

AGENDA NUMBER: 10.8  
SUBJECT: Monthly Financial Statements for 31 July 2009  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT:  
FILE REFERENCE: FNC 9  
AUTHOR: Craige Waddell – Manager Corporate Services  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 13 August 2009

Attachment: Monthly Financial Statements for the period ending 31 July 2009.

### **BACKGROUND:**

Regulation 34 of the Local Government (Financial Management) Regulations 1996 reads as follows:

*"34. Financial activity statement report - s. 6.4*

*(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -*

*(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*

*(b) budget estimates to the end of the month to which the statement relates;*

*(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*

*(d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*

*(e) the net current assets at the end of the month to which the statement relates.*

*(2) Each statement of financial activity is to be accompanied by documents containing -*

*(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*

*(b) an explanation of each of the material variances referred to in subregulation (1)(d); and*

*(c) such other supporting information as is considered relevant by the local government.*

*(3) The information in a statement of financial activity may be shown -*

*(a) according to nature and type classification;*

*(b) by program; or*

Signed:

Dated 24 September 2009

*(c) by business unit.*

*(4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be -*

*(a) presented to the council -*

*(i) at the next ordinary meeting of the council following the end of the month to which the statement relates; or*

*(ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and*

*(b) recorded in the minutes of the meeting at which it is presented.*

*(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.*

*(6) In this regulation -*

*committed assets~ means revenue unspent but set aside under the annual budget for a specific purpose;*

*restricted assets~ has the same meaning as in AAS 27."*

#### **COMMENT:**

Based on this Regulation, Council should make a number of determinations as follows:

1. What "other supporting information" Council wishes to be furnished with. The monthly financial statements that have been presented to Council for the previous twelve months represents what this officer believes will satisfy Council to form an opinion on the monthly financial statements.

The other information that Council could request is:

Operating Statement

Debtor Listings

Asset Purchase and Disposal reports

Ratio Analyses

If any further information is required, please make this known.

2. As per paragraph (5) of the Regulation, adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances. A recommended variance amount that should be considered material for this Council is 10% or \$5,000, whichever is the greatest. This has been suggested by a renowned local government accounting / auditing firm, and has been used in the monthly financial statements that have

been presented to Council for the previous twelve months. Councillors will note a recommendation to this effect appears in this item, however if Council wishes to vary this, then a resolution to this effect should be made.

3. The information in the statement of financial activity may be shown according to nature and type classification, by program, or by business unit. Traditionally this Council's financial information has been presented according to program, as has been reported in the monthly financial statements that have been presented to Council for the previous twelve months. If Council wishes the information to be presented in another format, please make this known.

The monthly Financial Statements for the period ending 31 July 2009 as attached, are presented in a statutorily compliant manner. Any queries Councillors may have with them can be addressed prior to or at the meeting.

**STATUTORY ENVIRONMENT:**

Local Government (Financial Management) Regulation 34 (1) (a).

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATIONS:**

1. That for the purposes of reporting material variances in the monthly financial statements, an amount 10% or \$5,000, whichever is the greatest, shall be used.
2. That the Monthly Financial Statements for the period ending 31 July 2009 be received.

**8244 BOULTER/PINKERTON**

1. That for the purposes of reporting material variances in the monthly financial statements, an amount 10% or \$5,000, whichever is the greatest, shall be used.
2. That the Monthly Financial Statements for the period ending 31 July 2009 be received.

**CARRIED 7/0**

## SHIRE OF NANNUP

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2009 TO 31 MAY 2010

<u>Operating</u>	Y-T-D Actual \$	Y-T-D Budget \$	2009/10 Budget \$	Variances Y-T-D Budget to Actual %
<b>Revenues/Sources</b>				
Governance	0	0	0	0%
General Purpose Funding	17,256	7,047	807,500	(145%)
Law, Order, Public Safety	104	182	89,690	43%
Health	(104)	166	2,000	163%
Education and Welfare	543	0	0	0%
Housing	930	2,577	30,940	64%
Community Amenities	832	1,040	82,400	20%
Recreation and Culture	(9,422)	366	1,691,742	2674%
Transport	124,000	87,346	5,367,683	(42%)
Economic Services	1,476	1,416	17,000	(4%)
Other Property and Services	7,893	2,083	25,000	(279%)
	<u>143,508</u>	<u>102,223</u>	<u>8,113,955</u>	<u>(40%)</u>
<b>(Expenses)/(Applications)</b>				
Governance	(17,586)	(25,602)	(240,234)	31%
General Purpose Funding	(13,367)	(12,263)	(146,284)	(9%)
Law, Order, Public Safety	(3,763)	(15,103)	(212,889)	75%
Health	(965)	(2,669)	(32,970)	64%
Education and Welfare	(1,462)	(11,482)	(110,196)	87%
Housing	(3,348)	(3,624)	(46,556)	8%
Community Amenities	(4,526)	(52,106)	(510,493)	91%
Recreation & Culture	(6,127)	(51,449)	(626,026)	88%
Transport	(100,742)	(57,757)	(2,107,877)	(74%)
Economic Services	(6,090)	(19,009)	(230,376)	68%
Other Property and Services	(41,782)	(15,296)	(21,017)	(173%)
	<u>(199,758)</u>	<u>(266,360)</u>	<u>(4,284,918)</u>	<u>25%</u>
<b>Adjustments for Non-Cash</b>				
<b>(Revenue) and Expenditure</b>				
(Profit)/Loss on Asset Disposals	0	0	2,861	0%
Depreciation on Assets	0	0	1,782,936	0%
<b>Capital Revenue and (Expenditure)</b>				
Purchase Land and Buildings	(36,009)	(832)	(2,286,404)	(4228%)
Purchase Infrastructure Assets - Roads	(48,532)	(157,513)	(4,906,000)	69%
Purchase Plant and Equipment	0	(36,666)	(495,400)	100%
Purchase Furniture and Equipment	(1,000)	0	(12,500)	0%
Proceeds from Disposal of Assets	0	0	211,000	0%
Repayment of Debentures	0	(842)	(19,375)	100%
Proceeds from New Debentures	0	0	449,209	0%
Leave Provisions	136,165	136,165	136,165	
Depreciation - Plant Reversal	0	0	(56,542)	0%
Accruals	23,728	23,728	23,728	0%
Transfers to Reserves (Restricted Assets)	0	0	(265,000)	0%
Transfers from Reserves (Restricted Assets)	0	0	620,500	0%
<b>ADD Net Current Assets July 1 B/Fwd</b>	<b>87,271</b>	<b>87,271</b>	<b>87,271</b>	
<b>LESS Net Current Assets Year to Date</b>	<b>111,861</b>	<b>0</b>	<b>0</b>	
<b>Amount Raised from Rates</b>	<b><u>(6,488)</u></b>	<b><u>(112,826)</u></b>	<b><u>(898,514)</u></b>	

# SHIRE OF NANNUP

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2009 TO 31 MAY 2010

	2009/10 Actual \$	Brought Forward 01-July-2009 \$
<b>NET CURRENT ASSETS</b>		
<b>Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	87,651	327,890
Cash - Restricted	1,638,253	1,662,903
Cash - Reserves	900,774	900,232
Receivables	385,987	325,478
Inventories	0	0
	<u>3,012,665</u>	<u>3,216,503</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	<u>(361,777)</u>	<u>(566,097)</u>
	2,650,888	2,650,406
Less: Cash - Reserves - Restricted	(2,539,027)	(2,563,135)
<b>NET CURRENT ASSET POSITION</b>	<u><u>111,861</u></u>	<u><u>87,271</u></u>

## **SHIRE OF NANNUP**

### **STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2009 TO 31 JULY 2009**

#### **REPORT ON MATERIAL VARIANCES BETWEEN YEAR TO DATE BUDGET ESTIMATE AND YEAR TO DATE ACTUAL.**

All except ten of the variances shown in the above named statement of financial activity are outside of the adopted variance of 10%.

The main reason for the variances is that expenditure and income is not occurring as predicted by Officers during the budget development stage. This is due to a number of reasons, the main one being not accurately projecting cashflows throughout the year, i.e. predicting when the budgeted income or expenditure will occur as opposed to when it actually occurs.

Other reasons are not receiving a grant for grant dependant expenditure, projects controlled by Advisory Committees, suppliers/contractors not having the capacity to undertake the works within Council's timeframes, altered Council priorities, etc.

Normally this report would highlight the major areas within programs that have variances outside of the adopted variance, however as the majority of the non operating items fall into this category, it is thought that the report would be of no use as it is reporting only one month into the financial year where the budget was adopted one week prior to this period end date.

AGENDA NUMBER: 10.9  
SUBJECT: Occupation Safety and Health Policy  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT:  
FILE REFERENCE: PSN 9  
AUTHOR: Craige Waddell – Manager Corporate Services  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 13 July 2009

**BACKGROUND:**

Council has had in place an Occupation Safety and Health Policy since 2003. The policy requires periodical review to ensure that it continues to meet changing legislative requirements.

**COMMENT:**

Best practice dictates that the policy should be reviewed regularly. The policy itself states that it should be reviewed annually. It was last reviewed in June 2007

The policy has been reviewed and requires no changes at the moment.

**STATUTORY ENVIRONMENT:** Occupation Safety and Health Act 1994.

**POLICY IMPLICATIONS:** Review of policy.

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**RECOMMENDATION:**

That Council adopt the following updated Occupation Safety and Health policy:

## **“SAFETY AND HEALTH POLICY**

The Shire of Nannup is committed to providing a safe and healthy working environment for all employees, volunteers, contractors, suppliers, visitors and non-employees by conforming with current legislation, regulations, codes of practice, best practice and appropriate national standards. The objectives of this policy are to:

- avoid, eliminate and control workplace hazards;
- provide employees with safety information, supervision and training appropriate to the hazards they are likely to encounter;

Signed:

Dated 24 September 2009

- continuously improve the standard of occupational safety and health for all employees.

The responsibility for implementing this policy rests with the Chief Executive Officer.

The Manager Corporate Services is assigned the authority to act as the Safety Co-Ordinator and is responsible for initiating and driving all safety and health strategies on behalf of the Chief Executive Officer through all levels of management throughout the organisation.

All employees are responsible for safety and health by taking reasonable care for their own safety and health at work and to avoid harming the safety and health of other people through any act or omission at work.

Safety and health issues will be dealt with in consultation with employees through the elected safety and health representative. Council will provide the time and resources necessary to implement this policy and will identify hazards, assess risks and develop the necessary plans and procedures to improve all aspects of workplace safety and health.

This policy will be kept under continuous review by Council and employees and will be formally reviewed every twelve months.

\_\_\_\_\_  
Depot Representative  
Date:

\_\_\_\_\_  
Administration Representative  
Date:

\_\_\_\_\_  
Chief Executive Officer  
Date:

\_\_\_\_\_  
Shire President  
Date:

Review Date: June 2010"

**8245 LORKIEWICZ/BIRD**

That Council adopt the following updated Occupation Safety and Health policy:

## **"SAFETY AND HEALTH POLICY**

Signed:

Dated 24 September 2009



The Shire of Nannup is committed to providing a safe and healthy working environment for all employees, volunteers, contractors, suppliers, visitors and non-employees by conforming with current legislation, regulations, codes of practice, best practice and appropriate national standards. The objectives of this policy are to:

- avoid, eliminate and control workplace hazards;
- provide employees with safety information, supervision and training appropriate to the hazards they are likely to encounter;
- continuously improve the standard of occupational safety and health for all employees.

The responsibility for implementing this policy rests with the Chief Executive Officer.

The Manager Corporate Services is assigned the authority to act as the Safety Co-Ordinator and is responsible for initiating and driving all safety and health strategies on behalf of the Chief Executive Officer through all levels of management throughout the organisation.

All employees are responsible for safety and health by taking reasonable care for their own safety and health at work and to avoid harming the safety and health of other people through any act or omission at work.

Safety and health issues will be dealt with in consultation with employees through the elected safety and health representative. Council will provide the time and resources necessary to implement this policy and will identify hazards, assess risks and develop the necessary plans and procedures to improve all aspects of workplace safety and health.

This policy will be kept under continuous review by Council and employees and will be formally reviewed every twelve months.

\_\_\_\_\_  
Depot Representative  
Date:

\_\_\_\_\_  
Administration Representative  
Date:

\_\_\_\_\_  
Chief Executive Officer  
Date:

\_\_\_\_\_  
Shire President  
Date:

Review Date: June 2010"

**CARRIED 7/0**

Signed:

Dated 24 September 2009

AGENDA NUMBER: 10.10  
SUBJECT: Internal Control Manual  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT:  
FILE REFERENCE: FNC 1  
AUTHOR: Craig Waddell – Manager Corporate Services  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 13 July 2009

Attachment: Policy ADM 2 Internal Control Manual.

### **BACKGROUND:**

Council at its meeting of 22 March 2000 resolved to adopt Council policy ADM 2 "Internal Control Manual". The manual was last reviewed by Council in August 2007.

The manual was developed to ensure that expenditures of Council are undertaken in a controlled environment, to achieve the highest level of compliance with all Local Government Legislation, Regulations and Council's current Policies and to meet the requirements of Section 5 (2)(c) of the Local Government (Financial Management) Regulations 1996.

Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 states that the CEO is to:

*"Undertake reviews of the appropriateness of the financial management systems and procedures of the Local Government regularly (and not less than once in every four financial years) and report to the Local Government the results of these reviews."*

### **COMMENT:**

A review of Council's financial management systems has been undertaken in the light of this regulation, producing an updated Internal Control Manual as contained in the recommendation to this item.

This manual has been altered to reflect the changes to the operations of Council since the last review. These changes are:

1. The introduction of electronic funds transfers as a normal method of payment of creditors;
2. Reference to Council's Record Keeping Plan with respect to retention of records; and
3. General formatting improvements.

Signed:

Dated 24 September 2009

**STATUTORY ENVIRONMENT:**

Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996.

**POLICY IMPLICATIONS:** Policy ADM 2 Internal Control Manual.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:**

The adoption of an Internal Control Manual demonstrates Council's commitment to ensuring integrity in Council's dealings with financial matters.

**RECOMMENDATION:**

That Council adopt the Internal Control Manual as per the attachment to this item.

**8246 BOULTER/DEAN**

That Council adopt the Internal Control Manual as per the attachment to this item with reference to issuing of a credit card to the Shire President being deleted.

**CARRIED 7/0**

# Internal Control Manual

## ADM 2

### INTRODUCTION

The procedures detailed in this Internal Control Manual have been developed to:

1. Ensure that expenditures of Council are undertaken in a controlled environment to achieve the highest level of compliance with all Local Government legislation and Council policies, and,
2. To meet the requirements of Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996.

Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 states that the CEO is to:

*“undertake reviews of the appropriateness of the Financial Management Systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of these reviews”.*

The adoption of these procedures will meet the requirements of this regulation.

These procedures shall be reviewed on an annual basis.

## 1 THE PURCHASING SYSTEM

### 1.1 OBJECTIVES

The objectives of the purchasing system include:

- Adhering to Council policy ADM 4 – Purchasing Policy.
- That purchase orders are initiated for the supply of all goods and services required by Council, excepting those referred to in section 1.2.1 of this manual.
- That goods and services are verified in terms of quantity and quality.
- That supplier invoices are certified for payment by authorised persons.
- That accurate and prompt payment of creditors is made in accordance with the terms of credit.

### 1.2 PROCEDURES

#### 1.2.1 Purchase Orders

A purchase order, attachment number 1, shall be issued in relation to the purchase of all goods and services except the following:

- Utilities
- Licenses
- Insurances, freight and postal charges
- Fuel
- Local suppliers where an account is set up
- Supply of goods or services under contract.
- Attendance at conferences and seminars (where payment is required up front).
- Goods purchased from petty cash.

Officers authorised to sign purchase order forms and cheque requests are those people appointed to the following positions:

Chief Executive Officer.  
Manager Corporate Services.  
Works Manager.  
Manager Development Services.  
Plant Mechanic.  
Leading Hand Gardener  
Executive Officer (for stationery, advertising and catering purposes only).

Purchase Orders shall be completed with the following information:

- The suppliers full name and address.
- A brief description of the goods or services required, including quantity if applicable.
- An estimate of the cost of the goods or services.
- The delivery point and date of delivery if applicable.
- The chart of account or job number.

The authorising officer shall ensure that the expenditure is authorised within the current year's adopted budget.

The purchase order form is in triplicate. The first copy (white) is to be forwarded to the supplier. The second copy (yellow) is to be forwarded to the Clerical Assistant who shall file it in purchase order number order, awaiting receipt of the supplier's invoice. The third copy is retained in the order book.

### **1.2.2 Local Purchases**

Purchase Orders are not required for the provision of goods and services that are generally of a minor ongoing nature from local suppliers where an account is set up. A

signature of receipt is required to be placed on the invoice or cartnote accompanying the goods.

### **1.2.3 Tenders**

Tenders shall be processed in accordance with the Local Government (Functions and General) Regulations 1996, Council delegation number 2 and Council policy ADM4 Purchasing Policy.

Tenders that result in contracts shall, following Council's acceptance of the Tender, be processed as follows:

- A purchase order shall be raised in accordance with guidelines detailed in section 1.2.1 of these procedures, or
- A letter of acceptance of tender will be written which details the conditions of the contract with reference to the tender documentation.

### **1.2.4 Corporate Credit Cards**

Council has approved two corporate credit cards (25 October 2001) for the Shire President and Chief Executive Officer. If these cards are used, approved purchases shall be reported on a monthly basis to Council in conjunction with the normal presentation of accounts for payment.

### **1.2.5 Cheque Requests**

Cheque requests in the form of attachment number 2 are to be used for the payment of accounts due to people or organisations where no external invoice is rendered. Supporting documentation, where applicable, is to be attached to the cheque request. Only authorised officers can sign cheque requests, and in doing so shall ensure that the controls listed in section 1.2.1 of this manual are adhered to.

### **1.2.6 Certification of Invoices**

All invoices received shall be stamped with the Shire of Nannup date stamp and the certifying stamp by the Clerical Assistant.

Where a purchase order form was generated for the supply of the goods or services, the second copy of the purchase order form will be attached to the invoice. The invoice is passed on to the authorising officer for certification. The certification stamp shall be signed off in all sections by the authorising officer prior to the processing of the invoice through the system.

Having signed off the certification stamp, the authorising officer shall forward the invoice to the Administration Officer.

Upon receipt of the certified invoice the Administration Officer shall:

- Verify that all prior procedures have been complied with. If any information or authorisation is lacking, the Administration Officer shall return the invoice to the authorising officer for correction.
- Verify all prices and extensions.
- Process those correctly authorised invoices at least on a two weekly basis. Prior to the production of the cheques or electronic funds transfers, all invoices and the system invoice list shall be forwarded to the Manager Corporate Services for approval to proceed.
- All cheque and electronic funds transfer payments paid shall be listed and submitted to the next Ordinary Meeting of Council for endorsement.

Payment Vouchers supported by creditor's invoices, cart notes, quotations, purchase orders or any other relevant documentation shall be filed in cheque number or electronic fund transfer number order.

### **1.2.7 Assets**

The Manager Corporate Services shall copy those invoices that pertain to the purchase of assets over the value of \$1,000, and record this information within Council's Asset Management System per Significant Accounting Policy 1(g).

### **1.2.8 Retention of Records**

The following records shall be retained in accordance with the State Records Act 2000 and the Shire of Nannup's record Keeping Plan:

- Purchase order books.
- Contracts / Tender register.
- Cheque payment vouchers together with associated support documentation.

## **2 PETTY CASH**

### **2.1 Objectives**

The objective of the petty cash system is to provide an efficient means of handling approved minor Council purchases. Petty cash shall be maintained on an imprest system. The advance to be held for Petty Cash shall be \$150.

### **2.2 Procedures**

Petty Cash disbursements are restricted to expenses that are of a minor nature. Each time a disbursement is made the petty cash voucher in the form of attachment number 3 shall be completed in full. The petty cash voucher must be authorised by an authorised

person as per section 1.2.1 of this manual. Receipts are to be attached to the petty cash voucher wherever possible.

The petty cash advance shall be reconciled with cash on hand and processed vouchers as required and prior to reimbursement using the petty cash recoup sheet, attachment number 4.

It is the responsibility of the Executive Officer to ensure that

- The cash and relevant petty cash vouchers are secured at all times, and placed in the safe at night.
- The cash and relevant petty cash vouchers are regularly reconciled.
- Any discrepancies are reported to the Manager Corporate Services immediately.

### **3 PAYROLL**

#### **3.1 Objectives**

The objectives of the payroll system include

- Exact payment to all staff for all hours worked in accordance with the relevant industry awards and individual contracts.
- Timely payment to all staff.
- Accurate, timely and meaningful recording of wage and salary costs in the accounting system and subsequent management reports.
- Payment of deductions from salaries and wages to appropriate organisations at the end of each month.

#### **3.2 Procedures**

##### **3.2.1 New Employees**

- When a new employee commences, the member of the senior management team responsible for that employee shall ensure that a copy of the letter of employment addressed to the employee, stating the level of employment, wages/salaries per fortnight, and any other allowances paid per fortnight is forwarded to the Administrative Officer.
- The new employee will be required to complete the following documentation:
  - Tax declaration forms.
  - Superannuation forms.
  - Deduction from payroll forms.
  - Details of bank account for direct debiting purposes.
- Upon receiving all the new employee information, the Administration Officer shall set up a computer record for the new employee based on the details received.
- A new employee file shall be created at this point.



### **3.2.2 Termination of Employees**

- Notification of an employee's termination shall be forwarded to the Administrative Officer by the employee's supervisor as soon as practicable. The notification shall include all necessary information to enable a termination payment to be made.
- The Administration Officer shall upon receipt of the notice of termination undertake the calculations for final payment taking into account such matters as accrued leave and required notice as per the relevant award or contract for the approval of the Manager Corporate Services, and code the employee's computer payroll record such that further transactions are precluded from occurring.

### **3.2.3 Time Sheets**

- Time sheets in the form of attachment numbers 5 & 6 shall be completed by the appropriate staff for the purposes of recording all ordinary hours, sick leave, annual leave, long service leave, rostered days off and over-time worked. The time sheets when completed are to be authorised by the appropriate officer as detailed on the time sheet, and forwarded to the Administration Officer by 4pm of the Tuesday of the pay week.
- Where the time sheet requires the recording of job number details or chart of account, this information is to be checked by the appropriate Officer prior to being signed off.
- Any anomalies or discrepancies observed by the Administration Officer in the course of processing the time sheets shall be reported to the person authorising the time sheet for determination and suitable action.

### **3.2.4 General**

- All salaries and wages paid shall be credited to employee's bank accounts via direct banking.
- Employee payments made outside of the appointed fortnightly schedule e.g. Termination and pay adjustments, shall be processed through "one off pay run – P930W" to ensure correct allocation of costing.
- The Administration Officer shall ensure that general ledger control accounts associated with payroll are balanced on a monthly basis.

### **3.2.5 Leave**

All sick leave, annual leave, long service leave, rostered days off, study leave and time in lieu shall be applied for using the application for leave form, attachment number 7. The leave form, after being approved by the appropriate officer, shall be forwarded to the Administration Officer for the correct calculation of time off requested, and the maintenance of the appropriate leave accrual system.

When the processing of the form through the payroll system is complete, it shall be placed on the relevant employee's personal file.

### **3.2.6 Retention of Payroll Records**

The following records shall be retained in accordance with the State Records Act 2000 and the Shire of Nannup's record Keeping Plan:

- Daily Attendance Records – Time Sheets.
- Employment History and Leave Entitlement Records.
- Payroll pre-listing audit reports.
- Bank details and bank deduction reports.
- Employee deduction reports.
- Hours Due reports.
- Payroll Journals Report.
- Group Certificates.

## **4 THE RECEIPTING SYSTEM**

### **4.1 Objectives**

The objective of the receipting system is to ensure that all monies received by Council are recorded and accurately processed in a timely manner.

### **4.2 Procedures**

- Only the following officers are permitted to issue receipts:  
Administration Officer.  
Executive Officer.  
Clerical Trainee.
- Any other officer requiring a receipt must give the money to one of the above three officers who will then issue a receipt.
- All monies received through the mail are to be recorded in an appropriate register. Each entry shall have recorded against it the date of the receipt, details of the receipt, the initials of the officer issuing the receipt and the initials of the checking officer.
- The person recording the money in the register shall not be the same officer issuing the receipt.
- All cheques received through the mail shall be receipted on the same day.
- At 4.30 p.m. each day, the cash on hand shall be reconciled using the daily cash receipts summary form.
- All monies received shall be banked on at least a daily basis.
- The cash drawer shall be secured at all times. All cash and cheques held over at the end of the day shall be placed in the safe overnight.

- When balancing the till at the end of each day, if a discrepancy exists between the total of receipts and cash, the Manager Corporate Services shall be immediately notified. After exhausting all avenues to resolve the discrepancy, the following shall apply:

If the amount of cash held is in excess of the receipts issued, the surplus shall be receipted into the Municipal fund and held as a restricted asset. COA 199920.

If the amount of cash held is less than the value of the receipts, if the monies held as restricted assets is not sufficient to address the shortfall, this will be addressed on a case by case basis with appropriate action being undertaken.

- Any variations to the above, must be discussed immediately with the Manager Corporate Services, or in his absence the Chief Executive Officer, whereupon further guidance will be given.

## **5 INVESTMENTS**

### **5.1 Objectives**

The objective of this procedure is to ensure that the investment of surplus Council funds is undertaken to ensure the maximisation of return within a secure environment.

### **5.2 Procedures**

- Surplus funds shall be invested in an interest bearing deposit with Council's banker, after due consideration has been given to alternative, secure financial institutions.
- Details of the nature of the investment and interest rate payable on the investment will be maintained in the Investment Register.
- Interest earnings on any investment shall be recorded in the books of account for the period in which the earnings were received.

## **6 THE JOURNAL SYSTEM**

### **6.1 Objectives**

The objective of this procedure is to limit the use of journals to:

- The bringing to account of direct debits and credits through the bank statement listing, and
- The correction of incorrect income and expenditure accounting record entries.

### **6.2 Procedures**

- An officer having verified that an incorrect allocation of income or expenditure has occurred shall complete a request for journal transfer form, attachment number 8.
- The request for journal transfer form shall detail all particulars of the required journals including the reason, quantities, dollar values and any supporting documentation. An authorised officer as per section 1.2.1 of this manual shall sign the advice.
- The request for journal transfer form shall be forwarded to the Manager Corporate Services for verification and entry into system.

*Policy Adopted at a Council Meeting on 23 March 2000.*

*Policy Reviewed at a Council Meeting on 22 November 2001.*

*Policy Reviewed at a Council Meeting on 24 June 2004.*

*Policy Reviewed at a Council Meeting on 23 August 2007.*

*Policy Reviewed at a Council Meeting on 27 August 2009.*



15 Adam Street, Nannup WA 6275, P.O.Box 11, Nannup WA 6275  
 Telephone: (08) 9756 1018 Facsimile: (08) 9756 1275  
 email: nannuplg@wn.com.au **ABN 43 038 160 786**

**PURCHASE ORDER  
FORM No.**

**6751**

Please quote this  
number on Invoices

To .....

Date .....

PLEASE SUPPLY in good order and condition

Job/COA ..... Total Cost As Quoted: .....

Name (Authorised Officer)

Title

Signature

Original: To Supplier

# CHEQUE REQUEST

Cheque No: \_\_\_\_\_

BANK A/C:      MUNI ☐ TRUST ☐

PAYEE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

ABN:      - - - - -

CHEQUE TOTAL:    \$ \_\_\_\_\_

IS GST INCLUDED IN THIS AMOUNT?                      YES    NO

COA: \_\_\_\_\_

DETAILS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RETURN TO SIGNATORY: ☐

POST DIRECT: ☐

OTHER: ☐ \_\_\_\_\_

AUTHORISED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**SHIRE OF NANNUP  
PETTY CASH VOUCHER**

RECEIVED THE AMOUNT OF: \$ \_\_\_\_\_

FOR THE PURPOSES OF: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COA NUMBER : \_\_\_\_\_

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATED

\_\_\_\_\_  
AUTHORISED

## SHIRE OF NANNUP PETTY CASH RECOUP SHEET

[illegible]

RECOUPED BY CHEQUE No. \_\_\_\_\_ DATED \_\_\_\_/\_\_\_\_/\_\_\_\_



Employee # \_\_\_\_\_

WEEK 1 - Ending ____/____/____			THU	FRI	SAT	SUN	MON	TUE	WED
Description	Job #	Details	/	/	/	/	/	/	/
		LABOUR							
		PLANT No.							
		LABOUR							
		PLANT No.							
		LABOUR							
		PLANT No.							
		LABOUR							
		PLANT No.							
		LABOUR							
		PLANT No.							
		LABOUR							
		PLANT No.							
		LABOUR							
		PLANT No.							
		LABOUR							
		PLANT No.							
		LABOUR							
		PLANT No.							
		LABOUR							
		PLANT No.							
		LABOUR							
		PLANT No.							
		LABOUR							
		PLANT No.							
		<b>TOTAL LABOUR HOURS</b>							

WEEK 2 - Ending ____/____/____			THU	FRI	SAT	SUN	MON	TUE	WED
Description	Job #	Details	/	/	/	/	/	/	/
		LABOUR							
		PLANT No.							
		LABOUR							
		PLANT No.							
		LABOUR							
		PLANT No.							
		LABOUR							
		PLANT No.							
		LABOUR							
		PLANT No.							
		LABOUR							
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		LABOUR							
		PLANT No.							
		LABOUR							
		PLANT No.							
		LABOUR							
		PLANT No.							
		LABOUR							
		PLANT No.							
		LABOUR							
		PLANT No.							
		<b>TOTAL LABOUR HOURS</b>							

Ordinary Time	
O/T - Time & 1/2	
O/T - Double Time	
O/T - Double Time & 1/2	
Plant Hours	

**Certified correct by Supervisor**

SHIRE OF NANNUP - CLEANER - WEEKLY TIMESHEET

Attachment 6

EMPLOYEE'S NAME: \_\_\_\_\_ No: \_\_\_\_\_

WEEK ENDING WEDNESDAY / /

PUBLIC TOILETS -	THURSDAY	FRIDAY	SATURDAY	SUNDAY <small>Time (in minutes)</small>	MONDAY	TUESDAY	WEDNESDAY	Job No	TOTAL	(Payroll use only)		
										Ord	T 1/2	DT
FOOTBALL OVAL								1002				
MARINKO TOMAS PARK								1003				
DEPOT								1130				
ARBORETUM / TOURIST BUREAU								1006				
OLD ROADS BOARD BLDG								1102				
TOWN HALL								1004				
SHIRE OFFICE								1005				
TOWN HALL								1101				
RECREATION CENTRE								1104				
COMMUNITY CENTRE								1121				
SHIRE OFFICES								1140				
SPECIAL FOOTY CLUB CLEANING								1142				
SPECIAL KINDY CLEANING								1141				
OTHER DUTIES												
TOTALS (payroll use)												

KILOMETRES TRAVELLED      \$ \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_ SUPERVISOR'S SIGNATURE \_\_\_\_\_ M:\Human Resources\Personnel & Payroll\Payroll Forms\CLEANERTSHEET

# Shire of Nannup Application for Leave



<input type="checkbox"/> Sick Leave	<input type="checkbox"/> Study Leave
<input type="checkbox"/> Annual Recreation Leave	<input type="checkbox"/> Time in Lieu
<input type="checkbox"/> Rostered Day Off	<input type="checkbox"/> Leave Without Pay
<input type="checkbox"/> Long Service Leave	<input type="checkbox"/> Workers Compensation
<input type="checkbox"/> Personal Leave	<input type="checkbox"/> Other – Details _____

Name: \_\_\_\_\_ Payroll # \_\_\_\_\_

Period Requested: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Resuming: \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of leave days: \_\_\_\_\_

Applicants Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Leave System updated \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Payroll System updated PPE \_\_\_\_/\_\_\_\_/\_\_\_\_ No of Days \_\_\_\_\_

PPE \_\_\_\_/\_\_\_\_/\_\_\_\_ No of Days \_\_\_\_\_

PPE \_\_\_\_/\_\_\_\_/\_\_\_\_ No of Days \_\_\_\_\_

PPE \_\_\_\_/\_\_\_\_/\_\_\_\_ No of Days \_\_\_\_\_

PPE \_\_\_\_/\_\_\_\_/\_\_\_\_ No of Days \_\_\_\_\_

## SHIRE OF NANNUP

# REQUEST FOR JOURNAL

To: Manager Corporate Services

Please arrange a journal as follows:

	Debit \$	Credit \$
COA _____ IE CODE _____		
JOB # _____ COST CENTRE _____ ELEMENT TYPE _____		
COA _____ IE CODE _____		
JOB # _____ COST CENTRE _____ ELEMENT TYPE _____		
COA _____ IE CODE _____		
JOB # _____ COST CENTRE _____ ELEMENT TYPE _____		
COA _____ IE CODE _____		
JOB # _____ COST CENTRE _____ ELEMENT TYPE _____		
COA _____ IE CODE _____		
JOB # _____ COST CENTRE _____ ELEMENT TYPE _____		

Reason For Journal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested by: \_\_\_\_\_ date: \_\_\_\_\_

Authorised by: \_\_\_\_\_ date: \_\_\_\_\_

Journal #: \_\_\_\_\_ MCS auth: \_\_\_\_\_ date: \_\_\_\_\_

AGENDA NUMBER: 10.11  
SUBJECT: Accounts for Payment  
LOCATION/ADDRESS: Nannup Shire  
FILE REFERENCE: FNC 8  
AUTHOR: Craige Waddell – Manager Corporate Services  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 18 August 2009

Attachment: Schedule of Accounts for Payment.

**COMMENT:**

*The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund are detailed hereunder and noted on the attached schedule are submitted to Council.*

**Municipal Account**

Accounts Paid By EFT EFT 822 – EFT 878	\$223,840.30
---	--------------

Accounts Paid By Cheque Vouchers 17671 - 17740	\$123,267.27
---	--------------

Direct Debits Vouchers 99134 - 99136	\$13,508.82
---	-------------

**Trust Account**

Accounts Paid By Cheque Vouchers 22704 - 22706	\$7,802.52
---	------------

**STATUTORY ENVIRONMENT:**

Local Government (Financial Management) Regulation 13

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

As indicated in the Schedule of Accounts for Payment.

**STRATEGIC IMPLICATIONS:** Nil.

Signed:

Dated 24 September 2009

**RECOMMENDATION:**

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$354,910.09 and the Nannup Shire trust Fund totalling \$13,508.82 in the attached schedule be accepted.

**8247 BOULTER/BIRD**

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$354,910.09 and the Nannup Shire trust Fund totalling \$13,508.82 in the attached schedule be accepted.

**CARRIED 7/0**

**SCHEDULE OF ACCOUNTS PAYABLE  
SHIRE OF NANNUP  
SUBMITTED TO COUNCIL'S AUGUST 2009 MEETING**

**Attachment**

Chq/EFT	Name	Description	Amount
<b>MUNICIPAL ACCOUNT</b>			
EFT822	ROB PAULL AND ASSOCIATES	CONSULTANCY FEES	\$2,055.00
EFT823	NANNUP HARDWARE & AGENCIES	STEEL PATIO TUB	\$2,563.03
EFT824	VASSE EXPRESS COURIER	DELIVERY OF CHAIRS	\$231.00
EFT825	PHOENIX BUILDING COMPANY	ABLUTION BLOCKS PROGRESS CLAIM	\$39,515.00
EFT826	EWEN ROSS	REIMBURSEMENT OF EXPENSES	\$2,920.00
EFT827	THE PERTH MINT AUSTRALIA	CITIZENSHIP COINS	\$34.10
EFT828	AUSTRALIA INSTITUTE OF MANAGEMENT	ADVANCED WORD 2007 TRAINING	\$405.00
EFT829	AQUA SHED	WATER PIPE & SUNDRY ITEMS DARRADUP BFB	\$1,126.35
EFT830	COURIER AUSTRALIA	FREIGHT CHARGES	\$83.01
EFT831	D & J COMMUNICATIONS	REPLACE RADIO IN NP00	\$231.00
EFT832	LANDGATE	GRV INTERIM VALUATIONS	\$444.00
EFT833	INSIGHT CCS PTY LTD	MONTHLY FEES FOR JUNE 2009	\$47.63
EFT834	LGIS WORKCARE	WORK CARE	\$23,501.50
EFT835	LGIS LIABILITY	PUBLIC LIABILITY	\$11,221.38
EFT836	RICOH BUSINESS CENTRE	METERPLAN CHARGES	\$1,327.17
EFT837	WADIFARM CONSULTANCY SERVICES	PHOTOGRAPHY WORKSHOP 11 STUDENTS YAC	\$55.00
EFT838	AUSTRALIAN TAXATION OFFICE	JUNE BAS	\$31,000.00
EFT839	WITCHCLIFFE FARM SERVICE	PARTS SUNDRY	\$197.41
EFT840	JO HOMER	BUILDING FEES REFUND	\$130.10
EFT841	BOC LIMITED	OXYGEN	\$151.28
EFT842	COURIER AUSTRALIA	FREIGHT CHARGES	\$51.28
EFT843	K & C HARPER	MARINKO THOMAS TOILETS MTCE	\$156.75
EFT844	STATE LIBRARY OF WESTERN AUSTRALIA	LIBRARY BOOKS	\$96.80
EFT845	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$1,559.76
EFT846	NICHOLLS MACHINERY	PARTS SUNDRY	\$22.75
EFT847	SUGAR MOUNTAIN ELECTRICAL SERVICES	TOOL TESTING DEPOT	\$1,155.32
EFT848	JO HOMER	REFUND BCTIF	\$60.40
EFT849	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$14,208.73
EFT850	WARREN BLACKWOOD CONSTRUCTIONS	NANNUP BROOK BFB SHED	\$10,700.00
EFT851	ROB PAULL AND ASSOCIATES	CONSULTANT SERVICES	\$7,665.00
EFT852	JP REPAIRS	SUPPLY & FIT TYRE	\$45.00
EFT853	VERN MCKAY LG SERVICES	STRATEGIC PLAN/ ORGANISATIONAL REVIEW	\$5,060.00
EFT854	NORRISH FENCING	HIRE OF BUS	\$720.00
EFT855	COUNTRY COMFORT INTER CITY	ACCOMMODATION	\$857.50
EFT856	AUSTRALIAN TAXATION OFFICE	ACTIVITY STATEMENT 4	\$19,463.00
EFT857	COURIER AUSTRALIA	FREIGHT CHARGES	\$47.67
EFT858	GEOGRAPHE SAWS & MOWERS	CHAINS/SAW PARTS	\$1,993.80
EFT859	GL HAPP PTY LTD	FUEL	\$145.57
EFT860	STATE LIBRARY OF WESTERN AUSTRALIA	LIBRARY BOOKS	\$66.00
EFT861	NANNUP TELECENTRE	SHIRE NOTES	\$319.00
EFT862	NANNUP MUSIC CLUB INC	COMMUNITY GRANTS	\$3,000.00
EFT863	PIONEER ROAD SERVICES PTY LTD	ROAD ASPHALT	\$2,006.40
EFT864	SW PRECISION PRINT	RATES STATIONERY	\$641.00
EFT865	THE PAPER COMPANY OF AUSTRALIA PTY LTD	26 REAMS OF PAPER	\$171.05
EFT866	RICOH BUSINESS CENTRE	METER PLAN CHARGE	\$917.31
EFT867	TRADE HIRE	HIRE OF CHERRY PICKER	\$374.00
EFT868	WESTRAC EQUIPMENT	PLANT REPAIR	\$338.79
EFT869	WARREN BLACKWOOD WASTE	BIN PICK UP	\$6,741.30
EFT870	WORTHY CONTRACTING	AUGUST 09 MONTH CONTRACT	\$10,563.33
EFT871	MCG ARCHITECTS PTY LTD	SCHEMATIC DESIGN	\$10,230.00
EFT872	PHOENIX BUILDING COMPANY	REPAIRS TO BOWLING CLUB DOOR	\$1,248.50
EFT873	DEPARTMENT OF CULTURE & THE ARTS	OVERPAYMENT OF INVOICE NO 3529	\$3,441.64
EFT874	COURIER AUSTRALIA	FREIGHT CHARGES	\$355.69
EFT875	CORPORATE EXPRESS	STATIONERY SUPPLIES	\$175.95
EFT876	LANDGATE	GRV SCHEDULE G2009-7	\$53.85
EFT877	METAL ARTWORK CREATIONS	NAME BADGES	\$13.20
EFT878	SW PRECISION PRINT	STATIONERY ORDER	\$1,935.00
			<b>\$223,840.30</b>
17671	CIVIC LEGAL	DRAFTING OF BUILDING CONTRACT	\$890.67
17672	OLD TEMPLEMORE ANTIQUES	AUDITORIUM SEATING REPAIRS	\$646.00
17673	BDA TREELOPPING SERVICE	PRUNING STREET TREES	\$6,490.00
17674	R & R TAPE & SAFETY SUPPLIES	BLUE FLAGGING TAPE	\$150.48
17675	SHIRE OF NANNUP	PETTY CASH	\$127.50
17676	YALLINGUP MOTOR & MARINE UPHOLSTERY	AUDITORIUM SEATING REPAIRS	\$3,316.00
17677	LGIS INSURANCE BROKING	VEHICLE & PLANT	\$58,717.98
17678	ENVIRONMENTAL HEALTH AUSTRALIA	SUBSCRIPTION	\$295.00
17679	CHIP'N'GALES	REFRESHMENTS YAC	\$230.00
17680	LGIS PROPERTY	PROPERTY	\$11,128.08
17681	NANNUP HANDY FOODS	FUELS AND REFRESHMENTS	\$4.40
17682	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS AND CLEANING	\$220.07

Chq/EFT	Name	Description	Amount
17683	NANNUP LIQUOR STORE	REFRESHMENTS	\$252.92
17684	KW & CA ROYCROFT	TOWN HALL & TELECENTRE WINDOWS REPLACEMENT	\$5,600.00
17685	SHIRE OF MANJIMUP	INSTALL SOFTWARE	\$330.00
17686	STEWART & HEATON CLOTHING CO. PTY LTD	NAME BADGE - BFB	\$4.62
17687	HART SPORT	FREIGHT COMPONENT FOR GYM MATS	\$173.90
17688	IAN ENGLERT	TUNE PIANO AT TOWN HALL	\$125.00
17689	BULLIVANTS	SAFETY EQUIPMENT	\$42.35
17690	BLACKWOOD CAFE - ARIHIA PTY LTD	CATERING YAC MOVIE NIGHT	\$437.50
17691	NANNUP NEWSAGENCY	POSTAGE	\$974.73
17692	PROTECTOR ALSAFE	SAFETY EQUIPMENT	\$608.19
17693	RENDEZVOUS OBSERVATION CITY HOTEL	ACCOMODATION FOR E PATMAN	\$365.50
17694	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	\$724.34
17695	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$567.44
17696	WESTSCHEME	SUPERANNUATION CONTRIBUTIONS	\$431.82
17697	NORWICH UNION SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$418.62
17698	IIML ACF IPS APPLICATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$453.60
17699	HOSTPLUS EXECUTIVE	SUPERANNUATION CONTRIBUTIONS	\$158.73
17700	SHIRE OF NANNUP	PAYROLL DEDUCTIONS	\$150.00
17701	NANNUP TIGERS SOCCER CLUB	COMMUNITY GRANT	\$500.00
17702	FRONTLINE SAFETY & TRAINING SERVICES	WORKSAFE ACCREDITED SAFETY REP COURSE	\$600.00
17703	MARKETFORCE EXPRESS	ADVERTISING	\$3,276.03
17704	REPCO PTY LTD	PARTS SUNDRY	\$129.71
17705	J BLACKWOOD & SON LIMITED	PARTS	\$64.91
17706	COLIN STYLES	SAFETY SECTACLES	\$309.00
17707	NANNUP ARTS COUNCIL	COMMUNITY GRANTS	\$500.00
17708	AMD CHARTERED ACCOUNTANTS	ROADS TO RECOVERY AUDIT	\$572.00
17709	BLACKWOOD CAFE - ARIHIA PTY LTD	CATERING 23/7/2009	\$348.00
17710	BLACKWOOD RIVER VALLEY MARKETING ASSOCIATION	COMMUNITY GRANTS	\$1,000.00
17711	DIRECT FUEL SUPPLIES	FUEL & OILS	\$1,460.87
17712	DEPARTMENT OF ENVIRONMENT & CONSERVATION	MAPS	\$1,141.80
17713	THE GOOD FOOD SHOP	CATERING 29/7/2009	\$390.00
17714	THE IT VISION USER GROUP	ANNUAL SUBSCRIPTION	\$484.00
17715	JASON SIGNMAKERS	ROAD TRAFFIC SIGNAGE	\$858.00
17716	LOCAL GOVERNMENT MANAGERS AUSTRALIA	LGMA SUBSCRIPTION	\$736.00
17717	NANNUP HANDY FOODS	FUELS AND REFRESHMENTS	\$62.23
17718	NANNUP DISTRICT HIGH SCHOOL	COMMUNITY GRANTS	\$200.00
17719	NANNUP OCCASIONAL CHILD CARE	COMMUNITY GRANTS	\$1,000.00
17720	DEPARTMENT FOR PLANNING AND INFRASTRUCTURE	LICENSE	\$570.35
17721	SHIRE OF BUSSELTON	RANGER CALL OUT9/7/2009	\$322.00
17722	SHIRE OF BRIDGETOWN GREENBUSHES	SHARED ENVIROMENTAL OFFICER 08/09 CONTRIBUTION	\$7,616.11
17723	SOUTH WEST FIRE	FIREBUGS SCOTT RIVER BFB	\$511.21
17724	SYNERGY	STREET LIGHT POWER	\$1,006.95
17725	WORK CLOBBER	SAFETY BOOTS	\$116.00
17726	WESTCARE INDUSTRIES	ADDRESS LABELS	\$30.14
17727	PREMIUM CONVEYANCING	RATES REFUND	\$753.86
17729	HOWARD PORTER	PARTS EQUIPMENT	\$1,045.00
17730	WILTON'S BISTRO	CATERING	\$420.00
17731	CJD EQUIPMENT PTY. LTD.	VEHICLE PARTS SUNDRY	\$327.82
17732	KD POWER SALES & SERVICE	PLANT REPAIR	\$64.60
17733	TELSTRA	TELEPHONE CALL CHARGES	\$1,137.27
17734	CADBURY FUNDRAISING	FUNDRAISING CHOCOLATES YAC	\$347.99
17735	BLACKWOODS ATKINS	TOOLS FOR YOUR TRADE - T SWAIN	\$114.48
17736	CEMETERIES & CREMATORIA ASSOC OF WA	ORDINARY MEMBERSHIP RENEWAL 2009/10	\$100.00
17737	FITZ GERALD STRATEGIES	AWARDS-ON-DISK 2009/10	\$475.00
17738	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANALYTICAL SERVICES	\$380.00
17739	NANNUP HANDY FOODS	FUELS AND REFRESHMENTS	\$49.50
17740	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS AND CLEANING	\$211.00
			<u>\$123,267.27</u>
99134	BP AUSTRALIA	FUEL EXPENSES	\$12,764.41
99135	CALTEx AUSTRALIA	FUEL EXPENSES	\$624.52
99136	WESTNET	INTERNET EXPENSES	\$119.89
			<u>\$13,508.82</u>
<b>TRUST ACCOUNT</b>			
22704	BUILDING CONSTRUCTION INDUSTRY TRAINING FUND	BUILDING & CONSTRUCTION LEVY	\$5,862.72
22705	BUILDERS REGISTRATION BOARD OF WA	BRB FEE COLLECTED	\$1,507.50
22706	SHIRE OF NANNUP	COMMISSION ON BRB COLLECTED	\$432.30
			<u>\$7,802.52</u>
		TOTAL MUNICIPAL PAYMENTS	\$360,616.39
		TOTAL TRUST PAYMENTS	\$7,802.52
		TOTAL PAYMENTS	<u><u>\$368,418.91</u></u>



AGENDA NUMBER: 10.12  
SUBJECT: Royalties for Regions – South West Regional Grants Scheme  
LOCATION/ADDRESS: Nannup Recreation Reserve 9185  
NAME OF APPLICANT:  
FILE REFERENCE: FNC 16  
AUTHOR: Louise Stokes – Community Development Officer  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 19 August 2009

Attachment: Royalties for Regions South West Regional Grants Scheme Letter.

### **BACKGROUND:**

Through the Royalties for Regions – South West Regional Grants Scheme an application for \$145,500 was submitted to appoint an Architect to design the Nannup Recreation Centre precinct.

\$50,000 was granted to Council from this round of funding. The grant is conditional of written confirmation of funding from other sources and a final budget being lodged with the South West Development Commission.

### **COMMENT:**

The upgrade of the Nannup Recreation Centre precinct is a priority project of Council as identified in the Forward Plan 2008/09-2012/13.

A meeting has been held with the Nannup Sport and Recreation Association to determine a timeline and process for the development of this project.

Correspondence has been forwarded to the Nannup Golf Club requesting in writing that the Club will contribute \$170,000 cash to this project for the purpose of constructing a collocated facility that meets the needs of both the Nannup Golf Club and the community.

A draft budget will need to be forwarded to the South West Development Commission with the grant acceptance. Some preliminary work has been done in developing an overall project budget.

A needs analysis of user groups and individuals is currently being developed with assistance from the Nannup Sport and Recreation Association which is anticipated will form the basis of a business plan. A presentation to Council by the Nannup Sport and Recreation Association in this regard is pending.

Council has adopted the following resolution in June 2009 which remains relevant:

Signed:

Dated 24 September 2009

*"That Council invites the Sportsman's Association to present the concept plans of the proposed Sportsman's Centre (as tabled at the Sport, Leisure and Recreation Advisory Committee meeting) and give in principal support to the tabled concept plans subject to:*

- a) the acknowledgement that the current recreation centre will also require structural modification to accommodate appropriate area for spectators around the basketball court and*
- b) the committee's recommendations out of the Jill Powell report being incorporated into the facility:*

*That an appropriate child care and crèche facility be included into the re-design of the Recreation Centre.*

*Additional storage (including janitor), cool room and upgraded kitchen and associated facilities to allow for catering of large functions to be incorporated into the Recreation Facility*

*Additional toilets (including disabled facilities), change rooms and showers are incorporated into the re-design of the Recreation Facility.*

*An undercover licensed area is incorporated into the re-design of the Recreation facility.*

*Additional external storage facilities are incorporated into the Recreation facility re-design.*

*That improved external lighting be incorporated into the re-design of the facility and car parking areas.*

*That provision for lighting stacks, portable lighting, additional 3 phase power and green room are included in an upgrade to the main stage in the Recreation Centre.*

*That the centre column on the main stage be removed.*

*That an administration office be included in the plans of the Recreation facility re-design.*

*Moving the Bowling Club/Green is not seen as a high priority by the Sport, Leisure and Recreation Advisory Committee however would like provision for services and activities to be allocated within the Recreation area.*

*That car parking lighting and external lighting be considered further in the planning process.*

*A landscape plan is developed to ensure maximized visibility of the oval.*

*A parking plan is developed to ensure smooth flow through of traffic for residents and visitors, ensuring safety of children at all times.*

*The open drainage issue is resolved.*

*That the proposed building design is aesthetically pleasing.*

*That the project consolidates existing assets for reasons of cost savings and efficiencies of servicing.*

*That there is a difference between licensed kitchen and bar areas."*

The Department of Sport and Recreation's Community Sport and Recreation Facilities Fund grant round closes in October 2009 however this timeframe is extremely tight for Council at this stage.

This is an annual grant round and whilst the preference is to apply in the 2009 round, the grant round is only one consideration and it is imperative that a facility is constructed that meets the current and future needs of the community.

There is a twelve month period granted to undertake the appointment of an Architect for the Recreation Centre precinct and the acceptance of this grant is supported.

**STATUTORY ENVIRONMENT: Nil.**

**POLICY IMPLICATIONS: Nil.**

**FINANCIAL IMPLICATIONS:**

In the process of being developed in the overall sense of the whole project. This initial component of the project is estimated to be in the vicinity of \$50,000 to \$100,000. In addition to the grant funds offered, Council also has a reserve fund which contains \$178,972 (30 June 2009) for the purpose of upgrading this facility as well as allocating \$417,250 of Royalties for Regions (Local Government Fund) funding to this project.

**STRATEGIC IMPLICATIONS:**

Forward Plan 2008/09 -2012/13: Program 11 Recreation & Culture B: Develop plans/design and seek funding for upgrade to the Recreation Centre.

**RECOMMENDATION:**

That Council accepts the grant of \$50,000 through the Royalties for Regions – South West Regional Grants Scheme to appoint an Architect for the upgrade of the Recreation Precinct.

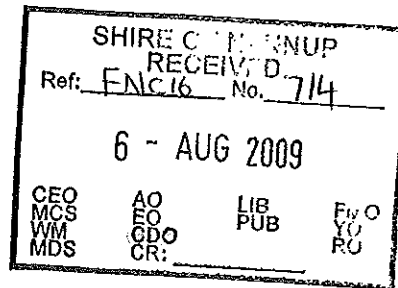
**8248 CAMARRI/LORKIEWICZ**

That Council accepts the grant of \$50,000 through the Royalties for Regions – South West Regional Grants Scheme to appoint an Architect for the upgrade of the Recreation Precinct.

**CARRIED 7/0**

Signed:

Dated 24 September 2009



Attachment



Ms Shane Collie  
Chief Executive Officer  
Shire of Nannup  
PO Box 11  
NANNUP WA 6275

Dear Ms Collie

**ROYALTIES FOR REGIONS – Regional Grants Scheme (RGS)**

I refer to the Minister for Regional Development's recent letter to you approving the availability of \$50,000 (excluding GST) grant funds to assist with the development of the Recreation Precinct Upgrade project.

The Minister indicated in his letter that the Commission would provide a grant agreement and detail funding conditions that will be required prior to payment being processed.

Deanna Giumelli will be your liaison point at the Commission and will be managing your grant for this project. Her contact telephone number is 9777 1555.

It is a requirement of the grant that the following conditions be met, prior to the grant agreement being finalised.

- Written confirmation (e.g. approval letters) to indicate you have secured sufficient funding from other sources to enable the project to proceed. Your application indicated other funding sources as Nannup Sportsman's Association \$170,000 (see attached copy of application budget).
- Following the confirmation of funding and revenue sources, we require an updated final budget with details of the RGS items and other funds that will be spent on the project. The final budget (exclusive of GST) will form part of the Grant Agreement. If it varies from the one lodged in the RGS application you must explain in writing any significant variations. The Commission must approve the final budget.

If all conditions of funding detailed above cannot be met within twelve (12) months from the date of this letter, the Commission may withdraw its offer.

Upon receipt of the appropriate documentation demonstrating that you have met the prefunding conditions specified above, the Commission will make arrangements to meet with you and finalise the "Grant Agreement" including the payment schedule.

For any queries regarding the above or to arrange a meeting, please don't hesitate to contact Deanna Giumelli at the South West Development Commission on 9777 1555 or by email on [deanna.giumelli@swdc.wa.gov.au](mailto:deanna.giumelli@swdc.wa.gov.au).

We wish you the best for your project, and will be here to assist you to ensure the project meets its objectives.

Yours sincerely

A handwritten signature in black ink, appearing to be 'DP' or similar, written over a faint horizontal line.

DON PUNCH  
CHIEF EXECUTIVE OFFICER

4 August 2009

OUR REF FG1/003/049RGS08/21

AGENDA NUMBER: 10.13  
SUBJECT: Regional Bicycle Network Local Government Grant Funding 2009/10  
LOCATION/ADDRESS:  
NAME OF APPLICANT:  
FILE REFERENCE: FNC 6T  
AUTHOR: Louise Stokes – Community Development Officer  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 2 August 2009

Attachment: Grant Agreement Department of Transport.

### BACKGROUND:

A grant application was submitted to the Department of Transport through their Regional Bicycle Network round seeking funding assistance for the ablution block at the Foreshore Park, drinking water fountains and construction of bike racks to be installed within the streetscape of Nannup. \$15,000 was granted, for the purpose of constructing bicycle racks.

### COMMENT:

This funding will assist the Council resolution (Agenda Item 10.8 May 2009),

*“that Council accept the designs for public artwork bike racks:*

*Spider (Attachment A) by artist Irene Osborne  
Leaves (Attachment B) by artist Irene Osborne  
Park bench (Attachment D) by artist Russell Fuller-Hill*

*for construction once full funding has been sought and approved by Council.”*

At the July 2009 Council meeting Council accepted a grant of \$7,710 through the Country Arts WA Projects and Residencies funding round for the purpose of designing and constructing a fourth creative bike rack to be installed within the Nannup townsite.

The bike rack project to design and construct four creative bike racks to be installed throughout the townsite assists to encourage visitors and residents to become more active and cycle instead of driving cars. A positive partnership is being developed with the Munda Biddi Foundation and the installation of functional creative bike racks is a promotional tool for Nannup.

Acceptance of the grant from the Department of Transport is a condition that 50% of the funding must come from Council or other sources. This is indicated below in the current income and expenditure table. An allocation of \$8,000 has been budgeted for site works and installation of the four bicycle racks. This has

not yet been funded and is not included in Council's budget for 2009/10. Further funding or sponsorship will be sourced in the coming months seeking to cover these costs. Should this additional funding not be able to be sourced the project may not proceed.

A proposed income and expenditure budget for the project is:

INCOME SOURCE	FOR	TOTAL	CONFIRMED
Royalties for Regions	Construction	\$5,224	Yes
LDAG	Design and Construction	\$1,680	Yes
Country Arts WA	Design and Construction	\$8,481	Yes
DPI	Construction	\$15,000	Yes
Bunbury Port Authority	Construction	\$4,500	No
Other funding sources		\$8,000	
	TOTAL	\$42,885	

EXPENSES	FOR	TOTAL	
Rod Laws (artist)	Design and construction	\$7,330	
Russell Fuller Smith (artist)	Design and construction	\$11,715	
Irene Osborne (artist)	Design and construction spider	\$8,100	
Irene Osborne (artist)	Design and construction leaf	\$7,740	
Site works and installation		\$8,000	
	TOTAL	42,885	

The acceptance of this grant is supported.

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:** Nil.

Signed:

Dated 24 September 2009



**FINANCIAL IMPLICATIONS:** Project budget as noted above.

**STRATEGIC IMPLICATIONS:**

Forward Plan 2008/09 2012/13 Program 11 Recreation & Culture 11.A. Develop concept plans for artistic bike racks as tourist features and pursue funding for implementation.

**RECOMMENDATION:**

That Council accepts the grant of \$15,000 through the Regional Bicycle Network Local Government Grant Funding 2009/10 funding round for the purpose of constructing creative bike racks to be installed within the Nannup townsite.

**8249 BOULTER/PINKERTON**

That Council accepts the grant of \$15,000 through the Regional Bicycle Network Local Government Grant Funding 2009/10 funding round for the purpose of constructing creative bike racks to be installed within the Nannup townsite.

**CARRIED 7/0**

Signed:

Dated 24 September 2009



Government of Western Australia  
Department of Transport

Attachment

SHIRE OF NANNUP RECEIVED			
Ref: <u>FNG 61</u>		No. <u>641</u>	
17 JUL 2009			
GEO VCS WMS MDS	AO EO CDO CR	LIB PUB	FMO YO RO

Our ref : DPI/09/00077/1 .....

Enquiries : Craig Mansfield 92168459

Mr Shane Collie  
Chief Executive Officer  
Shire of Nannup  
PO Box 11  
Nannup 6275

*Spoke to Auriole 22/7/09  
Advised will tell them 31/8/09*

13 July 2009

Dear Mr Collie

**REGIONAL BICYCLE NETWORK LOCAL GOVERNMENT GRANT FUNDING 2009-2010**

I am pleased to inform you that your application has been successful in the 2009-2010 Regional Bicycle Network Grant funding.

Successful project(s) are listed below:

- Install 6 bicycle compounds & Cora racks, Brockman Street, Warren Road and Adam, Streets, Nannup - \$15,000

In order to accept this grant please complete and return the attached form to us by **Friday, 7 August 2009** addressed to:

Project Officer  
Regional Bicycle Network  
Department of Transport  
GPO C102  
Perth WA 6839

Should you have any queries regarding your grant please contact Peter Kiely on 9792 6604 at your regional Department of Transport Office.

Each local authority is required to seek approval from the Department of Transport for all press releases and public announcements relating to the award and the use of the grant.

Yours sincerely

John Fischer  
Executive Director  
Transport Industry Policy

Encls.



## CONDITIONS OF THE 2009/2010 REGIONAL BICYCLE NETWORK GRANT AGREEMENT

I (Name) \_\_\_\_\_ (Title) \_\_\_\_\_

Of the Shire of Nannup agree that the grant of \$15,000 to undertake an End of Trip Facility along Brockman, Warren & Adam Streets, Nannup shall conform with the following conditions:

1. These funds must be used for the purpose of this grant only and cannot be altered or used for any other project.
2. Funding for this project is on a dollar for dollar basis. The Regional Bicycle Network Grant is based on a joint funding agreement and provides a maximum grant of 50 per cent of the overall project cost. The grantee and any sponsors are required to provide a matching contribution, made up of financial and in-kind contributions.
3. The grantee's financial contribution to the project must be at least 25 per cent of the overall cost.
4. In-kind contributions may only take the form of donated materials, staff labour costs, volunteer labour, loan of venue and machinery, and they are recognised up to 25 per cent of overall project cost.
5. Funds from other Western Australian (WA) Government agencies can be included as part of the project cost. However, the total funds from all WA Government funding sources must not exceed 50 per cent of overall project cost.
6. This grant is subject to the grantee obtaining all relevant planning, environmental and other approvals.
7. The Local Government Authority (LGA) will own the asset and associated items created through the Regional Bicycle Network Grant and will be responsible for the ongoing management and maintenance of those assets and items.
8. Construction of all path infrastructure or improvements and signage should comply with Austroads (1999) Guide to Traffic Engineering, Part 14 – Bicycles.
9. Pathways are required to be continuous through driveways/crossovers.
10. The land on which a path is to be developed must be one of the following:
  - A Crown reserve
  - Land owned by a public authority
  - Municipal property, or
  - Land held for public purposes by trustees under a valid lease, title or trust deed that adequately protects the interests of the public.
11. The project must be completed in its entirety without any changes to the original proposal.
12. On completion of the project, the Department of Transport (DoT) must be provided with the required documentation and a detailed financial statement, which may be audited at the State government's request.
13. This project should be completed by **Friday, 26 February 2010** to allow time for a site inspection and invoice processing within this financial year.
14. The deadline for receipt of all required documentation is **Friday, 26 March 2010**. On completion of the project/s the DoT requires the following to be submitted to the undersigned by **Friday, 26 March 2010**:
  - The claim for payment including detailed final cost of the project/s;

- Post project/s subsidy recoup invoice submitted for settlement;
  - Audited itemised statement of expenditure on the project/s.
15. Grant payment will follow:
- The satisfactory completion of the project, which is determined by an inspection by the DoT of works for infrastructure projects, or a review of a final report for planning and promotional projects; and
  - Receipt of all required documentation by the DoT.
16. Subject to project approval, payments will be processed before the end of the financial year. This grant is due to be acquitted in the 2009/2010 funding round, and must be acquitted before the end of the financial year or else the grantee will not receive the funding. **No payments will be made after 11 June 2010.**
17. The grantee of the project fully understands that the DoT is not able to carry forward the funds into the next financial year, and understands that this is not negotiable regardless of the grantee's situation.
18. A principle of the Regional Bicycle Network Grant is that further applications for funding will not be eligible if previous projects have not been completed to the satisfaction of the DoT by the agreed due date.
19. In the event that the project/s works are completed within the original costing as stated in the submission, the grantee may write to the DoT, and request to allocate the remaining unspent amount, to works which will enhance the quality of the route, or other approved cycling facility/ies.
20. In the event that the cost of project/s works exceed the original costing as stated in the submission, the grantee will pay the cost of progressing the works to completion entirely at its own expense.
21. In the event that any project/s is/are to be deferred or unlikely to be completed by 26 March 2010, the DoT shall be notified immediately by the grantee.
22. The grantee agrees to undertake all necessary maintenance and management of the facilities to maintain standards of the facility in accordance with current guidelines and standards relating to cycling facilities.
23. The Minister for Transport, the State of Western Australia, the Department of Transport, its respective employees and officers shall be indemnified and remain indemnified from and against all actions, suits, claims, demands, proceedings, losses, costs, expenses and liability which they or anyone or more of them may suffer, incur or sustain, howsoever arising, in connection with the construction, maintenance or use by any person or persons of the project/s or works that are subject of this subsidy.
24. As this **offer is valid until 7 August 2009**, the DoT must be notified of the acceptance of this grant by this date.

If you wish to accept this offer, please return one signed copy to:

Project Officer  
Regional Bicycle Network  
Department of Transport  
PO Box C102  
PERTH WA 6839

AGENDA NUMBER: 10.14  
SUBJECT: Off Road Vehicle Access Area Feasibility Report  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT:  
FILE REFERENCE: ASS 20  
AUTHOR: Louise Stokes –Community Development Officer  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 2 August 2009

**Attachments:**

1. Off Road Vehicle Access Area Feasibility Report Summary.
2. Summary of Submissions Public Comment.
3. Regional Community Safety Action Plan Strategies & Actions.
4. Extract from Community Safety and Crime Prevention Plan.
5. Strategy 10.8 Shire of Nannup Community Safety Plan.
6. DLGRD Advice regarding Control of Vehicles ACT 1978.
7. Extract - Nannup Implementation Strategy.
8. Nannup 2009 Community Planning Day Youth Actions.

**BACKGROUND:**

At the 25 January 2007 Ordinary Council Meeting, Council resolved:

*"That Council enter into Regional Community Safety and Crime Prevention Partnership agreement with the Shires of Boyup Brook, Bridgetown-Greenbushes, Donnybrook-Balingup and the Government of Western Australia."*

One component of this project was to undertake a feasibility study into the development of an Off Road Vehicle Access Area (ORVAA) within the region. The final feasibility report from Trail Bike Management Australia has now been received with a recommendation that a local site be established within the Shire of Nannup at Millward Road being the old Golf Course.

**COMMENT:**

The feasibility report documents the proposed sites and management options, site plans, risk management and proposed development, maintenance and management budgets for consideration of developing an ORVAA. A draft feasibility report was presented to Council at their May 2009 meeting and a summary of the report is attached (Attachment 1). A full report is available upon request.

The Regional Community Safety Action Plan (Attachment 3 & 4) identified the need for a community based "Auto sports" area that could be accessed and utilised by all LGA's in the region. The logistics of this action realised that this

proposal did not suit the needs of Nannup residents and would not be fully utilised by community members.

The Community Safety Plan for the Shire of Nannup (Attachment 5) initially targeted hooning and a car track as a priority however through the consultation process of the ORVAA the need for an identified safe motor bike area in Nannup arose.

### **Consultation**

Trail Bike Management Australia have carried out extensive consultation including community meetings, site visits, public comment inviting feedback from the draft feasibility report and a Shire wide survey. Land owners, including Department of Environment & Conservation, have been closely involved in the study. There was attendance at the Nannup community meeting of 18 attendees, 85 responses to the Shire survey and 43 people provided comment to the draft feasibility report.

Feedback from the Public comment period is attached (2) and incorporated into this report.

Council's Community Development Officer has met with individuals throughout the public consultation period who have expressed an interest in establishing a motor bike club to drive the construction of an ORVAA facility if the Shire of Nannup is receptive to this recommendation.

The establishment of an ORVAA was identified at the 2009 Community Planning Day and subsequent workshops as a priority for youth engagement and recreation.

### **Management Options.**

Seven management models are outlined with Option 5 the recommended management model for a proposed ORVAA in the Shire of Nannup. This is for a Club leased, publicly available, controlled access and partly patrolled management model.

It is recommended that the area is fenced and gates installed, delineating the ORVAA. Controlled access also ensures that area users see all risk warning signs erected at the entrance.

Research shows that only a proportion of recreational users join a club so to achieve the best results in reducing problematic use of unregistered ORV's the area is publicly available and not restricted to club members.

Community individuals are currently investigating insurance options both with the Nannup Sport and Recreation Association and Trail Bikes Australia.

#### Officer Comment

With this model Council's involvement would be minimal and the onus on establishing the site would be on the proposed club. Management Option 5 is the recommended model should a Club submit a formal application to Council.

### **Management Considerations**

#### ***Land Tenure.***

There are several options for land tenure:

1. DEC retains management responsibility and works in partnership with Council and the Club to manage and maintain the area.
2. DEC leases the area to the Club who takes over all management and maintenance responsibility.

#### Officer Comment

Option 2 is the preferred option for land tenure. Council may consider contributing with funding assistance and support to construct the proposed ORVAA however all management and maintenance responsibility should rest with the proposed Club.

#### ***Control of Off-Road Vehicles Act.***

The Control of Vehicles (Off Road Areas) Act 1978 (CVOAA) is not currently enacted in the Shire of Nannup. Advice through Trail Bike Management Australia from the Department of Local Government is that this is not required if the land manager (DEC) provides approval for the activity to occur in this specified area. (Attachment 6).

This would require further discussion with DEC, however informal advice from DEC through Trail Bike Management Australia is that DEC would require operation of the Control of Vehicles (Off Road Areas) Act 1978 to be extended to cover the area. This would be needed to override the application of the CALM Act which prohibits the use of unregistered vehicles on DEC land.

The process would be as follows:

1. Council would need to apply to the Department of Local Government to extend the area of operation of the CVOAA to cover the Shire of Nannup.

2. DEC and Council should advise the Department of Local Government that it wishes to gazette the area as an Off Road Vehicle Area.
3. The Department of Local Government has its own consultation process which results in a recommendation being put to the Minister for Local Government who then approves or rejects the request.

Once the Act applies to a Shire area there are the following implications:

- a) There is an obligation for Council to enforce the provisions of the Act.
- b) Unregistered vehicles using the off road vehicle area must have off road vehicle registration. This is available from DPI for \$6 per annum with a once off \$12 number plate fee.

#### Officer Comment

The control of the Off Road Vehicles Act is a legislation that will impact on the resources of Council and any enforcement agency. Nannup is not the only Shire that this legislation does not cover and the issue of unregistered bikes riding on private property and public roads is not limited to this region.

Should a Club make a formal application to Council the issue of legislation and administration can be discussed with DEC and incorporated into a business plan.

#### ***Insurance and Liability.***

There are two requirements for insurance - liability for the area manager and indemnity for the volunteers. DEC are in the best position to assume liability insurance for the area as they currently do this on a State wide basis. If the area volunteers are treated as DEC volunteers then DEC also indemnifies the volunteers, however this requires a more active volunteer management responsibility of DEC than they may be willing to provide. The other option is for the club to organise indemnity insurance for its volunteers either through the Nannup Sport and Recreation Association or another provider.

#### ***Access Control***

This area is covered within the feasibility report and can be addressed should a club form and formal approach to Council to establish an ORVAA.

#### ***Enforcement***

The ability to conduct effective enforcement is currently hindered by resource and legislative constraints. Both the general community and the trail bike riders



have expressed concern over “nuisance” and illegal behaviour from both bike and 4WD car “hoons”.

People visiting the area need to see a police presence to indicate that this behaviour will not be tolerated. Enforcement is required to address:

- Car and motorcycle “hoon” behaviour
- Wearing of mandatory safety gear
- Off road vehicle registrations
- Noise emission levels
- Alcohol restrictions

Further discussion would be required between the Shire, local Police and club management to agree on responsibilities, priorities for enforcement and resourcing commitments.

A ‘Code of Conduct’ would assist to enforce these priorities to all users.

In addition a Rider Induction and Education Strategy would need to be developed that considers what users of the area need to know and the best media to reach them.

### **Risk Management**

A risk management strategy minimises the likelihood of misadventure or injury to a visitor and it is acknowledged that all motor bike riding involves some risk. Should a club make a formal application for the establishment of an ORVAA a comprehensive risk management document would be required.

### **Funding**

A cost estimate is attached (Attachment 7) that covers capital works, trails development, maintenance, management and communications. It is expected that a significant proportion of the development and operational costs would be met by ‘in kind’ contributions of volunteers however a “full cost” is required for funding submissions.

There are several sources of funding for capital works and ongoing management. This may be an area that Council can assist a club in the establishment of an ORVAA.

The feasibility report indicates that 90% of riders indicated that they would be prepared to pay to use the area if the trails, circuits and facilities provided a quality experience. A user pays system would need to consider the cost of collecting fees and dealing with fee-avoiders.

Officer Comment.

Consideration to the Quit Forest Rally needs to be given as this site is utilised annually for their event.

Access to the proposed ORVAA at Millward Road would need to be addressed. There is a risk that bike riders will use public roads and the Munda Biddi Trail as transport routes.

It is acknowledged that the establishment of an ORVAA would not eliminate trail bike riders on private property or on public roads. It may in fact increase this once word got out about the facility and great trails that exist in this region. These issues would need to be addressed in a business plan by a club should a formal application be presented to Council.

A combination of a comprehensive feasibility report and an extensive community consultation period have indicated that the establishment of an ORVAA within the Shire of Nannup is desired and would be an asset for youth and families in the region.

The project would need to be externally driven by a Club. Council may provide assistance in the way of administration for sourcing funding, machinery hire or materials. Should a club make a formal application for the establishment of a local Off Road Vehicle Access Area at the Old Pineridge Golf Course on Millward Road based on the feasibility report prepared by Trail Bike Management Australia, this project would likely be recommended for support.

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATION:**

That Council receive the Off Road Vehicle Access Area Feasibility Report.

**8250 PINKERTON/BIRD**

That Council receive the Off Road Vehicle Access Area Feasibility Report.

**CARRIED 7/0**

## Off Road Vehicle Access Area Feasibility Report Summary

In conjunction with the Shires of Donnybrook/Balingup and Bridgetown/Greenbushes a feasibility study has been undertaken into the establishment of an Off Road Vehicle Access Area through the Crime Prevention Grant. This Consultation Report was prepared by Trail Bike Management Australia.

The objectives of the feasibility project were to :

1. Assess the current and future needs of residents as regards off road vehicles.
2. Identify potential sites(s) for the off road vehicle area in consultation with stakeholders
3. Prepare a feasibility study to provide direction regarding the viability of establishing and maintaining an off road vehicle area.

Consultation has been undertaken by Trail Bike Management Australia into the feasibility of establishing an Off Road Vehicle Access Area in the Shire of Nannup by:

- A questionnaire letter drop to all post boxes
- Public meeting held on Wednesday 18<sup>th</sup> February 2009 at the Shirley Humble Room.
- Site visits
- Public comment period to draft Off Road Vehicle Access Area Feasibility Report

Consultation identified Needs and Requirements:

- Reduction in crime
- Provide a legal and safer facility for people to pursue this activity.
- A space for youth.
- Enhance social fabric of community.
- Encourage outdoor activity.
- Must be affordable for the community.
- Separation of incompatible trail uses.
- Environmental / heritage appreciation
- Education and training
- Economic Stimulus.
- Events.
- Must be sustainable.
- Reduce current amenity impact of noise, dust and visual impacts.
- Better communication with riders about facilities
- Promote safety via appropriate management.
- Needs to be organized and managed
- Increased enforcement of illegal, nuisance and problem riding behaviours.

Nannup identified the need for a Motorcross track with no requirement to cater for cars or 4WD's within the Off Road Vehicle Access Area. Nannup respondents indicated that they were not interested in seeing a larger regional facility established within the Shire. The priority was to develop a 'local' site for the benefit of community members.

The Old Golf Course was identified as a potential site for the establishment of a local Off Road Vehicle Access Area within the Shire of Nannup. This land is currently owned by DEC. No communication has been held with DEC regarding future tenure of this site.

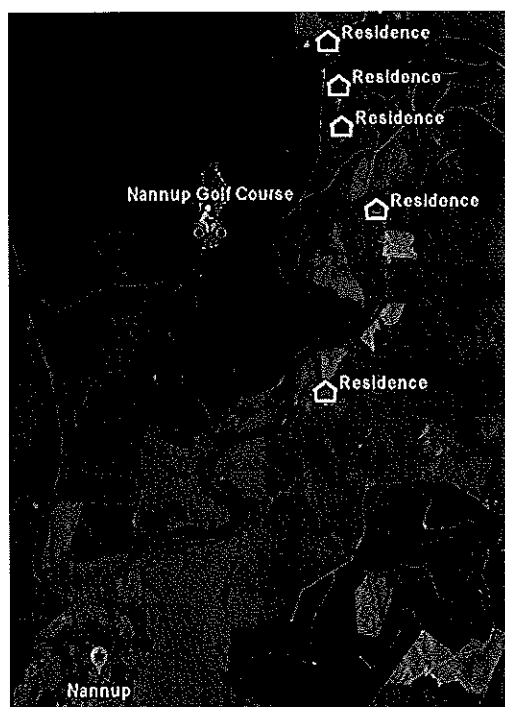
It was identified that services including: water, power, road access, septic tank were available at the site. The lower bottom road would need to be fenced. First Aid is nearby and would have easy access. Training and social days could be run where younger riders are mentored by older riders. It was identified that a local "Code of Conduct" could be established.

There is opportunity to develop a larger motorcross or natural terrain and a smaller peewee track.

Shade, shelter, picnic and bbq facilities would be needed. A staged development is possible with basic facilities provided in the establishment.

Access to the site for unlicensed riders still needs to be addressed through Stage 3 of the Consultation report.

## Old Golf Course, Nannup



The former Nannup golf course, although relatively small (20Ha), has potential as a local riding facility and there is strong community support for this location.

There is no residential within approximately 1.5km, and a ridge line would further attenuate any noise impacts.

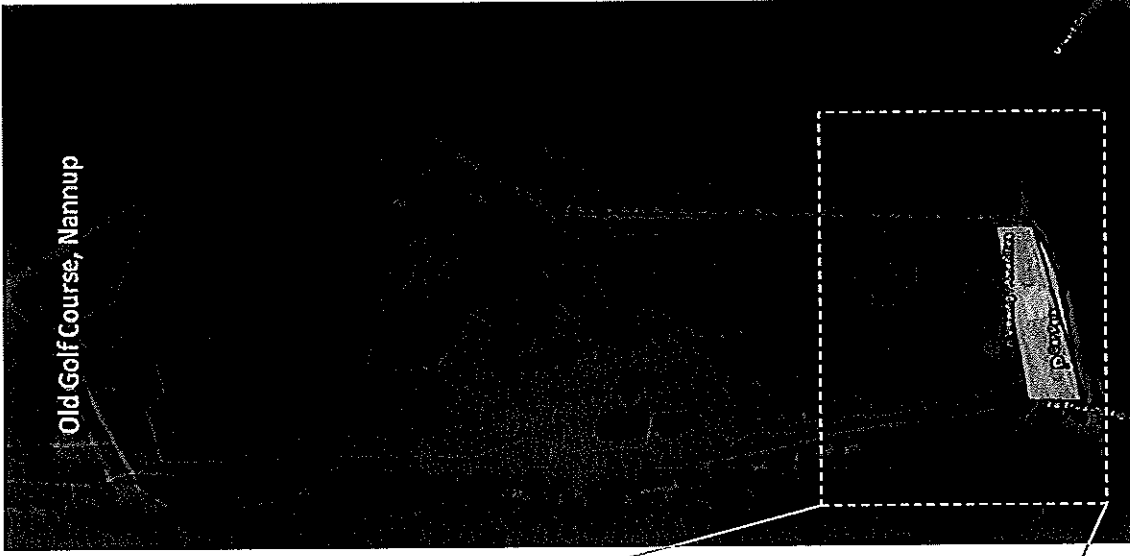
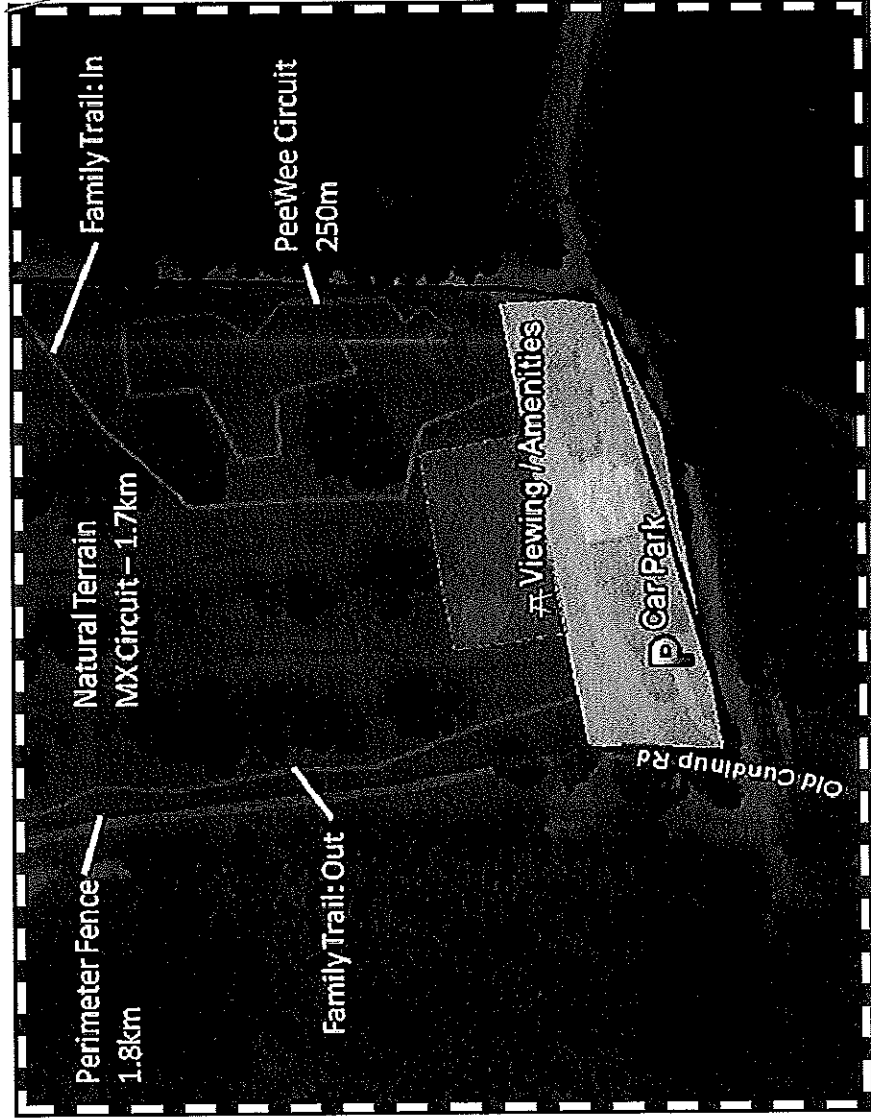
Local riders are keen to secure this area with a view to establishing a club or association (perhaps under the umbrella of the Nannup Sportsman's Association) to help develop and manage the facility.

<b>Location:</b>	7km NNE from Nannup, off Vasse Hwy
<b>Size:</b>	Approx 19Ha with a 1.8km perimeter
<b>Ownership / control</b>	DEC

Positive Attributes	Negative Attributes
<ul style="list-style-type: none"> <li>• Not in current use (available)</li> <li>• Mainly cleared</li> <li>• Potential for future trail-based expansion</li> <li>• Adequate distance and elevation noise buffer to residential</li> <li>• Mobile phone coverage</li> <li>• Close proximity to Nannup facilities</li> <li>• Good main road access</li> <li>• Flat area for parking / unloading / facilities</li> <li>• Community support</li> </ul>	<ul style="list-style-type: none"> <li>• Potential mis-use of Munda Biddi trail to access Milward Rd from Nannup</li> <li>• Small size – &lt; 20Ha</li> </ul>



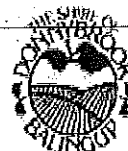
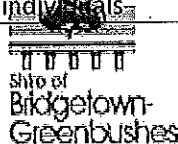
## Milward Golf Course, Nannup



Project Title:	Off Road Vehicle Access Area
Grant Amount Requested:	\$50,000 in partnership with other government funding
Grant Term:	2008-2009 (twelve months)
Justification for Services/ Rationale:	One of the major factors raised by the community in regards to anti-social and unacceptable youth activities was the use of unlicensed motorbikes, particularly on designated walk trails. Plus the increasing numbers of licensed bike riders visiting the area in club riding activities. Additional to this is the 'hoon' activities including drag racing in the main street and other popular sites. The concerns were mainly for safety and basic riding/driving skills. The lack of areas set aside for this activity to occur was highlighted as the activity is not new but due to urban sprawl, community development and government legislation these places are reducing rapidly.
Project Objective:	To provide an area for riders and drivers to conduct activities in a safe and controlled environment. Reducing the risks for all participants and other community members and improving the profile of the activity in a positive manner.
Target Group:	All ages but specifically male rider/drivers between 10-35 years old
Project Description: Strategies  Activities  Project Management Structure	<p>Build a purpose built facility for 'off road vehicles' to use to perform their activities in a controlled and safe environment</p> <p>Formalise a club/organization to manage the activity at the facility</p> <p>Conduct formal 'race meets' at this facility for several wheeled vehicles including motor cross, quad bikes, drag racing and tractor pull</p> <p>Conduct formal training workshops on good rider/driver skills</p> <p>Manufacture a trailer to safely and legally transport unlicensed motorbikes to the area</p> <p>'Off Road Vehicle' Working Group to research and develop the project and then formalize an organization/club to manage the facility</p>
Participating Organisations:	Shire, Motorcycle Clubs, DSR, Roadwise Committee, Gwalia Mine, Lotterywest, Community groups and individuals



Government of Western Australia  
Office of Crime Prevention





Expected Outcomes:	<p>Reduce the number of unlicensed riders riding illegally in out of bounds areas</p> <p>Reduce the risks to both riders and users of walk trails currently used by riders</p> <p>Educate the community on good handling skills</p> <p>Raise awareness of safety issues</p> <p>Develop appropriate mentoring practices</p>
Outcome Measures:	<p>Positive feedback from community members on effectiveness of the facility</p> <p>Number of participants using the facility</p> <p>Number of formal events held at the facility</p> <p>Driver/Rider Safety improved</p>
Evaluation:	<p>Number of events held and numbers attending</p> <p>Increased visitors to the area</p> <p>Economic growth due to increased visitors ie local expenditure</p>
Past Successes:	<p>No projects of this kind conducted in the area. Local Police do conduct Mystery Tours that take Yr 10's to a local crash site and go through the process from start to stop. This awareness raising activity has had good effect</p>
Project Budget:	<p>\$15000 purchase of land</p> <p>\$5000 R&amp;D development of facility</p> <p>\$20000 Infrastructure of facility</p> <p>\$5000 Signage and Advertising</p> <p>\$5000 Administration</p>



## 5. Club leased, publicly available, controlled access and partly patrolled.<sup>1</sup>

The area is leased to a club which manages the area. Fenced and gated but available to any member of the public who gains access ie by obtaining a key or code to unlock the gate. Club provides patrols at key times (eg 9am-5pm weekends) to monitor rider behaviour, aid in safety and some degree of risk management. Cost for Club Membership (or via sweat equity). Area access free to club members, non-members fee.

**Land manager:** Club

**Management & maintenance:** Club

**Insurance & Liability:** Shire / DEC or Club

**Cost to use:** Cost for Club Membership (or via sweat equity). Area access free to club members, non-members fee.

**Pros:**

- Cost of club membership and entry fee for cost recovery
- Fencing will define the riding area and prohibit riding of unregistered vehicles outside the area
- Can more easily control hours or periods of use
- Club provides labour and patrols for active management
- Club ownership increases local ownership even further and may decrease trail and area degradation and assist with behavioural management
- Behaviour can be managed by limiting access (eg 3 strikes policy)
- Club takes on volunteer management eg training, rosters (pro for land manager, con for Club)

**Cons:**

- Club will need liability insurance or reach an agreement with the land manager to partner and use their insurance
- Cost of fencing
- Need a method to effectively control entry without becoming too difficult, onerous, resource intensive or expensive
- Volunteer burnout
- Volunteers and local association require indemnity.

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<sup>1</sup> Club lease but uncontrolled access or not patrolled is an option but is not considered feasible as the leasing entity will require greater management, membership and more control for risk management.

**Summary of Submissions**  
**Feasibility Report, Off Road Vehicle Access Area**

Sub	Christian Name	Surname	SUPPORT	COMMENT
2	Kim	Johnson	Yes	Need to develop appropriate area for youth to ride with safety and to further develop their skills. Can be developed by local riding group and support by Shire and DEC. Would need a 5-7 year plan
3	Susette	Johnson	Yes	As per Submission No 2
4	Laraine & Grant	Raynel	Yes	Like the plan for education of riders in a safe and controlled area. Appropriate location with minimal impact on residents with easy access to town.
5	Brook	Henry	Yes	As per Submission No 2
6	Sheree	Machie	Yes	As per Submission No 2
7	Zane	Humble	Yes	As per Submission No 2
8	Brian	Collett	Yes	As per Submission No 2
9	Daniel	Humble	Yes	As per Submission No 2
10	Wendy	Gizzarelli	Yes	As per Submission No 2
11	Nathan	King	Yes	As per Submission No 2
12	Luke	Bird	Yes	Support management model 5. Provides an alternative to riding in state forest
13	Martin	Glynn	Yes	As per Submission No 2
14	Tiana	Gizzarelli	Yes	As per Submission No 2
15	Craig	Stallard	Yes	As per Submission No 2
16	Liam	Pillage	Yes	As per Submission No 2
17	Ian	Pillage	Yes	As per Submission No 2
18	Viv and Cynthia	Groves	Yes	Concerned by nuisance behaviour and excessive noise. Proposed facility needs to be managed and supervised while being open to the general public. Access needs to be limited to weekends and possibly school holidays, 8am - 5pm. Those responsible for enforcement of behaviour need to be identified and available as required. There are 9 lots within 1-2 kms of proposed area with potential for development in the future.
19	Kevin	Bird	Yes	Proposal is needed now and even more so in future. As more areas become restricted, youth suffer consequences because we have not met their needs as community.
20	Ann	Stallard	Yes	As per Submission No 2
21	Ernest	Gizzarelli	Yes	As per Submission No 2
22	Geoff	Wishart	Yes	As per Submission No 2
23	Mathew	Humble	Yes	As per Submission No 2
24	Aaron	McKirds	Yes	As per Submission No 2
25	Tracy	King	Yes	As per Submission No 2
26	Paul	Wassell	Yes	As per Submission No 2
27	Alan	Buckley	Yes	As per Submission No 2

**Summary of Submissions**  
**Feasibility Report, Off Road Vehicle Access Area**

28	Dayna	Gizzarelli	Yes	As per Submission No 2
29	Vickie	Tomasi	Yes	As per Submission No 2
30	Matt	Collett	Yes	As per Submission No 2
31	Cheryle	Brown	Yes	As per Submission No 2
32	Shaun	Collett	Yes	As per Submission No 2
33	Brett	Collett	Yes	As per Submission No 2
34	Bradley	Collett	Yes	As per Submission No 2
35	Kim	McCormick	Yes	As per Submission No 2
36	Kim	Dawe	Yes	As per Submission No 2
37	Kim, Kerrie, Taylor	Dunnet	Yes	As per Submission No 2
38	Jeff	Taylor	Yes	As per Submission No 2
39	Paul and Colby	Dean	Yes	As per Submission No 2
40	Caine	Puckey	Yes	As per Submission No 2
41	Chris, Toni, Rikki	Otte	Yes	As per Submission No 2
42	Luke	Stockwell	Yes	As per Submission No 2
43	Clancy	Wishart	Yes	As per Submission No 2
44	David	Collett	Yes	As per Submission No 2

## 16. Regional Community Safety Action Plan Strategies & Actions

16.1. REDUCING ANTI-SOCIAL BEHAVIOUR						
Strategies	Actions	Key Stakeholders	Outcomes	Resources	Timeline	Evaluation
15.1.2 Provide education of safe driving (motor bikes and cars) in a purpose built safe learning environment.	Develop a community based "Auto Sport" group in Donnybrook that will service all LGAs in the region.	<b>Lead Agency:</b> Regional CS&CP committee as appointed by each Shire	Improve driving skills of youth.	Funding from OCP	Jan 08 to Jun 08 feasibility study conducted to research and develop the concept of an Off Road Vehicle areas.	Reduction in number of unlicensed drivers reported by police.
	Work with Shires to identify an "off road" vehicle area for use by motorbikes and 4WDs	<b>In partnership with:</b> Youth	Reduce risk to riders and other users of bush trails.	Local Government Sponsorship		Reduction in community concern and reporting of incidents to police and other stakeholders.
	Purchase a trailer to assist with the legal transport of motorbikes to the area	Community Service Clubs	Appropriate mentoring practices in place.	Sponsorship from Motorcycle/ car clubs.	Jan 08 to Jun 08 to develop driver education programs and vehicle building workshops.	
	Develop and sponsor a Regional "have a ride" event with corporate sponsors and police involvement.	Donnybrook-Balingup, Bridgetown-Greenbushes and Nannup Police	Reduction is costs to community through health services.	Funding from Gwalia	July 08 to Dec 08 build and promote the Off Road Vehicle Area.	Increased visitors to the region promoting safe riding and driving events.
Goal 1: Supporting families, children and young people		OCP.	Improvement in 'visitor experience' to region.	Volunteers	July 08 to Dec 08 conduct workshops.	
		Roadwise	Discourage "hoon" behaviour through awareness and education.	Roadwise Committee		
Goal 2: Strengthening communities and revitalizing neighbourhoods		Lotterywest		Lotterywest		
		Volunteers				
		Talisson Mine				

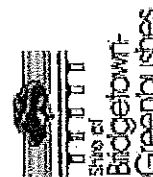
The Consultant reflects the views of the continued input of the community and direction of the Nannup Shire while preparing this *Community Safety Plan*.

## 1. Community Safety And Crime Prevention Plans

PRIORITY 1: REDUCING ANTISOCIAL BEHAVIOUR					
Strategies	Actions	Key Stakeholders	Outcomes	Resources	Timeline/Evaluation
1.1 To provide education of safe motor bike riding/driving in a purpose built environment	Research and identify an 'off road' vehicle area for use by motorbike riders and 4WD's	Lead Agency: Bridgetown-Greenbushes CS&CP committee  In partnership with:	Identifying and securing off road vehicle areas  Sponsors secured Trailer purchased	OCP funding towards site selection  Local Government Sponsorship	Jan 08 to Jun 08 to research and identify location for Off Road Vehicle Area  Reduction in community concern and reporting of incidents to police and other stakeholders. Before versus After statistics.
Goal 1: Supporting families, children and young people	Purchase a trailer to assist with the legal transport of vehicles to area	Youth  Community and Service Groups	Reduce the risks to both the riders and the users of walk trails currently used	Motorcycle Clubs 'in kind' and sponsorship support	Jul 08 to Dec 08 to develop site and programs on driver education  Reduce the numbers of unlicensed riders in out of bounds areas.
	Develop and sponsor a 'have a ride' event with corporate sponsors and police involvement	Talison Mine  Local Government  Motorcycle Groups	Educated community on good vehicle handling skills	Funding from Talison Mine towards site preparation and promotion	Continue with this project and develop as a state meeting venue  Reduced numbers of motorbike accidents attended to by emergency services staff.
Goal 2: Strengthen communities and revitalising neighborhoods	Discourage 'Hoon' behavior through awareness and education	Police  Roadwise  Volunteers  DSR	Appropriate mentoring practices in place  Reduction in costs to community health services	Service Groups/Volunteers 'in kind' support  Roadwise Committee to conduct driving workshops	Number of events held.  Number of awareness sessions conducted.
	Publicise plans for action	Lotterywest	Improved driving and riding skills to increase numbers of licensed and safety approved riders	SWDC/Lotterywest funding towards development of site	
	Raise community awareness of the safety issues	SWDC Regional Development		Department Sport and Recreation	



Government of Western Australia  
Office of Crime Prevention



Strategies	Actions	Key Stakeholders	Outcomes	Resources	Timeline	Evaluation
<b>10.8 Regular "burn out" day</b>  <b>Goal 2: Strengthening Communities and Revitalising Neighbourhoods</b>	Provide a regular social opportunity for young (and older) drivers to learn and apply rally driving and "hoon" style driving skills.	<b>Lead Agency:</b> Shire of Nannup  <b>In Partnership With:</b> Community groups Youth Local businesses Office of Children and Youth DTRS Health and Emergency services State and Federal Government Nannup Police	Regular driving event for youth. Provide safe and controlled environment. Provision of relevant educational and awareness information. Improved driving skills. Reduce road deaths. Reduce hoon behaviour on roads/public venues.	Venue Training delivery Safety and health services	Jan 2008 to June 2008 to research and identify location. July 08 to Dec 08 to develop site and programs on driver education. Continue with this project and develop as a state meeting venue.	Reduction in community concern and reporting of incidents to police and other stakeholders Improved driving and riding skills with increased numbers of licensed and safety approved riders Increased visitors to the region promoting safe riding and driving events

The Consultant reflects the views of the continued input of the community and direction of the Nannup Shire while preparing this *Community Safety Plan*.



Department of Local Government and Regional Development  
Government of Western Australia  
Our Ref: 733-07



Ms Valerie Pretzel  
Director  
Trail Bike Management Australia  
PO Box 273  
DARLINGTON WA 6070

Dear Valerie

**ADVICE REGARDING CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT 1978 AND ITS APPLICATIONS**

Thank you for your letter of 27 February 2009 requesting information on the application of the *Control of Vehicles (Off-road Areas) Act 1978*. As you have noted, the Act does not currently apply to the Shires of Bridgetown-Greenbushes, Donnybrook-Balingup or Nannup. The following is provided in response to your queries regarding the potential application of the Act to these districts:

1. It is not necessary for the *Control of Vehicles (Off-road Areas) Act 1978* to operate in these Shires for locations to be provided for unregistered vehicles or unlicensed riders. Off-road vehicle registration is only a requirement under the *Control of Vehicles (Off-road Areas) Act 1978*, and is therefore a legal necessity only where the Act has actually been applied.

On-road vehicle registrations and driver's licences are a requirement of the *Road Traffic Act 1974* and are applicable only to roads as defined by that Act. The legality of using vehicles on land which is not a road and is not within the area of operation of the *Control of Vehicles (Off-road Areas) Act 1978* is therefore determined by the permission of the owner or manager of that land, or by any additional legislation which may apply to land of a particular type (ie, any relevant provisions in the *Land Administration Act 1997* for land owned or managed by the Department for Planning and Infrastructure).

As such, the operation of the *Control of Vehicles (Off-road Areas) Act 1978* has no direct impact on the ability of an owner or manager of land to provide facilities for unregistered vehicles or unlicensed riders.

2. Legal opinion has been requested on the potential applicability of other legislation to establishment of off-road vehicle facilities in the absence of a Permitted Area gazettal under the *Control of Vehicles (Off-road Areas) Act 1978*, and further information will be provided when that advice is received.

The prohibition of off-road vehicle activities could be accomplished through the use of local laws, but these laws would apply only to land controlled and managed by the local government itself.

3. The principal advantage in extending the *Control of Vehicles (Off-road Areas) Act 1978* to a local government district would be the range of enforcement powers which would be available to authorised officers under that Act, including the enforcement of prescribed safety requirements and the ability to direct riders to use their vehicles only in permitted locations, whether on land where the owner or manager of the land has given consent, or in an officially gazetted Off-road Vehicle Permitted Area.

The requirement for vehicles within the Act's area of operation to be registered may also provide some benefits in terms of the effective policing of unauthorised off-road vehicle use, but this is questionable given that unlawful off-road vehicle activities are unlikely to be perpetrated by the owners of properly registered vehicles.

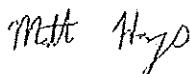
It should be noted, however, that the extension of the Act to a district would also obligate the relevant local government to enforce its provisions within that district. As such, it is always recommended that local governments consider their capability to adequately resource the enforcement of the Act before requesting its application.

4. The extension of the Act itself would require only that the relevant local government make an application to the Minister for Local Government. This application would then be referred to the Control of Vehicles (Off-road Areas) Act Advisory Committee for consideration and provision of a recommendation to the Minister.

However, should the proposal for extension of the Act be accompanied by an intention to establish Off-road Vehicle Permitted Areas, there would be specific requirements under section 18 (5) of the Act for the Committee to conduct an investigation, including a public consultation period, into the suitability of the proposed locations of the Permitted Areas.

I hope that this advice is of some assistance. Should you have any further concerns or queries, please do not hesitate to contact me on 9217 1485 or at [matt.hayes@dlgrd.wa.gov.au](mailto:matt.hayes@dlgrd.wa.gov.au).

Yours sincerely



Matt Hayes  
POLICY AND RESEARCH OFFICER, STATUTORY SUPPORT

8 April 2009





## NANNUP - OLD GOLF COURSE IMPLEMENTATION STRATEGY

\$194,950

ITEM	DESCRIPTION	QTY	UNITS	COST PER	COST	Notes
<b>Capital Works</b>						
Fence car park	Fence car park with 2 x access for bikes	0.3	km	\$5,000	\$1,500	
Fence perimeter	Fence entire boundary of ORV area	1.8	km	\$5,000	\$9,000	
Toilets	2 seater, remote design	1		\$50,000	\$50,000	5
Picnic benches	Vandal resistant	2		\$1,250	\$2,500	
Access control	Gates, combination locks, access control technology	1		\$3,500	\$3,500	4
Signage	Various, including replacement	50		\$100	\$5,000	
					\$71,500	2
<b>Trails Development</b>						
PeeWee Circuits	Natural Terrain, well formed and packed	0.25	km	\$15,000	\$3,750	1
MX Practice Circuit	Natural Terrain	1.7	km	\$10,000	\$17,000	1
Family Trail	'Ridden-in' and signed, rather than constructed Technical features (boulder etc) imported and arranged	1.8	km	\$2,000	\$3,600	1
Develop Trials Practice area	Progressive development and rotation of trails	1		\$5,000	\$5,000	
Trail rotation		1		\$20,000	\$20,000	
					\$49,350	2
<b>Maintenance</b>						
Rubbish removal	Emptying of bins, quarterly cleanup with volunteers	1		\$5,000	\$5,000	
Car Park maintenance (annual)	Grading, resurfacing @ 20% of capital cost p.a.	2	yrs	\$300	\$600	
Risk inspection audits	Formal, quarterly	8		\$500	\$4,000	
Trails grading	Grading and maintenance of trails	3	km	\$3,000	\$9,000	
					\$18,600	2
<b>Management</b>						
Ranger presence on weekends - 2 yrs	Approx 4hrs per week	400	hours	\$65	\$26,000	
ORVA Program Manager - 2 yrs	Part time	24	mths	\$1,000	\$24,000	
					\$50,000	3
<b>Rider Education</b>						
Web site	Include 2 yrs content maintenance	1		\$3,500	\$3,500	
Information brochure	Design & Print	1		\$2,000	\$2,000	
					\$5,500	

**Group 1      Youth Facilities, Activities, Events, Program and School.      Facilitator: Athalie Chambers**

<b>Goal</b>	<b>Action</b>	<b>Benefits</b>	<b>Gaps</b>
<b>Off Road Vehicle Access Area.</b>	<p>By 2014 to have designated area at Old Golf Course</p> <p>Club to be formed</p> <p>Area to be suitable for trail bikes, motocross and mountain bikes</p> <p>Workshops and education on skills development</p> <p>Competitions and fun days open to the public</p>	<p>Youth have activities and place to be physically active.</p> <p>Reduces damage to other areas of forest.</p> <p>Skills development and socialisation for youth.</p>	<p>Funding</p> <p>Land tenure and management process.</p>
<b>Dedicated Youth Space</b>	<p>If TimeWood Centre happens, youth to take possession of Telecentre building</p> <p>If TimeWood Centre does not proceed, lobby Shire for land/building. Youth to be involved in project to give them more ownership.</p> <p>Look at opportunity to include youth space into Recreation precinct</p>	<p>Youth have dedicated space for activities and events.</p> <p>Youth take ownership of activities and projects in town</p>	<p>Suitable building</p> <p>Funding</p> <p>Supervision</p>
<b>Re-Invigorated School that offers</b>			

AGENDA NUMBER: 10.15  
SUBJECT: Lotterywest Grant Acceptance: 2009 Trails Grants Program  
LOCATION/ADDRESS:  
NAME OF APPLICANT:  
FILE REFERENCE: FNC 60  
AUTHOR: Louise Stokes – Community Development Officer  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 11 August 2009

Attachment: Lotterywest Grant Agreement.

**BACKGROUND:**

Through the Lotterywest/Department of Sport and Recreation 2009 Trails Grants Scheme an application for \$14,835 was submitted to raise a section of the River walk trail along the Blackwood River up onto the bank along the edge of the Brockman Street Caravan Park.

The full requested amount was granted to Council from this round of funding.

**COMMENT:**

The current section of trail is highly degraded and is currently closed on advice from the Risk Management Advisory Committee. Each year the trail is subject to flooding, increasing the ongoing maintenance costs.

At the time of writing the trail is underwater for the second time this year and the dynamics of the river dictate that this area is not suitable for permanent trails.

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATION:**

That Council accepts the grant of \$14,835 through the Lotterywest 2009 Trails Grants Scheme to construct a new section of the River walk trail along the Blackwood River up onto the bank along the edge of the Brockman Street Caravan Park.

**8251 BIRD/PINKERTON**

That Council accepts the grant of \$14,835 through the Lotterywest 2009 Trails Grants Scheme to construct a new section of the River walk trail along the Blackwood River up onto the bank along the edge of the Brockman Street Caravan Park.

**CARRIED 7/0**

Signed:

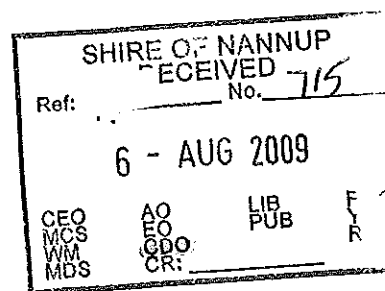
Dated 24 September 2009



Please quote  
Our ref: 5097/20091101/Conditions

4 AUG 2009

Mr S Collie  
Chief Executive Officer  
Shire of Nannup  
PO Box 11  
NANNUP WA 6275



Dear Mr Collie

### YOUR LOTTERYWEST GRANT

I am delighted to advise you that the Premier, the Hon Colin Barnett MLA, has approved a recommendation by the Lotterywest Board for a grant of \$14,835.00 to Shire of Nannup.

Lotterywest is pleased to be able to support your proposal.

The following documents are attached to guide you through the rest of the grant process and help you to meet your grant obligations:

- What Happens Now
- Your Grant Approval Schedule
- Grant Payment and Acquittal Information
- Acknowledging Your Grant
- Publication on the Lotterywest Website

Please read all of these attachments carefully. They provide important information regarding the payment, management and acquittal of your grant.

The Premier has asked me to pass on his very best wishes for your project. The team at Lotterywest congratulates you and wishes you every success.

Yours sincerely

**JAN STEWART PSM**  
Chief Executive Officer

att



## Grant Approval Schedule

Organisation Name: Shire of Nannup

Ref: 5097/20091101

Program Coordinator: Steve Hammond

Total Amount Granted: \$14,835.00

Items	Conditions of Approval	Amount Approved
<b>Project Costs</b> Equipment hire (\$5,000), construction materials (\$4,485), signage (\$850), admin/labour (\$4,500) towards construction of a linkage trail in Nannup (excluding GST)	Payment to be made: - * on provision of original or certified copies of itemised suppliers' invoices for goods or services purchased and a written request for payment.	\$14,835.00

AGENDA NUMBER: 10.16  
SUBJECT: TimeWood Centre Advisory Committee Meeting  
LOCATION/ADDRESS:  
NAME OF APPLICANT:  
FILE REFERENCE: ASS 16  
AUTHOR: Louise Stokes – Community Development Officer  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 12 August 2009

**Attachments:**

1. Minutes TimeWood Centre Advisory Committee Meeting 10 August 2009.
2. Schematic Design Plans TimeWood Centre (Colour A3 size) have been Circulated to Council members.
3. Schematic Design Plans TimeWood Centre (A1 size) will be on display in the Council Chambers – Site and Floor Plan, Elevations
4. Correspondence received 3/8/09 Natalie and Mick Jackson.
5. Correspondence received 19/8/09 Natalie and Mick Jackson.

**BACKGROUND:**

A meeting of the TimeWood Centre Advisory Committee was held on 10<sup>th</sup> August 2009. There is one recommendation submitted for Council's consideration:

*"That the schematic design plans as developed by MCG Architects and presented with the agenda for the August 2009 Council meeting are recommended to be accepted."*

**COMMENT:**

Council resolved in part at its September 2008 meeting the following:

*That Council redesign the TimeWood Centre building for Lot 1 (Reserve 1788) Warren Road Nannup using the current plans and objects undertaken to date as a basis for a project brief for an Architect to address the following but is not limited to:*

- *Compliance with the Nannup Mainstreet Heritage Precinct Guidelines.*
- *Complying with the Heritage and Conservation Professionals list of recommendations.*
- *Provide for adequate parking either onsite or in the immediate vicinity of the site and addressing any potential traffic management issues in the location.*
- *Compliance with the Building Code of Australia and Council's Local Planning Scheme # 3 with relation to conventional flood mitigation building*

- practices by raising the floor level 500mm above the known 1:100 flood prone level.*
- *Finding a solution to the lack of hydrant pressure. This may entail reducing the size of the building to below a finished floor area of 500m<sup>2</sup> or increasing water delivery through alternative fire engineering solutions.*
  - *Provide an estimate for annual costs for maintenance and outgoings based on the design outcomes to Council for consideration.*

### **Compliance with the Nannup Main Street Heritage Precinct Guidelines**

The schematic plans have been tabled and discussed at the Streetscape Advisory Committee meeting of 11 August 2009. It was acknowledged that further detail will be available as the project progresses. The Streetscape Advisory Committee endorsed the floor plan and elevation of the proposed TimeWood Centre and recommend Council approval.

### **Complying with the Heritage and Conservation Professionals List of Recommendations**

Recommendations from the 2008 Heritage and Conservation Professionals report include:

- *The Shire should use the proposed TimeWood Centre concept as the basis for a brief for the new design for the building. The chosen location for the building is visually prominent on the main northern entry to the town, and it is very important that a carefully designed building of appropriate form and scale is built on the site.*

#### Officer comment

MCG Architects appointed and recommendation achieved.

- *The Shire should engage a qualified architect to develop a design that will provide the accommodation required for the Visitor Centre and Telecentre in a building that enhances the Heritage precinct. This should be achieved on the identified site and without the need to re-align Brockman Street.*

#### Officer Comment

MCG Architects appointed and extensive consultation undertaken with all stakeholders. All needs of the Tourist Association, Telecentre and Historical Society have been met with additional option for the future expansion of the Visitor Centre into a mezzanine level incorporated into the design.

- *The new building should comply with the Nannup Mainstreet Heritage Guidelines and be designed to be integral with, and to look out onto, the Heritage Precinct and to the town and countryside beyond.*

#### Officer Comment

A lookout tower in the Eastern side of the building with glass on both sides provides lookout to the town and countryside. The Nannup Main Street Heritage Guidelines (Attachment 9) will be addressed with planning and building approvals.

- *The building can be designed to incorporate the new clock, possibly in a tower element that provides opportunities for lookouts and views.*

#### Officer Comment

Recommendation achieved.

- *The functional areas of the building that incorporate the Telecentre should provide working spaces with good natural light and ventilation.*

#### Officer Comment

At the request of Templemore frosted glass windows on the southern boundary ensure natural light to the building and ensure privacy for the neighbouring property.

- *If the accommodation requirements result in a building larger than the existing buildings in the Heritage Precinct, the building could be designed as a series of linked pavilions so that the overall bulk and scale is reduced and the building fits in with the surrounding area.*
- *Design of the building should take account of the "garden village" character. A design with north facing courtyards that capture the winter sun would contribute inviting spaces that are pleasant all year round and to which the Nannup climate is well suited.*
- *If this can't be achieved, perhaps the Shire consider an alternative, stand alone site for the building which is larger in area and less prominently located.*
- *Design of landscaping should be an integral component of the new building to retain the sense of buildings on large lots surrounded by gardens.*



### Officer Comment

Building is located entirely within the property boundary. Incorporation of garden village theme can occur when design is further developed with the incorporation of a courtyard included which will encourage this. Linked pavilions were part of earlier versions of the design with the principle still retained which was to reduce the overall bulk and scale.

- *The requirements of the Visitor Centre should be clearly identified for the architect. If a link to the adjacent former Roads Board building is required this should be designed in a sensitive manner that ensures retention of the heritage values of the original building.*

### Officer Comment

The Visitor Centre management and Board of the Tourist Association have reviewed their needs analysis and consulted extensively with MCG Architects on their current and future space requirements.

A second storey volume has been included in the current design for potential expansion of the Visitor Centre.

As part of this consultation the Board of the Tourist Association provided feedback that due to staffing constraints, did not wish to retain management and link access to the Old Roads Board building. This role has been taken by the Telecentre, in consultation with both stakeholder groups.

Confirmation is currently being sought from the Disability Services Commission to eliminate a ramp located between the Old Roads board Building and the Telecentre. This will in turn increase the landscaping area, offer additional visual impact from Warren Road to the Visitor Centre and reduce the number of ramps required for the facility.

- *Provide for adequate parking either onsite or in the immediate vicinity of the site and addressing any potential traffic management issues in the location.*

A parking plan and traffic flow plan are currently being developed by Council which will address this point. On site parking of six bays, including one disabled bay has been incorporated into the plan.

Under the Local Planning Scheme # 3, a total of 26 parking bays are required with the location needing to be approved by Council. Consideration is being given to the inclusion of additional parking bays along Brockman Street and at a new parking area on Grange Road. Concept plans are almost complete for

Council consideration. Both authorities with an interest in this matter (Water Corporation and Telstra) have been contacted and are positive to the development of a parking area in this regard.

Note the Visitor Centre have now formally written to Council seeking to continue to lease the present Visitor Centre building following the completion of the TimeWood centre. That letter will need to be considered by Council in due course, likely in conjunction with the proposed Community Infrastructure Plan. The decision by Council on the future use of this building will influence how the traffic flow plan is developed.

- *Compliance with the Building Code of Australia and Council's Local Planning Scheme # 3 with relation to conventional flood mitigation building practices by raising the floor level 500mm above the known 1:100 flood prone level.*
- 
- *Finding a solution to the lack of hydrant pressure. This may entail reducing the size of the building to below a finished floor area of 500m<sup>2</sup> or increasing water delivery through alternative fire engineering solutions.*
- 
- *Provide an estimate for annual costs for maintenance and outgoings based on the design outcomes to Council for consideration.*

#### Officer Comment.

The schematic design provided by MCG Architects incorporates solutions to both the flood mitigation and the fire hydrant compliance issues.

Estimates for annual maintenance costs and outgoings will be determined once the quantity surveyor costs have been received.

#### **Other considerations:**

#### **Stakeholder Consultation**

Extensive consultation has been undertaken with the stakeholders of the project including independent meetings and Board members have been invited to attend TimeWood Centre Advisory Committee meetings. All plans and minutes have been forwarded to stakeholders with requests for feedback and comments which has been incorporated into the schematic design.

#### **Correspondence Received Natalie and Mick Jackson**

Natalie and Mick Jackson (Owners of Templemore) have received copies of all plans, elevations and minutes from the TimeWood Centre Advisory Committee and invited to attend each meeting.

Correspondence was received by Council on 3 August 2009 from Natalie and Mick Jackson which was tabled at the 10 August TimeWood Centre Advisory Committee meeting. (Attachment 4).

Concerns stated in the correspondence include:

- Minimal lighting allowing no northern sunlight onto the building which may unnecessarily create dampness adversely affecting the historic handmade mud brick structure.
- Obstructions of the views from:
  - The original house lounge/dining area and kitchen
  - The master bedroom and the upstairs lounge of the additions that were approved by the Council in 2006
- Concerns relating the possible disruption and annoyance to the foundations of Templemore.
- Visual detracting from the Shires oldest building and first private residence of one of the earliest pioneering families.
- Cause of concern for the impact on the National Trust listing.
- Concern for the visual impact on the Old Roads Board Building and Templemore as an entry statement to the town.
- Lack of community consultation.
- Consideration to the impact on the surrounding buildings and the townscape.

The correspondence requests that Council purchase the freehold property of Templemore (advertised at \$890,000) and that the premises be developed as a Visitor Centre. The suggestion is that the Telecentre could be constructed as a community hub that would provide parking, have a presence on both Brockman Street and Warren Road and provide an area for festivals, markets and events.

#### Officer Comment.

Council has not previously considered an option such as purchasing Templemore nor has it considered what use such a building would have. There was no recommendation from the TimeWood Centre Advisory Committee to purchase this dwelling principally for the following reasons:

- Maintenance and upkeep of an older building.
- Grants secured to date of \$1,396,036 would be lost as this proposal does not comply with the funding criteria of a new collocation construction project.
- The Templemore property does not fit the needs analysis as provided by the Nannup Tourist Association.

Further correspondence was received by Council on 19 August 2009 from Natalie and Mick Jackson (Attachment 4). Individual letters were provided for each Council member.

#### Officer Comment.

The architect has advised that the design seeks to address the requirements of the Local Planning Scheme No.3 and the relevant provision of the Residential Design Codes. However this will be determined once an application has been submitted in accordance with the Local Planning Scheme No. 3. The architect has indicated that he will submit supporting information with the application advising how setbacks were determined. Additionally, he indicates should the building on the boundary (part) be an issue then further modifications to the plan could be considered.

#### **Timeframe**

An indication of timeframe has been outlined by MCG Architects as contained in Attachment 2 circulated. Should Council wish to undertake further community consultation, the timeframe will need to be considered.

#### **Cost Analysis**

A cost analysis has been undertaken by MCG Architects as contained in Attachment 2 circulated. A bill of quantities will define more accurately the estimated cost of the project.

#### **Heritage Considerations**

In communication with the Heritage Council of Western Australia there are no heritage considerations that must be complied with as the Old Roads Board Building and Templemore are not on the State Heritage Register. The buildings are listed on the Local Government Municipal Inventory.

#### **Report Input**

Note that this report was compiled with input in part from Council's Chief Executive Officer and Manager Development Services.

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

Adopting the schematic design is an integral part of the TimeWood centre project and the cost is included as part of the overall TimeWood Centre budget approved by Council and part of the Tender awarded to MCG Architects.

**STRATEGIC IMPLICATIONS:**

Forward Plan 2008/09-2012/13 Program 13.2B Economic Services and Tourism:  
Construct the Nannup TimeWood Centre

**RECOMMENDATION:**

That the schematic design plans as developed by MCG Architects and circulated as Attachment 2 to this report - Council agenda item 10.16, 27 August 2009, be accepted without prejudice and submitted for formal planning approval.

**8252 BIRD/PINKERTON**

That the schematic design plans as developed by MCG Architects and circulated as Attachment 2 to this report - Council agenda item 10.16, 27 August 2009, be accepted without prejudice and submitted for formal planning approval including the immediate appointment of a quantity surveyor to determine the estimation of costs.

**CARRIED 4/3**

Councillors voting for the motion: Dunnet, Bird, Camarri and Pinkerton.  
Councillors voting against: Boulter, Dean and Lorkiewicz.



## **TIMEWOOD CENTRE ADVISORY COMMITTEE**

**held on 10 August 2009  
in Council Chambers, 9am.**

### **1. OPENING, RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE**

#### **1.1 Attendance**

Committee Members	Shire Staff
Cr Carol Pinkerton (Chair)	Ms Louise Stokes (CDO)
Mr Geoff Ludkins	Mr Shane Collie
Mr Jim Pinkerton	
Ms Elisabeth Pellicaan	
Mrs Gloria Millward	
Mr Kim Roycroft	

#### **1.2 Apologies**

Committee Members	Shire Staff
Cr Barbara Dunnet	
Ms Cheryle Brown	
Mrs Shirley Humble	

#### **1.3 Visitors**

Cr David Boulter
Mr Kurt Weigele
Mrs Natalie Jackson
Cr Stephanie Camarri
Mr Charles Gilbert
Mr Michel Greenhalgh
Mr James Innes

#### **1.4 Apologies Visitors**

### **2. Acceptance of Previous Minutes**

#### **G. Milward/G. Ludkins**

That the minutes of the TimeWood Centre Advisory Committee meeting of 8 June 2009 are a true and accurate record

**CARRIED**

### **3. Business Arising from Previous Minutes.**

#### **4. New Business.**

##### **4.1 Correspondence received from Natalie and Mick Jackson**

Correspondence was received from Natalie and Mick Jackson concerned about the height and set back of the proposed TimeWood Centre building from the Templemore residence.

As a consequence of this correspondence Michel re-designed the TimeWood Centre to incorporate a 3 metre setback from the boundary.

Michel indicated that an engineer will undertake a full documented assessment of the existing Templemore building (both internal and external) and Old Roads Board Building prior to commencing site works.

There was no recommendation to Council from the TimeWood Centre Advisory Committee regarding the proposed purchase of Templemore for use as a Visitor Centre. The correspondence received will be included to Council with these minutes.

##### **4.2 Concept Plans for TimeWood Centre.**

Updated plans received 10<sup>th</sup> August were tabled. The design has changed considerably since the last meeting including:

- Moving setback to 3 metres from boundary.
- Collocated community meeting and video conference room central in the design.
- The Telecentre has had a complete reconfiguration that provides a better solution for the people working in the space and those coming into the space. The training room still needs to have some minor changes.
- Bi-fold doors from the Telecentre have been removed, however these can be included at a later date in the planning process.

Extensive consultation has occurred to arrive to this point and it is imperative that all stakeholders are happy with the plan prior to construction.

Elevations have been commenced and forwarded to all stakeholders.

Correspondence received from the Tourist Association includes:

- Ramps between the Old Roads Board Building and the Telecentre with concern that this will create dampness to the Old Roads Board Building.
- More screen detail is required and a request that local artisans be invited to tender to design and create these artistic components.
- No heritage or conservation detail has been provided.
- Concern that the foundations of the two neighbouring heritage buildings will not be able to cope with construction and site works of a new building between the two.
- Ramps creating "heat trap" in the courtyard and length of ramps for disabled people. Michel indicated that legislation requires that every 9 metres there is a landing and that there is a 1:14 legislative requirement for the gradient.

It was felt that these concerns whilst valid will be addressed further into the process. At this point only a schematic plan has been presented.

A passenger lift is incorporated into the current design due to the need for accessibility into the newspaper room with bulky materials, where as if future development to the second level of the Visitor Centre occurs, this would be via a disabled lift which is not as large.

The Telecentre would like the training room moved to where the community centre is currently located. The Telecentre serves government and bank agencies, hence security is a major consideration.

The Historical Society needs access to the main road for transporting display boards etc. A gate to the eastern side of the Old Roads Board Building will address this. Disabled access to the Old Roads Board Building could be through the front entrance. This would reduce the number of ramps required and is considered a good idea.

**ACTION: CDO to contact DSC for confirmation of this.**

The question of fire hydrants was raised. This is to be determined however it is believed that the design addresses the legislative requirements.

The committee thanked Michel for his patience and consideration to the stakeholders in the design component of the project.

It was requested that a copy of the Tourist Association correspondence be received to the Shire to be kept on file.

It was requested that the flood and fire issues are addressed prior to Council consideration.

A schematic design will be forwarded to Council next week to be sent with the August Council agenda.

**G. Ludkins / K. Roycroft**

**That the schematic design plans as developed by MCG Architects and presented with the agenda for the August 2009 Council meeting are recommended to be accepted.**

**CARRIED**

#### **4.3 Budget Update**

An estimate of probable costs was tabled by MCG Architects and discussed. An updated financial statement was tabled of income and expenditure including grants received.

A quantity surveyor gives a more accurate estimate of costs. The Advisory Committee acknowledged that the project is over budget however as community donations, fundraising and sponsorship was not included in the income and expenditure did not want to reduce floor space or components of the design. When the quantity surveyor bill of quantities is received, this will provide a more accurate picture of the anticipated expenditure.



#### **4.4 Revised Timeframe**

A revised timeframe was tabled by MCG Architect. It was acknowledged that there have been delays in awarding the contract and during the schematic design period, hence there is now a shorter timeframe for the forthcoming design stage. It was advised that should this timeframe not be met, that tenders should be called in the New Year, in lieu of the current November schedule.

#### **4.5 Community Consultation**

Since the previous community consultation period it was felt that information needs to be disseminated to the community. Once the schematic plans have been approved by Council an information session will be hosted and copies of plans displayed at the Shire offices, Nannup Visitor Centre and Telecentre.

#### **4.6 Business Plan Update.**

To be discussed at next meeting.

#### **4.7 Trademark renewals**

To be discussed at next meeting.

#### **4.8 Budget for proposed clock.**

The installation and cost of the proposed clock to be investigated by Council Officers.

### **5. NEXT MEETING**

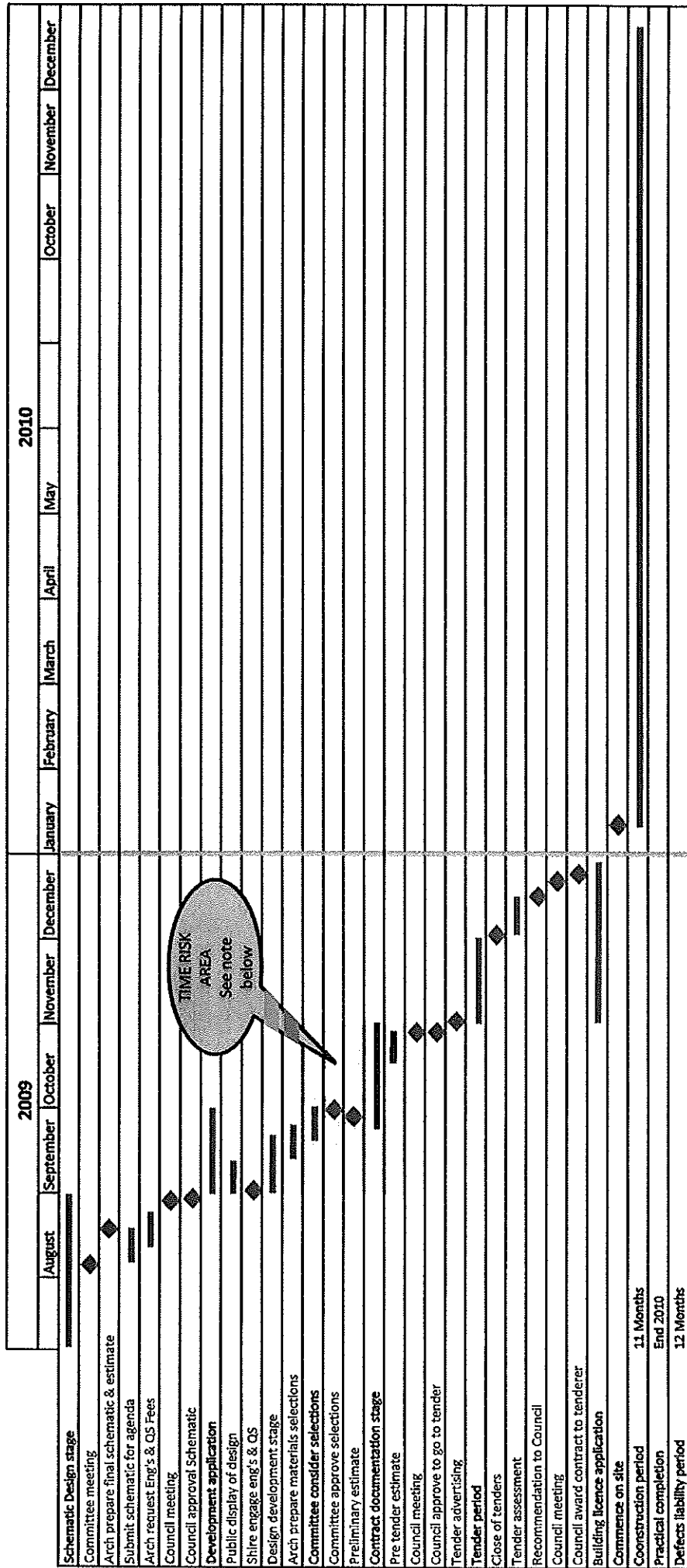
The next meeting of the TimeWood Centre Advisory Committee will be held on Monday the 31<sup>st</sup> August 2009 at the Shirley Humble Room at the Nannup Shire Offices at 1pm.

### **8. CLOSURE**

There being no further business, the Chairperson declared the meeting closed at 10.43am.

ACTION	RESPONSIBILITY	COMPLETED
Updated timeframe to be presented to next meeting	Louise Stokes, Michel Greenhalgh, Shane Collie	Yes
Business plan to be updated.	Louise Stokes, TimeWood Centre Advisory Committee	
Investigate clock costs and requirements	Shane Collie	
Disabled access to Old Roads Board Building to be checked	Louise Stokes	

## Procurement Programme for NANNUP TIMEWOOD CENTRE



President, Cr Barbara Dunnet, and  
 Chief Executive Officer, Shane Collie  
 Shire of Nannup  
 PO Box 11 Adam Street  
 Nannup WA 6275

3rd August 2009

Dear Barbara and Shane

**RE: TIMEWOOD CENTRE and PROPOSAL**

As you are no doubt aware I have previously raised my concerns regarding the location and concept plans for the proposed Timewood Centre and would like to offer the following information and proposal.

**TIMEWOOD CENTRE**

At the meeting of the Timewood Centre Advisory Committee (TCAC) held on the 31st July 2009, I requested Michel Greenhalgh of the MCG Architects to attend a site visit to give me a visualisation of the exact proposed location of the proposed new building. He attended that day at 11am with Louise Stokes, Community Development Officer and showed me that the location of the building was approximately 1.2 metres from the Templemore building not as the survey drawing I supplied of which he seemed unaware. As no other details were available with elevation on the concept drawings he indicated that the building would be equivalent to a residential three storey building. I alerted Michel and Louise that I was not happy and would not agree to the building as the nearness and height of the proposed building would be extremely invasive on Templemore causing:

- Minimal lighting allowing no northern sunlight onto the building which may unnecessarily create dampness adversely affecting the historic handmade mud brick structure.
- Obstructions of the views from:
  - The original house lounge/dining area and kitchen
  - The master bedroom and the upstairs lounge of the additions that were approved by the Council in 2006
- Serious concerns relating the possible disruption and annoyance to the foundations of Templemore
- Visual detraction from the Shires oldest building and first private residence of one of the earliest pioneering families
- Cause of concern for the impact on the National Trust listing

In my opinion and that of many other residents in the community we feel that the visual impact entering the town will be adversely altered for both the Main Roads Board building and Templemore. These buildings are of significant historical importance and the loss of their entry statement would be detrimental to the Shire. The retainment of the history of town and building

of heritage significance should be of utmost importance to the Council and the community should be consulted in far more detail than I believe it has been. To my knowledge no community consultation has occurred in more than three years.

Not enough consideration has been given to the impact on the surrounding buildings and the impact on the townscape. One of the community members that I consulted was amazed that as Nannup is known as the Garden Village it is seriously lacking in garden facilities and is planning to remove the one feature that can be called a garden in the site between the old Main Roads Board building and Templemore.

My husband and I were married in Templemore and have enjoyed three beautiful years raising our daughter there. However, due to illness we are now planning to relocate to Busselton and are sad to leave our beautiful home that we have lovingly restored. Templemore has been restored to its former glory as an historic residence but has recently been closed for business. We are committed to assisting Templemore to remain as an iconic heritage building and will oppose any development that will harm its character and future that should be maintained for future generations.

## **PROPOSAL**

It is my understanding that the proposed Timewood Centre is to be a co-location building for the Visitor Centre and Telecentre. It is also my understanding that the proposed Clocktower is no longer going to happen although I am aware that the current concept plans appear to include a provision for a future clock facility.

Given all the above and my concerns that it is possible that the future of Templemore as it has been known for more than one hundred years may be lost to hide behind a building and possibly a parapet wall I propose the Council consider the following.

I propose that the Shire of Nannup make an offer to purchase the freehold of Templemore for the asking price of \$890,000.

The reasons for my proposal are as follows:

- 1 The existing building is perfectly suited to develop as a Visitor Centre with:
  - Ample showrooms downstairs
  - Conveniently located office space in the upstairs area with a staff kitchen and possible boardroom facility with an outlook over the Blackwood River
  - Cafe style kitchens - one in house and another in the renovated laundry at the rear garden area
  - Historic building
  - Established gardens
  - National Trust listing
  - Increased parking facilities
  - Additional income stream from a cafe facility or event catering

- 2 The addition of the Templemore site would allow the use of/or realignment of the boundaries to facilitate an additional building or options for buildings to construct a purpose built Telecentre connected by historic gardens to form a community hub of the:

Historical Society  
Visitor Centre  
Telecentre  
A community garden

- 3 The community hub would provide:  
Multi use parking facilities  
Major presence on both Brockman Street and Warren Road  
Community support for the use of the community garden for festivals, markets and events

This opportunity to develop the community hub would allow for:

The Telecentre to be set back to maintain an individual identity  
A dedicated Visitor Centre presence on the main road at the entrance of town common meeting area through historic gardens and a linkage between the Historical Society, the Visitor Centre and the Telecentre

It is my belief that this proposal for a community hub between Templemore and the Main Roads Board Building would have the ability to continue to access funding through available grants and possible local government funding. Infrastructure benefits also include the sewerage connections undertaken by my Father as the previous owner in 2005.

I am aware that the Minister for Local Government the Hon John Castrilli is promoting amalgamation of shires and that the Shire of Nannup may be involved in negotiations with other shires to amalgamate. I will seek advice from the other shires if required to continue support for maintaining the future of Templemore.

I cannot stress enough that I am passionate about the future of Templemore and will do everything that is possible to continue to promote Templemore as an iconic building and tourist destination in the Shire of Nannup.

Yours sincerely



Natalie and Mick Jackson  
TEMPLEMORE  
8 Warren Road  
Nannup WA 6275

SHIRE OF NANNUP	
Ref: BLD 17-162	
20. 1. 2009	
CEO	UB
MCS	FJB
WM	PS
MDS	

Shane Collie, CEO  
Shire of Nannup  
PO Box 11  
Nannup WA 6275

19<sup>th</sup> August 2009

Dear Shane

Re: Proposed Location of the Proposed Timewood Centre

I wish to lodge a strong objection to the proposed location of the proposed building known as the Timewood Centre on the; location between Old Templemore and the Roads Building for the following reasons.

In the design brief given to the architect, Ian Molyneux and Associates and the subsequent preliminary drawings provided on the 28<sup>th</sup> November 2004 it states that:

"First Floor; Deck providing private outdoors living and dining and also screened laundry drying. Providing views out to garden, trees, parklands, and oriented to northern sunlight for optimum solar control in interiors".

These instructions and drawings were then finalised according to the brief given and submitted to the Council for approval on 11<sup>th</sup> August 2005. A letter dated 12<sup>th</sup> August 2005 granting Approval "to construct a single house as an extension to Old Templemore at Lot 2 Warren Road Nannup" subject to conditions was received from the Manager Development Services Leigh Guthridge.

Forming part of the Building Licence Approval No 932 from the Shire of Nannup and under the Health Act 1911 - Requirements, Approval was granted subject to: "specific requirements in relation to ventilation, lighting and sanitary construction as detailed below and marked on the approved plan". It is now my concern that these Health requirements will not be met as per the Building Licence Approval as the light and ventilation will be impacted adversely by the proposed location of the building and its close proximity to Old Templemore.

This situation will also increase damp into the Old Templemore building making it unfit and unhealthy for occupants who elect to stay in the historic building.

The entire reasoning for constructing a deck on the First Floor was to maximise the views and allow a "quality of life" for the occupants. It is therefore unreasonable for the Council to even consider constructing a building that would impede and block the view from the rooms and decking area and substantially decrease the northern sunlight into the interior of the rooms of Old Templemore.

The preliminary drawings for the proposed buildings indicate that the site works required to facilitate the flood zoning would increase the height of the building prior to construction by at least 1200cm in some areas. This height in addition to the two storey building and the gabled roof would severely block any visual aspect from the living quarters of the second storey of Old Templemore. Furthermore, this visual impact will provide glaring light which will severely impact on the quality of life of my family.

I am further concerned regarding the location of any services required by the proposed building; for example the air-conditioning which is normally located at the rear of the building which I would assume to be on the side of Old Templemore. The noise pollution and evacuating air would be unhealthy and unpleasant for us to bear.

I am further concerned that the loss of light into the Old Templemore gardens would have a serious affect on the 100 year old pear tree and the substantial gardens that Old Templemore is known for.

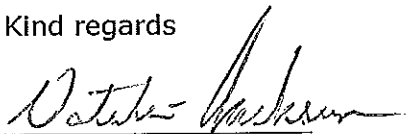
Should the proposed works go ahead on this site then I have many other concerns that I would need to raise and will take professional advice as to the amount of enquiries that would need to be addressed in relation to apparent or future damage to the existing building, fencing during and after construction periods to allow safety for my family and pets.

In conclusion I feel that the proposed construction on the site could have a detrimental impact on the future of Old Templemore.

I am fully supportive of the concept of the proposed Timewood Centre but have serious concerns that this may not be the best location and would ask the Shire to investigate alternative sites that may be suitable that will not have an impact on others.

I am happy to meet with you to discuss this further.

Kind regards



Mrs Natalie Jackson  
8 Warren Road  
Nannup WA 6275

AGENDA NUMBER: 10.17  
SUBJECT: Provision of Outdoor Fitness Equipment  
LOCATION/ADDRESS:  
NAME OF APPLICANT: South West Community for Life  
FILE REFERENCE: FNC 60  
AUTHOR: Louise Stokes – Community Development Officer  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 13 August 2009

Attachment: Grant Agreement South West Development Commission.

### **BACKGROUND:**

An Expression of Interest was submitted to the South West Development Commission for funding of \$10,400 to provide for major items of outdoor fitness equipment. This application was successful.

### **COMMENT:**

Special conditions of the grant acceptance include:

- Council must provide funding for the installation and appropriate soft fall for this equipment.
- Maintenance of the equipment is the responsibility of the Shire.
- Advisory signage for each item of equipment will be provided to demonstrate its usage unless this advice is included on the equipment itself. The signage should indicate its unsuitability for people under the age of 12 years.
- All signage should carry the South West Development Commission logo.

The installation of an outdoor gym was a priority outcome of the 2009 Community Planning Day and is proposed to be located at the Marinko Tomas playground. This initiative marries in well with the upgrade proposed to the entrance area per present agenda item 10.5.

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

The installation of the gym equipment and soft fall are unbudgeted items that can be accommodated as part of the area upgrade agenda item 10.5.

**STRATEGIC IMPLICATIONS:** Nil



**RECOMMENDATION:**

That the grant of \$10,400 from the South West Development Commission for the purpose of purchasing outdoor fitness equipment to be installed at the Marinko Tomas Playground be accepted and implemented.

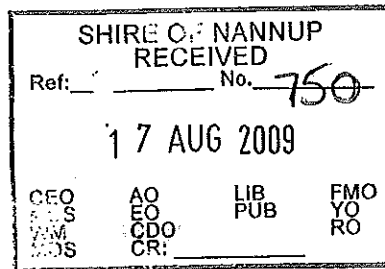
**8253 BOULTER/DEAN**

That the grant of \$10,400 from the South West Development Commission for the purpose of purchasing outdoor fitness equipment to be installed at the Marinko Tomas Playground be accepted and implemented.

**CARRIED 7/0**

Signed:

Dated 24 September 2009



Attachment



Mr Shane Collie  
Chief Executive Officer  
Shire of Nannup  
PO Box 11  
NANNUP WA 6275

Dear Mr Collie

### **Provision of Outdoor Fitness Equipment – South West Community for Life**

I am pleased to advise that the South West Development Commission has accepted your expression of interest in partnering with us to provide items of outdoor fitness equipment at the location specified in your letter to us.

We are providing funds of \$10,400 plus GST (if applicable) towards this purpose, which should provide for major items of outdoor fitness equipment. Initially, the Commission followed the recommendation of metropolitan Councils who were satisfied with the quality of their equipment, so made representations to Forpark Australia requesting a collective discount for both equipment and installation. Forpark is a WALGA preferred supplier and has provided details to the Commission of discounts that can be applied. Forpark Australia's website is [www.forparkaust.com.au](http://www.forparkaust.com.au).

You are, however, encouraged to identify any supplier that will provide your local government with the best value product. Please ensure that warranty provisions are adequate and that the equipment is installed in the locations previously advised to the Commission.

One of the local governments in the region has identified another possible supplier and has forwarded the following website link to the Commission which may be of assistance to you [http://www.familyfitnessplayground.com.au/FAMILYFITNESS/client/c\\_index.jsp](http://www.familyfitnessplayground.com.au/FAMILYFITNESS/client/c_index.jsp). There may be an advantage in liaising with your colleagues to take advantage of any discounts for bulk orders.

Adequate signage is required where the items do not have individual piece warning and correct use plates provided by the Supplier. Either the item or sign should bear the logo of the South West Development Commission. A condition of the grant is to acknowledge the Commission when promoting your project and if you require assistance our Community Relations Officer can be contacted on 9792 2000.

A grant agreement is attached. To accept this funding, please sign and return all pages of the original Grant Agreement within 14 days. In addition, please sign and return the Special Conditions Attachment.

Upon our receipt of the signed Grant Agreement a purchase order number will be generated and returned to your organisation. The purchase order number is to be included on your tax invoice which should be addressed to South West Development Commission and forwarded to the Department of Treasury and Finance (DTF) Shared Services for payment at the following address:

South West Development Commission  
C/- DTF Shared Services  
PO Box 591  
CANNINGTON WA 6987

Or you may wish to fax the invoice to (08) 9258 0303 or email to [business@oss.wa.gov.au](mailto:business@oss.wa.gov.au).  
For further information contact our Grants Officer on 9792 2000.

This partnership initiative should greatly improve the quality of life of people living in our region and I want to thank you for demonstrating your interest in improved community amenities in your area. I look forward to receiving your report on the success of your project.

Yours sincerely



DON PUNCH  
CHIEF EXECUTIVE OFFICER

13 August 2009

OUR REF: FG1/004/080 Folio 453

**11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**(a) OFFICERS**

Nil

**(b) ELECTED MEMBERS**

Nil

**12. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**13. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**14. CLOSURE OF MEETING**

There being no further business to discuss the Shire President declared the meeting closed at 5.30pm.