

MINUTES

Council Meeting held on Thursday 27 January 2011

CONFIRMATION OF MINUTES

These minutes comprising pages 1 - 30 were confirmed by the Council
on 24 February 2011
as a true and accurate record.

.....
Barbara Dunnet
SHIRE PRESIDENT

Minutes

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Minutes

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting opened at 4.18pm.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (previously approved)

Councillors Dunnet, Boulter, Camarri, Dean, Gilbert, Lorkiewicz, Mellema and Pinkerton.

Shane Collie – Chief Executive Officer.
Craig Waddell – Manager Corporate Services.
Geoff Benson – Manager Development Services.
Chris Wade – Works Manager.

VISITORS

13.

APOLOGIES

Nil.

LEAVE OF ABSENCE (previously approved)

Nil.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTION TIME

Ms P Fraser

Thanked Council for actioning previous questions asked and then asked why her property is not included in the road count.

Works Manager responded;

That road counter placement is undertaken to a specification however he will ensure it is shifted to include Ms Fraser's driveway.

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Mr G Coventry made a presentation regarding the condition of Chalwell Road.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8531 MELLEMA/PINKERTON

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 16 December 2010 be confirmed as a true and correct record with the following amendment:

Resolution 8530 to remove the words "Jim Kelly" and replace those words with "EH (Jim) Kelly".

This proposed alteration has been requested by Mr Kelly and does not alter the intent of the resolution.

CARRIED 8/0

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

9. REPORTS BY MEMBERS ATTENDING COMMITTEES

Lemac meeting
South West Tourism meeting
Emergency Management meeting

10. REPORTS OF OFFICERS

AGENDA NUMBER: 10.1

SUBJECT: Re-Assessment of Front Fence 133a Warren Road

LOCATION/ADDRESS: 133A Warren Road (Lot 58)

NAME OF APPLICANT: CR & TM Otte

FILE REFERENCE: A1361

AUTHOR: Geoffrey Benson – Manager Development Services

DISCLOSURE OF INTEREST:

DATE OF REPORT: 18 January 2011

Attachments: 1. Schedule 6 – Application for Planning Approval.

2. Revised Site Plan.

3. Revised Front Elevation.

4. Map 1. – Site Location.

5. Photo 1. – Photograph of Front of Lot 58.

BACKGROUND:

On the 23 August 2010 an application for Planning Approval was received from Mr and Mrs CE & TM Otte, for a front fence to be located on Lot 58 (133A) Warren Road, Nannup. The proposal was referred for public comment and advertised on 27 August 2010.

At the meeting of 23 September 2010, Council made the following decision in regards to the Application for Planning Approval, motion 8461;

"The application for Council's approval to build, on Lot 58 on D100598 at 133A Warren Road Nannup, a brick front fence 1.8 metres high with 4 timber slats between pillars be refused for the following reasons:

- With regard to clause 10.2 of the Local Planning Scheme 3, the proposal is in contrast to other fencing on the frontage of Warren Road in terms of height, imperviousness, solid form and construction material and it will break the feature of a continuous open view of homes in the street which is an amenity.*
- The high impervious fence will restrict the line of sight between the driver of a vehicle leaving Lot 58, the subject land, and pedestrians on the footpath.*
- With regard to the WA Residential Design Codes, the proposed development of an impervious brick fence 1.8 metres high is not an acceptable development for the criteria in clauses 6.2.4 and 6.2.5 of the Codes."*

Subsequent to the refusal at the September 2010 Council meeting the applicant appealed the Council decision to the State Administrative Tribunal (SAT).

A directions hearing was held on 17 November 2010, at which the SAT member, Mr. Peter McNab, directed the matter be referred for mediation at the office of Nannup Shire Council on 6 December 2010.

The mediation hearing was run by a different SAT member, than the directions hearing, as the member who is involved in the mediation process, can-not be the same member who makes the determination, if the mediation process fails.

The applicant failed to attend the mediation on 6 December 2010 and a further Mediation Hearing was held by phone on 12 January 2011. After discussion of the issues and the result that the Applicant wanted to achieve, the SAT member Mr Hunt, requested Mr Otte and the author, meet on 13 January 2011 to discuss a re-design of the proposed fence, with a view to having a further mediation hearing on 17 January 2011.

The Mediation Hearing on 18 January 2011, had the SAT Member Mr Hunt Issue an order under section 31 of the State Administrative Tribunal Act 2004, for the decision-maker (Shire of Nannup), to re-consider the application.

COMMENT: Nil.

STATUTORY ENVIRONMENT:

State Administrative Tribunal Act 2004

31. Tribunal may invite decision-maker to reconsider

- (1) At any stage of a proceeding for the review of a reviewable decision, the Tribunal may invite the decision-maker to reconsider the decision.
- (2) Upon being invited by the Tribunal to reconsider the reviewable decision, the decision-maker may —
 - (a) affirm the decision;
 - (b) vary the decision; or
 - (c) set aside the decision and substitute its new decision.
- (3) If the decision-maker varies the decision or sets it aside and substitutes a new decision, unless the proceeding for a review is withdrawn it is taken to be for the review of the decision as varied or the substituted decision.

Local Planning Scheme No.3 (LPS 3)

There are no controls for fencing in the text of Local Planning Scheme 3.

LPS 3. Zone Table (cl.4.3):

The proposed fence is permitted as part of an approved house.

LPS 3 Requirements (Part 5):

There are no requirements for fencing.

Procedure in LPS 3 to deal with applications (cl.10.2):

The matters to be considered by Council include

- (d) any approved statement of planning policy of the WA Planning Commission,*
- (j) the compatibility of a use or development within its setting,*
- (o) the preservation of the amenity of the locality,*
- (p) the relationship of the proposal to development on adjoining land or on other land in the locality including but not limited to the likely effect of the height, bulk, scale, orientation and appearance of the proposal, and*
- (z) any relevant submissions received on the application.*

Assessment:

With regard to (d) above, the Residential Design Codes are a planning policy of the Commission. The application is assessed in relation to the Codes further below. With regard to (j), (o), and (p), the proposed fence being 1.8m high with bricks to 900 mm and horizontal slats, from 900mm to 1800mm, will:

- While the fence will stand in contrast with the fences on adjoining properties and elsewhere in Warren Road in height, solid form, and horizontal woodwork, it will not be incompatible,
- Due to the house on the property, not additionally affect the feature of a continuous open view of homes in the street, and therefore not additionally affect the amenity of Warren Road, and
- With the truncated corners to either end of the fence, not restrict the line of sight between the driver of a vehicle leaving Lot 58, the subject land, and pedestrians on the footpath.

WA Residential Design Codes:

In clause 6.2.4 of the Codes, the performance criterion is "*buildings designed to provide surveillance between dwellings and the street*".

The Codes provides an acceptable development for this criterion as follows:

"at least one habitable room window of the dwelling has a clear view of the street and the approach to the dwelling."

Assessment:

The proposed fence being 1.8 metres high, with the top 900mm being open spaced timber slats, will not prevent surveillance of the approaches to the dwelling and consequently will satisfy this criterion.

In clause 6.2.5 of the Residential Design Code, the criterion is: *Front walls and fences to promote surveillance and enhance streetscape taking account of:*

- *The need to provide protection from noise and headlight glare where roads are designated as primary etc.,*
- *The need to provide screening to the front setback, or*
- *The need to provide privacy to north facing areas.*

The Code provides an acceptable development for this criterion as follows:

"Front walls and fences within the primary street setback area that are visually permeable 1.2 metres above natural ground level."

Assessment:

Warren Road is a primary distributor. Headlights may affect the property. Road noise may affect the house and the fence will offer some protection from road noise, permeating under the stumped portions of the house at the front of the property. However because the front verandah of the house is at about the same level as the top of the proposed fence, a verandah screen may be necessary for additional protection from noise. While the proposed fence will be 1.8 metres high, it will be visually permeable above 900mm, which is less than the acceptable height of 1.2 metres.

The proposed development of a visually permeable (above 900mm) brick and timber fence of a total height 1.8 metres, is an acceptable development, compliant with the criteria in clauses 6.2.4 and 6.2.5 of the WA Residential Design Codes.

Local Planning Policy:

The application is not in the policy area of the Nannup Mainstreet Heritage Policy LPP 008 which applies to land use and development within the area centred on Warren Road between Kearney Street and Grange Road.

Nannup Town Strategy:

Has no requirements for fencing.

Municipal Inventory:

The subject land is not a historical property

Consultation:

The application was advertised as part of the previous assessment process. As this is a re-assessment of the application, with the application being altered to be acceptable under relevant clauses of the Residential Design Codes, it does not need to be re-advertised.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That Council, approve the proposed brick and timber front fence, detailed in agenda item 10.1, attachments 1 – 3, January 2011 Council meeting, which is visually permeable from 900mm to 1800mm with horizontal timber slats between pillars, to be built on Lot 58, Diagram 100598, at 133A Warren Road Nannup.

8532 MELLMEA/LORKIEWICZ

That Council, approve the proposed brick and timber front fence, detailed in agenda item 10.1, attachments 1 – 3, January 2011 Council meeting, which is visually permeable from 900mm to 1800mm with horizontal timber slats between pillars, to be built on Lot 58, Diagram 100598, at 133A Warren Road Nannup.

CARRIED 8/0

SCHEDULE 6 – APPLICATION FOR PLANNING APPROVAL

OWNER DETAILS:


Name: Chris Otte & Toni Otte

Address: 133a Warren Rd
Nannup

Post Code: 6275 E-Mail:

Phone (work) 0409541208 (home) 97561752 (Fax)

Contact Person for Correspondence: Chris Otte

Signature: 

Date: 18-1-11

Signature:

Date:

The signature of the landowner(s) is required on all applications. This application will not proceed without that signature.

APPLICANT DETAILS:

Name: Chris Otte


Address: 133a Warren Rd Nannup

Post Code: 6275

Phone: (work) 0409541208 (home) 97561752 Fax

E-Mail:

Contact Person for correspondence: Chris Otte

Signature: 

Date: 18-1-11

PROPERTY DETAILS:

Lot No: ⁵⁸158..... House/Street No: 133..... Location No:

Diagram or Plan No: ^{D100598/58}1..... Certificate of Title No:Folio: 2202/183

Title Encumbrances (eg, easements, restrictive covenants):

.....

Street Name: Warren Rd

Suburb: Nannup

Nearest Street Intersection: Struthers st

Existing Building/Land Use: Housing

Description of proposed development and/or use: Fence

.....

.....

Nature of any existing buildings and/or use:

.....

Approximate cost of proposed development: \$6000

Estimated time of completion:

OFFICE USE ONLY

Acceptance Officer's Initials: Date Received:

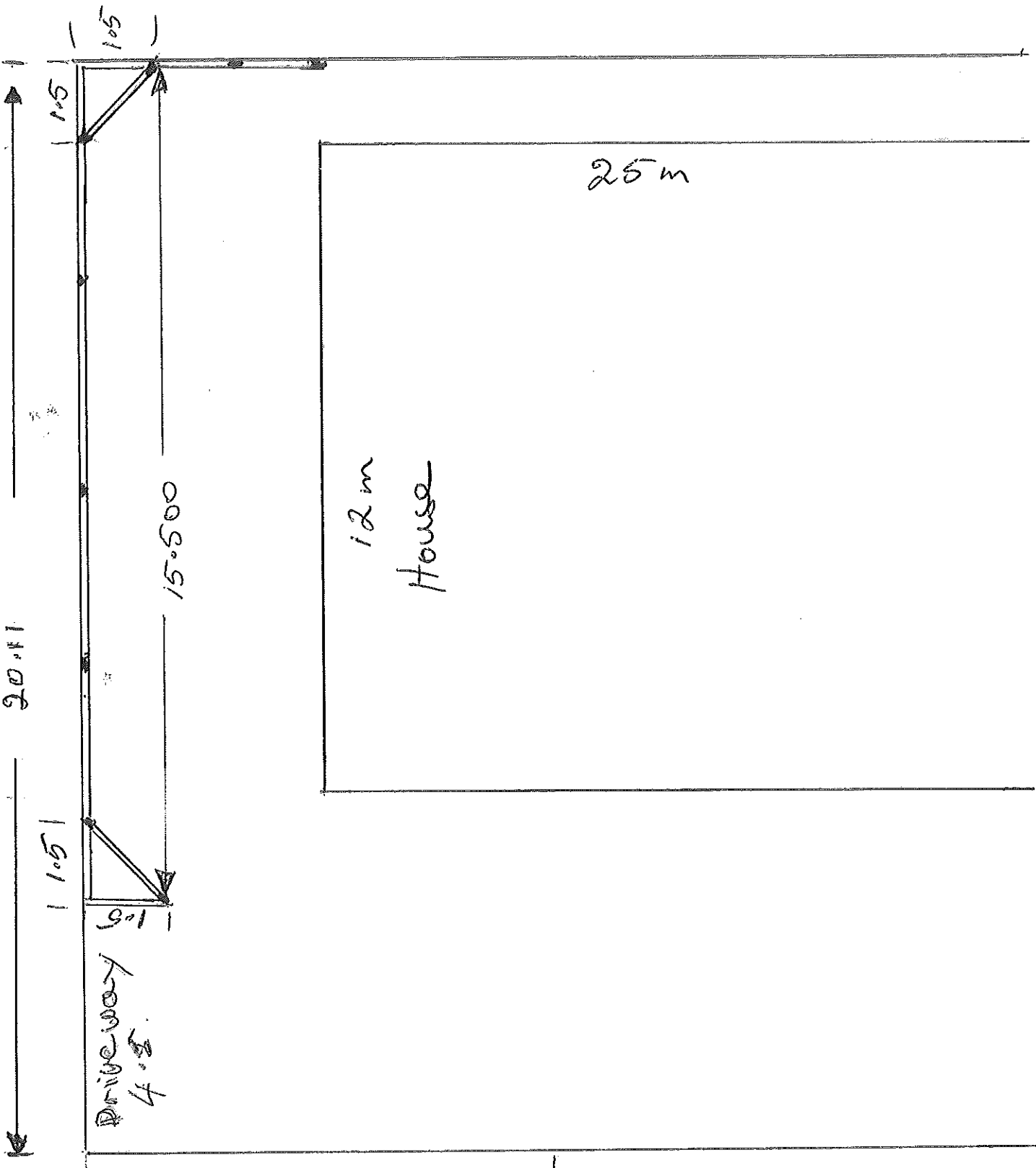
Council Reference No: Fee Paid:

Receipt:

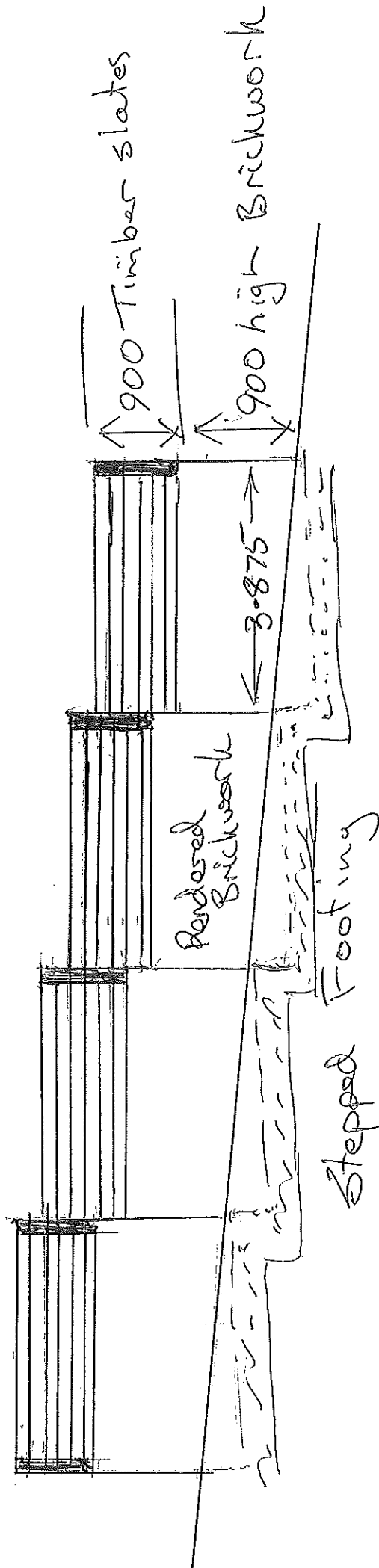
Delegated Authority ☐

Council Decision Required ☐

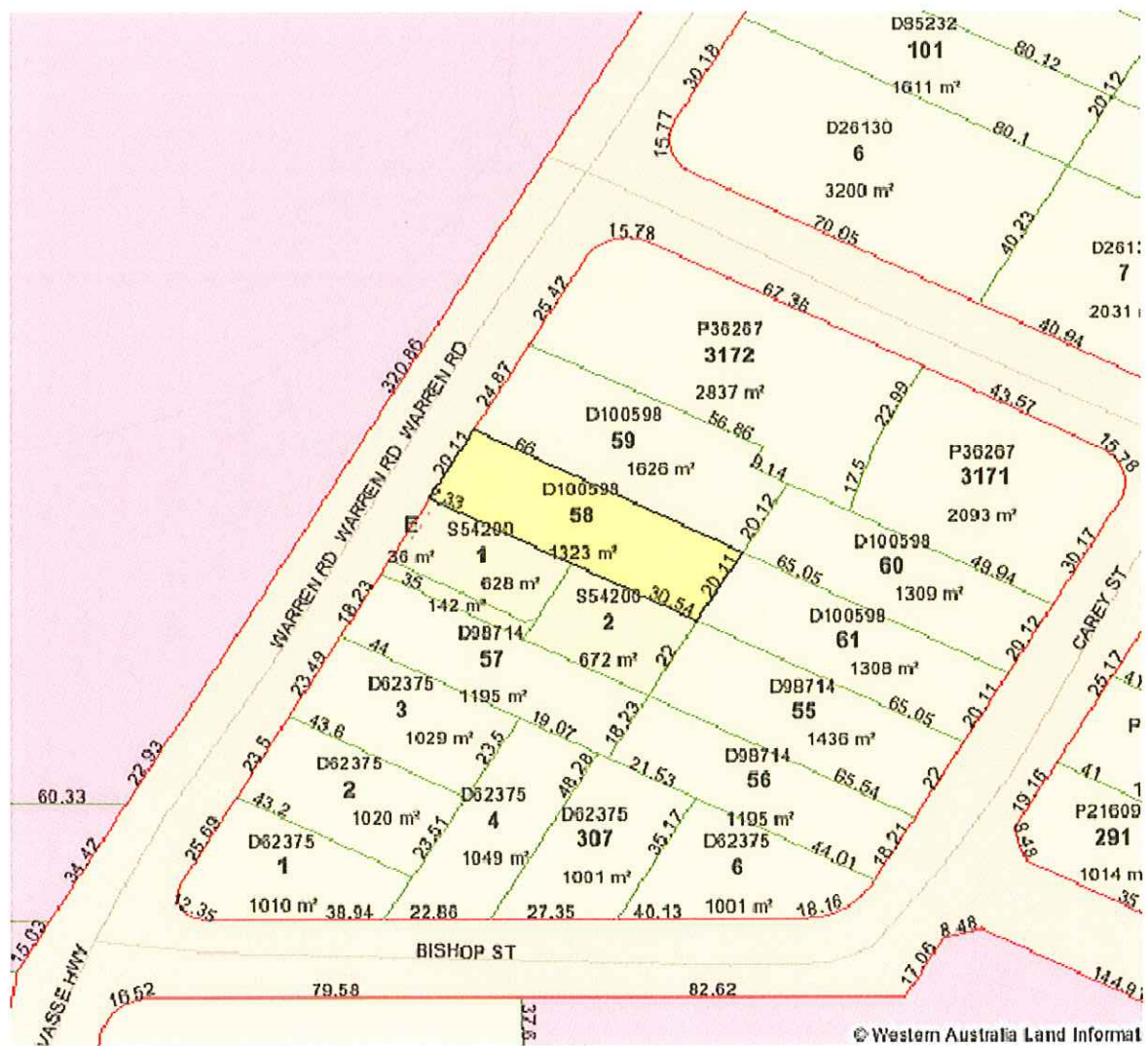
(The content of the form of application must conform to Schedule 6 but minor variations may be permitted to the format).



Proposed Brick & Timber
Fence
Lot 58 Warren Rd
Nannup 6275



North is up the page.



Map 1



Photo 1

AGENDA NUMBER: 10.2
SUBJECT: Nannup Cemetery Gates
LOCATION/ADDRESS: Nannup Cemetery
NAME OF APPLICANT:
FILE REFERENCE: WLF 7
AUTHOR: Chris Wade – Works Manager
DISCLOSURE OF INTEREST:
DATE OF REPORT: 15 January 2011

Attachment: Proposed Design – Cemetery Gates.

BACKGROUND:

Nannup Cemetery has over the last few years been going through an upgrade process including both physical and administration improvements.

COMMENT:

Mr Brian Puckey from Deep Forest Iron has offered to fabricate a new set of entrance gates including the pedestrian gate for The Nannup Cemetery at minimal cost. The attached design is only a rough design, for example the words need centring which will be done but should be enough to provide Council with an idea of the end product.

Council's 2010/11 Budget has an allocation of \$15,000 for cemetery landscaping that will be utilised for these works. The estimated cost of fabrication, installation and materials will be \$2,500

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

The financial implication to Council will \$2,500 and is covered in its 2010/11 budget allocation for Cemetery Works.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

Council engage Mr Brian Puckey (Deep Forest Iron) to fabricate a set of replacement gates for Nannup Cemetery similar to the attached design.

8533 DEAN/CAMARRI

Council engage Mr Brian Puckey (Deep Forest Iron) to fabricate a set of replacement gates which will have a long lasting finish for the Nannup Cemetery similar to the attached design.

CARRIED 7/1

Councillors voting for the motion: Dunnet, Boulter, Dean, Gilbert, Lorkiewicz, Mellema & Pinkerton.

Councillors voting against the motion: Camarri.



AGENDA NUMBER: 10.3
SUBJECT: Draft Art Purchase Policy
LOCATION/ADDRESS:
NAME OF APPLICANT:
FILE REFERENCE: ASS 12
AUTHOR: Shane Collie – Chief Executive Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 17 January 2011

BACKGROUND:

Council at its August 2010 meeting passed the following resolution (#8451):

"That the Shire ask the Nannup Arts Council to set up a people's choice award for a piece of art at their annual exhibition and the Shire Council be given first right of purchase of said piece."

This information was communicated to the Nannup Arts Council who accepted the proposal.

There were some issues with the Council resolution which were detailed at the November 2010 meeting of Council when the above resolution was enacted. The issues were that Council had not set a budget amount for acquiring a piece of artwork as a People's Choice prize and that the People's Choice prize could only apply to pieces of Art that were not sold during the exhibition.

COMMENT:

Hence Council reviewed its August 2010 decision in November 2010 and by absolute majority made the following resolution:

"That Council review its resolution # 8451 of the August 26 2010 Council meeting to formulate a formal Council policy relating to future art purchases by Council and that the draft policy be considered by Council at its January 2011 Ordinary meeting."

This report seeks to satisfy the above resolution by providing Council a draft policy for consideration. The draft policy is based on the Acquisitive Prize process which worked well for many years aside from 2008.

The enactment of any such policy is predicated on the Nannup Arts Council accepting the policy and the contents and direction therein.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: New Policy ADM 15 recommended.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That Council adopt the following policy ADM 15 in relation to future Art Purchases:

"

Art Purchase Policy

ADM 15

1. That in conjunction with the Nannup Arts Council (or its replacement in name from time to time) Annual Art Exhibition that the Council of the Shire of Nannup consider the purchase of a piece of artwork from that exhibition.
2. That Council consider in its annual budget an amount not to exceed \$1,000 for the purchase of a piece of Art from the annual Art exhibition and that this purchase (if budgeted) be termed the "Nannup Arts Council Acquisitive Prize".
3. That all Council members be informed (through the Chief Executive Officer) of the occasion prior to the exhibition being opened to the general public, of a time and place at which a viewing and selection of a piece of Artwork can be made.
4. Those Council members present at the viewing and selection will decide by majority vote (if required) on a selection of a piece of Artwork and that piece of Artwork will hence be purchased from within the allocated budget figure by the Chief Executive Officer per the normal budget expenditure delegation.
5. The location for displaying the piece of Art, if intended to be in the operational area of Council (excludes the Council Chambers and Shirley Humble Room) will be in consultation with the Chief Executive Officer and subordinate staff members.

Policy Adopted at a Council Meeting on 27 January 2011.

ADM15
(Page 1/1)"

8534 CAMARRI/DEAN

That Council adopt the following policy ADM 15 in relation to future Art Purchases:

"

Art Purchase Policy

ADM 15

1. That in conjunction with the Nannup Arts Council (or its replacement in name from time to time) Annual Art Exhibition that the Council of the Shire of Nannup consider the purchase of a piece of artwork from that exhibition.
2. That Council consider in its annual budget an amount not to exceed \$1,000 for the purchase of a piece of Art from the annual Art exhibition and that this purchase (if budgeted) be termed the "Nannup Arts Council Acquisitive Prize".
3. That all Council members be informed (through the Chief Executive Officer) of the occasion prior to the exhibition being opened to the general public, of a time and place at which a viewing and selection of a piece of Artwork can be made.
4. Four Councillors and the Chief Executive Officer shall select a piece of artwork and that piece of Artwork will hence be purchased from within the allocated budget figure by the Chief Executive Officer per the normal budget expenditure delegation.

Policy Adopted at a Council Meeting on 27 January 2011.

ADM15
(Page 1/1)"

TIED 4/4

Councillors voting for the motion; Dunnet, Camarri, Pinkerton & Dean.
Councillors voting against the motion: Boulter, Mellema, Lorkiewicz & Gilbert.

The Shire President cast the casting vote for the motion, therefore it was passed.

AGENDA NUMBER: 10.4
SUBJECT: Recreation Centre Precinct Masterplan
LOCATION/ADDRESS: Location 9185 Warren Road
NAME OF APPLICANT:
FILE REFERENCE: REC 2, FNC 16
AUTHOR: Shane Collie – Chief Executive Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 19 January 2011

- Attachments: 1. Final Masterplan and Concept Design Options (20/12/10). A1 and A3 size documents will be displayed in the Council Chambers.
2. Masterplan Submission - Ms Jenny Styles (Basketball).
3. Masterplan Submission - Nannup Business Initiative Group.
4. Masterplan Submission – Nannup Music Club

BACKGROUND:

Council resolved at its December 2010 meeting in part the following:

"That Council adopt for the purposes of advertising the Draft Recreation Centre Precinct Masterplan inclusive of print media, notices placed around the community and specific letters to sporting clubs and other known users with comments to be received in time for consideration at Council's January 2011 meeting."

COMMENT:

The resolution was enacted while at the same time the contracted Architect continued to progress the design options including consideration of formal staging of works. The Architect report is per attachment 1 and the two submissions received on the Masterplan are per attachments 2 and 3. If any further submissions are received up until today's meeting they will be tabled for Council's consideration.

The purpose of this report is to seek adoption of the Recreation Centre Precinct Masterplan and consider comments made in respect of the Masterplan.

Masterplan Submission - Ms Jenny Styles (Basketball)

The submission is overall positive and points out that parking may need to be expanded. There is the capacity to extend the parking on the east side of the current Recreation Centre (currently designated 25 cars) by another 60 cars approximately. For the purposes of adopting the Masterplan this can be noted and can be added in at a later date, even after construction, if it is required.

Masterplan Submission – Nannup Business Initiative Group (BIGN)

Points 1 and 2 of the submission relate to the future use of the current bowling club site and the transfer of a liquor license. These matters are not relevant to the precinct Masterplan though it will be a significant matter when Council ultimately determines the future use of the present bowling club space.

Point 3 relates to the staging of works and is a decision that Council has not yet considered.

Point 4 has been discussed previously by Council. If a single building was preferred to that proposed the process of the Masterplan and work undertaken thus far would need to be recommenced.

Point 6 could be included at any stage though alternative sites are understood to be preferred within the confines of the Brockman Street Caravan park.

Point 7. The proposal does not see an increase in licensed premises. It sees one licensed area being replaced by another.

Point 8 is noted and not discounted however it is considered that it would have the same status as the Hydrotherapy Pool being that it would be a matter to be considered in the future after other stages are undertaken. It is anticipated a decision on this matter will not be required for some time and either option could be added in at any stage if Council desires.

Masterplan Submission – Nannup Music Club

The points raised by the Nannup Music Club in general support the proposal and concept, acknowledging that the Club is not one of the proposed main users of the facility. The comments can be incorporated as appropriate throughout the progression of the project from the Masterplan stage.

Proposed Adoption of Recreation Precinct Masterplan

The draft Masterplan has been through the process of Council scrutiny, public comment and developed from the initial requests put forward by sporting clubs per the adopted Business Plan. The finalisation of the area Masterplan will provide critical direction to the Architect to progress to detailed concept plan and ultimately construction drawings.

Note that adoption of which “stage” of the project should be given priority is not addressed at this point as information on costs and engineering solution (current Recreation Centre) are not yet available. Recommendation 3 refers.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: Nil.**FINANCIAL IMPLICATIONS:**

Council has sufficient funds (primarily grant) to progress this project as recommended.

STRATEGIC IMPLICATIONS:

Council's current Forward Plan Action Item 11.2 (A) states for 2010/11:

"Complete business plan, needs analysis and site survey for proposed Recreation Centre upgrade."

Council's current Forward Plan Action Item 11.2 (B) states for 2010/11:

"Develop plans/design and seek funding for upgrade to the Recreation Centre."

Council's current Forward Plan Action Item 11.2 (C) states for 2011/12:

"That Council undertake the upgrade to the Recreation (and Community) Centre per adopted plans and funding available."

RECOMMENDATIONS:

1. That the Recreation Centre Precinct Masterplan and Concept Design document prepared by Gresley Abas Architects (Attachment 1) be endorsed as the guiding document for further development of the Nannup Recreation Centre Precinct.
2. That the endorsed Recreation Centre Precinct Masterplan and Concept Design be used to generate a capital cost assessment for the Recreation Precinct development.
3. That the endorsed Recreation Centre Precinct Masterplan and Concept Design be used to develop a staged development strategy – taking into account existing information inclusive of the Masterplan submissions, cost assessment and Council's own projected budget and expenditure forecasts.
4. That Council meet with Gresley Abas Architects as soon as practicable to specifically discuss and expand on the technical aspects of the development including but not limited to:

- a. Geotechnical requirements for the proposed new building as noted by Wood and Grieve Engineers.
- b. Structural alteration options 2 and 3 for the existing Recreation Centre as noted by Wood and Grieve Engineers.
- c. Site Drainage for the precinct area as noted by Wood and Grieve Engineers.

8535 DEAN/PINKERTON

That Council's standing orders be suspended to allow a full discussion on the following item.

CARRIED 8/0

Standing orders were suspended at 5.10pm.

8536 PINKERTON/BOULTER

That standing orders be resumed.

CARRIED 8/0

Standing orders were resumed 5.46pm.

8537 LORKIEWICZ/DEAN

That this item lay on the table pending a meeting to be arranged between Council and the Architect to discuss a number of issues.

CARRIED 8/0

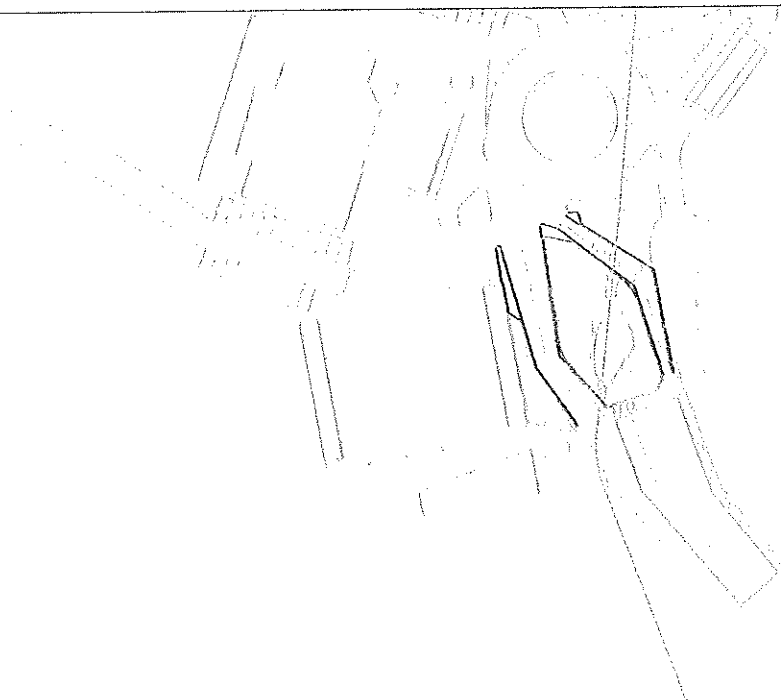
Shire of Nannup - Recreation Precinct

Final Masterplan & Concept Design Options

Prepared by Gresley Abas Pty Ltd.

Issue Date: 20/10/2010 : REV A
Gresley Abas Architects

gresleyabas
architecture environment design



Nannup Recreation Precinct Masterplan

Preamble & Executive Summary

Gresley Abas Architects were commissioned by the Shire of Nannup to develop a viable development framework for the upgrade of existing and provision of new facilities within the existing Nannup Recreation Precinct.

Gresley Abas Architects collaborated with key representatives of the Shire and community to develop a Masterplan that is designed to encompass the many wishes and desires incumbent upon this precinct.

The Masterplan submitted with this report represents the outcomes of this process.

There are several community and sports groups with a direct interest in this Masterplan vision.

As a result, this Masterplan encompasses several distinct projects – each of these could be broken down into the 'stages' within the overall Masterplan. Some key development stages within this masterplan may have 2 or 3 options to be considered.

It is our intention that this Masterplan be accepted by the Shire so that the following further work can be undertaken:

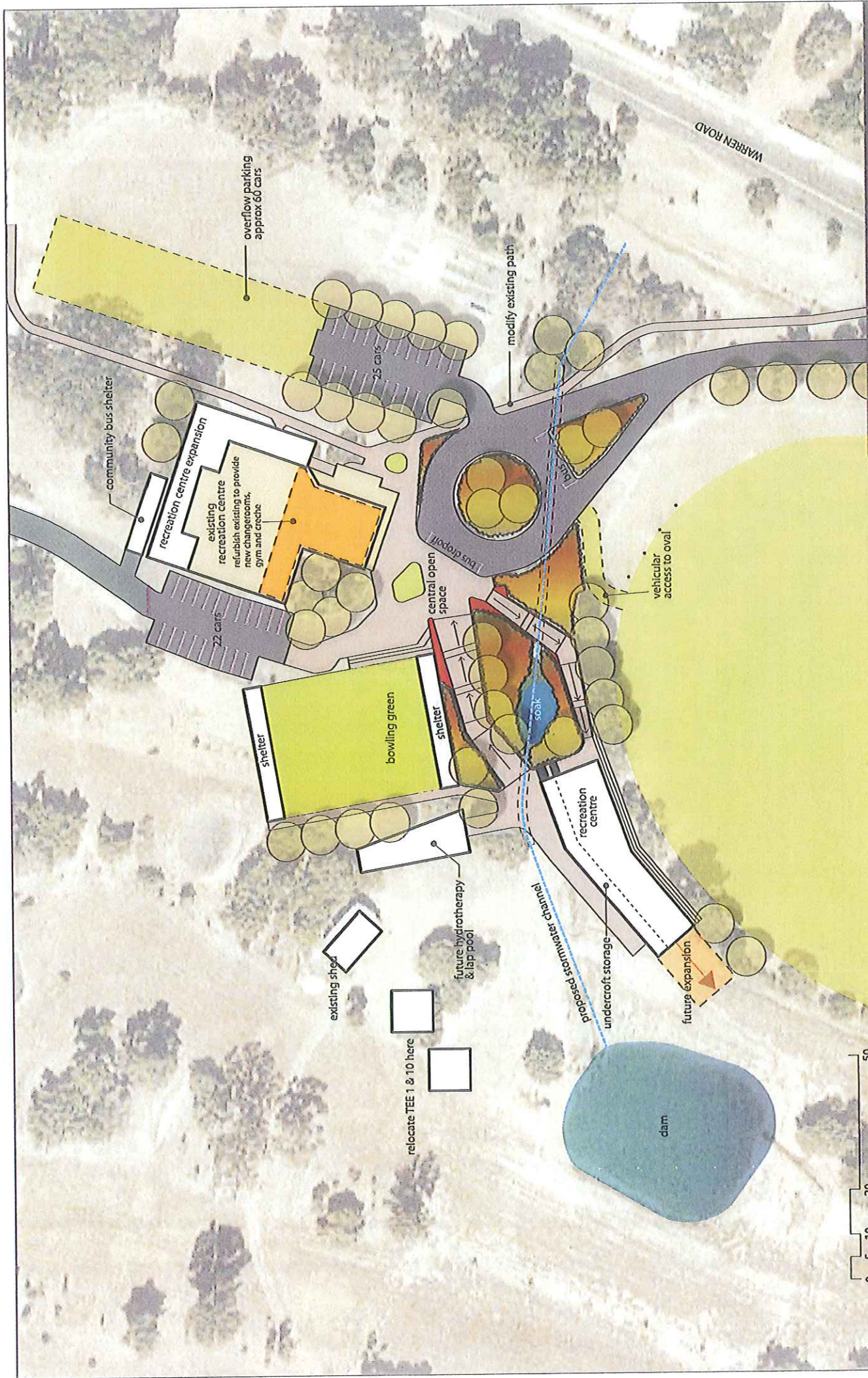
- Ratify this Masterplan & Concept Design Proposal
- Implement any further minor refinements as a result of client/community feedback
- Use this Masterplan & Concept Design document allow formulation of preliminary cost estimates
- Work with the Shire to articulate a viable and practical staged development framework to achieve the Masterplan vision

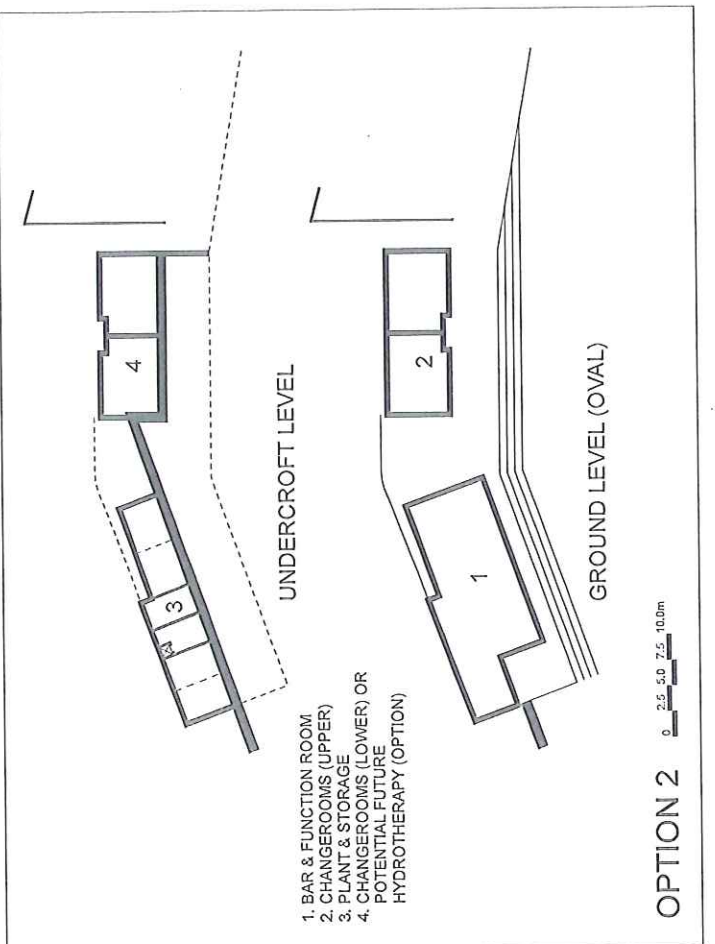
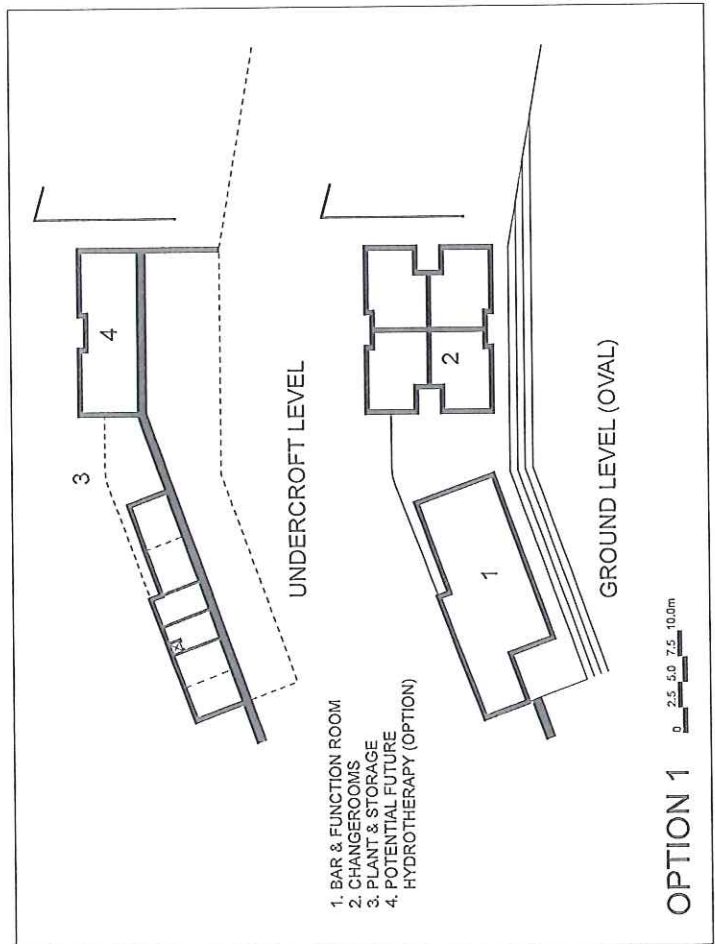
The aim of this Masterplan is to help the shire and community work towards a vision that over the long term: can be implemented in a manner that the needs and wishes of all stakeholders can be achieved. In summary, and listed in no particular order of preference or priority or relative cost, the following are the key elements that make up this Masterplan vision:

1. Existing Sports Hall:
 - Enlarge hall to incorporate full sized regulation basketball court
 - Options: a range of development/refurbishment options have been proposed, together with professional opinions from a structural consultant as to the feasibility of each option. This structural assessment is included at the appendix to this document
2. Existing Support facilities: refurbish existing amenities and community hall to allow for:
 - Upgrade of changerooms to current standards,
 - New sports club room(s),
 - Provide new gym and
 - Provide new crèche facilities
3. New recreation facility: incorporating
 - New changerooms,
 - Club/bar and function room,
 - Commercial kitchen and
 - Sports club storage,
 - Planning for future expansion of kitchen & function capacity
 - Within the general conceptual framework for the new recreation centre function facilities, development options have been provided to allow for further flexibility subject to budget parameters and stakeholder feedback. This includes the extent of new changeroom facilities to be provided and the possibility of incorporating the new hydrotherapy facility within this building envelope as a future stage.
4. New Lawn Bowls Green and associated facilities
5. General precinct works: incorporating
 - Landscaping,
 - New and existing carpark upgrade,
 - New site stormwater management (and associated civil works),
 - New/modify existing footpaths & roads
 - Community Bus shelter
 - Oval equipment storage shelter

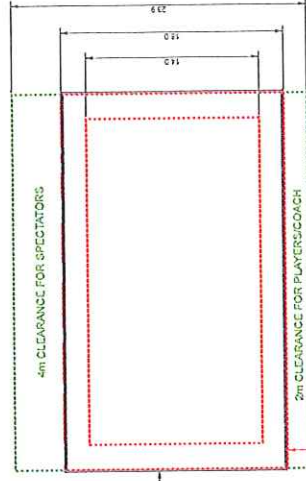
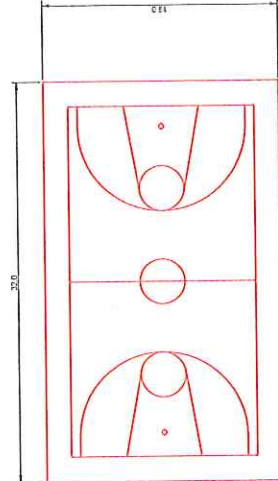
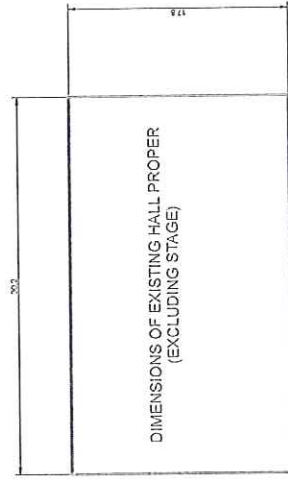
An overview of the civil infrastructure required for the site is included at the appendix to this document
6. New Hydrotherapy Facility

The Masterplan incorporates this element as a stand-alone facility. There is also an option for this element to be incorporated within the envelope of the new recreation facility.



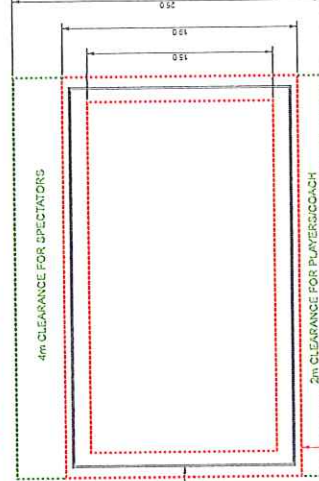


NEW RECREATION CENTRE - OPTIONS



EXISTING
RECREATION CENTRE
(GREY)

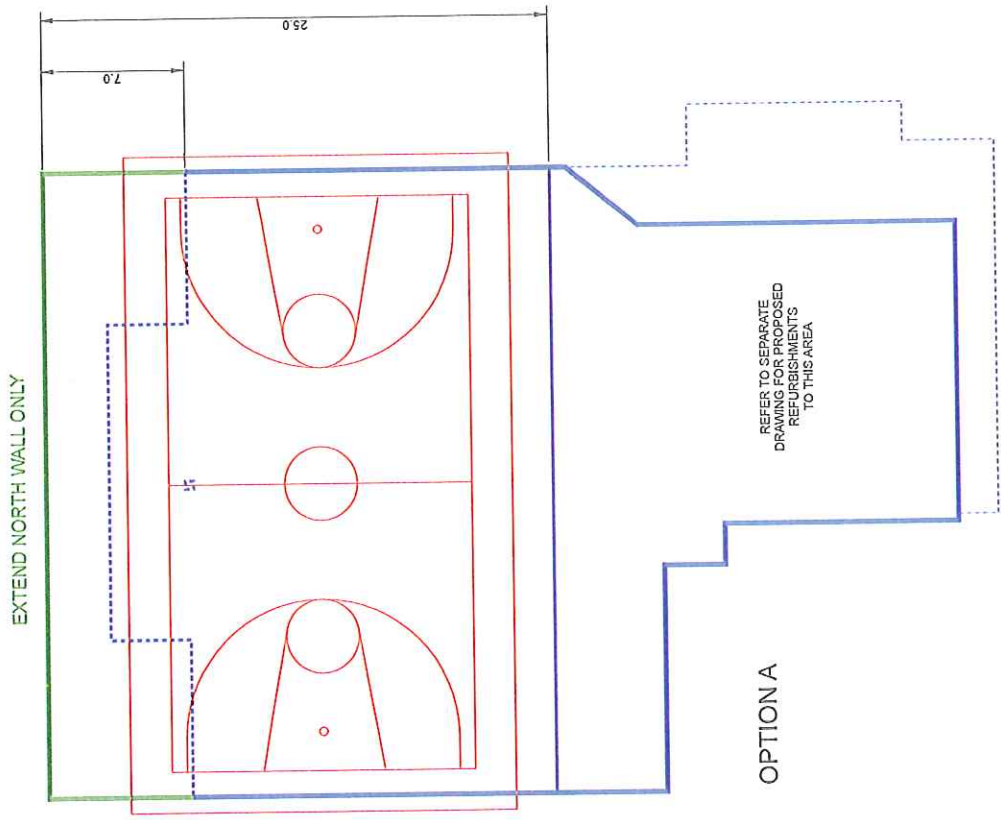
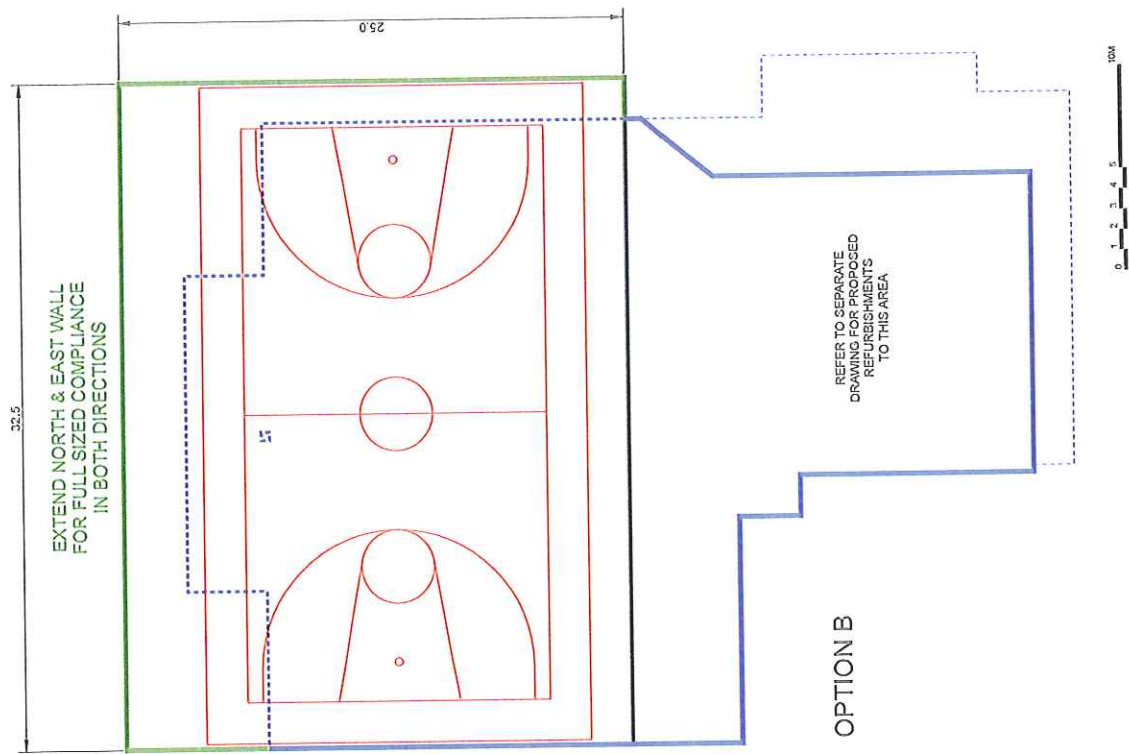
26m X 14m COURT PLUS 2m OVERRUN
(ABF HAS THE AUTHORITY TO APPROVE
FOR THEIR COMPETITIONS, EXISTING PLAYING
COURTS WITH MINIMUM DIMENSIONS 26m X 14m)



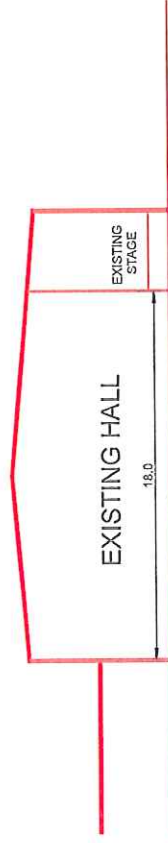
EXISTING
RECREATION CENTRE
(GREY)

28m X 15m COURT PLUS 2m OVERRUN

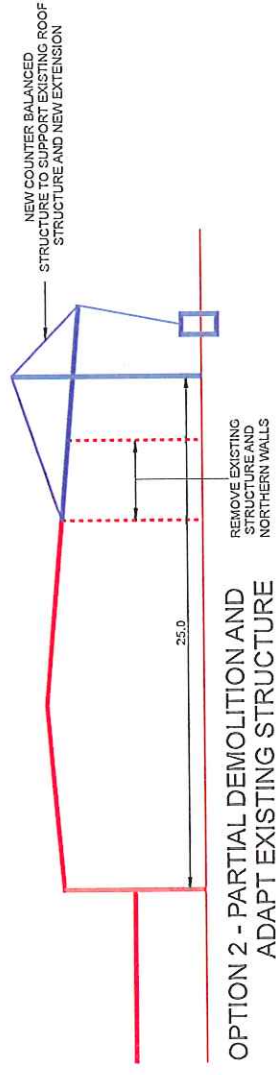
HALL AND ABF STANDARD COURT ANALYSIS DIAGRAMS



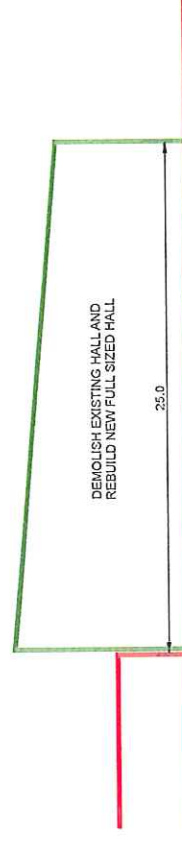
SCHEMATIC PLAN - HALL EXTENSION OPTIONS



OPTION 1 - EXISTING



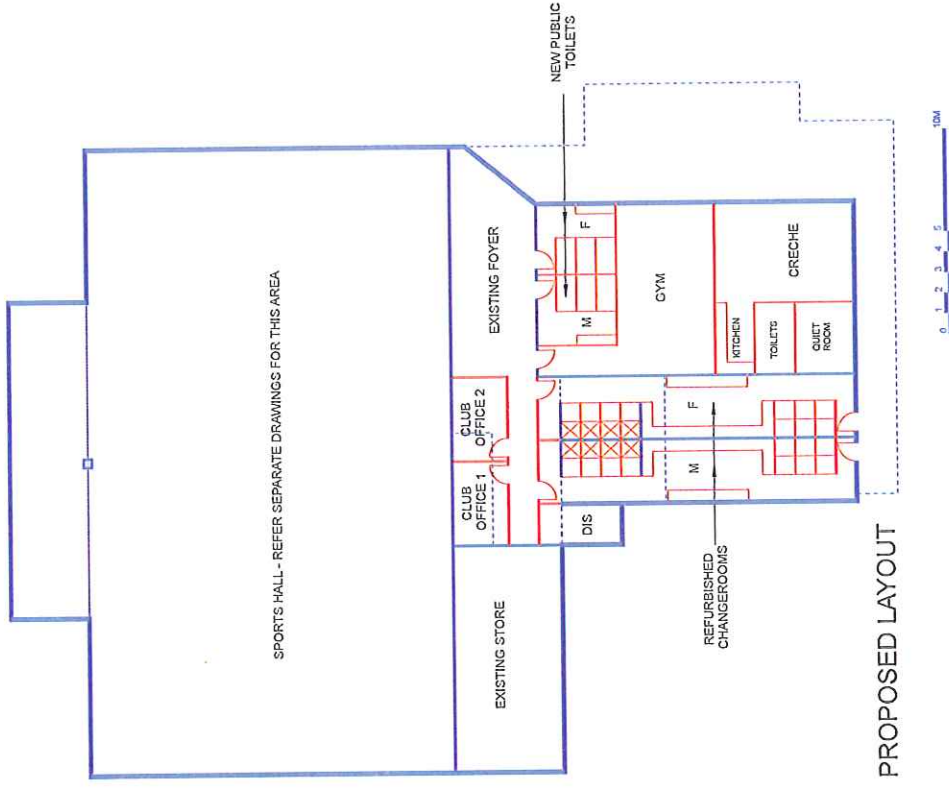
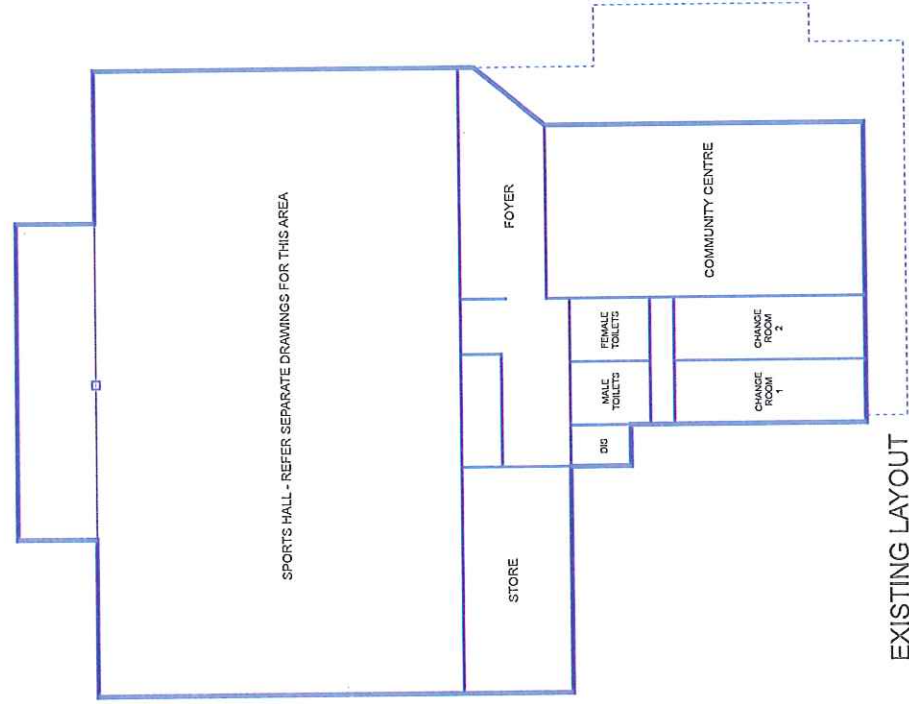
OPTION 2 - PARTIAL DEMOLITION AND ADAPT EXISTING STRUCTURE



OPTION 3 - DEMOLISH SPORTS HALL & BUILD NEW



SCHEMATIC SECTIONS - HALL EXTENSION OPTIONS



SCHEMATIC PLAN - PROPOSED FACILITY REFURBISHMENT

Further to the development of the preliminary masterplan and design concepts for the precinct: specialist consultant input was invited to comment upon specific structural and civil issues associated with the proposal.

Wood & Grieve Engineers were briefed by Gresley Abas Architects and we report their comments below:

a) *Proposed Recreation Centre being built over the bank at the edge of the existing oval. The schematic section (Refer drawing MP-04) shows the relationship to existing levels. We assume at the moment that the bank/fill to the oval is not compacted to bear structure sufficiently. We request a simple opinion of structural options to the scenario and the identification of key geotech factors that will inform the final appropriate structural solution.*

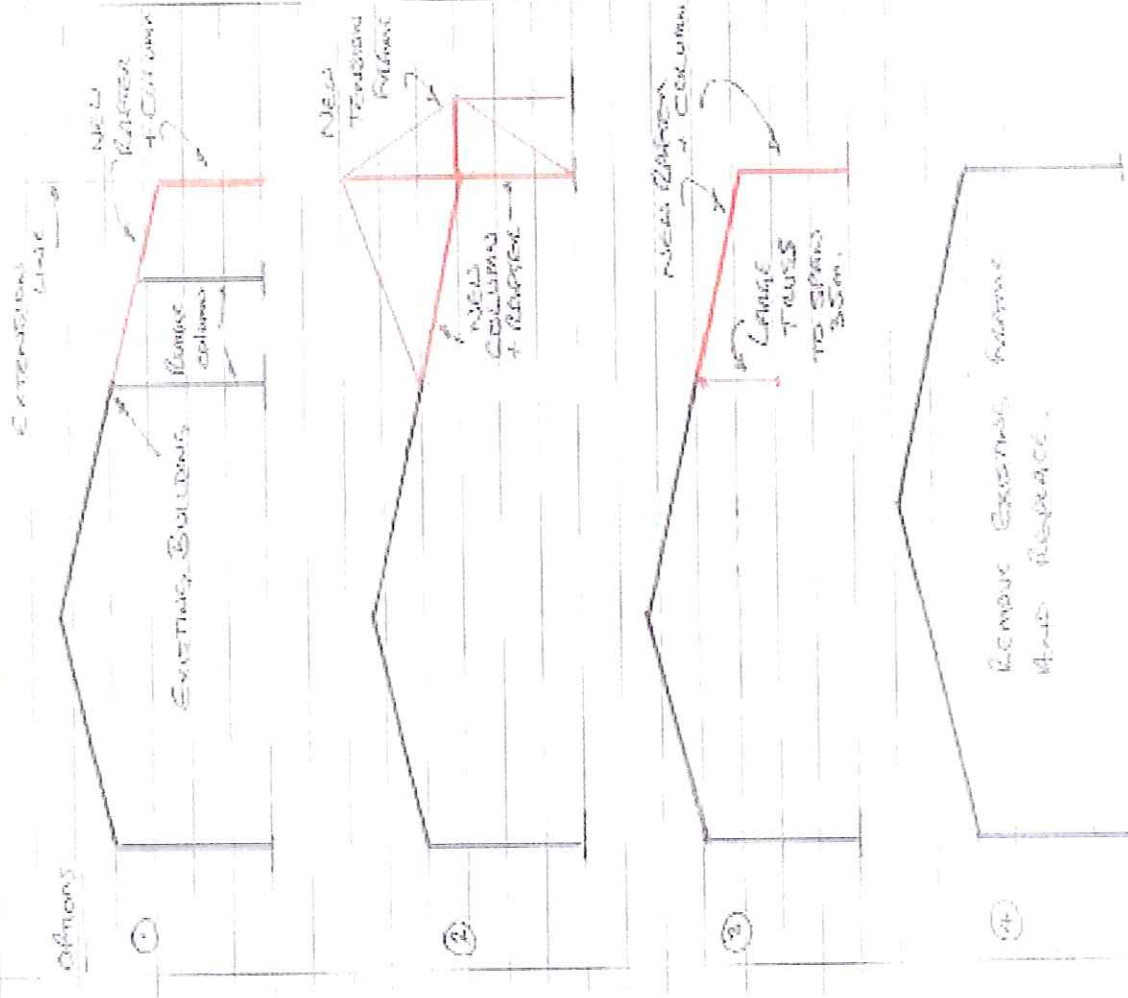
- The options for the structure is to pile through the suspected uncompacted fill and into sound strata below, or to carry out ground improvements locally via such things as grout injection, lime stabilisation or other possible ground improvements techniques to increase the bearing capacity and stability of the supporting strata for the proposed building. The appropriate treatment would be identified from the Geotechnical Survey.
- The correct solution would depend on the site specific geotechnical investigation and design load path support required from detail design. The report would determine the quality of the existing strata and pending results direct the footing strategy. We would need such information as:
 - Assessment and description of sub-soil conditions in the significant foundation zone including identification of any areas of uncontrolled fill for new proposed building.
 - Based on site classification provide recommendations in terms of suitable foundation systems (including individual pad footings, single rafts, piles and piled rafts) and provision of geotechnical parameters for foundation design including allowable bearing pressures for pad and strip footings founded at 0.5m and 1.0m below finished surface levels.
 - Estimated short and long-term settlements associated with the recommended founding systems.
 - Comment on the removal of the existing trees the impact this will have on the site locally.
 - Recommendations in relation to the founding of internal slab panels and external pavements, including indicative external pavement CBR.
 - Description of ground water conditions within the significant foundation support zone including confirmation of sub-surface water levels and expected fluctuations due to seasonal variation and load induced draw up.
 - Recommendations in terms of site preparation, including the possible use of existing spoil as controlled fill, specification for any imported fill and the removal/treatment of any hazardous materials encountered.
 - Construction considerations pertinent to the proposed development, including protection of footing excavations, compaction control and groundwater control if applicable, for all locations
 - Confirmation of presence (or otherwise) and potential risk of acid sulphate soils on the site following field and laboratory testing in accordance with DEC guidelines. In the event that acid sulphate soils are present, outline a separate fee for the production of an acid sulphate soil management plan (ASSMP).

b) *The existing basketball hall is not compliant with national basketball code sizes. The schematic drawings propose one option to try and extend the hall footprint by retaining the existing portion of the hall and providing a viable structural solution to pick up existing structure. Shire of Nannup has only been able to provide limited information on the existing structure. For now, assumption of existing structure is a steel portal frame with non-load bearing brick & cladding infill.*

- From the supplied photos the structure is a steel portal frame spanning some 18m. The proposed extension is an additional +6.0m with the space being column free. In our opinion there are possible engineering solutions, pending additional site information, original documentation for reviewing, costing and client direction to the project.
 - Option 1 Pending a structural review on the utilisation of the frame and assume there is capacity in the existing frame the existing structure may be able to be extended. This option will depend on the economic design of the original frame. We would need to carry out an analysis of the existing and proposed frame to check capacity. However the major draw back of this option is the cost associated with temporary support to the building during the works. In our view this option is the least economic and offers the greatest risk so even though an option we would not recommend it is considered.
 - Option 2 Construct a separate structure with a tension member to support both the end of the existing and new steel rafters. The load will be transferred via the tension member back to the ground and separate footing. This option will require limited temporary propping and removal of the building envelope. The only issue could be the combined length of the new / existing rafters' oscillation and deflection. This would be developed in the detail design. The temporary works would be minimal as the outer frame would be erected prior to any alterations to the existing frame. The cost of this option will need to be priced by a qualified QS but is a viable option.
 - Option 3 to construct a 2.5m deep truss spanning the 35m supporting both the existing and new rafter. The critical element will be combined deflection of the truss and the steel roof. The supporting columns and associated footing will need to be replaced but the existing frame could be used for the temporary support to the truss during erection. Once the truss is fully erected and the additional rafter extension is added with associated columns the existing columns can be removed. The cost of this option will need to be priced by a qualified QS but is a viable option.
 - Option 4 remove the existing structure and rebuild new structure which fulfils the requirements of the Client.
- c) *Review the proposed stormwater drainage within the context of the final site Master plan. Advise on implications and further diligence required if the project is to proceed. Provide any recommendations that might improve stormwater drainage strategy. Provide any 'bigger picture' recommendations to inform whole of site stormwater management*
- With the new recreation centre located on the north side of the oval, the existing water management strategy needs to be the starting point for the development of the revised plan based on the proposed site alterations. The overall site water management plan is beyond the scope of works.
 - The proposed drainage strategy is fair and reasonable at this stage of the master planning strategy. The volume of the water attracted to the area needs to be carefully considered for the drainage design. Once this is determined the use of culverts, swales and weirs / levy to control the discharge rate and volume of water into both the soak pit and onto the dam as so not to have a detrimental affect onto the existing strategy.
 - We would suggest additional stormwater drainage system located on the south side of the oval to try and control the flow of water across the site. This is generally caused by the natural levels and falls of the site.
 - The ground level alongside Warren road and North of the proposed drainage run is banked up. This will encourage the water to enter the drainage system and not free flow with the natural ground levels towards the new car park development and recreation centre.

Wood & Grieve Engineers:

Sketch:
Structural Options per enlarge-
ment of existing Sports Hall



Craige Waddell

From: Jenny.Styles@houghton-wines.com.au
Sent: Friday, 14 January 2011 8:43 AM
To: Craige Waddell
Subject: Nannup Rec. Centre Submission on Master Plan from Nannup Basketball Assoc.
Attachments: ATT04622.jpg

Morning Craige

Submission/response comments from the NABA regarding the Nannup Recreation Centre Master Plan as follows;

- a) Car parking areas indicate 25 & 22 cars, possibly not enough car park areas, although allocation of overflow parking should suffice.
- b) Not sure whether it has been allowed for in the plan, but vehicular access for loading/un-loading in the Recreation Centre adjacent to the football oval would be an advantage.
- c) The plan to alleviate all 'through traffic' is an excellent initiative and will improve the safety of the area. Council should be congratulated on this proposal.

Otherwise all other looks fantastic.

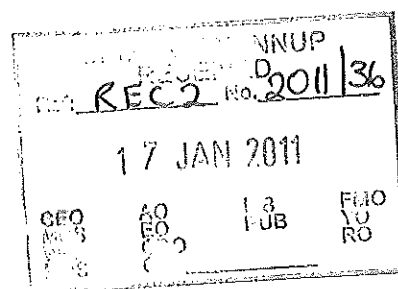
Regards
J..

Jenny Styles
Administration Manager



Location 10460 Vasse Hwy, Nannup, WA 6275
Tel +61 8 9756 3633
Mobile +61 4 2966 1328
Fax +61 8 9756 3666
www.houghton-wines.com.au

From: Derek McNutt [derek@willerin.com]
Sent: Friday, 14 January 2011 1:00 PM
To: Evelyn Patman
Subject: Draft Recreation Precinct Plan
Attachments: Nannup Shire Recreation Precinct Plan.pdf



The
B.I.G.N
Business Initiative Group Nannup

Hi

Please find attached our comments on the **DRAFT RECREATION PRECINCT MASTERPLAN**.

Cheers

Derek McNutt
Secretary
Phone: 9756 0050
Email: derek@bign.net.au

This email has been sent to you because you are or have been a member of Big N. If you do not wish to receive any information mail from Big N, please click on **Reply** and enter **unsubscribe** in the subject line.

Nannup Shire Recreation Precinct Plan

With reference to the above proposal BIGN would like to make the following comments.

1. Existing bowling club: What plans does the shire have for this space?
2. As the bowling club has an existing liquor licence will this be transferred to the new club?
3. The existing recreation centre should be upgraded before any work is carried out on the new bar area.
4. Two separate buildings not required, as a single building would be more economical.
5. Overall a good initiative as it will encourage residence to town.
6. A dump ezi point should be included in the plan.
7. Concern expressed regarding another licensed premises in a sporting facility as it could encourage excessive consumption of alcohol, at a time when efforts are being made to reduce drink driving. We also should be supporting the existing venues, including function centres.
8. There are no facilities in the current Precinct Plan to cater for young children, and BIGN would like to recommend that the following be considered.
That the shire include a toddlers paddling pool in the plan.
The following points should be noted.

A This is **not** a swimming pool.

B There is one operating successfully at Whiteman park. Perth which is open to the public.



Shane Collie

From: Craig Waddell
Sent: Wednesday, 19 January 2011 7:47 AM
To: Shane Collie
Subject: FW: Nannup Rec Centre
Attachments: Submission from the Music Club on the Proposed Recreation Centre Upgrade.doc

FYI

Craigie

CRAIGE WADDELL
MANAGER CORPORATE SERVICES
SHIRE OF NANNUP
(08) 9756 1018

From: Maggie Longmore [mailto:mlongmore@westnet.com.au]
Sent: Tuesday, 18 January 2011 10:11 PM
To: Craig Waddell
Subject: Nannup Rec Centre

Hi Craigie

I just realised that comment on the proposed recreation centre was due in last Friday

If it is not too late the Nannup Music Club would like to make comment on the plan

- 1 The Club is very pleased with the proposal to increase the size of the existing centre as this could provide an ideal venue for larger concerts etc.
- 2 The provision of additional parking is seen as very much needed
- 3 The redesign of the entry will provide a much safer entry to the centre and better pedestrian access.

I have reattached our original submission, as apart from the three above points the Music Club would also like to see the suggestions on our submission for the inside facilities taken into consideration in any planning

Cheers Maggie

Maggie Longmore
Chairperson Nannup Music Club
mlongmore@westnet.com.au
Nannup Music Festival
March 4th to 7th 2011
www.nannupmusicfestival.org

Submission from the Music Club on the Proposed Recreation Centre Upgrade

The Music Club (MC) is only an occasional user of the Recreation Centre (RC) so therefore realizes that any requests may not be seen as a priority, but feel that any upgrade of the current RC should be looking at the overall needs of the community especially for such a small community like Nannup and that creating a multipurpose facility would be the most effective and cost efficient way of meeting the future needs of the Nannup community.

Besides organizing the Music Festival each year, our aim is to do at least two other events during the year and we are hoping that this number will increase. This year we already have planned a Spanish culture night in June, Sing for your Supper in August in conjunction with the Flower and Garden Festival and an event still to be organized in conjunction with the 'Art in the Garden Village' event in November

The MC has used the RC on several occasions during the past few years, the last time being a concert for the Bike Victoria visit to Nannup.

The other important use relating to the MC is the use by the Visitor Centre as a camping area for the Music Festival. This has increased vastly over the last two years and we are hoping to have even more campers next year. This was very much highlighted in our survey, that over 50% of Festival patrons, came from over 200kms, stayed for three nights and camped.

The MC sees the RC as providing a larger venue for concerts, dances and cabaret type shows. Although the Town Hall is a very suitable venue for many concerts that the MC puts on, the size is often a limiting factor and also is not available when we do events in conjunction with other Festivals.

The Nannup Amphitheatre is a fantastic large venue but only suitable for a maximum of about three months during the summer when there is little likelihood of rain.

The Town Hall is only suitable to accommodate 150 max for sit down concerts and if a dance area is needed this figure is greatly reduced to around 100 and if a cabaret type function is planned where tables and chairs are used then this number is reduced again to around 50-60. One of the other limiting factors of the Town Hall is the size of the stage and the size of band/artists/actors that it can hold.

The MC would like to see in any upgrade of the current RC take the following things into consideration:

- An increased floor space, therefore enlarge the building
- Multi use flooring
- Removal of the pole in the stage area.
- Green/dressing room with stage access for artists, multiuse for storage of chairs etc
- Improved ventilation.
- Provision for heating /cooling of the area.
- Improved lighting especially the stage area and provision for any special lighting
- Provision for a sound system, necessary sockets etc.
- Improved entrances area, needs to be much more welcoming
- Improved toilets and showers especially for use for the campers for the Music Festival.
- Better accessibility to the whole area including the stage for the disabled.
- Improved catering facilities, is it possible this could be multiuse and used as camp kitchen or provision made outside.
- A permanent bar is not seen as a necessity as a temporary bar can easily be set up especially if provision was made for a small servery with washing up facilities, similar to the present one.
- Better access from the parking area and safety issues with the current parking addressed.

These are just some of the areas that the MC has identified as making the RC more user friendly as a larger venue.

Please do not hesitate to contact the Music Club if you would like to discuss any of these ideas.

Maggie Longmore. Nannup Music Club Chairperson. mlongmore@westnet.com.au

AGENDA NUMBER: 10.5
SUBJECT: Compliance Audit Return 2010
LOCATION/ADDRESS:
NAME OF APPLICANT: Shire of Nannup
FILE REFERENCE: ADM 14
AUTHOR: Kevin Waddington – Acting Manager Corporate Services
AUTHORISING OFFICER – Shane Collie – Chief Executive Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 13 January 2011

Attachment: Completed 2010 Compliance Audit Return.

BACKGROUND:

Council is required to complete a Compliance Audit Return every year. The Compliance Audit Return for the period 1 January 2010 to 31 December 2010 has been completed. The Compliance Audit Return is to be:

1. Presented to Council at a meeting of the Council.
2. Adopted by the Council.
3. The adoption recorded in the minutes of the meeting at which it is adopted.
4. Signed by the Shire President and Chief Executive Officer and returned to the Department of Local Government and Regional Development with a copy of the Council minutes of the meeting at which it was received.

COMMENT:

The Annual Compliance Audit Return contains 283 questions of which:

- 161 were complied with;
- 7 were not complied with; and
- 115 were not applicable to the Shire of Nannup during the year under review.

Of the 7 questions that Council did not comply with the various Act and Regulations provisions, the main non-compliance issue relates to the Annual Returns required to be submitted by each elected member and senior staff member.

The annual returns are required to be submitted to the Chief Executive Officer, by the 31st August each year for the preceding year ending 30th June.

The request for the completion and return of the Annual Returns were not sent out until November 2010 and of those that have been returned the return period is for the year 2010 -2011 and not 2009-2010 as required. (Note: one Councillor has yet to return their completed Annual Return at the time of preparing this report).

To avoid a repeat of the late request and return of Annual Returns for the correct period under review, procedures will be developed to ensure early notification to the delegated staff member of the requirement to send out Annual Return forms to elected members and designated senior staff and to follow up well in advance of the 31st August deadline as required by the *Local Government Act 1995*.

Other matters that were highlighted during the review (and comment) are as follows:

1. Ensuring that the officer who is responsible for the day-to-day financial management operations of the Council does not also conduct an internal audit.

For a small local government with limited staff resources it is impractical to separate the above two functions without adding considerable cost to Council's salaries budget.

2. Council has not undertaken a review of two (2) local laws within the prescribed time of eight (8) years of adoption.

These Local Laws are:

1. Public Cemetery Local Law adopted 23rd October 1989 and due for review in 2005; and
2. Refuse Site Local Law adopted 26th November 1999 and due for review in 2007.

Council will be undertaking a review of these two Local Laws, along with its Health Local Laws (also due for review) during 2011.

3. Election of Deputy Presiding members of Councils Committees from amongst committee members.

Each Council committee determines how a deputy presiding member is appointed in accordance with the committee's terms of reference adopted by Council when each committee is established.

4. Making available to members of the public copies of unconfirmed committee minutes within 5 business days after the committee meeting.

Not all committee minutes secretaries provided copies of committee minutes within the required timeframe. Procedures will be implemented to avoid such occurrences in future.

5. The presiding member did not, on all occasions, when given a member's financial interest disclosure by the CEO, bring its contents to the attention of persons present at the meeting immediately before any matters to which the disclosure relates were discussed.

All presiding members will need to ensure that all financial interest disclosures are made public as required by the *Local Government Act 1995* provisions.

STATUTORY ENVIRONMENT: Local Government Act 1995.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That Council adopt the Local Government Compliance Audit Report for the Shire of Nannup for the period 1st January 2010 to the 31st December 2010, and submits the report to the Department of Local Government as required.

8538 BOULTER/CAMARRI

That Council adopt the Local Government Compliance Audit Report for the Shire of Nannup for the period 1st January 2010 to the 31st December 2010, and submits the report to the Department of Local Government as required.

CARRIED 8/0



Government of Western Australia
Department of Local Government

Nannup - Compliance Audit Return 2010

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government together with a copy of section of relevant minutes.

Caravan Parks and Camping Grounds					
No	Reference	Question	Response	Comments	Respondent
1	s21(1) Caravan Parks and Camping Grounds Act 1995	Did the local government inspect each caravan park or camping ground in its district within the period 1 July 2009 to 30 June 2010.	Yes		Kevin Waddington
2	s14(1) of the Caravans and Camping Grounds Act 1995	Did you keep a register of caravan park licences. (For the return period)	Yes		Kevin Waddington

Cemeteries					
No	Reference	Question	Response	Comments	Respondent
1	s40(1)(a), (b) Cemeteries Act 1986	Has a register been maintained which contains details of all burials in the cemetery, including details of the names and descriptions of the deceased persons and location of the burial. (For the return period)	Yes		Kevin Waddington
2	s40(1)(a), (b) Cemeteries Act 1986	Has a register been maintained which contains details of all grants of right of burial in the cemetery, including details of assignments or bequests of grants. (For the return period)	Yes		Kevin Waddington
3	s40(2) Cemeteries Act 1986	Have plans been kept and maintained showing the location of all burials registered in as above.	Yes		Kevin Waddington



Commercial Enterprises by Local Governments

No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2010.	N/A		Kevin Waddington
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2010.	N/A		Kevin Waddington
3	s3.59(2)(a)(b)(c) F&G Reg 7,11	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2010.	N/A		Kevin Waddington
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2010.	N/A		Kevin Waddington
5	s3.59(5)	Did the Council, during 2010, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Kevin Waddington



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Kevin Waddington
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Kevin Waddington
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Kevin Waddington
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Kevin Waddington
5	s5.18	Has Council reviewed delegations to its committees in the 2009/2010 financial year.	N/A		Kevin Waddington
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Kevin Waddington
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes	Although the resolution was carried 8/0 the Minutes did not show that the motion was carried by an Absolute Majority. OM 26 August 2010	Kevin Waddington
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Kevin Waddington
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Kevin Waddington
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes	Although the resolution was carried 8/0 the Minutes did not show that the motion was carried by an Absolute Majority. OM 26 August 2010	Kevin Waddington
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Kevin Waddington
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2009/2010 financial year.	Yes		Kevin Waddington
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes	Copy of each delegation exercised kept on appropriate file in Records System.	Kevin Waddington

Disclosure of Interest



No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Kevin Waddington
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A		Kevin Waddington
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Kevin Waddington
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A		Kevin Waddington
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Kevin Waddington
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2010.	No	The request for the completion and return of the Annual Returns were not sent until the 1 November 2010	Kevin Waddington
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2010.	No	The request for the completion and return of the Annual Returns were not sent until the 1 November 2010	Kevin Waddington
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	No		Kevin Waddington
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Kevin Waddington
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Kevin Waddington
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Kevin Waddington
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Kevin Waddington



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Kevin Waddington
14	s5.66(b)	Did the person presiding at a meeting, on all occasions, when given a member's written financial interest disclosure by the CEO, bring its contents to the attention of persons present immediately before any matters to which the disclosure relates were discussed.	No		Kevin Waddington
15	s5.71(a)	Did the CEO disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she had an interest in the matter to which the delegated power or duty related.	N/A		Kevin Waddington
16	5.71(b)	Did an employee disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she had an interest in the matter to which the delegated power or duty related.	N/A		Kevin Waddington
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	N/A		Kevin Waddington
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	N/A		Kevin Waddington
19	s5.66(a)	Did the CEO, on all occasions, where a council member gave written notice of a disclosure of interest before a meeting, cause that notice to be given to the person who presided at the meeting.	Yes		Kevin Waddington
20	s5.71	On all occasions were delegated powers and duties not exercised by employees that had an interest in the matter to which the delegated power or duty related.	N/A		Kevin Waddington



Disposal of Property					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes		Kevin Waddington
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Kevin Waddington

Elections					
No	Reference	Question	Response	Comments	Respondent
1	s4.17(3)	Was approval sought from the Electoral Commissioner where council allowed a vacancy to remain unfilled as a result of a councillor's position becoming vacant under s2.32 and in accordance with s4.17(3)(a) & (b).	N/A		Kevin Waddington
2	s4.20(2)	Did the local government appoint a person other than the CEO to be the returning officer of the local government for an election or all other elections held while that appointment applied, after having written agreement of the person concerned and the Electoral Commissioner.	N/A		Kevin Waddington
3	s4.20(4)	Did the local government declare the electoral commissioner to be responsible for the conduct of an election, after having first obtained the written agreement of the Electoral Commissioner.	N/A		Kevin Waddington
4	s4.20(5)	Where a declaration has not already been made, was a declaration made under s4.20(4) prior to the 80th day before election day.	N/A		Kevin Waddington
5	s4.32(4)	Did the CEO, within 14 days after receiving a claim for enrolment, decide whether the claimant was eligible or not eligible under s4.30(1)(a)&(b) and accept or reject the claim accordingly.	N/A		Kevin Waddington
6	s4.32(6) Elect Reg 13	Did the CEO record on all occasions the decision in the owners and occupiers register in accordance with Regulation 13 of the Local Government (Elections) Regulations 1997 and give written notice of the decision to the claimant without delay, for eligibility to enrol.	N/A		Kevin Waddington
7	s4.35(2)	Did the CEO give written notice to the person before making a decision under subsection (1)(c) and allow 28 days for the person to make submissions on the matter.	N/A		Kevin Waddington



No	Reference	Question	Response	Comments	Respondent
8	s4.35(3)	Did the CEO, after making a decision under subsection (1)(c), give written notice of it to the person.	N/A		Kevin Waddington
9	s4.35(5)	Did the CEO, on receipt of advice of the Electoral Commissioner's decision on an appeal, take any action necessary to give effect to that decision.	N/A		Kevin Waddington
10	s4.35(6)	Did the CEO give written notice on all occasions to the person, where after considering submissions made under subsection 2, the CEO decided that the person was still eligible under s4.30 to be enrolled to vote at elections for the district or ward.	N/A		Kevin Waddington
11	s4.35(7)	Did the CEO, on all occasions, record any decision under subsection (1) or (6) in the register referred to in section 4.32(6).	N/A		Kevin Waddington
12	s4.39(2)	Did the CEO on or after the 70th day, but no later than the 56th day give statewide public notice of the time and date of the close of enrolments.	N/A		Kevin Waddington
13	s4.41(1)	Did the CEO prepare an owners and occupiers roll for the election on or before the 36th day before election day.	N/A		Kevin Waddington
14	s4.41(2)	Did the CEO certify that the owners and occupiers roll included the names of all persons who were electors of the district or ward under s4.30 at the close of enrolments.	N/A		Kevin Waddington
15	s4.43(1)	Where the CEO was returning officer (RO) and the rolls were not consolidated, did the RO delete the names of any person from the owners and occupiers roll whose name also appeared on the residents roll, on or before the 22nd day before election day.	N/A		Kevin Waddington
16	s4.47(1)	Where the CEO was returning officer (RO), did the RO give statewide public notice calling for nominations of candidates for the election on or after the 56th day but no later than the 45th day before election day.	N/A		Kevin Waddington
17	s4.47(2)(a)	Did the notice referred to in s4.47(1) calling for nominations specify the kind of election to be held and the vacancy or vacancies to be filled.	N/A		Kevin Waddington
18	s4.47(2)(b)	Did the notice referred to in s4.47(1) calling for nominations specify the place where nominations may be delivered or sent.	N/A		Kevin Waddington
19	s4.47(2)(c)	Did the notice referred to in s4.47(1) calling for nominations specify the period within which nominations have to be delivered or sent.	N/A		Kevin Waddington



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No	Reference	Question	Response	Comments	Respondent
20	s4.47(2)(d)	Did the notice referred to in s4.47(1) calling for nominations specify any other arrangements made for the receipt by the returning officer of nominations.	N/A		Kevin Waddington
21	s4.61(2)	Did the Council of the local government, where it decided to conduct the election as a postal election, make that decision by absolute majority.	N/A		Kevin Waddington
22	s4.61(3)	Where a decision was made under s4.61(2) and a relevant declaration had not already been made, was that decision made prior to the 80th day before election day.	N/A		Kevin Waddington
23	s4.64	Where the CEO was returning officer (RO), did the RO give Statewide public notice (election notice) as soon as practicable after preparations for the election, but no later than on the 19th day before election day, in accordance with regulations that included details of how, when and where the election will be conducted and the names of the candidates.	N/A		Kevin Waddington
24	Elect Reg 7	Did a person, before acting as an electoral officer, make the required declaration as stated in local government election regulation 7.	N/A		Kevin Waddington
25	Elect Reg 8(2)	Where the CEO was returning officer (RO), did the RO prepare and adopt a Code of Conduct for the 2010 Extraordinary Elections.	N/A		Kevin Waddington
26	Elect Reg 8(3)	Where the CEO was returning officer (RO), did the RO provide each electoral officer a copy or access to a copy of the electoral code of conduct for the 2010 Extraordinary Elections.	N/A		Kevin Waddington
27	Elect Reg 13(1)	Has the relevant information as listed in Election Reg 13 been recorded in the owners and occupiers register.	N/A		Kevin Waddington
28	Elect Reg 13(4)	Did the CEO amend the register from time to time to make sure that the information recorded in it is accurate.	N/A		Kevin Waddington
29	Elect Reg 17	Did the local government keep an enrolment eligibility claim form, if accepted, a copy of a notice of acceptance for 2 years after the claim and notice expired, and a copy of a notice of rejection for 2 years after the claim was rejected.	N/A		Kevin Waddington
30	Elect Reg 26(4)	Did the CEO or an employee of the local government appointed as Returning Officer keep the deposit referred to in s4.49(d) separate from other money and credited to a fund of the local government.	N/A		Kevin Waddington



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No	Reference	Question	Response	Comments	Respondent
31	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	N/A		Kevin Waddington
32	Elect Reg 30G(3)	Did the CEO remove any "disclosure of gifts" forms completed by unsuccessful candidates from the electoral gift register in accordance with the period under regulation 30C and retain those forms separately for a period of at least 2 years.	N/A		Kevin Waddington
33	Elect Reg 30H	Has the electoral gift register been kept at the appropriate local government offices.	N/A		Kevin Waddington
34	Elect Reg 40	Has a postal voters register been kept of electors whose applications are under regulation 37(1)(b) and are accepted under regulation 38(1), which contains the enrolment details of each elector included on it and any ward in respect of which the elector is registered.	N/A		Kevin Waddington
35	Elect Reg 81	Was the report relating to an election under s4.79 provided to the Minister within 14 days after the declaration of the result of the election.	N/A		Kevin Waddington

Executive Functions

No	Reference	Question	Response	Comments	Respondent
1	s3.18(3)(a)	Has the local government satisfied itself that the services and facilities that it provides ensure integration and co-ordination of services and facilities between governments.	Yes		Kevin Waddington
2	s3.32(1)	Was a notice of intended entry given to the owner or occupier of the land, premises or thing that had been entered.	N/A		Kevin Waddington
3	s3.50	Did the local government close a thoroughfare wholly or partially for a period not exceeding 4 weeks under the guidelines of 3.50.	Yes		Kevin Waddington
4	s3.18(3)(b)	Has the local government satisfied itself that the services and facilities that it provides avoid unnecessary duplication of services or competition particularly with the private sector.	Yes		Kevin Waddington
5	s3.18(3)(c)	Has the local government satisfied itself that the services and facilities that it provides ensure services and facilities are properly managed.	Yes		Kevin Waddington



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No	Reference	Question	Response	Comments	Respondent
6	s3.40A(1)	Where in the opinion of the local government a vehicle was an abandoned vehicle wreck, was it removed and impounded by an employee authorised (for that purpose) by the local government.	N/A		Kevin Waddington
7	s3.40A(2)	Where the owner of the vehicle was identified within 7 days after its removal under s3.40A(1), did the local government give notice to that person advising that the vehicle may be collected from a place specified during such hours as are specified in the notice.	N/A		Kevin Waddington
8	s3.40A(3)	Where notice was given under s3.40A(2) did it include a short statement of the effect of subsection (4)(b) and the effect of the relevant provisions of sections 3.46 and 3.47.	N/A		Kevin Waddington
9	s3.51(3)	Did the local government give notice of what is proposed to be done giving details to the proposal and inviting submissions from any person who wishes to make a submission and allow a reasonable time for submissions to be made and consider any submissions made.	N/A		Kevin Waddington
10	s3.52(4)	Has the local government kept plans for the levels and alignments of public thoroughfares that are under its control or management, and made those plans available for public inspection.	Yes	Only in relation to new works as plans for existing works were not provided and held by Council	Kevin Waddington
11	s3.32(2)	Did the notice of intended entry specify the purpose for which the entry was required.	N/A		Kevin Waddington
12	s3.32(3)	Was the notice of intended entry given not less than 24 hours before the power of entry was exercised.	N/A		Kevin Waddington

Finance

No	Reference	Question	Response	Comments	Respondent
1	s5.53, Admin Reg 19B	Has the local government prepared an annual report for the financial year ended 30 June 2010 that contained the prescribed information under the Act and Regulations.	Yes		Kevin Waddington
2	s5.54(1), (2)	Was the annual report accepted by absolute majority by the local government by 31 December 2010.	Yes		Kevin Waddington
3	s5.54(1), (2)	Where the Auditor's report was not available in time for acceptance by 31 December, was it accepted no more than two months after the Auditor's report was made available.	N/A		Kevin Waddington
4	s5.55	Did the CEO give local public notice of the availability of the annual report as soon as practicable after the local government accepted the report.	Yes		Kevin Waddington



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No	Reference	Question	Response	Comments	Respondent
5	s5.56 Admin Reg 19C(2)	Has the local government made a plan for the future of its district in respect of the period specified in the plan (being at least 2 financial years).	Yes		Kevin Waddington
6	Admin Reg 19D	After a plan for the future, or modifications to a plan were adopted under regulation 19C, did the local government give public notice in accordance with subsection (2).	Yes		Kevin Waddington
7	s5.94, s5.95	Did the local government allow any person attending the local government during office hours to inspect information, free of charge, listed in s5.94 of the Act and subject to s5.95 whether or not the information was current at the time of inspection.	Yes		Kevin Waddington
8	s5.96	Where a person inspected information under Part 5, Division 7 of the Act and requested a copy of that information, did the local government ensure that copies were available at a price that did not exceed the cost of providing those copies.	Yes		Kevin Waddington
9	s5.98 Admin Reg 30	Was the fee made available to elected members for attending meetings within the prescribed range.	Yes		Kevin Waddington
10	s5.98 Admin Reg 31	Was the reimbursement of expenses to elected members within the prescribed ranges or as prescribed.	Yes		Kevin Waddington
11	s5.98A Admin Reg 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it resolved by absolute majority.	Yes		Kevin Waddington
12	s5.98A Admin Reg 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it up to (or below) the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under section 5.98 (5).	Yes		Kevin Waddington
13	s5.99 Admin Reg 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it resolved by absolute majority.	N/A		Kevin Waddington
14	s5.99 Admin Reg 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it within the prescribed range.	N/A		Kevin Waddington
15	s5.99A Admin Reg 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it resolved by absolute majority.	Yes		Kevin Waddington



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No	Reference	Question	Response	Comments	Respondent
16	s5.99A Admin Reg 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it within the prescribed range.	Yes		Kevin Waddington
17	s5.100 (1)	Did the local government pay a fee for attending committee meetings only to a committee member who was a council member.	Yes		Kevin Waddington
18	s5.100 (2)	Where the local government decided to reimburse a committee member, who was not a council member or employee, for an expense incurred by the person in relation to a matter affecting the local government, was it within the prescribe range.	N/A		Kevin Waddington
19	s6.8	Was expenditure that the local government incurred from its municipal fund, but not included in its annual budget, authorised in advance on all occasions by absolute majority resolution.	N/A		Kevin Waddington
20	s6.8(1)(c)	Did the Mayor or President authorise expenditure from the municipal fund in an emergency. (Please indicate circumstances in the "Comments" column)	N/A		Kevin Waddington
21	s6.8	In relation to expenditure that the local government incurred from its municipal fund that was authorised in advance by the mayor or president in an emergency, was it reported on all occasions to the next ordinary meeting of council.	Yes		Kevin Waddington
22	s6.12, 6.13, 6.16 (1),(3)	Did Council at the time of adopting its budget, determine the granting of a discount or other incentive for early payment by absolute majority.	Yes		Kevin Waddington
23	s6.12, 6.13, 6.16 (1),(3)	Did Council determine the setting of an interest rate on money owing to Council by absolute majority.	N/A		Kevin Waddington
24	s6.12, 6.13, 6.16 (1),(3)	Did Council determine to impose or amend a fee or charge for any goods or services provided by the local government by absolute majority. (Note: this applies to money other than rates and service charges).	N/A		Kevin Waddington
25	s6.17(3)	Were the fees or charges imposed for receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate, limited to the cost of providing the service or goods.	Yes		Kevin Waddington
26	s6.17(3)	Were the fees or charges imposed for any other service prescribed in section 6.16 (2)(f), limited to the cost of providing the service or goods.	Yes		Kevin Waddington



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No	Reference	Question	Response	Comments	Respondent
27	s6.19	After the budget was adopted, did the local government give local public notice for all fees and charges stating its intention to introduce the proposed fees or charges and the date from which it proposed to introduce the fees or charges.	N/A		Kevin Waddington
28	s6.20(2) FM Reg 20	On each occasion where the local government exercised the power to borrow, was the Council decision to exercise that power by absolute majority (Only required where the details of the proposal were not included in the annual budget for that financial year).	N/A		Kevin Waddington
29	S6.76(6)	Was the outcome of an objection under section 6.76(1) promptly conveyed to the person who made the objection including a statement of the local government's decision on the objection and its reasons for that decision.	N/A		Kevin Waddington
30	FM Reg 5	Has efficient systems and procedures been established by the CEO of a local government as listed in Finance Reg 5.	N/A		Kevin Waddington
31	FM Reg 6	Has the local government ensured that an employee to whom is delegated responsibility for the day to day accounting or financial management operations of a local government is not also delegated the responsibility for conducting an internal audit or reviewing the discharge of duties by that employee.	Yes	To the extent possible in a small country local authority where staff resources are limited.	Kevin Waddington
32	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Kevin Waddington
33	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Kevin Waddington
34	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Kevin Waddington
35	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	Yes		Kevin Waddington
36	s7.3	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Kevin Waddington
37	s7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	Yes		Kevin Waddington



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No	Reference	Question	Response	Comments	Respondent
38	s7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Kevin Waddington
39	s7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Kevin Waddington
40	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Kevin Waddington
41	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Kevin Waddington
42	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Kevin Waddington
43	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Kevin Waddington
44	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Kevin Waddington

Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Kevin Waddington
2	s5.36(4) s5.37(3)	Were all vacancies for the position of CEO and for designated senior employees advertised.	Yes		Kevin Waddington
3	s5.36(4) s5.37(3) Admin Reg 18A(1)	Did the local government advertise for the position of CEO and for designated senior employees in a newspaper circulated generally throughout the State.	Yes		Kevin Waddington
4	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees contain details of the remuneration and benefits offered.	Yes		Kevin Waddington



No	Reference	Question	Response	Comments	Respondent
5	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees contain details of the place where applications for the position were to be submitted.	Yes		Kevin Waddington
6	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees detail the date and time for closing of applications.	Yes		Kevin Waddington
7	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees indicate the duration of the proposed contract.	Yes		Kevin Waddington
8	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees provide contact details of a person to contact for further information.	Yes		Kevin Waddington
9	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes		Kevin Waddington
10	s5.38	Was the performance of each employee, employed for a term of more than one year, (including the CEO and each senior employee), reviewed within the most recently completed 12 months of their term of employment.	Yes		Kevin Waddington
11	Admin Reg 18D	Where Council considered the CEO's performance review did it decide to accept the review with or without modification (if Council did not accept the review, the preferred answer is N/A & refer Q12).	Yes		Kevin Waddington
12	Admin Reg 18D	Where the Council considered the CEO's performance review, but decided not to accept the review, did it decide to reject the review (if Council accepted the review, the preferred answer is N/A refer Q11).	N/A		Kevin Waddington
13	s5.39	During the period covered by this Return, were written performance based contracts in place for the CEO and all designated senior employees who were employed since 1 July 1996.	Yes		Kevin Waddington
14	s5.39 Admin Reg 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date. This amount is the lesser of the value of one year's remuneration under the contract.	Yes		Kevin Waddington
15	s5.39 Admin Reg 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date and this amount is the lesser of the value of the remuneration they would be entitled to had the contract not been terminated.	Yes		Kevin Waddington



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No	Reference	Question	Response	Comments	Respondent
16	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the circumstances in which council would pay an additional amount to that which the employee is entitled under a contract or award.	Yes		Kevin Waddington
17	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the manner of assessment of an additional amount.	Yes		Kevin Waddington
18	s5.50(2)	Did the local government give public notice on all occasions where council made a payment that was more than the additional amount set out in its policy.	N/A		Kevin Waddington
19	s5.53(2)(g) Admin Reg 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of employees of the local government entitled to an annual salary of \$100,000 or more.	Yes		Kevin Waddington
20	s5.53(2)(g) Admin Reg 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of those employees with an annual salary entitlement that falls within each band of \$10,000 and over \$100,000.	Yes		Kevin Waddington
21	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Kevin Waddington
22	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Kevin Waddington
23	Admin Reg 33	Was the allowance paid to the mayor or president for the purposes of s5.98 (5) within the prescribed range.	Yes		Kevin Waddington

Local Laws					
No	Reference	Question	Response	Comments	Respondent
1	s3.12(2) F&G Reg 3	On each occasion that Council resolved to make a local law, did the person presiding at the Council meeting give notice of the purpose and effect of each proposed local law in the manner prescribed in Functions and General Regulation 3.	Yes		Kevin Waddington
2	s3.12(4)	Have all Council's resolutions to make local laws been by absolute majority.	Yes		Kevin Waddington
3	s3.12(4)	Have all Council's resolutions to make local laws been recorded as such in the minutes of the meeting.	Yes		Kevin Waddington



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No	Reference	Question	Response	Comments	Respondent
4	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice summarising the purpose and effect of the local law and the day on which it came into operation.	Yes		Kevin Waddington
5	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice advising that copies of the local law may be inspected or obtained from its office.	Yes		Kevin Waddington
6	s3.16(1)	Have all reviews of local laws under section 3.16(1) of the Act been carried out within a period of 8 years.	No	Two Local Laws are yet to be reviewed that were due in 2005 & 2007. These are scheduled for review in 2011.	Kevin Waddington
7	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice stating that it intended to review the local law.	Yes		Kevin Waddington
8	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice advising that a copy of the local law could be inspected or obtained at the place specified in the notice.	Yes		Kevin Waddington
9	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice detailing the closing date for submissions about the local law.	Yes		Kevin Waddington
10	s3.16(3)	Did the local government (after the last day for submissions) prepare a report of the review and have it submitted to Council.	Yes		Kevin Waddington
11	s3.16(4)	Was the decision to repeal or amend a local law determined by absolute majority on all occasions.	Yes		Kevin Waddington

Meeting Process

No	Reference	Question	Response	Comments	Respondent
1	s2.25(1)(3)	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council was it by Council resolution.	Yes		Kevin Waddington
2	s2.25(1)(3)	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council, was it recorded in the minutes of the meeting at which the leave was granted.	Yes		Kevin Waddington



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No	Reference	Question	Response	Comments	Respondent
3	s2.25(3)	Where Council refused to grant leave to a member from attending 6 or less consecutive ordinary meetings of Council, was the reason for refusal recorded in the minutes of the meeting.	N/A		Kevin Waddington
4	s2.25(2)	Was Ministerial approval sought (on all occasions) before leave of absence was granted to an elected member in respect of more than 6 consecutive ordinary meetings of council.	N/A		Kevin Waddington
5	s5.4	On all occasions when the mayor or president called an ordinary or special meeting of Council, was it done by notice to the CEO setting out the date and purpose of the proposed meeting;	Yes		Kevin Waddington
6	s5.5	On all occasions when councillors called an ordinary or special meeting of Council was it called by at least 1/3 (one third) of the councillors, by notice to the CEO setting out the date and purpose of the proposed meeting.	N/A		Kevin Waddington
7	s5.5(1)	Did the CEO give each council member at least 72 hours notice of the date, time, place and an agenda for each ordinary meeting of Council.	Yes		Kevin Waddington
8	s5.5(2)	Did the CEO give each council member notice before the meeting, of the date, time, place and purpose of each special meeting of Council.	Yes		Kevin Waddington
9	s5.7	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member needed for a quorum at a Council meeting	N/A		Kevin Waddington
10	s5.7	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member required for absolute majorities.	N/A		Kevin Waddington
11	s5.8	Did the local government ensure all Council committees (during the review period) were established by an absolute majority.	Yes		Kevin Waddington
12	s5.10(1)(a)	Did the local government ensure all members of Council committees, during the review period, were appointed by an absolute majority (other than those persons appointed in accordance with section 5.10 (1)(b)).	Yes		Kevin Waddington
13	s5.10(2)	Was each Council member given their entitlement during the review period, to be appointed as a committee member of at least one committee, as referred to in section 5.9(2)(a) & (b) of the Act.	Yes		Kevin Waddington



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No	Reference	Question	Response	Comments	Respondent
14	s5.12(1)	Were Presiding members of committees elected by the members of the committees (from amongst themselves) in accordance with Schedule 2.3, Division 1 of the Act.	N/A		Kevin Waddington
15	s5.12(2)	Were Deputy presiding members of committees elected by the members of the committee (from amongst themselves) in accordance with Schedule 2.3 Division 2 of the Act.	No	Deputy Presiding members are determined in accordance with the adopted Terms of reference for each Committee when the Presiding member is unavailable.	Kevin Waddington
16	s5.15	Where the local government reduced a quorum of a committee meeting, was the decision made by absolute majority on each occasion.	N/A		Kevin Waddington
17	s5.21 (4)	When requested by a member of Council or committee, did the person presiding at a meeting ensure an individual vote or the vote of all members present, were recorded in the minutes.	Yes		Kevin Waddington
18	s5.22(1)	Did the person presiding at a meeting of a Council or a committee ensure minutes were kept of the meeting's proceedings.	Yes		Kevin Waddington
19	s5.22(2)(3)	Were the minutes of all Council and committee meetings submitted to the next ordinary meeting of Council or committee, as the case requires, for confirmation.	Yes		Kevin Waddington
20	s5.22(2)(3)	Were the minutes of all Council and committee meetings signed to certify their confirmation by the person presiding at the meeting at which the minutes of Council or committee were confirmed.	Yes		Kevin Waddington
21	s5.23 (1)	Were all council meetings open to members of the public (subject to section 5.23(2) of the Act).	Yes		Kevin Waddington
22	s5.23 (1)	Were all meetings of committees to which a power or duty had been delegated open to members of the public (subject to section 5.23(2) of the Act).	N/A		Kevin Waddington
23	s5.23(2)(3)	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public, in accordance with the Act.	Yes		Kevin Waddington
24	s5.23(2)(3)	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public recorded in the minutes of that meeting.	Yes		Kevin Waddington



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No	Reference	Question	Response	Comments	Respondent
25	s5.24 (1) Admin Reg 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every ordinary meeting of Council.	Yes		Kevin Waddington
26	s5.24 (1) Admin Reg 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every special meeting of Council.	Yes		Kevin Waddington
27	s5.24 (1) Admin Reg 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every meeting of a committee to which the local government has delegated a power or duty.	N/A		Kevin Waddington
28	Admin Reg 8	Was a period of 30 minutes allowed from the advertised commencement time before any Council or committee was adjourned due to the lack of a quorum.	N/A		Kevin Waddington
29	Admin Reg 9	Was voting at Council or committee meetings conducted so that no vote was secret.	Yes		Kevin Waddington
30	Admin Reg 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in the case where an attempt to revoke or change the decision had been made within the previous 3 months but failed, by an absolute majority.	Yes		Kevin Waddington
31	Admin Reg 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in any other case, by at least one third of the number of officers of member (whether vacant or not) of the Council or committee.	Yes		Kevin Waddington
32	Admin Reg 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made (in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority), by that kind of majority.	Yes		Kevin Waddington
33	Admin Reg 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made in any other case, by an absolute majority.	Yes		Kevin Waddington
34	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include the names of members present at the meeting.	Yes		Kevin Waddington
35	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include where a member entered or left the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting.	Yes		Kevin Waddington



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No	Reference	Question	Response	Comments	Respondent
36	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include details of each motion moved at the meeting, including details of the mover and outcome of the motion.	Yes		Kevin Waddington
37	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include details of each decision made at the meeting.	Yes		Kevin Waddington
38	Admin Reg 11	Did the contents of the minutes of all Council or committee meetings include, where the decision was significantly different from written recommendation of a committee or officer, written reasons for varying that decision.	Yes		Kevin Waddington
39	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include a summary of each question raised by members of the public and a summary of the response given.	Yes		Kevin Waddington
40	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include in relation to each disclosure made under sections 5.65 or 5.70, where the extent of the interest has been disclosed, the extent of the interest.	Yes		Kevin Waddington
41	Admin Reg 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of ordinary Council meetings.	Yes		Kevin Waddington
42	Admin Reg 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of those committee meetings that were required under the Act to be open to the public or that were proposed to be open to the public.	Yes		Kevin Waddington
43	Admin Reg 12(2)	Did the local government give local public notice of any changes to the dates, time or places referred to in the question above.	N/A		Kevin Waddington
44	Admin Reg 12(3) (4)	In the CEO's opinion, where it was practicable, were all special meetings of Council (that were open to members of the public) advertised via local public notice.	Yes		Kevin Waddington
45	Admin Reg 12(3) (4)	Did the notice referred to in the question above include details of the date, time, place and purpose of the special meeting.	Yes		Kevin Waddington
46	Admin Reg 13	Did the local government make available for public inspection unconfirmed minutes of all Council meetings within 10 business days after the Council meetings.	Yes		Kevin Waddington



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No	Reference	Question	Response	Comments	Respondent
47	Admin Reg 13	Did the local government make available for public inspection unconfirmed minutes of all committee meetings within 5 business days after the committee meetings.	No		Kevin Waddington
48	Admin Reg 14(1) (2)	Were notice papers, agenda and other documents relating to any Council or committee meeting, (other than those referred to in Admin Reg 14(2)) made available for public inspection.	Yes	Not all Committee minute takers provided their minutes to the Executive Officer within the required timeline required by the Act. All minute takers have been advised of the Act provisions for all future minutes.	Kevin Waddington
49	Admin Reg 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (by means of audio, telephone or other instantaneous contact) as provided for in Administration Regulation 14A, did the Council approve of the arrangement by absolute majority.	N/A		Kevin Waddington
50	Admin Reg 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (as provided for in Administration Regulation 14A) was the person in a suitable place as defined in Administration Regulation 14A(4)	N/A		Kevin Waddington
51	s5.27(2)	Was the annual general meeting of electors held within 56 days of the local government's acceptance of the annual report for the previous financial year.	N/A	The Annual Report for the period ended 30th June 2010 was submitted to Council at the Ordinary Meeting held on the 25th November 2010 - AGM set for 17th January 2011	Kevin Waddington
52	s5.29	Did the CEO convene all electors' meetings by giving at least 14 days local public notice and each Council member at least 14 days notice of the date, time, place and purpose of the meeting.	Yes		Kevin Waddington
53	s5.32	Did the CEO ensure the minutes of all electors' meetings were kept and made available for public inspection before the Council meeting at which decisions made at the electors' meeting were first considered.	Yes		Kevin Waddington
54	s5.33(1)	Were all decisions made at all electors' meetings considered at the next ordinary Council meeting, or, if not practicable, at the first ordinary Council meeting after that, or at a special meeting called for that purpose.	Yes		Kevin Waddington



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No	Reference	Question	Response	Comments	Respondent
55	s5.33(2)	Were the reasons for Council decisions in response to decisions made at all electors' meetings recorded in the minutes of the appropriate Council meeting.	Yes		Kevin Waddington
56	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Kevin Waddington

Miscellaneous Provisions

No	Reference	Question	Response	Comments	Respondent
1	s9.4	Has each person who received an unfavourable decision from Council, or from an employee of the local government exercising delegated authority, (that is appealable under Part 9 of the Act) been informed of his or her right to object and appeal against the decision.	Yes		Kevin Waddington
2	s9.29(2)(b)	On all occasions, were those employees who represented the local government in court proceedings, appointed in writing by the CEO.	N/A		Kevin Waddington
3	s9.6(5)	Did the local government ensure that the person who made the objection was given notice in writing of how it has been decided to dispose of the objection and the reasons why.	Yes		Kevin Waddington



Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Kevin Waddington
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Kevin Waddington
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Kevin Waddington
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Kevin Waddington
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Kevin Waddington
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) (c).	Yes		Kevin Waddington

Swimming Pools

No	Reference	Question	Response	Comments	Respondent
1	s245A(5)(aa) LG (MiscProv) Act 1960	Have inspections of known private swimming pools, either been, or are proposed to be, carried out as required by section 245A(5)(aa) of the Local Government (Miscellaneous Provisions) Act 1960.	Yes		Kevin Waddington

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Kevin Waddington



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No	Reference	Question	Response	Comments	Respondent
2	F&G Reg 12	Has the local government, as far as it is aware, only entered into a single contract rather than multiple contracts so as to avoid the requirements to call tenders in accordance with F&G Reg 11 (1).	Yes		Kevin Waddington
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Kevin Waddington
4	F&G Reg 14(3)	Did all the local government's invitations to tender include a brief description of the goods and services required and contact details for a person from whom more detailed information could be obtained about the tender.	Yes		Kevin Waddington
5	F&G Reg 14(3)	Did all the local government's invitations to tender include information as to where and how tenders could be submitted.	Yes		Kevin Waddington
6	F&G Reg 14(3)	Did all the local government's invitations to tender include the date and time after which tenders would not be accepted.	Yes		Kevin Waddington
7	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers concerning detailed specifications of the goods or services required.	Yes		Kevin Waddington
8	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers of the criteria for deciding which tender would be accepted.	Yes		Kevin Waddington
9	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers about whether or not the local government had decided to submit a tender.	Yes		Kevin Waddington
10	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers on whether or not tenders were allowed to be submitted by facsimile or other electronic means and if so, how tenders were to be submitted.	Yes		Kevin Waddington
11	F&G Reg 14(3)(4)	Did the local government ensure all prospective tenderers had any other information that should be disclosed to those interested in submitting a tender.	Yes		Kevin Waddington
12	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Kevin Waddington



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No	Reference	Question	Response	Comments	Respondent
13	F&G Reg 15	Following the publication of the notice inviting tenders, did the local government allow a minimum of 14 days for tenders to be submitted.	Yes		Kevin Waddington
14	F&G Reg 16(1)	Did the local government ensure that tenders submitted, (including tenders submitted by facsimile or other electronic means) were held in safe custody.	Yes		Kevin Waddington
15	F&G Reg 16(1)	Did the local government ensure that tenders submitted, (including tenders submitted by facsimile or other electronic means) remained confidential.	Yes		Kevin Waddington
16	F&G Reg 16 (2)& (3)(a)	Did the local government ensure all tenders received were not opened, examined or assessed until after the time nominated for closure of tenders.	Yes		Kevin Waddington
17	F&G Reg 16 (2)& (3)(a)	Did the local government ensure all tenders received were opened by one or more employees of the local government or a person authorised by the CEO.	Yes		Kevin Waddington
18	F&G Reg 16 (3)(b)	Did the local government ensure members of the public were not excluded when tenders were opened.	Yes		Kevin Waddington
19	F&G Reg 16 (3)(c)	Did the local government record all details of the tender (except the consideration sought) in the tender register immediately after opening.	Yes		Kevin Waddington
20	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Kevin Waddington
21	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Kevin Waddington
22	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) a brief description of the goods or services required.	Yes		Kevin Waddington
23	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) particulars of the decision made to invite tenders and if applicable the decision to seek expressions of interest under Regulation 21(1).	Yes		Kevin Waddington
24	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) particulars of any notice by which expressions of interest from prospective tenderers were sought and any person who submitted an expression of interest.	N/A		Kevin Waddington



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No	Reference	Question	Response	Comments	Respondent
25	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) any list of acceptable tenderers that was prepared under regulation 23(4)	N/A		Kevin Waddington
26	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) a copy of the notice of invitation to tender.	N/A		Kevin Waddington
27	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the name of each tenderer whose tender was opened.	N/A		Kevin Waddington
28	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the name of the successful tenderer.	N/A		Kevin Waddington
29	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the amount of consideration or the summary of the amount of the consideration sought in the accepted tender.	N/A		Kevin Waddington
30	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Kevin Waddington
31	F&G Reg 21(3)	On each occasion that the local government decided to invite prospective tenderers to submit an expression of interest for the supply of goods or services, did the local government issue a Statewide public notice.	N/A		Kevin Waddington
32	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include a brief description of the goods and services required.	N/A		Kevin Waddington
33	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include particulars of a person from whom more detailed information could be obtained.	N/A		Kevin Waddington
34	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include information as to where and how expressions of interest could be submitted.	N/A		Kevin Waddington
35	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include the date and time after which expressions of interest would not be accepted.	N/A		Kevin Waddington
36	F&G Reg 22	Following the publication of the notice inviting expressions of interest, did the local government allow a minimum of 14 days for the submission of expressions of interest.	N/A		Kevin Waddington



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No	Reference	Question	Response	Comments	Respondent
37	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Kevin Waddington
38	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Kevin Waddington
39	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Kevin Waddington
40	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government prepare a proposed regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Kevin Waddington
41	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government give Statewide public notice of its intention to have a regional price preference policy and include in that notice the region to which the policy is to relate (only if a policy had not been previously adopted by Council).	N/A		Kevin Waddington
42	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government include in the notice details of where a complete copy of the proposed policy may be obtained (only if a policy had not been previously adopted by Council).	N/A		Kevin Waddington
43	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government include in the notice a statement inviting submissions commenting on the proposed policy, together with a closing date of not less than 4 weeks for those submissions (only if a policy had not been previously adopted by Council).	N/A		Kevin Waddington
44	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government make a copy of the proposed regional price preference policy available for public inspection in accordance with the notice (only if a policy had not been previously adopted by Council).	N/A		Kevin Waddington



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No	Reference	Question	Response	Comments	Respondent
45	F&G Reg 11A(1)	Has the local government prepared and adopted a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less or worth \$100,000 or less.	Yes		Kevin Waddington
46	F&G Reg 11A(3)(a)	Did the purchasing policy that was prepared and adopted make provision in respect of the form of quotations acceptable.	Yes		Kevin Waddington
47	F&G Reg 11A (3) (b)	Did the purchasing policy that was prepared and adopted make provision in respect to the recording and retention of written information, or documents for all quotations received and all purchases made.	Yes		Kevin Waddington

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Nannup

Signed CEO, Nannup