people on a number of grounds, including sex, sexual orientation, disability, marital status, pregnancy, race, religious conviction, political conviction, family responsibility and age.
- (b) engage in sexual or racial harassment; and
- (c) victimise a person for making a complaint or intending to make a complaint of discrimination or harassment, or for providing evidence regarding a complaint.

All people have a right to work in and to participate in Shire activities and to access Shire services in a non-discriminatory way and in an environment that is free from unlawful discrimination and harassment. Unlawful discrimination and harassment of any form will not be tolerated by the Shire. Any staff



member found to be engaging in discrimination, harassment or victimisation of other staff, Shire contractors, visitors or clients or members of Council will be subject to counselling and may be subject to appropriate disciplinary action.

The Shire is also committed to equal employment opportunity. This commitment extends to ensuring that recruitment and selection, promotion and advancement of staff will be solely on the basis of equity and fairness and that appointment will be based on merit.

### **WORKPLACE BULLYING**

Workplace bullying is defined as 'repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety'. Unreasonable behaviour includes behaviour that is victimising, humiliating, intimidating or threatening.

Examples of bullying include, but are not limited to;

- (a) unreasonable persistent criticism which is not part of a performance management process;
- (b) isolation of employees from others;
- (c) refusing to delegate tasks or withholding information employees need to perform their job;
- (d) unrealistic, embarrassing or degrading work demands; and
- (e) repeated intimidation and belittling remarks.

While some workplace bullying may involve direct verbal abuse and physical violence, it can also involve more subtle behaviours and be carried out via letters, email, social media and telephone text messages.

Workplace bullying causes a number of unpleasant and harmful health and safety issues and results in lower productivity, absenteeism, higher staff turnover and stress related illness. The Shire is committed to maintaining a workplace free from intimidation and bullying. Workplace bullying is prohibited and will not be tolerated at the Shire, and any complaints shall be fully investigated. If a bullying complaint against a staff member is found to have substance, the staff member will be counselled and may be subject to disciplinary action.

### **OCCUPATIONAL SAFETY AND HEALTH**

The Shire is committed to developing, implementing and maintaining a safe workplace. Staff must comply with all relevant occupational safety and health (OSH) legislation and the Shire's policies and procedures and standards regarding OSH, and are expected to have a personal commitment to safety and health of themselves and others.



Staff are to comply with the Shire's OSH procedures at all times relating to alcohol, smoking and drug use. The consumption of alcohol during work time and in the workplace including in vehicles and at off site locations is prohibited unless consumed at official authorised staff functions. Smoking in Shire buildings and vehicles is prohibited. The use of illegal drugs in the workplace is strictly prohibited. A staff member who is using prescription drugs under medical supervision is to advise their supervisor if the performance of their duties is likely to be affected or impaired.

### **FITNESS FOR WORK**

The Shire is responsible for providing a safe work environment for its staff that minimises the risk of injury or illness.

Staff are responsible for maintaining and monitoring their health in a manner that allows them to safely perform their work duties and to ensure they do not place themselves, other staff, members of the public or any other person within the workplace at risk.

Staff have a duty to ensure they are in a fit state at the start of and throughout their working day, and to identify and report any fitness or work safety issues to the Shire as soon as practicable. Staff must also comply with any reasonable and lawful direction requiring them to attend a medical assessment, where the Shire has concerns regarding a staff member's fitness for work.

### **ENFORCEMENT OF THIS CODE**

#### **REPORTING BREACHES**

A person may, if they become aware of any conduct by a staff member, which they reasonably believe involves a breach of this Code of Conduct, make written complaint to that effect to the CEO, or in the case of the CEO to the Shire President.

All aspects of a report of a breach of this Code of Conduct must be kept strictly confidential by both the person making the report and the person in receipt of the report.

#### **RESPONSIBILITIES**

Breaches of this Code of Conduct will be investigated and handled within the context of the Organisational Human Resources Management principles and natural justice.

If the CEO breaches the Code of Conduct, such breach is to be dealt with by Council in accordance with accepted Industrial Relations processes.

If any staff member breaches the Code of Conduct, such breach shall be dealt with by the CEO.

## **DEALING WITH BREACHES**

Alleged breaches of this Code of Conduct will be investigated and handled in a manner which is consistent with the principles of the presumption of innocence, procedural fairness and natural justice.

A breach of the Code of Conduct by a staff member, if investigated and proven, shall be dealt with in accordance with best practice industrial relations practice. A counselling session shall be convened and appropriate disciplinary action will be taken;

- (a) in the case of the CEO, by the Shire President; and
- (b) in the case of any other staff, by the CEO or Manager acting on behalf of the CEO,

depending on the conduct and taking into account the staff member's responses and any mitigating circumstances.

In cases where investigation gives rise to reasonable suspicions that the breach constitutes serious improper conduct including corruption or theft, then the matter will be forwarded for further investigation by the Department of Local Government, the Corruption and Crime Commission or Public Sector Commission and the WA Police Service.

The CEO is to ensure that staff who report unacceptable or illegal behaviour of Council Members or staff (that is, a whistle blower) is not in any way disadvantaged or victimised because of their actions.

Staff are encouraged to, in the first instance, report unacceptable or illegal behaviour to the relevant Supervisor or Manager. Behaviour of a serious nature must be reported directly to the CEO or to the Shire's Public Interest Disclosure Officer.

Staff must be aware that the *Corruption, Crime and Misconduct Act 2003* and the *Public Interest Disclosures Act 2003*, which provide for the mandatory reporting of reasonable suspicions of serious improper or corrupt conduct to the Corruption and Crime Commission or Public Sector Commission by the CEO, or to the Shire's Public Interest Disclosure Officer.

Penalties will prevail if a person who makes a complaint;

- (c) has his or her safety or career prejudiced, or threatened to be prejudiced;
- (d) is intimidated or harassed; or
- (e) has an act done to his to her detriment because of having assisted the Commission, or furnished information to the Commission.