



# Minutes

Council Meeting held Thursday 22 February 2018

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# Minutes

## 1. DECLARATION OF OPENING

The Shire President declared the meeting open at 4.32pm

## 2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE/VISITORS

### ATTENDANCE:

Shire President: Cr A Dean

Councillors: R Mellema, C Buckland, R Longmore, N Steer, C Stevenson, V Hansen and P Fraser

Peter Clarke – Chief Executive Officer

Tracie Bishop – Manager Corporate Services

Jon Jones – Manager Infrastructure

### APOLOGIES:

Nil

### LEAVE OF ABSENCE:

Nil

**VISITORS:** David Taylor, Robert Bootsma, Jenny Dewing (Blackwood Biosecurity Inc.), Sheila Howat (Blackwood Biosecurity Inc.), Tim Thompson (DPIRD), Jason Dearle (DPIRD), Royston Sinclair, Robyn Sinclair, Kerri Firth, Julie Kay, Ian Gibb, Di Ness, Cheryle Brown, Thelma Cluning and Cliff Winfield (Shire of Manjimup).

## 3. APPLICATION FOR LEAVE OF ABSENCE:

Nil

## 4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

*Kerri Firth*

**Q1.** I wish to express my concerns regarding the condition of the footpath in front of Pickle and O. The area is slippery when wet and as such a safety hazard.

**A1** The Shire President deferred this question to the Manager Infrastructure who advised the Shire is aware of the issue with the seal on the footpath in front of Pickle and O. The Manager Infrastructure will take the question on notice and determine what repairs are necessary.

**Q2** There are several areas within the Shire that have tables and chairs but no rubbish bins. The car rest stops at either end of town; and the recreation centre are examples of such locations.

**A2** The Shire President deferred this question to the Manager Infrastructure who asked if Ms Firth could provide the location of said table locations so the lack of rubbish bins could be investigated/addressed.

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

6.1 Regional Biosecurity Group (RBG) – Proposed Declared Pest Rate (DPR)

Mr Tim Thompson, Manager Biosecurity and Regulation Agriculture and Food with the Department of Primary Industries and Regional Development, together with Ms Sheila Howat, Executive Officer/Project Officer with the Blackwood Biosecurity Inc., addressed the Council on the establishment of the RBG and the proposed DPR to be imposed on ratepayers/landholders in the Shire of Nannup. Mr Thompson and Ms Howat explained that the DPR will be a community based model rather than a government driven model.

Following the above presentation, the Shire President questioned the presenters regarding the lack of consultation with the Nannup community regarding the proposed DPR and also invited questions from other Councillors.

At the conclusion of the question period both Mr Thompson and Ms Howat gave a commitment to the conduct of three community consultation meetings to be held at three strategic locations in the Shire

of Nannup to afford as many ratepayers/landholders as possible to attend and become familiar with the role of the RBG and the proposed DPR.

**6.2      Nannup Bowling Club**

Representatives of the Nannup Bowling Club cancelled their presentation to Council.

**6.3      Stripes in the Forest Project**

Mr Ian Gibb, Organiser of the Business Initiative Group of Nannup's (BigN) the "Stripes in the Forest" project, provided an update to Council on the progress of the project to date. Mr Gibb spoke of the intention of having a soft opening/introduction of the project at the Nannup Music Festival weekend as an opportunity for the local community to see this project. The BigN appreciates the Council's support on this project and looks forward to further Council support on Stage 2; if Stage 1 is successful.

Mr Gibb, for Councillors interest, displayed one of the "Tiger" models that would be part of the project.

At the conclusion of Mr Gibb's address, the Shire President invited questions from Councillors.

**6.4      Nannup Arts Council**

Mrs Cheryle Brown provided a presentation on behalf of the Nannup Arts Council in relation to the Arts Council's request to utilise the Kindergarten Building as their future base. The relocation is solely for the purpose of cost cutting so the Arts Council can re-invest money into other areas. The dollar value of supporting art is hard to measure; the Margaret River studios have approximately 27,000 visitors visiting their exhibitions each year. If the Nannup Arts Council Inc. could attract some of these visitors it would greatly benefit the group and the wider Nannup community.

Additional information pertaining to the proposal to utilise the building is detailed in a separate report from the CEO in Item 12.1.

**7. DECLARATIONS OF INTEREST**

The Shire President advised that the following Declaration of Interest from Councillor Longmore and Councillor Hansen had been submitted: -

Cr Longmore and Cr Hansen had declared an Impartiality Interest in Item 12.1 relating to "Proposed Joint Use of Nannup Kindergarten Building" as they are both financial members of the Nannup Arts Council Inc.

**8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**8.1 18028 FRASER/BUCKLAND**

*That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 25 January 2018 be confirmed as a true and correct record.*

**CARRIED (8/0)**

**9. MINUTES OF COUNCIL & OTHER COMMITTEES**

**9.1 18029 BUCKLAND/FRASER**

*That the Minutes of the BIG N Meeting held on 18 January 2018 be received.*

**CARRIED (8/0)**

**9.2 18030 BUCKLAND/FRASER**

*That the Minutes of the Local Tourism Organisation Steering Group meeting held on 31 January 2018 be received.*

**CARRIED (8/0)**

**9.3 18031 MELLEMA/STEVENSON**

*That the Minutes of the Shire of Nannup Bushfire Advisory Committee meeting held 5 February 2018 be adopted.*

**CARRIED (8/0)**

**9.4 18032 MELLEMA/STEVENSON**

*That the Minutes of the Shire of Nannup Local Emergency Management Committee meeting held 7 February 2018 be adopted.*

**CARRIED (8/0)**

**9.5 18033 STEVENSON/LONGMORE**

*That the Minutes of the Warren Blackwood Alliance of Councils meeting held 13 February 2018 be received.*

**CARRIED (8/0)**

**10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

The Shire President acknowledged the newly appointed Chief Executive Officer; Mr David Taylor; who was in attendance having completed a handover with the current CEO and confirmed his commencement date as of Monday, 16 April 2018.

**11. REPORTS BY MEMBERS ATTENDING COMMITTEES**

Date	Meeting	Councillor
31/01/2018	LTO Steering Group	Longmore
1/02/2018	Blackwood Basin Group	Longmore, Fraser,
5/02/2018	Bushfire Advisory Committee	Fraser, Stevenson, Mellema
7/02/2018	Local Emergency Management Committee	Dean, Mellema
13/02/2018	Warren Blackwood Alliance of Councils	Longmore, Hansen, Dean
17/02/2018	Thank A Volunteer Morning Tea	Dean, Hansen, Buckland, Stevenson, Mellema.
19/02/2018	State Administrative Tribunal Directions Hearing	Dean
20/02/2018	South West Emergency Management Alliance	Stevenson
21/02/2018	Quannup Working Party	Longmore, Hansen, Fraser, Stevenson



Cr Longmore and Cr Hansen had declared an Impartiality Interest in the following Item which related to the “Proposed Joint Use of Nannup Kindergarten Building” as they are both financial members of the Nannup Arts Council Inc.

The Shire President advised that in accordance with the *Local Government Act 1995*, declaration of an Impartiality Interest does allow the Councillors to discuss and vote upon the matter being considered.

AGENDA NUMBER:	12.1
SUBJECT:	Proposed Joint Use of Nannup Kindergarten Building
LOCATION/ADDRESS:	Adam Street, Nannup
NAME OF APPLICANT:	Nannup Arts Council Inc.
FILE REFERENCE:	ASS 12
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT	8 February 2018

**BACKGROUND:**

Ms Carole Patch, President of the Nannup Arts Council, writes to advise Council that further to their preliminary visit to the Kindergarten building on Monday, 13 November 2017, the Nannup Arts Council Committee have continued to investigate the relocation to this site with a visit on 11 January 2018. Ms Patch also advises that the Arts Council has consulted with representatives of both Groups who utilise the building presently, and they are most agreeable to the Arts Council sharing this space.

Ms Patch advises that as a highly valued community not-for-profit organisation, the Arts Council has worked very hard to bring a heightened awareness and appreciation of the visual arts to Nannup. Whilst engaging constantly with their members through social events and exhibitions, the Arts Council has also provided a major tourist attraction for visitors to Nannup.

Ms Patch indicates however, that the Arts Council feels that it is now time to engage in a new vibrant and more expansive programme with their focus on the greater Arts community. Their intent would be to create an Art Hub, which initiates links between the many progressive Arts based groups in Nannup. Ms Patch further advises that the Arts Council Committee is excited at the prospect of being able to move to the Kindergarten facility, as it would provide space for an expanded range of programmes to benefit not only their members, but also the wider community. The Arts Council also envisage relocating the “Paint a Picket” (a community initiative

from its inception) to this site, giving the location a fresh appearance and maintaining the spirit in which it was developed.

Ms Patch advises that the Arts Council has a proven history of building strong relationships and successfully seeking grants for events which bring energy and diversity to Nannup. Since 2011, successive Executive committees have battled with the financial burden of leasing commercial premises. The organisation has continually devised ways to promote a vibrant Arts community, and manage their commitments.

Ms Patch indicates that whilst the Arts Council have achieved great things as an organisation, they are mindful that they cannot continue to harness the membership finances and goodwill, by leasing a commercial property, any more. As a consequence, the Arts Council is seeking to secure a Shire sponsored location that will allow them to utilise their energy and funds, to facilitate a new way forward.

Ms Patch advises that to realise the above ideals, they wish to negotiate the transition of their organisational base to the Kindergarten as soon as possible.

**COMMENT:**

In November 2017 the Nannup Arts Council contacted the CEO to advise of the situation they were in with respect to their current leased site being placed on the market and the significant lease fees that they were exposed too and therefore, were looking for another base for their operations. The Arts Council enquired about potential shire facilities.

The CEO indicated that the only building available was the Kindergarten building but there were currently two existing groups utilising the building, that being the Nannup Playgroup and Nannup Men's Shed. It was pointed out to the Arts Council that the Men's Shed were utilising the building until they had secured Education Department land and grant funding for buildings at this site for their purposes.

The CEO afforded the Arts Council with the opportunity to inspect the building and did stress that they would have to firstly seek the approval and support of the current users of the building to co-locate and then for this to be endorsed by Council. It appears from the above correspondence that the two existing users have no objections to co-locating with the Arts Council.

The Arts Council has advised that they would be seeking similar arrangements to that of the Nannup Playgroup and Men's Shed that usage would be based on a peppercorn rental.

The CEO questioned Ms Patch on the "Paint a Picket" fence being relocated to the site if they were successful with their request to Council for co-location of the facility and she had indicated that the picket fence is a tourist attraction to the town and draws many favourable comments from visitors at their current location.

**STATUTORY ENVIRONMENT:**

Section 3.58 of the *Local Government Act 1995* relating to Disposing of Property: -

3.58. Disposing of property

- (1) In this section —  
**dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;  
**property** includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
  - (a) the highest bidder at public auction; or
  - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
  - (a) it gives local public notice of the proposed disposition —
    - (i) describing the property concerned; and
    - (ii) giving details of the proposed disposition; and
    - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;and
  - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
  - (a) the names of all other parties concerned; and
  - (b) the consideration to be received by the local government for the disposition; and
  - I the market value of the disposition —
    - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
    - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be

a true indication of the value at the time of the proposed disposition.

- (5) This section does not apply to —
- (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
  - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
    - I anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
  - (d) any other disposition that is excluded by regulations from the application of this section.

*[Section 3.58 amended by No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]*

Section 30 of the *Local Government (Functions and General) Regulations 1996* relating to Dispositions of Property excluded from Section 3.58 of the *Local Government Act 1995*.

**30. Dispositions of property excluded from Act s. 3.58**

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
- (2) A disposition of land is an exempt disposition if —
  - (a) the land is disposed of to an owner of adjoining land (in this paragraph called the **transferee**) and —
    - (i) its market value is less than \$5 000; and
    - (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;
  - or
  - (b) the land is disposed of to a body, whether incorporated or not —
    - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
    - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Council has never charged the Nannup Playgroup, as they were an original user of building with the Kindergarten until it relocated to the School grounds. In respect to the Men's Shed, the usage of the site was granted on a peppercorn rent on an interim basis until they had secured land and buildings at Education Department land.

As the Arts Council are seeking the Kindergarten building as a permanent home, they may well be capable of contributing some form of rental fee for the use of the building. The Arts Council have been paying a commercial lease fee for the existing premises and a lessor rental may be acceptable to them.

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Community Strategic Plan 2017-2027 – Our Community Leadership – Strategy 5.1, Lead, Listen, Advocate, Represent and Provide – Support existing and emerging community groups.

**RECOMMENDATION:**

That Council advises the Nannup Arts Council that it has no objections to the organisation being a co-located tenant of the Kindergarten building subject to the following: -

1. That the Nannup Arts Council provides letters of support from the current users of the Kindergarten advising that they have no objections to the Arts Council being a co-user of the facility;
2. That Council advises the Nannup Arts Council that it should be contributing an annual rental fee for the premises as it is intended that this will become the Arts Council's permanent home and therefore, Council authorises the CEO to negotiate a fair rental payment with the Arts Council; and
3. That Council advises the Nannup Arts Council that it has no objections to the "Painted Picket Fence" being relocated to the external boundary of the Kindergarten grounds on the proviso that it be responsible for the dismantling and removal of the existing fence and re-erection of the picket fence at the Arts Council's cost.

**VOTING REQUIREMENTS:**

Simple Majority.

**18034 LONGMORE/HANSEN**

***That Council advises the Nannup Arts Council that it has no objections to the organisation being a co-located tenant of the Kindergarten building subject to the following: -***

- 1. That the Nannup Arts Council provides letters of support from the current users of the Kindergarten advising that they have no objections to the Arts Council being a co-user of the facility;***
- 2. That Council advises the Nannup Arts Council that it should be contributing an annual rental fee for the premises as it is intended that this will become the Arts Council's permanent home and therefore, Council authorises the CEO to negotiate a fair rental payment with the Arts Council; and***
- 3. That Council advises the Nannup Arts Council that it has no objections to the "Painted Picket Fence" being relocated to the external boundary of the Kindergarten grounds on the proviso that it be responsible for the dismantling and removal of the existing fence and re-erection of the picket fence at the Arts Council's cost.***

**CARRIED (8/0)**

AGENDA NUMBER:	12.2
SUBJECT:	Australia Day Celebrations – Change of Date
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Rachel Siewert – Senator for Western Australia
FILE REFERENCE:	ADM 4
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT	8 February 2018

**BACKGROUND:**

Senator Rachel Siewert, Australian Greens Spokesperson for Aboriginal and Torres Strait Islander Issues, writes to Council urging it to start a conversation with the community about Australia Day and the proposals to change the date of Australia Day celebrations.

Senator Siewert advises that January 26 reflects a day of mourning for Aboriginal and Torres Strait Islander peoples. On this day in 1788, the First Fleet arrived in Port Jackson and Arthur Phillip raised the Union Jack on the land of the Eora nation. This started over 200 years of oppression for our first peoples. Since then, Australia has never undertaken a national truth and reconciliation process.

Senator Siewert advises that unless we stop celebrating on a day of mourning for many, we can never truly have an inclusive day to celebrate our diverse country. Many local government authorities are starting conversations with their communities over the future of Australia Day, Senator Siewert urges Council to do the same.

Senator Siewert indicates that the City of Moreland, City of Vincent and the City of Fremantle have already joined the push towards changing the date, to ensure everyone is welcome.

**COMMENT:**

There are differing opinions throughout the community and the nation as a whole regarding this issue. Whilst the above local government authorities have openly demonstrated their opinions, many other local governments throughout the state and the country have indicated that as this is a political debate, the matter should be left to Federal and State Governments to progress.

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Community Strategic Plan 2017-2027 – Our Community Leadership – Strategy 5.1, Lead, Listen, Advocate, Represent and Provide.

**RECOMMENDATION**

That Council writes to Senator Siewert acknowledging her correspondence and to advise that it is of the opinion of Council that this debate should be led by Federal and State Governments due to the political nature of this issue and that local government, being generally apolitical, should stay removed from this debate.

**VOTING REQUIREMENTS:**

Simple Majority.

**18035 MELLEMA/LONGMORE**

***That Council writes to Senator Siewert acknowledging her correspondence and to advise that it is of the opinion of Council that this debate should be led by Federal and State Governments due to the political nature of this issue and that local government, being generally apolitical, should stay removed from this debate.***

**CARRIED (8/0)**



AGENDA NUMBER:	12.3
SUBJECT:	Nannup Visitor Centre Services – Contract Extension
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Ms Heather Walford on behalf of the Proprietors of “A Taste of Nannup”
FILE REFERENCE:	TRS 1
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT	13 February 2018

**BACKGROUND:**

Ms Heather Walford has written to Council to advise that the proposed Local Tourism Organisation (LTO) model does not include Visitor Services and therefore, with the current Contract between the Shire of Nannup and “A Taste of Nannup” expiring in June 2018, the future provision of Visitor Services in Nannup needs to be addressed by Council.

Ms Walford advises that at a recent meeting of the Business Initiative Group of Nannup (BigN), it was resolved that BigN writes to Council to recommend that the provision of Visitor Servicing be put out to tender. Ms Walford indicates that this would put “A Taste of Nannup” at risk at a time when they are taking on more costs associated with the Clock Tower Project.

Ms Walford considers that a new 3-year Visitor Servicing Contract with increased funding would provide the proprietors of a “A Taste of Nannup” with the confidence they need to take on the additional risk of an extra building with more rent and outgoings.

**COMMENT:**

To date, no correspondence has been received from BigN in respect to its request for Council to re-tender the Visitor Services Contract.

The Warren Blackwood Alliance of Councils appointed a Steering Group to progress the development of an LTO however, no firm commitments on the proposed LTO’s structure have been made by the Alliance and this would have to be endorsed by the three (3) local government authorities as funding will be the main issue in relation to the LTO’s establishment.

It would be premature for Council to re-tender for the provision of Visitor Services in Nannup based on the LTO development, but it would also be unwise to enter into an

extended Contract of three (3) years, as suggested by Ms Walford, for exactly the same reasons.

Whilst Ms Walford and her co-proprietors of “A Taste of Nannup” should be applauded for their vision and commitment to the Clock Tower Project, it is a business decision of theirs to undertake and develop this project and therefore, Council should not feel obligated to commit to a three (3) year Contract for the Visitor Services.

It is considered by staff that Council should retain the status quo, that is, to consider offering a further 12 months (June 2018 – June 2019) extension of the Visitor Services Contract to “A Taste of Nannup” with the same conditions and remuneration as the 2017/2018 Agreement, subject to the development and establishment of the LTO model by ascertaining whether it is viable, both from a financial and service delivery aspect.

If the LTO model does not become a reality, Council could then re-tender for the provision of Visitor Services for an extended period.

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Council currently allocates \$12,500 in its annual Budget for the provision of Visitor Services.

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Community Strategic Plan 2017-2027 – Our Economy – Strategy 2.2 Tourism and Recreation – Support tourism providers and promote our district and support the provision of a Visitor Centre service.

**RECOMMENDATION:**

That Council advises the proprietors of “A Taste of Nannup” that it is prepared to consider the following in respect to the provision of Visitor Services beyond June 2018: -

1. That Council, dependent upon the outcomes of the Local Tourism Organisation development and potential establishment from 1 July 2018, is prepared to consider entering into a further 12-month extension of the Agreement for the provision of Visitor Services with the same conditions and remuneration as previously supplied; and
2. That following the above developments in respect to the outcomes of the LTO’s potential establishment and its viability in respect to the future delivery of visitor services for the region, and the financial capabilities of the Shire to Nannup to commit to the LTO’s ongoing cost structure, Council will then consider whether to re-tender for the provision Visitor Services in Nannup or continue with “A Taste of Nannup” to provide these services for an extended period.

**VOTING REQUIREMENTS:**

Simple Majority

**18036 STEVENSON/LONGMORE**

***That Council advises the proprietors of “A Taste of Nannup” that it is prepared to consider the following in respect to the provision of Visitor Services beyond June 2018: -***

1. ***That Council, dependent upon the outcomes of the Local Tourism Organisation development and potential establishment from 1 July 2018, is prepared to consider entering into a further 12-month extension of the Agreement for the provision of Visitor Services with the same conditions and remuneration as previously supplied; and***
2. ***That following the above developments in respect to the outcomes of the LTO’s potential establishment and its viability in respect to the future delivery of visitor services for the region, and the financial capabilities of the Shire to Nannup to commit to the LTO’s ongoing cost structure, Council will then consider whether to re-tender for the provision Visitor Services in Nannup or continue with “A Taste of Nannup” to provide these services for an extended period.***

**CARRIED (8/0)**

AGENDA NUMBER:	12.4
SUBJECT:	Review of Delegations Register
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 22a
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	13 February 2018
ATTACHMENT:	12.4.1 – Shire of Nannup Delegations Register

**BACKGROUND:**

Section 5.46(2) of the *Local Government Act 1995* requires a local government to review its delegations to officers at least once every financial year.

The *Act* enables Council to delegate many of its functions and powers to officers and committees for the purpose of facilitating the smooth running of Council's operations.

Where a delegation is delegated to the Chief Executive Officer, this can be further delegated to other officers and this is noted in each delegation.

**COMMENT:**

The last review of delegations Register was in January 2017.

In undertaking the Review no changes or amendments were identified.

**STATUTORY ENVIRONMENT:**

Section 5.46(2) of the *Local Government Act 1995*.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That pursuant to Section 5.42 of the *Local Government Act 1995*, Council notes that following a review of the Delegations Register there were no changes or amendments to the delegations contained within the Shire of Nannup Delegations Register and therefore the Register be adopted as presented to Council.

**VOTING REQUIREMENTS:**

Absolute Majority

**18037 STEVENSON/STEER**

*That pursuant to Section 5.42 of the Local Government Act 1995, Council notes that following a review of the Delegations Register there were no changes or amendments to the delegations contained within the Shire of Nannup Delegations Register and therefore the Register be adopted as presented to Council.*

**CARRIED BY ABSOLUTE MAJORITY (8/0)**

AGENDA NUMBER:	12.5
SUBJECT:	Development Application for a Home Business (Massage Therapy & Counselling)
LOCATION/ADDRESS:	Lot 51 (No. 42) on DP98713 Dunnet Rd, Nannup
NAME OF APPLICANT:	Royston & Robyn Sinclair
FILE REFERENCE:	A1335
AUTHOR:	Jane Buckland – Development Services Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	12 February 2018
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	12.5.1 – Location map 12.5.2 – Information from applicants 12.5.3 - Extract from <i>Local Planning Policy LPP013 Car Parking and Vehicular Access</i> 12.5.4 – Site photographs 12.5.5 – Additional information from applicants

**BACKGROUND:**

The Shire has received a Development Application from the owners, Royston & Robyn Sinclair, to operate a home business from the existing single dwelling at Lot 51 (No. 42) Dunnet Road, Nannup.

The site, as shown in Attachment 12.5.1, is 1,116m<sup>2</sup> in area and currently contains a single dwelling at the front of the property.

Details submitted by the applicants are provided in Attachment 12.5.2. The home business is proposed to be operated from an existing bedroom at the front of the dwelling with client access to an adjoining bathroom and toilet. The total area occupied by the home business will be 19.62m<sup>2</sup>. The applicants have submitted a separate Development Application for the construction of a carport and crossover which Council will consider separately in item 12.6. The applicants have indicated in this application that the carport will be used as parking for clients of the home business.

The proposed home business is generally consistent with the *Shire of Nannup Local Planning Scheme No. 3 (LPS3)* however the associated parking for clients is not consistent with *Local Planning Policy LPP013 Car Parking and Vehicular Access (LPP013)*. The relevant sections of LPP013 are outlined in Attachment 12.5.3.

The Shire administration wrote to six adjoining landowners on Dunnet Road and made the application available for viewing at the Shire office. The Shire received no submissions on the Development Application.

Planning framework

The property is zoned “Residential R10/15” in LPS3. The R10 code applies to the property given the dwelling cannot be connected to the reticulated sewer system. It is subject to the requirements of both the R-Codes and LPS3.

The property is also located within a bushfire prone area as designated by the Fire and Emergency Services Commissioner.

Schedule 1 of LPS3 defines ‘home business’ to mean:

“a business service or profession carried out in a dwelling or on land around a dwelling which:

- a) does not employ more than two people not members of the occupier’s household;
- b) will not cause injury to or adversely affect the amenity of the neighbourhood;
- c) does not occupy an area greater than 50m<sup>2</sup>;
- d) does not entail the retail sale, display or hire of goods of any nature;
- e) in relation to vehicles and parking, will not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight; and
- f) does not involve the use of an essential service of greater capacity than normally required in the zone.”

The proposed use could also be considered as a ‘Home occupation’ which is defined in LPS3 as:

“an occupation carried out in a dwelling or on land around a dwelling by a resident of the dwelling which:

- a) does not employ any person not a member of the occupier’s household;
- b) will not cause injury to or adversely affect the amenity of the neighbourhood;
- c) does not occupy an area greater than 20m<sup>2</sup>;
- d) does not display a sign exceeding 0.2m<sup>2</sup> in area;
- e) does not entail the retail sale, display or hire of goods of any nature;
- f) in relation to vehicles and parking, will not result in the requirement for a greater number of parking facilities than normally required for a single dwelling or an increase in traffic volumes in the neighbourhood, does not involve the presence, use or calling of a vehicle more than 2 tonnes tare

- weight, and does not include the provision for the fuelling, repair or maintenance of motor vehicles; and
- g) does not involve the use of an essential service of greater capacity than normally required in the zone.”

In this case, the Shire administration considered that although the area occupied by the proposed use is less than 20m<sup>2</sup>, massage therapy and counselling were best classified as a business service or profession rather than an occupation.

‘Home business’ is a “D” use in the Residential Zone as set out in the LPS3 Zoning Table which means that the use is not permitted unless the local government has exercised its discretion by granting planning approval.

Clause 5.4 of LPS3 states that car parking spaces shall be provided in accordance with the Schedule 11 requirements and shall be designed, constructed and maintained to the satisfaction of the local government. However as ‘home business’ is not listed in Schedule 11, Clause 5.4.2 of LPS3 states that the local government is to apply such car parking standards as it considers appropriate, having regard to the requirements for similar uses. In this case, the Shire administration considers that a similar use from Schedule 11 would be an ‘office’ which is required to have 1 space per 30m<sup>2</sup> of gross floor area.

LPP013 applies to all developments including new development, alterations or extensions to existing development, new site uses, additional uses, extension of uses or change of uses as considered appropriate by the local government.

**COMMENT:**

Following an assessment of the Development Application against the planning framework and information provided by the applicant, while the Development Application is considered to be generally consistent with LPS3, the client parking and vehicular access is not consistent with LPP013.

Clause 4.13.8.1 of LPS3 states as the objectives of the Residential zone:

- “(a) To promote and safeguard the health, safety, convenience, general welfare and amenity of residential areas and residents;
- (d) To provide for home based employment where such a use does not cause injury to, or prejudicially affect the amenity of the locality within which it is situated.”

While the proposed home business would not be expected to have a negative effect on the general amenity of the area, the design of the client car parking and vehicular access does not protect the safety of clients visiting the property and other users of Dunnet Road.



Section 1 of LPP013, which relates to general car parking provisions, states that:

“Except for a single house and certain group dwelling proposals, all car parking spaces should be designed so vehicles can enter and leave the site in a forward direction.”

Section 14 of LPP013, which relates to vehicular access/crossovers, states that:

“The local government requires that points of entry to and exit from properties/car parking areas onto the street suitably address the safety of all road users, road geometry, sight lines and visibility.

Unless appropriately justified by the applicant and agreed by the local government, parking areas should generally be designed to enable a vehicle to manoeuvre within the site. An exception is where no more than two vehicle bays are provided and where there are sufficient safe sight distances in both directions.”

The Shire administration visited the site to determine if the proposed client car parking spaces and vehicular access would meet the requirements of LPP013. Photographs taken during that visit are shown in Attachment 12.5.4. It was determined that due to the location of a shed on a neighbouring property, the location of bushes in the road reserve and the proximity of the site to the crest at the top of Dunnet Road, that the proposed vehicular access to the client car parking area would not provide safe ingress and egress to clients of the proposed home business, particularly when exiting the property in a reverse direction.

Following this site visit, the Shire administration wrote to the applicants outlining its concerns and suggesting that they consider turning the proposed carport 90 degrees to allow clients to access this parking area from the existing driveway. It was considered that there could then be enough space for vehicles using the carport to turn on the property and exit in a forward direction. The applicants responded that they did not wish to do so as they would have to remove an existing tree on the property and they believe that there is not enough space to turn a vehicle in the existing parking area. The applicants also believe that there is no increased risk to clients in locating the car parking and crossover in the proposed area at the front of the existing dwelling. The response from the applicants is shown in Attachment 12.5.5.

While the Shire administration considers the addition of a massage therapy and counselling service to Nannup to be of benefit to the community, based on the information provided, the applicant has not sufficiently addressed the objectives for the Residential zone as outlined in LPS3, or the requirement to provide safe car parking and vehicular access for visiting clients as outlined in LPP013.

It is therefore recommended that Council refuse the Development Application and encourages the applicant to re-apply once they have addressed the issues raised above.

**STATUTORY ENVIRONMENT:**

*Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015 and LPS3.*

**POLICY IMPLICATIONS:**

*Local Planning Policy LPP013 Car Parking and Vehicular Access* is relevant in assessing the Development Application. Local Planning Policies are non-statutory documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policy but is required to have regard to the policy in determining the Development Application.

**FINANCIAL IMPLICATIONS:**

Nil.

**STRATEGIC IMPLICATIONS:**

Nil.

**RECOMMENDATION:**

That Council refuse the Development Application to operate a home business (massage therapist and counsellor) at Lot 51 (No. 42) on DP98713 Dunnet Road, Nannup.

The reason for refusal is that the application does not meet the objectives of the *Shire of Nannup Local Planning Scheme No.3* and *Local Planning Policy LPP013 Car Parking and Vehicular Access*, in particular:

- A. The proposed car parking and vehicular access do not meet objective 4.13.8.1(a) of the Residential Zone as outlined in the Shire of Nannup Local Planning Scheme No.3;
- B. The client car parking spaces and vehicular access have not been designed so vehicles can enter and leave the site in a forward direction;
- C. The points of entry to and exit from the client car parking area onto Dunnet Road do not suitably address the safety of all road users, sight lines and visibility, particularly when considering the nearby crest; and

- D. The parking area has not been designed to enable a vehicle to manoeuvre within the site and there are not safe sight distances in both directions, particularly when exiting the client car parking area in a reverse direction.

Council encourages the applicant to re-apply once the issues noted above have been addressed.

**VOTING REQUIREMENTS:**

Simple Majority.

Cr Mellema Foreshadowed the following motion in relation to the Massage Therapy & Counselling business: -

***That Council approves of the Development Application to operate a home business (massage therapist and counsellor) at Lot 51 (No. 42) on DP98713 Dunnet Road, Nannup and the reasons for acceptance is that without the use of the carport and second cross over this application would have been approved under delegated authority of the Chief Executive Officer. This approval would be subject to conditions as required by the Development Services Officer.***

The Shire President indicated that he would deal with the recommendation as presented and dependent upon the decision of Council in respect to same, then present Cr Mellema's Foreshadowed motion:

**18038 DEAN/STEVENSON**

***That Council refuse the Development Application to operate a home business (massage therapist and counsellor) at Lot 51 (No. 42) on DP98713 Dunnet Road, Nannup.***

***The reason for refusal is that the application does not meet the objectives of the Shire of Nannup Local Planning Scheme No.3 and Local Planning Policy LPP013 Car Parking and Vehicular Access, in particular:***

- A. The proposed car parking and vehicular access do not meet objective 4.13.8.1(a) of the Residential Zone as outlined in the Shire of Nannup Local Planning Scheme No.3;***

- B. The client car parking spaces and vehicular access have not been designed so vehicles can enter and leave the site in a forward direction;***
- C. The points of entry to and exit from the client car parking area onto Dunnet Road do not suitably address the safety of all road users, sight lines and visibility, particularly when considering the nearby crest; and***
- D. The parking area has not been designed to enable a vehicle to manoeuvre within the site and there are not safe sight distances in both directions, particularly when exiting the client car parking area in a reverse direction.***

***Council encourages the applicant to re-apply once the issues noted above have been addressed.***

**LOST (8/0)**

#### **18039 MELLEMA/LONGMORE**

***That Council approves of the Development Application to operate a home business (massage therapist and counsellor) at Lot 51 (No. 42) on DP98713 Dunnet Road, Nannup and the reasons for acceptance is that without the use of the carport and second cross over this application would have been approved under delegated authority of the Chief Executive Officer. This approval would be subject to conditions as required by the Development Services Officer; as outlined below:***

#### **Home Business**

- 1. The development hereby approved is to be carried out in accordance with the plans and specifications submitted with the application, addressing all conditions, or otherwise amended by the Shire and shown on the approved plans and these shall not be altered and/or modified without the prior knowledge and written consent of the Shire.***
- 2. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.***
- 3. Development approval for the home business is issued only to the applicant to whom the approval is granted and is not transferrable to another person or property.***

4. *The home business hereby permitted shall not employ more than two people not members of the occupiers' household.*
5. *The home business hereby permitted shall not involve the retail sale, hire or display of goods of any nature.*
6. *Clients visiting Lot 52 (No.42) Dunnet Road for use of the proposed home business must park within the boundaries of the property subject to this approval and not on the street or on the verge abutting the subject property or any other property.*
7. *The home business shall not cause injury to or adversely affect the amenity of the neighbourhood.*
8. *The crossover is designed, constructed (sealed) and drained at the applicants' cost to the satisfaction of the Shire prior to occupation.*
9. *The applicant is to lodge a performance bond of \$3,000 with the Shire for the sealing of the crossover prior to the issue of a Building Permit.*
10. *The home business hereby permitted shall not erect any advertising or signage at the site without the prior approval of the Shire.*
11. *If the applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.*

**Advice**

- A. *This is not a Building Permit. A Building Permit must be obtained before any building works commence.*
- B. *In relation to Condition 9, the crossover performance bond will be returned to the applicant once the crossover has been constructed to the satisfaction of the Shire.*
- C. *In relation to Condition 10, some signs are exempt from development approval while other signs require a Development Application to the Shire. Please contact the Shire for further details.*

**CARRIED (8/0)**

AGENDA NUMBER:	12.6
SUBJECT:	Development Application for a Carport Located in the Street Setback (R-Codes)
LOCATION/ADDRESS:	Lot 51 (No. 42) on DP98713 Dunnet Rd, Nannup
NAME OF APPLICANT:	Royston & Robyn Sinclair
FILE REFERENCE:	A1335
AUTHOR:	Jane Buckland – Development Services Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	12 February 2018
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	12.6.1 – Location map 12.6.2 – Information from applicants 12.6.3 – Extract from <i>Local Planning Policy LPP013 Car Parking and Vehicular Access</i> 12.6.4 – <i>Residential Design Codes</i> checklist

**BACKGROUND:**

The Shire has received a Development Application from the owners, Royston & Robyn Sinclair, to construct a new carport located entirely within the street setback at Lot 51 (No. 42) Dunnet Road, Nannup.

The site, as shown in Attachment 12.6.1, is 1,116m<sup>2</sup> in area and currently contains a single dwelling at the front of the property. The applicants have submitted a separate Development Application for the operation of a home business (massage therapist/counsellor) which Council will consider separately in item 12.5.

Details submitted by the applicants are provided in Attachment 12.6.2. The carport is proposed to be located at the front of the existing dwelling, 1m from the front boundary and 1m from the southern boundary. There is an existing gravel driveway providing access to onsite car parking located towards the northern lot boundary.

The carport generally does not meet the deemed-to-comply requirements of the *Residential Design Codes (R-Codes)* which specify a conditional street setback of 3.75m for carports. The applicant is therefore requesting a reduced street setback to Dunnet Road.

The Shire administration wrote to six adjoining landowners on Dunnet Road, in conjunction with the associated Development Application for a home business, and made the application available for viewing at the Shire office. The Shire received no submissions on the Development Application.

Planning framework

The property is zoned “Residential R10/15” in LPS3. The R10 code applies to the property given the dwelling cannot be connected to the reticulated sewer system. It is subject to the requirements of both the R-Codes and LPS3.

The property is also located within a bushfire prone area as designated by the Fire and Emergency Services Commissioner.

The proposed carport is considered an extension to the existing single dwelling. “Dwelling – Single Dwelling” is a “P” use in the Residential Zone as set out in the LPS3 Zoning Table, however Clause 8.2(b) of LPS3 requires a Development Application to be submitted where the proposal:

- (i) requires the exercise of a discretion by the local government under the scheme to vary the provisions of the Residential Design Codes.

*Local Planning Policy LPP013 Car Parking and Vehicular Access (LPP013)* applies to all developments including new development, alterations or extensions to existing development, new site uses, additional uses, extension of uses or change of uses as considered appropriate by the local government. An extract of LPP013 is shown in Attachment 12.6.3.

**COMMENT:**

Following an assessment of the Development Application against the planning framework and information provided by the applicant, the Shire administration considers that the application is not consistent with the R-Codes deemed-to-comply provisions or the R-Codes design principles.

The single dwelling on the property was constructed in 2001 and the original building plans showed that provision was to be made for two car parking spaces under the western end of the dwelling. The building plans also located the dwelling at the minimum street setback of 7.5m under the deemed-comply requirements of the R-Codes.

On completion of the dwelling, the front of the property was filled and a resident car parking area created between the dwelling and the northern boundary rather than locating the car parking spaces at the rear of the property as per the submitted plans.

The applicants have verbally advised that they do not wish to construct a carport over the existing parking area and, in their application, have indicated that they wish to build the carport in this location to support their intention to continue living at the premise into their retirement.

It is acknowledged that prior to the applicants submitting this Development Application they met with the Shire's Manager Infrastructure who verbally advised the applicants that they could install a second crossover to the property. The construction of a carport was not discussed at this time. While the applicants could have constructed a second crossover based on this advice when considered in a purely residential capacity, when associated with a carport and access for non-domestic purposes, the proposal introduces additional development considerations.

The location of the proposed carport has been assessed against the design principles contained in Clauses 5.1.2 and 5.2.1 of the R-Codes as shown in Attachment 12.6.4 and it is suggested that the proposed design:

- does not minimise the proportion of the building façade taken up by building services, vehicle entries and parking supply;
- does not positively contribute to the prevailing development context and Dunnet Road streetscape; and
- does not set back the carport from the property boundary to maintain clear sight lines along the Dunnet Road.

In assessing the location of the proposed carport and crossover, the existing fence along the front boundary must also be considered and assessed against Clause 5.2.5 of the R-Codes. Under the deemed-to-comply requirements, the fence would be required to be truncated or reduced to no higher than 0.75m within 1.5m of where the fence adjoins a vehicle access point where a driveway meets a public street.

The existing fence does not meet this requirement therefore it has been assessed for compliance against the design principles of the R-Codes and it is suggested that the fence:

- does not allow for unobstructed sight lines to be provided at the vehicle access point to ensure safety and visibility along Dunnet Road.

The Shire administration considers that the application has not demonstrated compliance with the design principles of the R-Codes and it is therefore recommended that Council refuse the Development Application.

**STATUTORY ENVIRONMENT:**

*Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015, State Planning Policy 3.1 Residential Design Codes and LPS3.*

**POLICY IMPLICATIONS:**

*Local Planning Policy LPP013 Car Parking and Vehicular Access is relevant in assessing the Development Application. Local Planning Policies are non-statutory*



documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policy but is required to have regard to the policy in determining the Development Application.

**FINANCIAL IMPLICATIONS:**

Nil.

**STRATEGIC IMPLICATIONS:**

Nil.

**RECOMMENDATION:**

That Council refuse the Development Application to construct a carport entirely in the street setback at Lot 51 (No. 42) on DP98713 Dunnet Road, Nannup.

The reason for refusal is that the application does not demonstrate compliance with the design principles of Clauses 5.1.2, 5.2.1 and 5.2.5 of the *Residential Design Codes*, in particular:

- A. The carport does not minimise the proportion of the building façade taken up by building services, vehicle entries and parking supply;
- B. The carport and additional crossover do not positively contribute to the prevailing development context and Dunnet Road streetscape;
- C. The carport is not set back from the property boundary to maintain clear sight lines along Dunnet Road, particularly towards the nearby crest; and
- D. The existing fence does not allow for unobstructed sight lines to be provided at the vehicle access point to ensure safety and visibility along Dunnet Road.

Council encourages the applicant to re-apply once the issues noted above have been addressed.

**VOTING REQUIREMENTS:**

Simple Majority

**18040 MELLEMA/LONGMORE**

***That Council refuse the Development Application to construct a carport entirely in the street setback at Lot 51 (No. 42) on DP98713 Dunnet Road, Nannup.***

***The reason for refusal is that the application does not demonstrate compliance with the design principles of Clauses 5.1.2, 5.2.1 and 5.2.5 of the Residential Design Codes, in particular:***

- A. The carport does not minimise the proportion of the building façade taken up by building services, vehicle entries and parking supply;***
- B. The carport and additional crossover do not positively contribute to the prevailing development context and Dunnet Road streetscape;***
- C. The carport is not set back from the property boundary to maintain clear sight lines along Dunnet Road, particularly towards the nearby crest; and***
- D. The existing fence does not allow for unobstructed sight lines to be provided at the vehicle access point to ensure safety and visibility along Dunnet Road.***

***Council encourages the applicant to re-apply once the issues noted above have been addressed.***

**CARRIED (8/0)**

AGENDA NUMBER:	12.7
SUBJECT:	Nannup Police Comment and Request for Council Consideration for the Management of the Balingup – Nannup Road
LOCATION/ADDRESS:	Balingup – Nannup Road to Shire of Nannup Boundary
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FRC 07
AUTHOR:	Jonathan Jones – Manager Infrastructure
REPORTING OFFICER:	Jonathan Jones – Manager Infrastructure
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	12 February 2018
ATTACHMENT:	12.7.1 - Letters re: Nannup Police Comment on the Management of the Balingup – Nannup Road

**BACKGROUND:**

A letter dated 15<sup>th</sup> January 2018 was received by the Shire of Nannup from the Nannup Police Sergeant Simon Bickers for council consideration regarding the management of the Balingup – Nannup Road within the Shire of Nannup.

Concerns raised relate to the number and severity of accidents, speed zoning of the road and the lack of mandatory or enforceable speed limitations. It is the Sergeant's opinion that speed is a contributing factor in every accident occurring on the road.

The Police Sergeant has asked that efforts be made to impose a posted speed zone on the entire length of the road and has suggested a maximum of 80km/h.

**COMMENT:**

The Shire of Nannup is responsible for a section of Balingup – Nannup Road 19.48km in length with the road continuing on into the Shire of Donnybrook Balingup.

As the police sergeant has noted in his letter to the shire, Main Roads WA is the responsible authority for mandatory speed limits on roads. The current speed limit on the road is the state default speed limit of 110km/h with only a 60km/h speed zone at Balingup.

There are several warning signs for bends and curves along its length and school bus route signs in place. As part of the Blackspot upgrade work being carried out in the 2017/18 financial year, the Shire of Nannup is installing new arrowed chevron boards and replacing warning signs for bends and curves within the blackspot zone with

several road sections completed. This work is still in progress and expected to be completed by the end of February 2018.

Main Roads WA are in the process of reviewing mandatory speed limit zones along the length of Balingup – Nannup Road having asked the Manager Infrastructure for traffic counts to help assist with the process. This review is still in process and advice received is that Main Roads WA propose to install speed signs and speed zoning if found necessary and following the review.

**STATUTORY ENVIRONMENT:**

Nil.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That Council acknowledges the concerns raised by the OIC of the Nannup Police in respect to the spate of accidents on the Balingup – Nannup Road and the relation to speed as a contributing factor for the accidents and that Council endorses the actions of the Manager Infrastructure in referring this matter to Main Roads WA to review the speed limit zones on this road.

**VOTING REQUIREMENTS:**

Simple Majority

**18041 STEVENSON/BUCKLAND**

*That Council acknowledges the concerns raised by the OIC of the Nannup Police in respect to the spate of accidents on the Balingup – Nannup Road and the relation to speed as a contributing factor for the accidents and that Council endorses the actions of the Manager Infrastructure in referring this matter to Main Roads WA to review the speed limit zones on this road.*

**CARRIED (8/0)**

AGENDA NUMBER:	12.8
SUBJECT:	Nannup Main Street – Proposed Asphalt Seal by Main Roads WA
LOCATION/ADDRESS:	Shire of Nannup Main Street Intersection of Forest to Kearney Street
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	
AUTHOR:	Jonathan Jones – Manager Infrastructure
REPORTING OFFICER:	Jonathan Jones – Manager Infrastructure
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	12 February 2018
ATTACHMENT:	12.8.1 - Email 25 <sup>th</sup> January 2018 Lou Palandri Project Manager Development Main Roads WA

**BACKGROUND:**

In June of 2017 the Manager Infrastructure met with Mr Lou Palandri, Project Manager Development for Main Roads WA, at Nannup to discuss the completion of the Main Street Upgrade Project Stage 2 and the proposed Stage 3 portion to be carried out in the 2017/18 financial year.

During this meeting which was conducted on-site it was recognised by Mr Palandri that the Main Street road surface was suffering severe deterioration and it was determined that remediation work would need to be carried out by Main Roads WA.

The Manager Infrastructure recently attended a meeting with Mr Palandri at his Bunbury office to further discuss the Main Street Stage 3 Upgrade. It was at this meeting that Mr Palandri raised the condition of the Main Street road surface and alerted the Manager Infrastructure that Main Roads WA propose to carry out resurfacing of the road next summer in the 2018/19 financial year and a contribution from the Shire of Nannup would be sought.

**COMMENT:**

Main Roads WA has advised that it proposes to resurface (asphalt) the main street of Nannup from Forrest Street to Kearney Street next summer in the 2018/19 financial year. The section between Adam Street and Kearney Street is currently a chip seal, however Main Roads is prepared to consider and include this section in the upgrade to asphalt. The T Junction of Kearney Street with the Main Street would also be included.

The proposal is to mill out the existing asphalt, apply a “Strain Alleviating Membrane Interlayer” (SAMI) Chip Seal, then lay a 40mm thick layer of 14mm dense graded asphalt with A15E polymer modified binder (PMB). The purpose of a SAMI treatment is

to resist reflective cracking through the overlaying asphalt surface and improve water proofing.

Main Roads WA has advised the standard approach is for the affected Local Government to pay for the area outside of 1.5 metres from the edge of the through lane.

Main Roads WA has provided cost estimation for Councils contribution for both the Forrest Street to Adam Street and Adam to Kearney Street and should council contribute to this project it will be at an estimated cost of \$30,000 and \$38,500 respectively.

Main Roads WA has advised these costs are preliminary at this stage and more detailed costs would be provided closer to the time of the works.

Main Roads WA asked the Manager Infrastructure if the Shire of Nannup would agree to a contribution toward the works. The Manager Infrastructure advised he would advise the Shire of Nannup Council of the proposed works and would include the amount required for consideration in Councils 2018/2019 financial year budget deliberations.

Main Roads WA advised that should Council not contribute; they would most likely carry out the works regardless but not include the area outside of 1.5 metres from the edge of the through lane.

**STATUTORY ENVIRONMENT:**

Nil.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Main Roads WA has provided a cost estimation for Councils contribution for both the Forrest Street to Adam Street and Adam to Kearney Street of \$30,000 and \$38,500 respectively.

**STRATEGIC IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That Council refers the request by Main Roads WA for a financial contribution to the asphalt sealing of Nannup Main Street to its 2018/19 financial year budget deliberations.

**VOTING REQUIREMENTS:**

Simple Majority

**18042 MELLEMA/STEVENSON**

***That Council refers the request by Main Roads WA for a financial contribution to the asphalt sealing of Nannup Main Street to its 2018/19 financial year budget deliberations.***

**CARRIED (8/0)**

AGENDA NUMBER:	12.9
SUBJECT:	Proposed Additions To Various State Forests
LOCATION/ADDRESS:	Whole of Shire
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	
AUTHOR:	Jonathan Jones – Manager Infrastructure
REPORTING OFFICER:	Jonathan Jones – Manager Infrastructure
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	12 February 2018
ATTACHMENT:	12.9.1 - Letters re: Proposed Additions to Various State Forests 12.9.2 - Summary of Proposed Additions to Various State Forests 12.9.3 - Maps – Proposed Addition to State Forest No. 36 and Proposed Addition to State Forest No. 57

**BACKGROUND:**

The Department of Biodiversity, Conservation and Attractions has written to the Shire of Nannup asking for their comment on the proposed addition of areas of unallocated Crown land to State Forests to rationalise boundaries of State forest.

**COMMENT:**

Two areas located in the Warren Region within the Shire of Nannup are

- Addition of closed road (Lot 326 ON Deposited Plan 58778) to State Forest No. 36
- Portions of closed tramway and UCL are proposed to be added to State Forest No. 57 to rationalise management boundaries.

The closed road Lot 326 is not a shire owned public road, is surrounded by state forest and is currently closed to the public.

The UCL or tramway is not shire owned and is inaccessible to the public.

Once comments are received the Department will request the approval of the Conservation and Parks Commission and then the support of the Minister for Environment to ensure the consideration of the proposal.



**STATUTORY ENVIRONMENT:**

Nil.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That Council advises the Department of Biodiversity, Conservation and Attractions that it has no objections to the proposed addition of the indicated areas of unallocated Crown land to State Forests within the Shire of Nannup in order that the Department can rationalise its State Forest boundaries.

**VOTING REQUIREMENTS:**

Simple Majority.

**18043 HANSEN/STEER**

*That Council advises the Department of Biodiversity, Conservation and Attractions that it has no objections to the proposed addition of the indicated areas of unallocated Crown land to State Forests within the Shire of Nannup in order that the Department can rationalise its State Forest boundaries.*

**CARRIED (8/0)**

AGENDA NUMBER:	12.10
SUBJECT:	Budget Monitoring – January 2018
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 15
AUTHOR:	Robin Prime – Corporate Services Officer
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	13 February 2018
ATTACHMENTS:	12.10.1 - Financial Statements for the period ending 31 January 2018

**BACKGROUND:**

Local Government (Financial Management) Regulation 34(1) requires that Council report monthly on the financial activity from all the various operating and capital divisions. Council has adopted a variance threshold of 10% or \$30,000, whichever is the greater on which to report. The statutory statements are appended at Attachment 12.10.1.

Whilst this has resulted in all variances of 10% being identified and reported, it only focuses attention on the performance to the month in question and not the likely outturn at the end of the year.

Monthly reporting draws on the flexibility allowed in the Financial Management Regulations to draw attention to likely under and overspends at the end of the year.

**COMMENT:**

Please refer to the attachment, Financial Statements for period(s) ending 31 January 2018 for a detailed analysis of our end of year position, Note 2.

**STATUTORY ENVIRONMENT:**

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

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

The attached financial statements detail financial outcomes for 2017/18.

**STRATEGIC IMPLICATIONS:**

Nil.

**RECOMMENDATION:**

That the Monthly Financial Statements for the period ending 31 January 2018 be received.

**VOTING REQUIREMENTS:**

Simple Majority.

**18044 STEVENSON/MELLEMA**

***That the Monthly Financial Statements for the period ending 31 January 2018 be received.***

***CARRIED (8/0)***

AGENDA NUMBER:	12.11
SUBJECT:	Monthly Accounts for Payment - January 2018
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Robin Prime – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT	13 February 2018
ATTACHMENTS:	12.11.1 - Accounts for Payment – January 2018 12.11.2 – Credit Card Transactions – January 2018

**BACKGROUND:**

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 January 2018 to 31 January 2018 as detailed hereunder and noted on the attached schedule are submitted to Council.

**COMMENT:**

If Councillors have questions about individual payments prior notice of these questions will enable officers to provide properly researched responses at the Council meeting.

There is currently one corporate credit card in use. A breakdown of this expenditure in the monthly financial report is required to comply with financial regulations. This breakdown is included within the attachments.

**Municipal Account**

Accounts paid by EFT	10156 – 10261	293,051.50
Accounts paid by cheque	20246 – 20252	2,786.04
Accounts paid by Direct Debit	DD10046.1 – DD10054.10	47,240.07
<i>Sub Total Municipal Account</i>		<u>\$343,077.61</u>

**Trust Account**

Accounts paid by EFT	10196 - 10197	1,880.55
Accounts Paid by cheque		0.00
<i>Sub Total Trust Account</i>		<u>\$1,880.55</u>
<b>Total Payments</b>		<u><b>\$344,958.16</b></u>

**STATUTORY ENVIRONMENT:**

LG (Financial Management) Regulation 13

**POLICY IMPLICATIONS:**

None.

**FINANCIAL IMPLICATIONS:**

As indicated in Schedule of Accounts for Payment.

**STRATEGIC IMPLICATIONS:**

None.

**RECOMMENDATION:**

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$344,958.16 1 January 2018 to 31 January 2018 in the attached schedule be endorsed.

**VOTING REQUIREMENTS:**

Simple Majority.

**18045 STEVENSON/LONGMORE**

***That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$344,958.16 1 January 2018 to 31 January 2018 in the attached schedule be endorsed.***

**CARRIED (8/0)**

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

**13.1 OFFICERS**  
Nil

**13.2 ELECTED MEMBERS**  
Nil

**14. MEETING CLOSED TO THE PUBLIC**

**14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**  
Nil

**14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC**  
Nil

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

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

**17. CLOSURE OF MEETING**

**18.**

There being no further business to discuss the Shire President declared the meeting closed at 6.21pm

# Att 9.1

**MEETING NOTES**  
**QUANNUP WORKING PARTY**  
**WEDNESDAY, 21 FEBRUARY 2108 @ 3.30PM**

The Shire President declared the meeting open at 3.35pm

## 1. PRESENT

### **Councillors**

Tony Dean, Patricia Fraser, Norm Steer, Cate Stevenson, Vicki Hansen, Bob Longmore

### **External Representatives**

- Mr Josh Whiteland, Koomal Dreaming
- David Meehan, Parks and Visitor Services Coordinator Donnelly District - Parks and Wildlife Service of DBCA
- Mr Duncan Palmer, District Manager Donnelly District, Parks and Wildlife Service of DBCA

### **Staff:**

Peter Clarke, CEO

Tracie Bishop, Manager Corporate Services

Jane Buckland, Development Services Officer

Louise Stokes, Economic and Community Development Officer

## 2. APOLOGIES

Crs Mellema and Buckland

Matt Pestell, and John Andrioff, Department of Lands

David Stapleton, Department of Planning

Angelique Fransen - WAITOC

## 3. Actions of Meeting held on 21 June 2017

The following action was agreed at the June 2017 meeting:-

*It was agreed that the Shire of Nannup submits a funding application under the current NRM funding round for the following:-*

- *Potential sites for development, including identified restrictions and potential sites to be prioritised,*
- *A flora, vegetation and fauna survey,*
- *Engagement with Aboriginal groups, and*
- *Engagement of a Bushfire Hazard Assessment Consultant.*

***The Shire of Nannup to seek letters of support from the Department of Parks and Wildlife, Department of Planning, Department of Lands and other interested parties to support the application.***

The CEO advised that Council has now been advised that it was successful in its Grant application and the Programs Manager of the State Natural Resource Program advised the following:-

*Congratulations on your successful grant application!*

*Before grant funds can be released, a contract between your organisation and the State NRM Office must be completed. This contracting process involves the following four steps.*

*Step 1: Conditions and Insurance Form*

- *Provide responses to any conditions (populated automatically within the SmartyGrants form)*
- *Attach all supporting documents within the SmartyGrants form including revised workplans (if applicable)*
- *Provide Certificate of Incorporation*
- *Provide Insurance Certificate(s) of Currency*
- *Attach a promotional photo – we use this to promote your project on our website*
- *Submit your Conditions and Insurance Form through SmartyGrants*

*Once acceptable responses to Conditions and Insurances form have been received and approved by the State NRM Program office you will receive an email advising that Step 2 is ready for completion.*

*Step 2: Project Schedule Form*

- *The Project Schedule is the project specific part of your actual contract*
- *Complete the Project Schedule Form and submit through SmartyGrants*

*Once your Project Schedule Form has been approved by the State NRM Program office you will receive an email advising that Step 3 is ready for completion.*

*Step 3: Funding Agreement Form and Supplier Creation and Maintenance Forms*

- *Complete and submit Funding Agreement Form through SmartyGrants*
- *Complete and submit Supplier Creation and Maintenance Form through SmartyGrants*

*Once you have submitted your Funding Agreement and Supplier Creation and Maintenance Forms you will receive an email advising that you have completed the contracting process and providing instructions for Step 4.*



#### *Step 4: Invoice*

- *Prepare an invoice for your first payment instalment and email it to the SNRM Office: [snrmo@agric.wa.gov.au](mailto:snrmo@agric.wa.gov.au)*

*Now please begin your contracting process by logging in to your SmartyGrants account, go to the appropriate grant round and find your project. Click and open to complete the Conditions and Insurances Form.*

### **Other Business or Emerging Issues**

#### **4. General Overview**

The Shire President advised that with the grant application being successful for the Flora and Fauna Survey, which Louise would provide more detail later, the Quannup Working Party will need to carefully consider future steps in the potential development of the land. Whilst the Shire President advised that the Shire of Nannup has a 5 year Licence Agreement, with a similar option, to investigate the opportunities for small scale eco-tourism tourism type development of the land.

The Shire President advised that it would not be the Shire of Nannup pursuing or funding such development and that this would have to be led by private enterprise.

Mr Whiteland advised that the land has cultural significance to the indigenous community. Koomal Dreaming carries out low-impact Aboriginal Tourism in the area and therefore small tour groups would not impact upon the land at all. Mr Whiteland advised that DBCA has extensive areas for camping within its jurisdiction and would not favour wholesale development of the Quannup area nor the construction of a sealed road into these sensitive areas.

#### **5. Flora and Fauna Survey Grant**

Louise Stokes will provide an update of the funding application and the next steps to progress the Flora and Fauna Survey.

Louise indicated that the grant application received was \$15,658 and there was a \$10,000 contribution by Council towards the completion of the survey. Louise advised that 2 quotations had been sought to assist in the grant application process.

The next step towards the development of the survey would be the undertaking of a topographical study and that she would be seeking the assistance of DBCA and Koomal Dreaming with this process. An initial desk top flora and fauna assessment would also need to be undertaken.

Louise also stated that as a condition of the grant approval, the Warren Catchment Council was to have representation on the Quannup Working Party for the development of the Flora and Fauna Survey.

Mr Palmer indicated that he would investigate the level of support that DBCA could provide in respect to the flora and fauna survey and provide the appropriate information back to Council.

**It was agreed that the first topographical desk top survey would be undertaken by David Meehan, Josh Whiteland and Louise Stokes.**

**6. Coastal Adaptation and Protection (CAP) Grants program 2018/2019**

The following advice has been received from the Department of Transport relating to CAP Funding.

*The Minister for Transport has announced the next round of the Coastal Adaptation and Protection (CAP) Grants - [www.mediastatements.wa.gov.au/Pages/McGowan/2018/02/Sustainable-coastal-management-grants-open.aspx](http://www.mediastatements.wa.gov.au/Pages/McGowan/2018/02/Sustainable-coastal-management-grants-open.aspx).*

*The CAP Grants are a State Government grants program which provides funding to coastal managers to undertake projects associated with identifying and adapting to coastal hazards. The grants are administered by the Department of Transport's Coastal Management team.*

*Applications for the 2018/2019 CAP Grants are now open, the closing date for applications is Wednesday 4<sup>th</sup> April 2018. Please see the attached information brochure and FAQs for more information, or visit [www.transport.wa.gov.au/capgrants](http://www.transport.wa.gov.au/capgrants).*

*It is recommended that you commence preparing your application as soon as possible. Contact DoT at [coastalmanagement@transport.wa.gov.au](mailto:coastalmanagement@transport.wa.gov.au) for any enquiries and assistance with completing your application. Please note an application form must be used for all applications. The application form, and a completed example, are attached for your information.*

*Completed application forms can be sent as an email to [coastalmanagement@transport.wa.gov.au](mailto:coastalmanagement@transport.wa.gov.au) or posted to:  
Coastal Adaptation and Protection Grants  
Department of Transport  
GPO C102, Perth, WA 6839*

The CEO advised that this information was provided as a potential grant funding opportunity but on the advice from Louise Stokes, the grant guidelines did not meet the objectives of the Quannup Working Party's proposals.

**7. Lower Donnelly River Conservation Association (LDRCA) Inc. Representation on Working Party**

The CEO advised that the LDRCA, which consists of the Donnelly River Huts Lessees on the Shire of Nannup boundary, have previously expressed an ongoing interest in the potential development of Quannup and therefore it may well be beneficial for all concerned in inviting the LDRCA to have representation on the Working Group as their Leases border on the Quannup land.

**It was agreed that the LDRCA should be afforded membership on the Quannup Working Party and they be offered to appoint one representative to attend future meetings.**

**8. Site Inspection of Quannup**

The Shire President advised that previously there was discussion regarding a site visit to Quannup and therefore sought interest in this regard.

Members generally agreed that it would be beneficial for the site inspection to take place.

**It was agreed that a site inspection be carried out by engaging Josh Whiteland from Koomal Dreaming because of his knowledge of the area. Josh to provide preferred dates in mid to late March with dates to be circulated to all members.**

**9. Next Meeting**

The Shire President thanked all those in attendance for their input and indicated he looked forward to seeing them at the Quannup site visit and whilst a date had not been set for the next meeting, members would be advised of such following the site visit.

The meeting was closed at 4.05pm.



**WESTERN AUSTRALIAN  
LOCAL GOVERNMENT ASSOCIATION  
SOUTH WEST ZONE**

**MINUTES**

DATE Friday 23rd February  
COMMENCING AT 9.00 am  
VENUE Shire Augusta Margaret  
41 Wallcliffe Road  
Margaret River WA 6285

PROGRAM	9.00 am	Opening
	9.05 am	Business as per agenda
	10.15 am	Morning Tea
	10.45 am	Meeting resumes
	11.00 am	Presentations
	12.00 pm	Lunch

**AGENDA FORMAT**

The agenda is sent in two parts. The first, being the Zone Agenda, the second the State Council Agenda in PDF format. The State Council Agenda was emailed separately to members

**E R Fisher**  
**Executive Officer**

**Distribution Lists** (by Email to the following addressees)

M Archer G Henley C Frewing Tony Nottle Kate Dudley	D Blurton S Stanley	M Osborne T. Smith	P Omedei A Campbell	Capel (Info) Paul Sheedy M Scott
Cathy Lee M Bennett	P Clarke T Dean	T Clynch T Pratico	G Evershed P Townshend M Smith	A Lamb G Aird
M Parker Debbie Brown	B Piesse B Rose	M Degebrod (WALGA)	Vern McKay (Audit)	

**Please advise EO of any changes required**

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## 1. Opening

The President, Cr Tony Dean opened the meeting at 9 am and welcomed all present

## 2. Attendance & Apologies

The following attendance and apologies are recorded:

Local Government	Delegate		CEO	
Shire of Augusta – Margaret River	Cr P Townshend	Present	Mr. G Evershed	Present
Shire of Boyup Brook	Cr G Aird	Paste	Mr. A Lamb	Apology
Shire of Bridgetown-Greenbushes	Cr T Pratico	Apology	Mr. T Clynch	Apology
City of Bunbury	Cr T Smith	Paste	Mr. M Osborne	Present
City of Busselton	Mayor G Henley	Present	Mr. T Nottle	Present
Shire of Capel	Cr M Scott	Apology	Mr. P Sheedy	Present
Shire of Collie	Cr S Stanley	Present	Mr. D Blurton	Present
Shire of Dardanup	Cr M Bennett	Present	Mr. M Chester	Present
Shire of Donnybrook-Balingup	Cr B Piesse Cr L Wringe	Apology Present	Mr. B Rose Mr. G Harris	Present Present
Shire of Harvey	Cr T Jackson Cr A Lovatt	Apology Present	Mr. M Parker	Present
Shire of Manjimup	Cr P Omodei	Present	Mr. A Campbell	Present
Shire of Nannup	Cr T Dean	Present	Mr P Clarke	Present
Executive Officer			Mr. E Fisher	Present

## 3. Visitors:

### WALGA:

Mr Mark Batty, Executive Manager Environment and Waste,  
Mr Chris Hossen, Senior Planner, People and Place.

### DLGC

Luke Stevens, Senior Legislation and Strategy Officer,

### OAG

Mr. Jason Beeley, Assistant Auditor General Performance Audit  
Mr. Vince Turco, Director Financial Audit, Office of the Auditor General

#### 4. Presentations:

##### 4.1 Host Council Presentation

Host shires are invited to provide a 15-20 minute presentation on current events affecting their local government area or to arrange an inspection of new or significant facilities of interest to members.

##### 4.1 Presentation by the Assistant Auditor-General at 11am

A presentation by Mr. Jason Beeley, Assistant Auditor General Performance Audit and Mr. Vince Turco, Director Financial Audit, Office of the Auditor General.

Following the passage through Parliament and proclamation of the Local Government Amendment (Auditing) Act 2017 the Office of the Auditor General (OAG) is attending the Zone Meeting to meet with as many local governments as possible and provide an overview of the role of the OAG in local government and what to expect from both the performance and financial audit.

It is intended to also outline the implementation of the legislative change as well as answering any questions from delegates.

#### 5. Confirmation of Previous Minutes

##### Corrections

Moved	Cr M Bennett	Seconded	\ Cr P Omedei	Carried
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##### **MOTION:**

***The minutes of the meeting held at the Shire of Donnybrook – Balingup on Friday 24th November 2017 be confirmed as a true and correct record of the meeting***

#### 6. Business Arising

##### 6.1 Invitation to the Ministers

The Minister's Office has responded in the following terms.

Thank you for your kind invitation for Minister Papalia to attend the South West Zone Council Meetings. Unfortunately due to heavy diary commitments Minister Papalia is unable to attend. Minister Papalia would like to send his best wishes for successful meetings

No response has been received from Minister for Regional Development; Agriculture and Food; Minister assisting the Minister for State Development, Jobs and Trade.

The Executive Officer is invite the Hon Minister for Environment to our next meeting and to seek a presentation from District Police Superintendent

## **7 Reports**

### **7.1 Report by State Council Delegate or WALGA Representative**

- Attended one meeting –Focus is initially on strategic direction with some 50% of members being newly elected to the role.
- State President nominations are Cr. L Cragie, Cr P Kelly Zone President sought input on supporting nominations

### **7.2 Annual Program of Topics for Discussion by Councils**

Members are invited to suggest topics on which they would like to hear presentations.

This will enable the Executive Officer to arrange suitable speakers well in advance.

### **7.4 State President's Report**

#### **ALGA Strategic Review**

We participated in the review of ALGA's strategic direction in February, discussing with the other State and Territory Associations the focus of our national effort. A couple of important conclusions were reached.

There was confirmation that Strengthening Local Government Financial Sustainability: Strengthening Regions and Cities, and; Infrastructure that meets the needs of local communities, remains core business.

In addition, there was acknowledgement that Innovation and Digital Transformation is critical, albeit still somewhat undefined or misunderstood within the sector. The challenge was accepted to promote more clarity into this debate and focus Local Government on the benefits that could be derived from new approaches. There are significant opportunities to use innovation to enhance the performance of local government and at the same time help achieve Commonwealth and State agendas.

The importance of not just communicating up-stream (*to the Commonwealth*) but also down-stream to strengthen the sector was recognized as a significant challenge that was critical to ALGA's credibility.

Indigenous issues continue to be acknowledged as a priority.

The Local Government platform for the pending Federal Election was considered and it was agreed to model the document on an approach using broad themes and specific asks based on the core considerations outlined in the strategic plan - financial sustainability, strong Regions and Cities, local infrastructure and the promotion of innovation and digital transformation.

The value of being able to utilize local examples to help contextualize national funding bids was repeatedly emphasized, particularly in regard to the proposed Community Infrastructure Fund and the expansion of Financial Assistance Grants. I encourage all Local Governments to contribute their local examples to help ALGA demonstrate the worth of these vital funding requests.



ALGA will distribute more detail on these and other associated issues in the weeks ahead.

### **Training Boost for Regional Councillors**

Country Councils have been given a boost with the State Government extending funding of \$420,000 for regional Local Government Elected Member training. The funding extension will deliver 48 training days in country areas which is expected to provide courses for about 450 regional Elected Members.

The new training allocation followed the \$1.3 million program funded by the State Government which had delivered training to almost 1400 participants over four years. The decision demonstrates a sensible approach to Elected Member training that recognises the challenges faced in regional communities. Most of our smaller Local Governments in WA are located in regional areas with limited funds to support Councillor training but also the greatest costs in having to travel to metropolitan based programs.

The core training that will be provided as a result of the funding will be selected stage 1 courses from the WALGA Learning and Development Pathway program. The units selected are designed to provide Elected Members with an understanding of serving on Council and include;

- Understanding Local Government
- Serving on Council
- Meeting Procedures and Debating.

In addition to these course units the following can also be considered:

- Effective Community Leadership
- Integrated Strategic Planning (Essentials)
- Integrated Strategic Planning (Advanced)
- Understanding Financial Reports and Budgets

The delivery of 48 days of training for 12 Zones (4 days per zone) needs to be completed by 30 June 2018. Scheduling for these courses is currently underway with WALGA Training liaising with host Local Governments and Executive Officers in each Zone.

I encourage all country Elected Members to take advantage of the training program and I sincerely thank the Minister for Local Government and Minister for Regional Development for making the funding available.

### **Economic Briefing**

It's that time of year where Local Governments are developing their budgets for the coming financial year. To ensure that finances are managed responsibly and the burden on ratepayers is minimised, it is important that Councils have an understanding of the economic environment to identify likely trends in revenue and demand for services, and to recognise and risks that may prevent the projected budget outcome from being achieved.

To assist Councils with their budget preparation activities, WALGA is preparing a special edition of its Economic Briefing publication. This will include statistics and forecasts for the WA economy in the coming year, as well as insights into cost pressure and funding opportunities. Keep an eye on your inbox for this update in late February.

### **Economic Development Framework**

A key element of WALGA's Strategic Plan 2015-2020 is to foster economic and regional development in Local Government. In support of this, WALGA has recently commenced a project to support Local Government economic development activities. The project aims to develop a practical framework to assist Local Governments across the state in the implementation of their economic development strategies and activities and to ensure ongoing alignment with contemporary practice. The project will be guided by a reference group of Local Governments, with the first meeting to be held in late February.

### **NDIS Update**

On Tuesday, 12 December, the Commonwealth and WA Governments announced that the national NDIS will be rolled out in WA under a new bilateral agreement. From 1 July 2018, the Commonwealth (through the NDIA) will assume responsibility for the delivery of the NDIS in WA with the transition beginning on 1 April 2018. The NDIS will continue to roll out on a geographic basis and will be fully rolled out across WA by 2020.

WALGA met with Disability Services on 30 January to discuss the impact on Local Government and next steps and future direction. Disability Services are still in the process of working with NDIA to refine the direction and process, but have confirmed their interest in partnering with WALGA to host an *Information and Next Steps Forum* for Local Governments once more information is confirmed. The Forum would involve Department of Communities and Disability Services, and NDIA representatives and involve information sharing, discussion of challenges and opportunities and an opportunity to seek clarification. More information will be shared once details are confirmed.

### **Emergency Management**

At the time of writing the North West has experienced significant rain events leading to flooding and isolation. Recovery and restoration activities are again a priority to assist communities to return to normal. Thankfully, we have not experienced catastrophic bushfires this season, however, we know that many local governments have had their fair share, including fires in the Perth hills, South West and Great Southern parts of our State. Once again the dedicated volunteers from within our communities stand up and I wish to acknowledge and commend all Local Governments for their efforts in emergency management to protect our communities and keep them safe.

### **WA Public Libraries Draft Strategy**

The draft WA Public Libraries Strategy has been released with comments welcome until 8 December. WALGA is partnering with State Library to host a Forum for Local Governments to discuss the background paper and draft Strategy. The Forum is scheduled for 6 March, with consultation closing on 29 March.

### **PRESIDENT'S CONTACTS**

During the December – March period, contacts that have occurred or are scheduled to take place prior to the March State Council meeting are as follows:

#### **State Government Relations:**

- Hon. Roger Cook MLA, Deputy Premier; Minister for Health; Mental Health
- Hon. Stephen Dawson MLC Minister for Environment; Disability Services
- Hon. Mia Davies, Leader of the National Party of Australia (WA)
- State Roads Funds to Local Government Advisory Committee

#### **Local Government Relations**

- Paula Rogers, State Director, CEDA
- LGIS Board Meeting x2

- ALGA Board Meeting
- Local Government House Trust Meeting
- Landcorp, Chairman George McCullagh, CEO Frank Marra
- City of Bunbury, Mayor Gary Brennan, A/CEO Mal Osborne
- City of Busselton, Mayor Grant Henley, Deputy Mayor Cr John McCallum, CEO Mike Archer, Cr Rob Bennett, Cr Paul Carter, Cr Coralie Tarbotton, Cr Kelly Hick, Director Finance & Corporate Services – Cliff Frewing / Tony Nottle
- Shire of Augusta-Margaret River, President Cr Pam Townsend, CEO Gary Evershed
- Shire of Nannup, President Cr Tony Dean, CEO Peter Clarke
- Shire of Manjimup, President Cr Paul Omodei, CEO Andrew Campbell
- Shire of Bridgetown, President Cr Tim Clynych, CEO Tony Pratico
- Shire of Donnybrook-Balingup, President Cr Brian Piesse, CEO Ben Rose
- City of Joondalup, Mayor Albert Jacob, CEO Garry Hunt
- City of Armadale, Mayor Henry Zelones, CEO Ray Tame

### **Conferences / Workshops / Public Relations**

- Pathways Guide to a Healthy Community Launch
- Launch of WALGA Road Safety Campaign
- WA State of the State 2017
- Leadership Breakfast with Telstra CEO Andy Penn
- AICD 'Applied Risk Governance' Workshop

### **Zone Meetings**

- South Metropolitan Zone Meeting

### **Local Government Department Report**

#### **Key points**

- Act Review closes 9<sup>th</sup> March – submissions requested
- Audit Regulations have gone out for comment – closes shortly
- MyCouncil website to be upgraded
- Rates workshop available on request
- Service Delivery Review workshop – 19-20 March at Albany, 22-23 March at Collie

**Contact [Luke.Stevens@dlgsc.wa.gov.au](mailto:Luke.Stevens@dlgsc.wa.gov.au)**  
**[legislation@dlgsc.wa.gov.au](mailto:legislation@dlgsc.wa.gov.au)**

## 8. State Council Agenda

The State Council Agenda numbers and page numbers have been retained for easy reference.

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MOVED

**THAT *the recommendations in the State Council Agenda be endorsed.***

Moved	Cr. M Bennett	Seconded	Cr. T Smith	Carried
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### 8.1 Excluded Items

Nil

### 8.2 LATE ITEM FROM WALGA FOR NOTING

#### MOTION

Moved	Cr. L. Wringe	Seconded	Cr. S Stanley	Carried
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***That the SWZ Zone note the advice provided by the Department of Transport on the two replacement agreements being offered to Local Governments in regional and remote areas to continue to provide licensing services under the Road Traffic (Administration) Act 2008.***

#### **Replacement agreements for Local Governments in regional and remote areas to provide licensing services under the Road Traffic (Administration) Act 2008 (05-001-03-0004 MS)**

*By Mal Shervill, Policy Officer Road Safety*

#### ***In Brief***

- From 1 January 2008 under the provisions of the *Road Traffic Act 1974*, the (then) Director General of the Department of Planning and Infrastructure entered into agreements with 71 Local Governments in regional and remote areas to provide licensing services prescribed in the *Road Traffic Act 1974*. This agreement expired on 31 December 2017.
- The Department of Transport now seeks to have those same Local Governments continue to provide licensing services and has granted a three month extension for the expired agreement to the end of March 2018.
- The Department of Transport has provided and invited the affected Local Governments to sign replacement agreements so they can continue to provide licensing services. The replacement agreements are for a three year or five year term. The different terms of the agreements are based on transaction volumes.
- The circumstances of the replacement agreements was raised as an emerging issue at State Council at its December 2017 meeting.
- On 8 January 2018 WALGA met with senior representatives of the Department of Transport who provided specific advice addressing the matters raised about the replacement agreements.

## **Background**

From 1 January 2008 under the provisions of section 6B of the *Road Traffic Act 1974*, the (then) Director General of the Department for Planning and Infrastructure entered into agreements with 71 Local Governments to provide licensing services prescribed in the *Road Traffic Act 1974*. This agreement expired on 31 December 2017.

Knowing the agreement with Local Governments was to expire in December 2017 and on the basis the Department of Transport (the Department) desired regional and remote Local Governments to continue to provide licensing services, in June 2017 the Department surveyed the CEOs of affected Local Governments seeking the following advice:

- Did the Local Government want to continue to provide licensing services?
- What are the issues encountered with the current agreement?
- What suggested improvements could be incorporated into the new agreements?

The Department received 56 (of 71) responses from affected Local Governments and all but one indicated a willingness to continue to provide licensing services. The common issues raised included:

- Commission payments did not cover the cost of providing the service.
- Merchant fee costs to the Local Government had increased.
- There was an increase in complex transactions compared to simple payment processing.
- There was a need for more training.

According to the Department the replacement agreements were drafted to incorporate feedback from affected Local Governments and the changes to the agreements are minimal.

The Department advises that a restructure of the *Road Traffic Act 1974* has necessitated that two replacement agreements be offered to Local Governments:

1. A main agreement known as the Road Law Agreement.  
This agreement covers driver and vehicle licensing transactions under legislation that includes the *Road Traffic (Authorisation to Drive) Act 2008* and *Road Traffic Act 1974*.
2. A subsidiary agreement known as the Non-Road Law Agreement.  
This agreement covers transactions under legislation that includes the licensing of vessels (*WA Marine Act 1982*), photo cards (*WA Photo Card Act 2014*), motor vehicle driving instructor fees (*Motor Vehicles Drivers Instructors Act 1963*), and licensing and renewal of licenses for off road vehicles (*Control of Vehicles (Off Road Areas) Act 1978*).

The two replacement agreements contain no services additional to those in the expired agreement.

Under the provisions of section 11 of the *Road Traffic (Administration) Act 2008* in late 2017 the Department provided affected Local Governments with the replacement agreements for signing. In response some Local Governments raised the following matters:

- The timeframe for signing and returning the agreements to the Department did not allow sufficient time for them to be formally put to Councils for consideration.
- Local Governments were offered agreements for either a three year or five year term rather than a ten year term as was done previously.
- There was no remarkable increase in commission payment rates except for CPI increase; and generally it is a cost burden for Local Governments to provide the services.

This matter was considered as an emerging issue at the WALGA State Council meeting in December 2017 resulting in a resolution that WALGA engage with the Department of Transport to further investigate the issue of vehicle licencing contracts.

### **Comment**

WALGA met with senior Department of Transport representatives who provided the following advice in relation to the matters raised by some affected Local Governments.

### **Review of expired agreement**

The Department reviewed the ten year agreement prior to its expiration with the aim to more clearly detail service provision requirements and levels; and process requirements. The replacement agreements were drafted to incorporate feedback from affected Local Governments. Key changes are summarized in Attachment 1.

### **Timeframe for signing replacement agreements**

The current ten year agreement for Local Governments to provide licensing services expired on 31 December 2017. A restructure of the *Road Traffic Act 1974* necessitated that two replacement agreements be drafted, which were offered to Local Governments for signing in late 2017. The timeframe nominated by the Department to sign and return the agreements did not allow sufficient time for Local Government CEOs to put them to their Councils for consideration. Acknowledging the timeframe was insufficient, the Department granted a three month extension of the expired agreement to the end of March 2018.

### **Three year or five year replacement agreements**

In line with community demands the Department is actively seeking to shift transaction processing to on-line methods. A number of transactions can now be processed and/or paid via on-line modes. Over the coming years the Department plans to implement additional on-line transactions and other initiatives such as e-billing and direct debits that will accelerate the shift from face-to-face processing to on-line processing. These initiatives will have consequences for Local Government as simple transactions will move on-line leaving more complex and time consuming transactions to be processed face-to-face.

Sixty three percent (63%) of the Department's payments are currently processed online (representing 4.6 million payments) compared with 46% in 2013-2014 (3.4 million transactions).

Transactions processed at Local Governments have fallen 12% since 2011-2012 with a significant portion of the reduction occurring in the last two years. The reduction is due to the shift to on-line payment processing; changed economic conditions; and a move by the WA Police Force to process firearm transactions on-line through its website.

Local Governments were offered replacement agreements for terms of either three or five years. The terms were determined by the Department changing its business practices and processes, the general shift to on-line processing, external factors including current economic conditions, and face-to-face transaction volumes. These factors combined could create situations in the future where it is uneconomical for a Local Government to continue providing the services; therefore the Department considered a ten year agreement term too long to afford sufficient flexibility for effective management by both parties. Shorter agreement terms will allow for regular review of the economic viability and service quality. As a consequence:

- Three year terms were offered to Local Governments with low transaction volumes located in close proximity (less than 50 kilometres) to other Local Governments providing the services.
- Five year terms were offered to Local Governments with higher transaction volumes; and Local Governments in remote areas.

### **Fees and costs**

The fees and costs incurred by Driver and Vehicle Services (Department of Transport) are reflected in the fees and charges to customers. The Department advised it has an obligation to promote and support lower cost delivery methods because supporting more expensive service delivery methods comes at a cost to customers.

The Department acknowledged that feedback from the June 2017 survey of CEOs indicated commission payments do not fully meet the costs incurred by their Local Governments to provide licensing services. Contributing factors included increased merchant fees, increasing volume of complex transactions, and processing variations of the same transaction requiring additional time investment by staff.

According to the Department, the expired agreement provided for an increase in commission values paid to Local Governments based on CPI increases and became effective from 1 July each year. The replacement agreements continue this practice.

The Department has scheduled a commission increase of 3% effective from 1 January 2018. The cost is expected to be offset by falling transaction volumes. The Department also made a decision to provide additional funding to support Local Governments processing higher volumes of transactions above 3,000 per annum (12 per work day).

## Attachment 1

### Summary of key changes to replacement agreements as provided by the Department of Transport

Clause change	Reason
Definition of "Database"	Clarify that the agreement relates to DoTs vehicle and driver licensing databases.
Definition of "KPI" removed	KPI considered outdated and replaced by a compliance concept that focusses on no errors and correction if errors are identified during daily audit. Further <i>please explain</i> if errors continue or are significant – see amended Schedule H.
Definition of "PCIDSS Annual Statement" removed	Not required from Shires.
Definition of "Physical stock point" (h)	Referenced to Schedule M for clarity.
Definition of "Principal's Property"	Expanded to include physical stock and equipment provided by the Principal.
Event of Default (g) - wording change	Amended to clarify Principal to be advised and may give consent if Agents personnel have a criminal history. Otherwise it is a default event.
6.3 Agents undertakings	Now includes returning plates through approved couriers.
6.5 Conflict of interest	Better define the Department's understanding of the term.
7.1 Supply by Principal	Remove EFTPOS from (b) (i) - Shires use own systems to process payments.
8.1 Training	(e) Added to recoup taxi fares to and from training - evidence/receipts required.
8.3 Telecommunications	Ongoing rental not covered - originally introduced in infancy of the internet, now all business have internet connection, and DoT upload traffic is small.
10.3 Use of the Principal's Systems and Database	(b) Amended to provide for the Principal to request signing of a confidentiality agreement on demand - providing greater flexibility to ensure Agent personnel are aware of their responsibility.



	(d) Require personnel to log off when not using the PC so as not to enable unauthorized staff to access data to reduce unauthorized access and release of personal customer information.
10.5 Return of Confidential information	(b) Provide for more regular return of paperwork or other confidential information to the Department.
15.1 Audit and Review and 15.2 Performance and Compliance review meetings	Include the concept of compliance with business rules (error reduction) as well as performance which relates to quality of service.
16 Disputes	(b) Clarify that the Agents and Principals representatives must resolve disputes.
Schedule A	Minor wording changes: - Definition – Transport Service Centre - Scope of Services – now Road Law due to restructure of legislation - Physical Stock Requirements (c) - Timeliness of Service – (i), (iii) and (b)(iii) - Quality of Service (b) - Auditing by Transport Service Centres
Schedule B	Increased by 3% for selected sites performing over 3,000 transactions per annum. Non driver or vehicle transactions (maritime, photo card and taxi) removed and placed in the Non Road Rules Agreement
Schedule E	Changes to allow for directives to be issued by email.
Schedule F	Wording changes to reflect changes to DoT operations.
Schedule H	Changes to focus on error correction and prevention.
Schedule L	Removal of term from main contract to this schedule for flexibility. Contracts either for 3 or 5 years depending on volumes.

## 9. Discussion Forum/Zone Agenda Items

Items submitted by Councils for discussion

### 9.1 Regional Waste Facility – CLGF Funding Update

Submitted by the City of Bunbury on behalf of the Bunbury Wellington Group of Councils

#### **MOTION**

Moved	Cr. T Smith	Seconded	Cr P Omodei	Carried
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#### ***That the South West Zone***

- Notes the correspondence from the Department of Planning infrastructure and Regional Development to the Bunbury Wellington Group of Councils requesting the***

***return all of the Country Local Government Funds obtained for progressing the South West Regional Waste Site.***

- 2. Agree to continue to collectively work together to identify long term future suitable waste solutions include alternative waste options (eg: Waste to Energy)***
- 3. Request that WALGA advocate on behalf of the South West Zone to the Western Australian State Government in seeking to address long-term waste solutions for the South West.***

### **Background:**

The Bunbury-Wellington Group of Councils, Capes Regional Organisation of Councils and the Warren Blackwood Group of Councils, collectively titled the South West Group, consist of the following Local Government Authorities (LGAs) as well as the Bunbury Harvey Regional Council.

- City of Busselton
- Shire of Augusta-Margaret River
- City of Bunbury
- Shire of Boyup Brook
- Shire of Capel
- Shire of Collie
- Shire of Dardanup
- Shire of Donnybrook-Balingup
- Shire of Harvey
- Shire of Bridgetown-Greenbushes
- Shire of Nannup
- Shire of Manjimup
- Bunbury Harvey Regional Council

Significant growth has been experienced across the Region particularly in the LGAs along the coastline. The South West Regional Blueprint forecasts that this growth will continue, reaching an estimated regional population of 500,000 by 2050. This population growth presents both a challenge and opportunity relating to waste management for the region.

### **Details:**

Members would be aware of that the Bunbury Wellington Group of Councils (BWGC) have fought for the ongoing preservation of the CLFG Funds to allow for development of a new site, with the collective SW Regional Waste Group.

In 2017, the BWGC consider options regarding the CLGF funding wherein they resolved:

*That the Bunbury Wellington Group of Councils:*

- 1. Endorse the two-pronged approach (Option 1) as the recommended proposal to the Department of Regional Development as it is felt that this provides for the best long term outcome for the whole of the South West and it is considered the most appropriate course of action, noting that some funding has already been incurred for the preferred site selection.*
- 2. Agree a deputation of Elected Members urgently meet with the relevant Ministers to seek approval to retain the funding to allow for the project to continue and to preserve the funds for their intended purpose.*

3. *Approach the South West Development Commission to assist with the facilitation process and take over the administration of the grant funds.*

The two-pronged approach was recommended as it was felt that this is consistent with the original intent of the CLGF funding and will continue the development of a Regional Waste Facility. This approach to the DPIRD requested funding distributed between progressing the new Waste Site (Site 16) of \$1.454,000 and a new lined cell at the Stanley Road facility (approximately \$3.1M)

The BWGC submitted this approach to the DPIRD in August 2017. Following a number of correspondence with the Department to receive an update on the proposal, the attached correspondence was received from DPIRD requesting the return of all funding (plus interest received).

Following receipt of the correspondence, the CEO of the City of Bunbury along with Rebecca Ball, CEO of the South West Development Commission, met with Brett Sabien (A/Director Project Agreements of Department of Primary Industries and Regional Development).

The meeting was to discuss the matter further and in terms of outcomes from the meeting, the DPIRD reiterated that there may be the opportunity for future funding (which is more than likely to be in the outer years of the forward estimates) to be made available. The message relayed at this meeting was that the SWDC and the DPIRD are committed to continue to work with the SW Council's Group to reach a combined regional and whole of government approach, to finding a solution which may include innovation and technology (eg: Waste to Energy)

Regarding the return of funds, the City of Bunbury held these in a term deposit and arranged for the funds to be returned by the due date (16 February).

**Future Steps:**

In relation to progressing the next steps forward, it is suggested that any future progression of a Regional Waste Facility, should involve all LG member of the SW Zone as well as the Bunbury Harvey Regional Council.

DPIRD have eluded that there may be opportunities for Royalties for Regions funding for the project in the future if budget allocations permit. It is hoped that the South West Regional Waste Group can continue to pursue options for a regional waste site.

It is widely regarded that regional collaboration is an effective solution for efficient waste management systems. Through collaboration, greater volumes of waste are generated, presenting economies of scale to support options that may not be feasible at an individual LGA level and therefore, it is proposed for the SW Regional Waste Members to continue work together to determine future suitable waste solution, but also look at alternate waste options.

If this approach is not supported, this may result in South West local governments pursuing their own sites, resulting in multiple landfill facilities across the region operating at lower standards. Some members have already indicated this is a likely outcome, but rather than each regional local government pursue individual sites, the collective would still like to see a Regional Waste Site for the South West to be established.

**9.2 Proposed Changes To Commonwealth Funding Arrangements For Environmental Groups**

**MOTION**

Moved	Mayor G Henley	Seconded	Cr M Bennett	Carried
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**THAT:**

**The SWZ request WALGA enter into negotiations with the relevant Commonwealth departments to address:**

- 1. The negative impacts of the proposed conditions that will attaché to payments of funds to voluntary environmental management groups particularly, retrospectivity of post project reimbursement and insufficiency of project administrative costs, and**
- 2. The need to ensure that any biosecurity projects avoid duplication, work collaboratively and are consistent with the provisions of the Biosecurity and Agricultural Management Act 2007, and**

**Announcement - Councillor Training**

Councillors are advised of the following training courses that are currently available.

<b>Course</b>	<b>Location</b>	<b>Date</b>
Understanding Financial Reports and Budgets	Busselton	19 March
Effective Community Leadership	Busselton	20 March
Integrated Strategic Planning – Essentials	Bunbury	26 April
Integrated Strategic Planning – Advanced	Bunbury	27 April

## 10. Zone Status Report

<b>Zone</b>	<b>Agenda Item</b>	<b>Zone Resolution</b>	<b>WALGA Response</b>	<b>Up-date</b>	<b>WALGA Contact</b>
<b>Sth West C</b>	<b>2017 November 24 Zone Agenda Item 9.2</b> Shire of Capel Submission Local Government Grant Scheme (ESL) Eligible Expenditure	That WALGA be requested to lobby the State Government for: 1. A comprehensive review of items of eligible expenditure under the Local Government Grant Scheme to enable the full costs of operating Volunteer Bush Fire Brigades to be met; and 2. The establishment of the general principle of equality of eligible expenditure across all emergency services for operating costs associated with their activities.	The State Government has advised that the recommendations from the Economic Regulation Authority review of the Emergency Services Levy is being considered as part of the Machinery of Government process currently reviewing the structure of DFES. This process includes a review of the ESL governance and operational arrangements.  WALGA will continue to lobby for a review of the items of eligible expenditure under the Local Government Grant Scheme to enable the full costs of operating Volunteer Bush Fire Brigades to be met; and the general principle of equality of eligible expenditure across all emergency services for operating costs associated with their activities.	February 2018	<b>Melissa Pexton</b> <b>Policy Manager Emergency Management</b> <a href="mailto:mpexton@walga.asn.au">mpexton@walga.asn.au</a> <b>9213 2080</b>
<b>Sth West C</b>	<b>2017 August 25 Zone Agenda Item 11.1</b> Cat Act 2011 Review (Shire of	THAT WALGA be requested to lobby the State Government to seek amendments to the Cat Act 2011 to make it an offence under the Cat Act 2011 to have an uncontrolled, untethered cat in a public place and	Department of Local Government, Sport and Cultural Industries has advised the review of the Cat Act is likely to be scheduled for 2019.	Feb 2018	<b>James McGovern</b> <b>Manager Governance</b> <b>9213 2093</b> <a href="mailto:jmcgovern@walga.asn.au">jmcgovern@walga.asn.au</a>

	Capel)	to provide the power for local governments to designate certain public places where cats are prohibited.			
<b>Sth West C</b>	<b>2016 August 26 Zone Agenda Item 7.6</b> Withdrawal of DLGC Owned Buildings – Shire of Collie	That WALGA make representation to the Department of Local Government and Communities and strongly oppose the Department of Local Government and Communities (DLGC) plans to withdrawal its support for childcare services and ownership of related assets on the ground of cost shifting to affected local governments and community organisations.	<p>WALGA has continued to raise the issue with the Department including the President’s column in the West Australian on 11 October 2017.</p> <p>The issue has been raised with the Minister’s chief of staff and at a number of forums, however the State Government has been resolute in their position.</p> <p>WALGA has met with Linkwest to discuss their role with assisting centres in the transition.</p> <p>With the McGowan Labor Government now fully implemented, the Association will raise this issue with both the Minister for Local Government, David Templeman and the Minister for Community Services, Simone McGurk.</p> <p>The Department of Local Government and Communities has developed a new Supporting Communities Program to replace the existing Community and Neighbourhood Development Services, Individual and Family Support and Youth Support Services Programs. The program consists of two streams – a Stronger Communities sub-program and an Individual and Family Services sub-program. The Department invited service providers and key stakeholders to attend workshops to learn more about the proposed program and provide their input.</p> <p>The workshops were held on the afternoon of Friday, 2 June and Tuesday, 13 June 2017. The first workshop on 2 June was restricted to services funded under the current programs and local governments that currently provide them with accommodation. The second workshop was</p>	June 2017	<p><b>Joanne Burges</b> <b>Executive Manager, People &amp; Place</b> <a href="mailto:jburges@walga.asn.au">jburges@walga.asn.au</a> <a href="mailto:wcarter@walga.asn.au">mailto:wcarter@walga.asn.au</a> <b>9213 2018</b></p>
				August	

		<p>open to all interested organisations and Local Governments.</p> <p>WALGA President Cr Lynne Craigie and Executive staff met with Hon Simone McGurk MLA, Minister for Child Protection; Women's Interests; Prevention of Family and Domestic Violence; Community Services on Wednesday 3 May 2017. WALGA raised the concerns of members with regard to recent withdrawals of funding for family centres. The Minister advised that Child Care Centres (where vested in Government) will be vested to organisations on conditional leases and that a new Fund Supporting Communities Program has been established to replace the existing Community and Neighbourhood Development Services, Individual and Family Support and Youth Support Services Programs. Valued at \$9.4 million the program will consist of two streams – a Stronger Communities sub-program and an Individual and Family Services sub-program.</p> <p>A discussion paper was released providing an overview of the program and feedback was sought until 14 July 2014 via the Tenders WA website. Organisations were encouraged to register with Tenders WA to receive further updates on the consultation process and for the development of the Request for Tender. If you require any assistance, please email <a href="mailto:tenderswa@finance.wa.gov.au">tenderswa@finance.wa.gov.au</a></p> <p>The Tender process is expected to open in September 2017. Further information can be obtained by emailing <a href="mailto:supportingcommunities@dlgc.wa.gov.au">supportingcommunities@dlgc.wa.gov.au</a></p> <p>On 27 October the State Government announced</p>	<p>2017</p> <p>Nov 2017</p> <p>February 2018</p>	
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			<p>a Regional Community Child Care Development Fund that will receive one-off funding of \$1.658 million to ensure regional communities have sustainable childcare services in the future.</p> <p>Further announcements about specific regional funding components will be made in the coming weeks.</p> <p>WALGA is supporting and promoting a Department of Communities 'Supporting Communities Program' workshop on 2 February. This will give Local Governments an opportunity to give comment and feedback on the new model of <i>Supporting Communities Program</i>.</p>		
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## 11. Finance

### 11.1 Financial Reports

**SOUTH WEST ZONE WA LOCAL GOVERNMENT ASSOCIATION  
FINANCIAL REPORT FOR THE PERIOD ENDED 31 JANUARY 2018**

DETAILS	2017/18 ANNUAL BUDGET \$	2017/18 ACTUAL \$
<b>Opening Cash Funds at 1 July</b>	<b><u>12,353</u></b>	<b><u>12,387</u></b>
<b><u>Revenue</u></b>		
Interest on Investment	100	0
Member Council Contributions	7,200	6,600
<b>Total Revenue</b>	<b>7,300</b>	<b>6,600</b>
<b><u>Expenditure</u></b>		
Secretarial Service	(7,000)	(2,800)
Miscellaneous Expenses	(100)	(232)
<b>Total Expenditure</b>	<b>(7,100)</b>	<b>(3,032)</b>
<b>Surplus (Deficit) for Period</b>	<b>200</b>	<b>3,568</b>
<b>Closing Funds at 31 January 2018</b>	<b>12,553</b>	<b>15,955</b>

**Closing Funds at 31 January 2018 Represented By:**

**Cash at Bank**

Cheque Account	\$4,109
Term Deposit 0.5% - Holding Investment	\$11,846
	<b>\$15,955</b>

**Less Creditor**

Meeting Fee Due	(\$0)
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**Net Assets Available at 31 January 2018**

**\$15,955**

## 11.2 Payments

Executive Officer for administrative services

\$1400

### MOTION:

***That the financial report be received, and accounts be approved for payment***

Moved	Cr. M Bennett	Seconded	Cr. L Wringe	Carried
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## 12. Schedule of meetings 201

The following dates are agreed for meetings for the next 12 months retaining the practice of meeting on the 4<sup>th</sup> Friday of the month.

Month	Location	Agenda
27 <sup>th</sup> April	Boyup Brook	Minister for Environment To be confirmed
22 <sup>nd</sup> June	Bridgetown	Tourism
24 <sup>th</sup> August	Bunbury	Police
23 <sup>rd</sup> November	Busselton	TBA

## 13. Closure

Vote of thanks moved by Mr. M Osborne for Mr. Peter Clark on his retirement from local government.

The President thanked members and visitors for their attendance and the Shire of Augusta-Margaret River members and their staff for the hospitality extended to the Zone Delegates and closed the meeting at 12 noon.

## Business Initiative Group Minutes

Page 1 of 2


<b>Date:</b>	<b>March 8th 2018</b>	
<b>Venue:</b>	<b>Nannup Bowling Club</b>	
<b>Meeting Opened:</b>	6pm	
<b>Attendance:</b>	Di Ness, Isabel and Jim Green, Cheryle Brown, Chris Buckland, Lorraine Raynel, Grant Raynel, Mark White, Ian Gibb, Davina Gibb	
<b>Apologies:</b>	Tony Mitchell, Jean Vinicombe, Leanne White, Heather Walford, Rob Marshall	
<b>Business arising:</b>	<p><b>BIGN banner</b> – Quote came in higher than expected \$279.40, but through email collaboration approval was sought to ensure the banner was available for the Nannup Music Festival Stall.  <b>Motion:</b> Approve additional cost <b>Passed Majority</b></p> <p>“<b>Find The Fun</b>” possible visit depending on their availability for our next meeting</p> <p><b>Mango Money:</b> \$150 raised. To be decided what project to put money too.</p> <p><b>Shire Letter:</b> Re Visitor center contract: Draft letter read and is to be revised by Mark and Di to better reflex the need for debate and request participation in the debate process and forwarded to Nannup Shire Council.  Issues sited included possible funding sort for IT improvement, Possible changes to structure to ensure success as the visitor center has a direct impact on businesses in town.</p>	<p><b>moved C. Brown</b>  <b>Second:</b> Di Ness</p> <p><b>Mark to confirm</b></p> <p><b>deferred</b></p> <p><b>Di and Mark to Action</b></p>
<b>Confirmation of previous minutes:</b>	<b>January Minutes</b> <b>Moved</b> Di Ness <b>Seconded</b> I. Green	
<b>Correspondence</b>		
<b>OUT:</b>	<p><b>Email:</b> All members regarding proposed sign cost  <b>Letter:</b> Invitation of membership sent Word Of Mouth, Nannup Fish and Chips, Nannup Hemp Company, notice of meeting to Ray White.  <b>Email:</b> Letter of support for grant application to Nannup Flower and Garden Club</p>	
<b>IN:</b>	<p><b>Email:</b> Nannup Shire: Invitation to attend Small Business Friendly Government Program. A total 6 workshops in Perth with some teleconferences. This was forwarded to all members when received</p> <p><b>Email:</b> Nannup Hardware: Re Amphitheatre Disabled toilets at festival not being available and inappropriate lock on door.</p>	<p><b>Moved</b> Di Ness  <b>Seconded</b> Mark White</p>



	to begin from 1 <sup>st</sup> July Arts Council Garage Gallery's move to Kindy building has been approved by Council, Playgroup and Men's Shed. It is hoped that with the money saved more funds can be directed towards Artists in Nannup through workshops and Programmes.	
<b>9</b>	Nannup Skip Bins Reported busy long weekend providing skips for outer lying camp grounds. Donut stall successful at Nannup Music Festival (NMF)	
<b>10</b>	Loose Goose Chalets doing well. Crowd at NMF was great and Creative	
<b>11</b>	Lion's breakfast on the whole was busy during NMF. Yearly auction 26 <sup>th</sup> May 2018 donations welcome	
<b>12</b>	Bowling club did well during the NMF with and funds raised will go towards necessary repairs to the perimeter boards to the greens. Men's shed have cut up wood ready for raffles during winter. J. Green- Great response from visitors to Stripe in the Forest stall during NMF. Story boards for project are coming along	
<b>13</b>	Wild Eyed Press Pleased with results of new shop fittings and commended local stores and businesses being very responsive to help out when needed.an official opening will be held later in the year. Wholesale portion of business is busy and will be attending trade fair in Melbourne.	
<b>14</b>	Nannup Valley Chalets had a great weekend with music each morning from bands staying Stripes in the Forest Stall Thank you to all who supported the stall, especially the Non-members, Lindesay and Anne Blackburn Kane, Anne Bennetts, Brendan Morrison and Family and Rebecca Cotton and Family.	
<b>15</b>	Nannup Music Club Pre-Festival ticket sales up from last year. Offer has been made on a property subject to sale conditions being met within 60 days.	
<b>Meeting Closed:</b>	7.35 pm	
<b>Next Meeting:</b>	Thursday 12 <sup>th</sup> April 2018	

## Att 12.1.1

FNCIO

SHIRE OF NANNUP RECEIVED	
Ref: <u>AM16</u>	No: <u>87</u>
<b>06 MAR 2018</b>	
Officer: <u>CEO</u>	

Mrs G Vasey  
PO Box 283  
Nannup WA 6275

Mr Peter Clark  
CEO  
Shire of Nannup  
Adams St  
Nannup WA 6275

01.03.2018

Reference: Winter weekend markets.

Dear Peter,

I am writing on behalf of the regular stall holders at the Nannup Markets.

Last year the BigN hired the Nannup Town Hall for our use during June and July as both an experiment and a service to the community and our visitors, these days proved to be well attended by stall holders that donot normally attend due to inclemant weather as well as locals and visitors alike.

We are only in the initial stages of planning for 2018 and already have 10 committed stall holders agreeing to regularly take part, including the Nannup YAC. Part of our strategy this year is to advertise the prospective dates on social media thereby hopefully attracting a wider group of people, particularly visitors.

After a meeting with Louise Stokes to make 5 bookings between June 2<sup>nd</sup> and July 28<sup>th</sup> and to also establish the Town Hall hire costs we would like to ask council if they would be willing to consider a 50% waiver of the normal fees. This would still allow stallholders to pay their normal \$5 charity fee to the community group rostered on for that particular date.

Yours sincerely,



G J Vasey  
9756 0921

## Att 12.2.1

DELEGATION NUMBER	-	80
LEGISLATIVE POWER	-	Food Act 2008 ( <del>Part 5</del> ) <u>Appointments</u>
DELEGATION SUBJECT	-	Food Act 2008 ( <del>Part 5</del> ) <u>Appointments</u>
DELEGATE	-	Chief Executive Officer
COUNCIL POLICY	-	
RECORDING REQUIREMENT	-	Relevant Property Assessment File

Council delegates to the Chief Executive Officer, or any appropriately qualified person appointed by the Chief Executive Officer, the following functions:

1. Appoint authorised officers in accordance with Section 122(1) of the Food Act 2008; and
2. Appoint designated officers to issue infringement notices in accordance with Section 126(2) of the Food Act 2008.

~~authority to exercise and discharge all or any of the powers and functions as set out in Part 5 of the Food Act 2008.~~

No sub-delegates are permitted as the Food Regulations 2009 do not provide for sub-delegations.

Adopted at a Council Meeting on 22 May 2014.

Reviewed at a Council Meeting on 22 ~~February~~ March 2018.

## Att 12.3.1

Department of Sport & Recreation  
80A Blair St  
Bunbury 6230

Our ref: FNC60

27 March 2018

Dear Troy,

### **REF: CSRFF SMALL GRANTS NANNUP RECREATION CENTRE**

Please find attached a grant application to the CSRFF Small Grants round for 2018/19. This project is for the renovations of the change rooms at the Nannup Recreation Centre.

Please do not hesitate to contact me should you have any queries relating to this application.

Yours sincerely,



**LOUISE STOKES**  
**ECONOMIC & COMMUNITY DEVELOPMENT OFFICER**







Office Use Only

TRIM: \_\_\_\_\_

Grant No: \_\_\_\_\_

Project Coordinator: \_\_\_\_\_

# CSRFF Small Grants Application Form

For projects up to \$200,000 to be acquitted by 15 June 2019

You **MUST** discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications **MUST** be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.

DLGSC Contact: Troy Jones

Date: 10 January 2018

Office: Bunbury

## Applicant's Details:

Organisation Name:	Shire of Nannup				
Postal Address:	PO Box 11				
Suburb:	Nannup	State:	WA	Postcode:	6275
Street Address:	15 Adam St				
Suburb:	Nannup	State:	WA	Postcode:	6275

## Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Tracie Bishop	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/>
Position Held:	Acting Chief Executive Officer		
Business Phone:	08 9756 1018	Facsimile:	
Mobile Phone:		Email:	Tracie.bishop@nannup.wa.gov.au

## Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 43038160786
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: 8113 *
Bank details:	Bank: Commonwealth	BSB: 06850 A/c: 10185718

## Local Government Authority Details:

LGA:	Shire of Nannup		
Contact:	Tracie Bishop	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/>
Position Held:	Acting Chief Executive Officer		
Business Phone:	08 9756 1018	Facsimile:	
Mobile Phone:		Email:	Tracie.bishop@nannup.wa.gov.au

## PROJECT DETAILS

**Project Title (brief and specific):** Nannup Recreation Centre Change Rooms. This project is to renovate the existing change rooms and toilets in the Nannup Recreation Centre.

### Project Description:

In 2016 the Recreation Centre stage 1 project was completed, with a new community meeting room, function centre and commercial kitchen constructed. The main recreation hall lighting and ventilation was improved. The entire building was rendered and verandahs and universal access to all doors constructed. The area was landscaped and a full emergency management plan incorporated into the design for the premises to be used as a Welfare Centre.

The photos will demonstrate how the toilets and showers do not present a professional image for this centre and are antiquated.

This will be completed by installing a new ceiling into the building, ensuring that people cannot gain entry to other areas of the facility and improving the aesthetic appeal. The fire alarms will be relocated and the tiling in the showers and toilets replaced to meet Australian standards. There will be floor and wall treatments to improve the aesthetic appeal. Signage to meet Australian standards will be installed.

### How did you establish a need for your project?

The upgrade to the Recreation Centre has been a strategic priority for Council and the community, first identified with the development of the Shirley Barnes Recreational Facilities Strategic Plan in 2000 and followed up with the Jill Powell Nannup Recreation Centre Feasibility Study in 2008. The upgrade was the highest priority identified by residents at the 2009 Community Planning Day. This was reflected in the Council's Strategic Plan 2010/11 – 2014/15 which identified this project through the following actions:

Program 11 Recreation & Culture, Sub Program 11.2 Other Recreation and Sport, A: Complete business plan, needs analysis and site survey for proposed Recreation Centre upgrade

B: Develop plans/design and seek funding for upgrade to the Recreation Centre

D: That Council undertake the upgrade to the Recreation (and Community) Centre per adopted plans and funding available – Appendix 4

E: Develop and implement an appropriate management model (including a lease if required) for the operations of the Recreation Centre

F: Develop a suitable capital replacement and maintenance plan for the upgraded Recreation Centre

Program 13 Economic Services and Tourism, Sub Program 13.2 Tourism and Area Promotion

The program for the upgrade of the Recreation Centre was revised due to budget constraints and a staged proposal was initiated. Stage 1 has been completed and Council is now in a position to commence planning and construction for the next part of the project.

As part of the Local Government Integrated Planning requirements, over the past two years the Shire of Nannup has been undertaking consultation and developing their Strategic Planning, Asset Management, Long Term Financial Plan and the Equipment and Plant Replacement Plan. These plans ensure that Council is undertaking strategic actions in response to the concerns, vision and values of the residents whilst considering the financial and long term financial consequences, economic and social benefits to the development of community infrastructure. The Shire's newly completed Community Strategic Plan includes Strategy 3.1 Well maintained quality infrastructure for our community and visitors and promote activity, Action Upgrade to Recreation Centre.

The current population of the Nannup Shire is 1328 people as per the 2016 Census. The past four years has seen a gradual increase in the number of people moving to the Shire and this growth is anticipated to continue with the demand for employment in the mining industry with the construction of the Margaret River Busselton Airport, enabling FIFO workers to fly from the South West to work sites.

The key to Nannup's sustainable growth will be to develop a localised economy with the provision of social and community infrastructure available to all residents. As transport costs increases, the costs of living will increase and it is imperative that rural and remote communities can thrive with a localised economy and social base. The key will be to provide infrastructure so that all residents can be active community participants.

### What alternatives were considered and why were they rejected?

Originally the plan was to complete this project in the main centre upgrade in 2016. This was rejected due to increased costs of the entire project. In 2016 and 2017 funding support has been sought from the Department of Sport & Recreation and both times the project has not been successful. Council in the past two years has built up their reserve funds so that their contribution to the project can be completed. The project scope and budget has been revised to reduce the expenditure request as it is acknowledged that the Recreation Centre has lower usage compared to other regional recreation facilities however for our community this facility is an asset and is impacting on the capacity of economic development workers to entice regional sporting activities and events to Nannup due to poor facilities.

<b>Project location:</b>	Nannup Recreation Centre, Warren Rd, Nannup		
<b>Land ownership:</b>	Who owns the land on which your facility will be located? Shire of Nannup Lease Expiry (if applicable): N/A		
<b>Planning approvals</b>	Not required as the existing use is not changing	If no, provide the date it will be applied for:	
<b>Where applicable, has planning permission been granted? (LGA)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___	
<b>Department of Aboriginal Affairs? N/A</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___	
<b>Department of Parks and Wildlife? (Environmental, Swan River) N/A</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___	
<b>Native Vegetation Clearing Permit? N/A</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___	
<b>Please list any other approvals that are required?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___	
<p><b>How will your project increase physical activity?</b> It is essential that Occupational, Health and Safety requirements are met in supporting young people to participate in physical exercise. The current facilities are dated and a report from the Health Officer has been received expressing that works need to be completed.</p> <p>Part of Council's Economic Plan and the Nannup Sport &amp; Recreation Association's Strategic Plan is to encourage groups and events to utilise the facilities. This year the 'Making Smoking History Forest Rally', the Nannup Music Festival, 'SEVEN' enduro mountain bike event and the 'Tour of Margaret River' will utilise the facilities. Providing facilities that are easy to clean, accessible and presentable is extremely important.</p> <p>Several sporting groups in Nannup are now participating in regional competitions and engaging with neighbouring communities for competition and social recreational activities at the Recreation Centre. Providing suitable facilities for these groups is important for health and safety reasons, along with wishing to present Nannup in a positive image. These groups include Nannup Tee Ball Association, Nannup Basketball Association, the Tigers Running Club and the Nannup Mountain Bike Club.</p> <p>Discussion has also been held with the Tour of Margaret River, Nannup Mountain Bike Club and the 'Making Smoking History Forest Rally' to develop infrastructure to enable these organisations to have a base in Nannup, which would encourage greater sporting and recreational usage of the facilities. In April a pump track will be officially opened within the Recreational Precinct, encouraging youth in Nannup to improve their cycling skills before tackling the downhill and enduro tracks around Nannup.</p>			
<p><b>Do you share your facility with other groups?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who: Council owns the Recreation Centre and current groups that utilise the facilities includes: Nannup Basketball, Badminton, Golf, Auskick, Trapeze, Blackwood River Clinic, Nannup District High School, Darts, Cricket and football.</p>			

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Basketball	14%	8
Trapeze	10%	6
Blackwood River Clinic (all sports)	7%	5

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

<b>2015/16</b>	300	<b>2016/17</b>	300	<b>2017/18</b>	300
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <http://www.DLGSC.wa.gov.au/contact-us/find-a-sport-or-recreation-association>

**Our whole  
Community wins**

<b>What is the name of the State Sporting Association for your activity/sport?</b>	
N/A	
<b>Have you discussed your project with your State Sporting Association?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Contact Name:	Date of contact:

## PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

Task	Date
Attainment of Council approvals	
Preparation of tender/quotes for the major works contract	July 2018
Issuing of tender for major works	August 2018
Signing of major works contract	August 2018
Site works commence	September 2018
Construction of project starts	September 2018
Project 50% complete	October 2018
Project Completed	October 2018
Project hand over and acquittal	November 2018

**Are there any operational constraints that would impact on the construction phase of your project?** (such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral. No, we would seek to have the project completed by November due to the Tour of Margaret River event being held.

## GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

## PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

## APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: Tracie Bishop

Position Held: Acting Chief Executive Officer

Signature: 

Date: 27 March 2018

## DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

**You MUST contact your local DLGSC office to determine eligibility before applying.**

Category	Details
Geographical location	<input type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other

## LODGEMENT OF YOUR APPLICATION

- Applications are to be received in **hard copy** and should be clipped at the top left-hand corner, please do not bind. In **addition to the hard copy an electronic copy is encouraged** to be provided.
- It is recommended that you **photocopy your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly identified** and securely attached to the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

### Grants up to \$66,666:

<input checked="" type="checkbox"/>	<b>Application form.</b>
<input checked="" type="checkbox"/>	<b>Incorporation Certificate.</b>
<input type="checkbox"/>	<b>Two written quotes.</b>
<input checked="" type="checkbox"/>	If your project involves the upgrade of an existing facility, include <b>photograph/s</b> of this facility.
<input checked="" type="checkbox"/>	<b>Locality map, site map and building plans</b> (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input type="checkbox"/>	<b>Income and expenditure statements</b> for the current and next financial years. (LGAs exempted).
<input checked="" type="checkbox"/>	<b>Written confirmation of financial commitments</b> from other sources including copies of <b>council minutes</b> . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input checked="" type="checkbox"/>	<b>Itemised project cost for components</b> and identified on the relevant quote for each (including cost escalation).
<input type="checkbox"/>	For floodlighting projects, a <b>lighting plan</b> must be supplied showing lux, configuration and sufficient power supply

### Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. There is no onus on Department staff to pursue missing documentation.
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in November and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.





- If your project is a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

## PROJECT FUNDING

Source of funding	\$ Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government			LGA cash and in-kind		
Applicant cash	37,724	41,496	Organisation's cash	Y	Funds in Council's asset management account
Volunteer labour			Cannot exceed applicant cash and LGA contribution combined		
Donated materials					
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF requested	18,862	20,748	up to 1/3 project cost	N	
Development Bonus			Up to ½ project cost	N	
<b>b) Total project funding</b>	<b>56,586</b>	<b>62,244</b>			
<p><b>*Note: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated in this budget, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?</b></p>					
<p>This project has been completed scaled back to the bare minimum requirements. If funding support is not provided, Council would not be in a position to undertake this work this coming financial year.</p>					

### GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

### FINANCIAL SUMMARY

a) Total project expenditure (ex GST)	56,586
b) Total project funding	62,244
c) Project variance*	0.00

**\*Balance between a) and b) should be \$0**

## PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

<b>Name of Local Government Authority:</b> Shire of Nannup
<b>Name of Applicant:</b> Shire of Nannup

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

### Section A

The CSRFF principles have been considered and the following assessment is provided:  
(Please include below your assessment of how the applicant has addressed the following criteria)

#### All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Development applications only

	Satisfactory	Unsatisfactory	Not relevant
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Interest Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Section B

LGA – priority ranking of this project	
Priority ranking of no of applications received	1 of 1 applications received
Is this project consistent with the	<input checked="" type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan <input type="checkbox"/> State Plan
Have all planning and building approvals been given for this project?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

**Project Rating** (Please tick the most appropriate box to describe the project)

- A Well planned and needed by municipality
- B Well planned and needed by applicant
- C Needed by municipality, more planning required
- D Needed by applicant, more planning required
- E Idea has merit, more planning work needed
- F Not recommended

### LGA comments (Required):

Only one quote has been sought from the preferred supplier/contractor that has a contract with Council to maintain and undertake all works on Council properties.

This application has now been submitted several times for funding support. It is acknowledged that other centres may have higher usage, however this is the only facility in our Shire and work is currently being undertaken to increase physical and recreational activity in this centre.

Signed



Position Acting Chief Executive Officer Date 27/3/2018

Applications for CSRFF funding must be submitted to your Department of Local Government, Sport and Cultural Industries office by **4pm on the last working day in March**. Late applications cannot be accepted in any circumstances.

### DLGSC OFFICES

#### PERTH OFFICE

246 Vincent Street  
Leederville WA 6007  
PO Box 329  
Leederville WA 6903  
Tel: (08) 9492 9700  
Fax: (08) 9492 9711

#### PEEL

Suite 94  
16 Dolphin Drive  
PO Box 1445  
Mandurah WA 6210  
Tel: (08) 9550 3100  
Fax: (08) 9550 3199

#### PILBARA

Karratha Leisureplex  
Dampier Hwy  
PO Box 941  
Karratha WA 6714  
Tel: (08) 9182 2100  
Fax: (08) 9182 2199

#### SOUTH WEST

80A Blair Street  
PO Box 2662  
Bunbury WA 6230  
Tel: (08) 9792 6900  
Fax: (08) 9792 6999

#### GREAT SOUTHERN

22 Collie Street  
Albany WA 6330  
Tel: (08) 9892 0100  
Fax: (08) 9892 0199

#### GASCOYNE

4 Francis Street  
PO Box 140  
Carnarvon WA 6701  
Tel: (08) 9941 0900  
Fax: (08) 9941 0999

#### GOLDFIELDS

106 Hannan Street  
PO Box 1036  
Kalgoorlie WA 6430  
Tel: (08) 9022 5800  
Fax: (08) 9022 5899

#### KIMBERLEY – Broome

Unit 2, 23 Coghlan Street  
PO Box 1476  
Broome WA 6725  
Telephone (08) 9195 5750  
Facsimile (08) 9166 4999  
Mobile 0427 357 774

#### WHEATBELT - NORTHAM

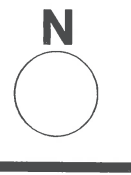
298 Fitzgerald Street  
PO Box 55  
Northam WA 6401  
Tel: (08) 9690 2400  
Fax: (08) 9690 2499

#### WHEATBELT – NARROGIN

Government Offices  
Level 2, 11-13 Park Street  
Narrogin WA 6312  
Telephone 0429 881 369  
Facsimile (08) 9881 3363

#### MID-WEST

Level 1, 268-270  
Foreshore Drive  
PO Box 135  
Geraldton WA 6531  
Tel: (08) 9956 2100  
Fax: (08) 9956 2199



# EXISTING FLOOR PLAN

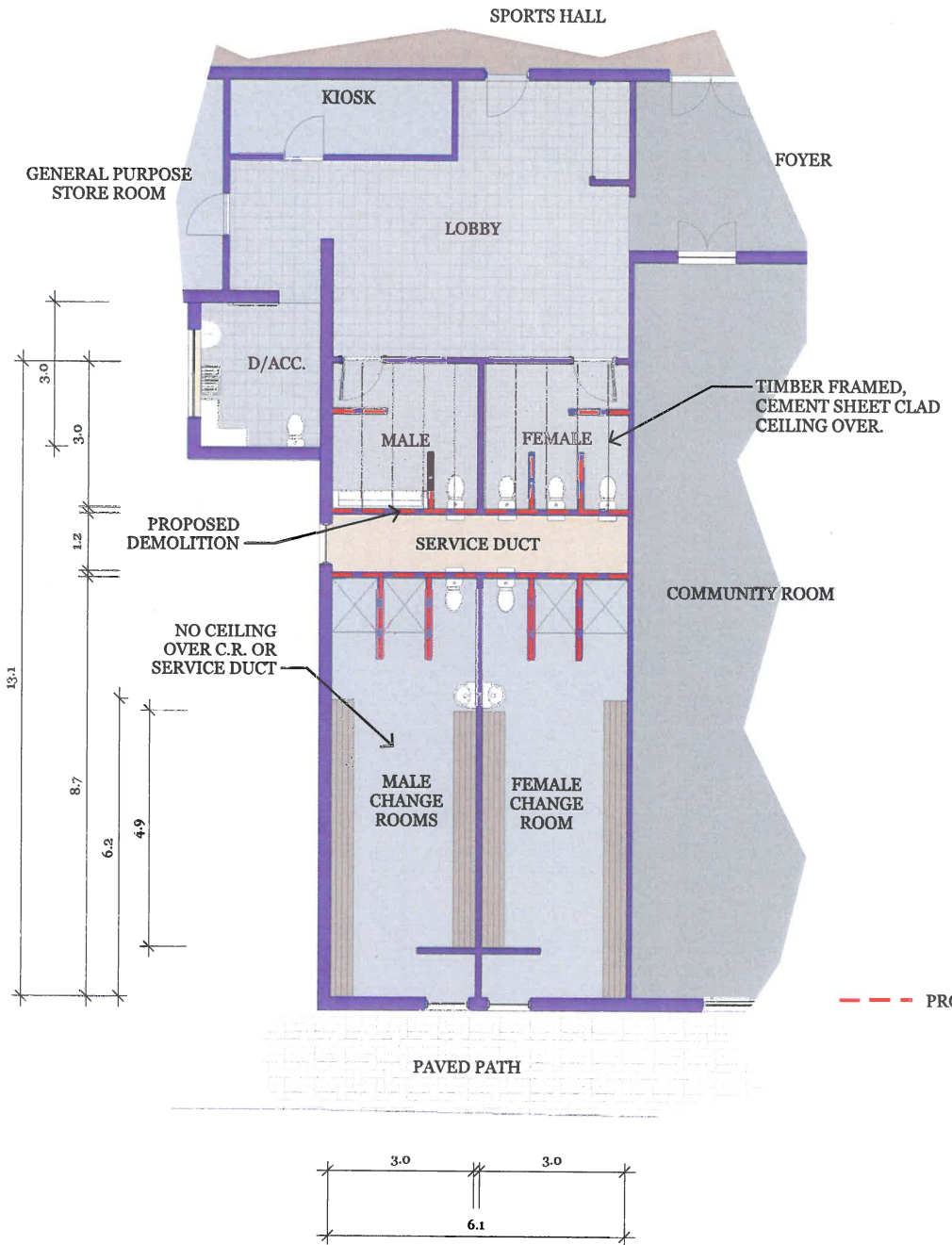
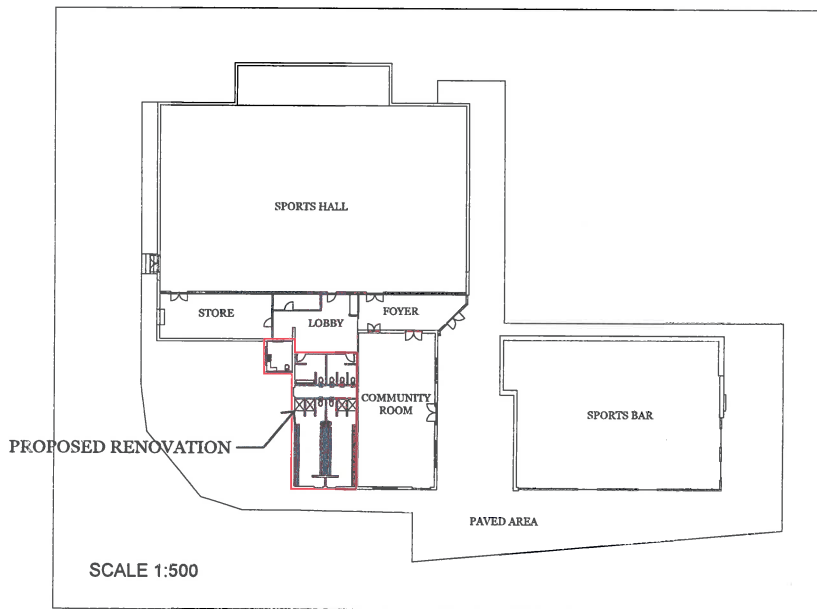
## THE PROPOSAL

These working drawings and technical specifications are for the full renovation of the ablution, change room and D/Acc. areas of the Nannup Community Rec. Centre, located on Centenary Drive, (off Vasse Hwy), NANNUP WA.

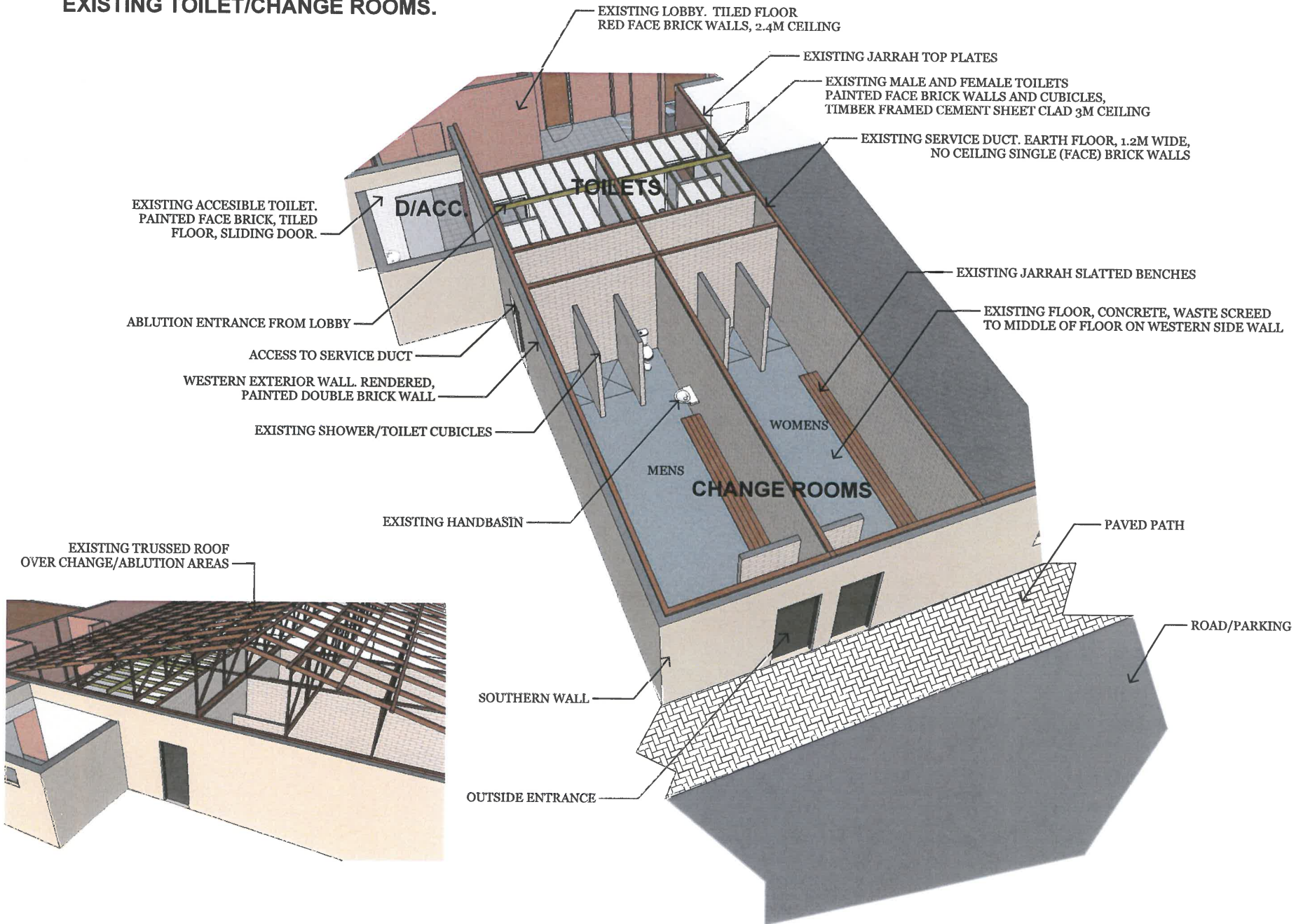
Existing toilet and change rooms are constructed of 3m high single 'face' brick internal walls, 2.1 high single brick shower and toilet cubicles. Western external wall is double brick, ceiling in toilet area is timber framed clad in cement sheeting.

The D/Acc. toilet is double brick face painted brick with 2.4m ceiling level.

There are no ceilings over existing change rooms, the service duct, or the D/Acc. areas.



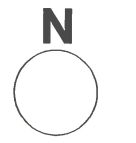
# EXISTING TOILET/CHANGE ROOMS.



**DOBBINdesign**  
 Gary Dobbin  
 PO Box 22  
 NANNUP WA 6275  
 dobbindesign@westnet.com.au  
 www.dobbindesign.com  
 0447 963157

Date:  
 14/06/2017  
 Drawn by:  
 Gary Dobbin  
 Client:  
 NANNUP SHIRE  
 NANNUP 6275 WA

**PROJECT:**  
 ALTERATIONS AND RENOVATIONS  
 TO CHANGE ROOM/TOILET  
 AREAS, NANNUP REC. CENTRE,  
 CENTENARY DR, NANNUP



**EXISTING DESCRIPTION**  
 N.T.S

**BANK RECONCILIATION**

**RESERVE FUND  
June 2017**

**CASH BOOK**

481110	RECREATION CENTRE	\$535.01
461220	ASSET MANAGEMENT	\$530,974.96
461410	OFFICE EQUIPMENT	\$72,165.80
481510	LONG SERVICE LEAVE	\$188,371.08
462010	PLANT/MACHINERY	\$408,228.85
462200	GRAVEL PIT RESERVE	\$80,000.00
463010	MAIN STREET UPGRADE	\$116,423.48
484100	EMERGENCY MANAGEMENT RESERVE	\$65,247.96
485810	AGED HOUSING	\$22,103.14
466010	LANDFILL	\$74,452.20
488020	COMMUNITY BUS	\$9,244.08
461230	RATE EQUALISATION	\$60,000.00
		<u>\$1,587,746.57</u>

**BANK STATEMENTS**

066-508		
10187908	COMMONWEALTH RESERVE A/C	\$1,587,746.57
		<u>\$1,587,746.57</u>
<b>PLUS:</b>		
OUTSTANDING DEPOSITS & ADJUSTMENTS		
		<u>\$0.00</u>
<b>LESS:</b>		
UNPRESENTED CHEQUES & ADJUSTMENTS		
		<u>\$0.00</u>
		<u>\$1,587,746.57</u>

DISCREPANCY \$0.00

Manager Corporate Service, Tracie Bishop Approved & Signed: Tracie Bishop  
Date: 17/07/2017



CSRFF Funding Application Nannup Recreation Centre Toilets & Change rooms



Existing showers



Sign to Ladies change rooms



Existing change rooms



## Louise Stokes

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**From:** health  
**Sent:** Wednesday, 14 March 2018 9:35 AM  
**To:** Jonathan Jones  
**Cc:** Louise Stokes  
**Subject:** Shire of Nannup - Recreation Centre Change rooms

Hi Jon,

I conducted an inspections of the Shire of Nannup Recreation Centre Change rooms today to check for compliance with the *Health (Public Building) Regulation* and *Health Local Laws 2003*. The following work is outstanding and should be completed in the near future:

- Repair or replace all damaged shower tiles in both male and female change rooms
- Replace missing ceiling panels / install a new ceiling in both male and female change rooms
- Change room floors and walls are to be repainted.
- Replace all damaged or broken cloth hooks in both male and female change rooms

Please see me if you have any questions.

Kind regards,

Dean Guja  
Environmental Health Officer



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



ABN94202573023

## QUOTATION

Date 24/02/2018

**Client** Shire of Nannup  
**Address** Recreation Centre  
Warren Rd NANNUP  
**Telephone Contact - Louise Stokes** Office 9756 1018  
**Email** \_\_\_\_\_

Code	Item	Size & Qty	Style	Total (Excl GST)
SELECTION TILES & MATERIALS - Female Abiutions/ChangeRooms				
TILES	WALLS	36m2	ALLOW \$45/M	\$1,620.00
	FLOOR	6m2		\$270.00
	FLOOR WASTE	3		\$45.00
PAINT	WALLS	90m2	ENDURE	\$257.00
	FLOOR - SEALER	28m2	ROCK SOLID	\$120.00
	FLOOR - FINISH		GARAGE	\$280.00
	CEILING	34m2	PRIMER & FINISH	\$320.00
	DOORS & FRAMES	3	PRIMER & FINISH	\$80.00
ALLOWANCES GIVEN FOR PRODUCTS & TASKS LISTED BELOW				
	PROTECTIVE SHEETING			<i>INCLUDED</i>
	SIGNAGE			\$100.00
	SAND			\$70.00
	CEMENT			\$50.00
	SEALER (PRE-WATERPROOFING)			\$50.00
	WATERPROOFING & WEBBING			\$280.00
	TILE ADHESIVE	8		\$400.00
	GROUT			\$60.00
	TIMBER - PINE	20	5.1m x 90mm x 45mm	\$510.00
	GYPROCK	8	1200mm x 3600mm	\$232.80
	ACRYLIC STUD ADHESIVE	2		\$53.56
	SCREWS/NAILS			\$75.00
	BASE COAT	2 X 20Kg	BASE COAT 60	\$79.90
	JOINT COMPOUND	2 X 15Kg		\$54.87
	RUBBISH REMOVAL			\$55.00
<b>SUB TOTAL</b>				<b>\$ 5,063.13</b>

ALL ABOVE PRICING EXCLUDES GST  
 THIS QUOTATION IS VALID FOR 30 DAYS



## QUOTATION

Date 25/02/2018

**Client** Shire of Nannup  
**Address** Recreation Centre  
Warren Rd NANNUP  
**Telephone** Contact - Louise Stokes **Office** 9756 1018  
**Email** \_\_\_\_\_

Time	Description	Total (Excl GST)
SCOPE OF WORKS - FEMALE ABLUTIONS/CHANGEROOMS		
	For 'Scope of Works' - please refer to job instruction provided by client (email) for details.	
	<i>Thank you for the opportunity to provide this quotation.</i>	
	MATERIAL	\$ 5,063.13
	ESTIMATED COST BASED ON TIME & RATE REQUIRED FOR SCOPE OF WORKS - LABOUR	\$ 20,730.00
	SUBTOTAL	\$ 25,793.13

ALL ABOVE PRICING EXCLUDES GST  
THIS QUOTATION IS VALID FOR 30 DAYS

PAYMENT CAN BE MADE INTO THIS ACCOUNT:  
BSB: 066507 A/C 10897419

**GST Component:** NIL

**ACCEPT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Total (Inc)** \$ 25,793.13

[compassrenos@live.com.au](mailto:compassrenos@live.com.au)

Mob: 0416 241 600

Fax: 9332 2503



ABN94202573023

## QUOTATION

Date 24/02/2018

**Client** Shire of Nannup  
**Address** Recreation Centre  
Warren Rd NANNUP  
**Telephone** Contact - Louise Stokes **Office** 9756 1018  
**Email** \_\_\_\_\_

Code	Item	Size & Qty	Style	Total (Excl GST)
SELECTION TILES & MATERIALS - Male Abiutions/ChangeRooms				
TILES	WALLS	36m2	ALLOW \$45/M	\$1,620.00
	FLOOR	6m2		\$270.00
	FLOOR WASTE	3		\$45.00
PAINT	WALLS	90m2	ENDURE	\$257.00
	FLOOR - SEALER	28m2	ROCK SOLID	\$120.00
	FLOOR - FINISH		GARAGE	\$280.00
	CEILING	34m2	PRIMER & FINISH	\$320.00
DOORS & FRAMES	3	PRIMER & FINISH	\$80.00	
ALLOWANCES GIVEN FOR PRODUCTS & TASKS LISTED BELOW				
	PROTECTIVE SHEETING			<b>INCLUDED</b>
	SIGNAGE			\$100.00
	SAND			\$70.00
	CEMENT			\$50.00
	SEALER (PRE-WATERPROOFING)			\$50.00
	WATERPROOFING & WEBBING			\$280.00
	TILE ADHESIVE	8		\$400.00
	GROUT			\$60.00
	TIMBER - PINE	20	5.1m x 90mm x 45mm	\$510.00
	GYPROCK	8	1200mm x 3600mm	\$232.80
	ACRYLIC STUD ADHESIVE	2		\$53.56
	SCREWS/NAILS			\$75.00
	BASE COAT	2 X 20Kg	BASE COAT 60	\$79.90
	JOINT COMPOUND	2 X 15Kg		\$54.87
	RUBBISH REMOVAL			\$55.00
<b>SUB TOTAL</b>				<b>\$ 5,063.13</b>

ALL ABOVE PRICING EXCLUDES GST  
 THIS QUOTATION IS VALID FOR 30 DAYS



## QUOTATION

Date 25/02/2018

**Client** Shire of Nannup  
**Address** Recreation Centre  
Warren Rd NANNUP  
**Telephone** Contact - Louise Stokes **Office** 9756 1018  
**Email** \_\_\_\_\_

Time	Description	Total (Excl GST)
SCOPE OF WORKS - MALE ABLUTIONS/CHANGEROOMS		
	For 'Scope of Works' - please refer to job instruction provided by client (email) for details.	
	<i>Thank you for the opportunity to provide this quotation.</i>	
	MATERIAL	\$ 5,063.13
	ESTIMATED COST BASED ON TIME & RATE REQUIRED FOR SCOPE OF WORKS - LABOUR	\$ 20,730.00
	SUBTOTAL	\$ 25,793.13

ALL ABOVE PRICING EXCLUDES GST  
THIS QUOTATION IS VALID FOR 30 DAYS

PAYMENT CAN BE MADE INTO THIS ACCOUNT:  
BSB: 066507 A/C 10897419

GST Component NIL

ACCEPT \_\_\_\_\_ DATE \_\_\_\_\_

**Total (Inc)** \$ 25,793.13

compassrenos@live.com.au

Mob: 0416 241 600

Fax: 9332 2503

Sugar Mountain Electrical Services  
Location Pt.845 Balingup Road  
Nannup, Australia.  
P.O. Box 31 Nannup 6275  
Phone: 08 9756 2049  
Mobile Phone: 0427 562049  
Email: sugarmountainrenew@bigpond.com  
Electrical Contractors Lic. No EC002020  
A .B.N. 776 021 04787

Louise Stokes  
Community Development Officer  
Shire of Nannup  
PO Box 11  
Nannup 6275

**Quote for proposed upgrade of the Nannup Recreation Centre Change Rooms:**

Dear Louise,

We are pleased to quote on the modification of the electrical installation as part of the proposed upgrade of the Nannup Recreation Centre, Change Rooms.

Our quote for the modifications of the electrical installation is \$1500.00 + GST for labour and \$500.00 + GST for materials and is valid for 28 days.

Our quote for the modification of the fire alarm system is \$2000.00 + GST for labour and \$1000.00 + GST for materials and is valid for 28 days.

We are available to discuss this quote at your convenience.

Yours sincerely



Steve Fraser  
13/3/2018

**List of Accounts Due & Submitted to Committee**  
**ACCOUNTS FOR PAYMENT - FEBRUARY 2018**

EFT/ Cheque	Date	Name	Invoice Description	Amount
<b>Shire of Nannup Municipal Fund</b>				
EFT10262	02/02/2018	BLACKWOOD CARPET CLEANING	CLEAN CARPETS AND CHAIRS AT SHIRE OFFICES	803.00
EFT10263	02/02/2018	OFFICEWORKS	STATIONERY SUPPLIES	74.83
EFT10264	02/02/2018	XTEND EVENTS	FAMILY FUN DAY ENTERTAINMENT 2018	300.00
EFT10265	02/02/2018	MYRTO ANGELOUJI	WORKSHOP AT FAMILY FUN DAY	1200.00
EFT10266	02/02/2018	NANNUP HARDWARE & AGENCIES	FIREFIGHTER BOOTS - NORTH NANNUP VBFB	717.70
EFT10267	02/02/2018	PRESTIGE PRODUCTS	CLEANING SUPPLIES	1332.98
EFT10268	02/02/2018	ST. JOHN AMBULANCE	ST JOHN'S MEMBERSHIPS - JANUARY 2018	440.00
EFT10269	09/02/2018	MARKETFORCE PTY LTD	ADVERTISE IN BUSSELTON DUNSBOROUGH TIMES 19/01/2018	257.64
EFT10270	09/02/2018	B & B STREET SWEEPING PTY LTD	STREET SWEEPING	1573.00
EFT10271	09/02/2018	P & F MARTIN	SES VEHICLE SERVICING	370.72
EFT10272	09/02/2018	EDGE PLANNING & PROPERTY	PLANNING SERVICES	1719.85
EFT10273	09/02/2018	COVS PARTS	PO 16918 - 2 X 205L TITAN TRUCKPLUS	2401.27
EFT10274	09/02/2018	JANE BUCKLAND	TUITION FEES FOR MASTER OF URBAN & REGIONAL PLANNING	1400.00
EFT10275	09/02/2018	RADROCK ADVENTURES	HIRE OF CLIMBING WALL, BUNGEE TRAMPOLINE AND HIGH ROPES COURSE - FFD	3080.00
EFT10276	09/02/2018	CITY & REGIONAL FUELS	FUEL EXPENSES	7063.06
EFT10277	09/02/2018	CLAYTONS AUSTRALIA	YAC EXPENSES	834.90
EFT10278	09/02/2018	NANNUP SPORTS & RECREATION ASSOC (INC)	KIDSPORT - TEEBALL	300.00
EFT10279	09/02/2018	P A DOUST & CO	MATERIALS - YELLOW SAND	715.00
EFT10280	09/02/2018	SOUTH WEST FOOTBOWL FESTIVAL	CATERING FOR FAMILY FUN DAY 2018	1500.00
EFT10281	09/02/2018	NANNUP HOT BREAD SHOP	AUSTRALIA DAY	89.60
EFT10282	09/02/2018	CLEANAWAY	RUBBISH COLLECTION	10875.88
EFT10283	09/02/2018	STHLL SHOP REDCLIFFE	MINOR EQUIPMENT REPAIR	125.00
EFT10284	09/02/2018	AW ROADWORKS PTY LTD	TRAFFIC MANAGEMENT	9470.45
EFT10285	09/02/2018	BLACKWOOD VALLEY RAPTOR CENTRE	OWL DISSECTION WORKSHOP FOR SCHOOL HOLIDAY PROGRAM	300.00
EFT10286	09/02/2018	BUSSELTON PEST & WEED CONTROL	ANNUAL PEST MAINTENANCE	506.00
EFT10287	09/02/2018	DO YOUR BLOCK CONTRACTING	FORESHORE PARK WORKS	5203.00
EFT10288	09/02/2018	EVERYDAY POTTED PLANTS	PLANT PURCHASES	167.20
EFT10289	09/02/2018	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	22.06
EFT10290	09/02/2018	LIONS CLUB OF NANNUP	HIRE OF TRAIN	200.00
EFT10291	09/02/2018	SOUTHWEST TYRE SERVICE	TYRE EXPENSES	6750.00
EFT10292	14/02/2018	MJB INDUSTRIES	ROAD CONSTRUCTION EXPENDITURE - MATERIALS	3544.20
EFT10293	14/02/2018	CAPE TO CAPE EXPLORER TOURS	NANNUP SUMMER HOLIDAY PROGRAM CAMP JANUARY 2018	5370.00
EFT10294	14/02/2018	ROB BOOTSMAN	REIMBURSEMENT FOR REFRESHMENTS	13.50
EFT10295	14/02/2018	CITY & REGIONAL FUELS	FUEL EXPENSES	6536.76
EFT10296	14/02/2018	SCOPE BUSINESS IMAGING	PHOTOCOPIER SERVICE	896.47
EFT10297	14/02/2018	NANNUP SPORTS & RECREATION ASSOC (INC)	END OF YEAR FUNCTION	649.00
EFT10298	14/02/2018	VACUUM WORLD & ELECTRICAL APP. PARTS	MINOR EQUIPMENT REPAIR	103.00
EFT10299	14/02/2018	OFFICEWORKS	STATIONERY SUPPLIES	10.48
EFT10300	14/02/2018	STHLL SHOP REDCLIFFE	MINOR EQUIPMENT REPAIR	1035.00
EFT10301	14/02/2018	AW ROADWORKS PTY LTD	TRAFFIC MANAGEMENT PLAN NANNUP BALINGUP ROAD	3169.10
EFT10302	14/02/2018	ADDPRINT AUSTRALIA PTY LTD	STATIONERY SUPPLIES	174.50
EFT10303	14/02/2018	SOUTHERN CROSS AUSTEREO PTY LTD	LDAG RADIO ANNOUNCEMENTS	1089.00
EFT10304	14/02/2018	REGIONAL DEVELOPMENT AUSTRALIA - SOUTH WEST INC	CONTRIBUTION TOWARDS THE PROVISION OF ECONOMIC & COMMUNITY PROFILING FOR THE WHOLE SOUTH WEST	550.00
EFT10305	14/02/2018	AR-TAS-TREE	RIVERBEND TRAILS EXPENDITURE	150.00
EFT10306	14/02/2018	SHOREWATER MARINE PTY LTD	RIVERBEND TRAILS EXPENDITURE	4117.30
EFT10307	14/02/2018	LANDGATE	LANDGATE FEES	65.50
EFT10308	14/02/2018	JR & A HERSEY PTY LTD	PROTECTIVE CLOTHING	1130.14
EFT10309	14/02/2018	PRESTIGE PRODUCTS	CLEANING SUPPLIES	12.32
EFT10310	14/02/2018	FULTON HOGAN INDUSTRIES PTY LTD	PRIMERSEAL AND RESEAL OF FOURACRE ROAD	149829.76
EFT10311	14/02/2018	WORTHY CONTRACTING	WASTE MANAGEMENT FACILITY	20166.66
EFT10312	21/02/2018	NANNUP SKIP BINS	RUBBISH MANAGEMENT SERVICE	250.00
EFT10313	21/02/2018	LORRAINE LEARMOND	REIMBURSEMENT FOR TRAINING EXPENSES - DOT RECOVERABLE	1203.05
EFT10314	21/02/2018	SOUTH WEST MACHINING CENTRE	MOWER REPAIRS	434.50
EFT10315	21/02/2018	JARAM FLEET EQUIPMENT	VEHICLE REPAIR TO TAILGATE	203.50
EFT10316	21/02/2018	CITY & REGIONAL FUELS	FUEL EXPENSES	3544.46
EFT10317	21/02/2018	NANNUP DELI	REFRESHMENTS	102.50
EFT10318	21/02/2018	GEOGRAPHE UNDERGROUND SERVICES	LOCATION OF SERVICES KEARNEY STREET - MAIN STREET	528.00
EFT10319	21/02/2018	WEST AUSTRALIAN TOWER SERVICE	FM REPEATER TOWER	8800.00
EFT10320	21/02/2018	AUSTRALIAN TAXATION OFFICE	BUSINESS ACTIVITY STATEMENT	25062.00
EFT10321	21/02/2018	BUNNINGS- BUSSELTON	PLANT PURCHASES	87.40
EFT10322	21/02/2018	BUSSELTON HYDRAULIC SERVICES	REPAIR HOIST CONTROL	110.00
EFT10323	21/02/2018	BUSSELTON PEST & WEED CONTROL	PEST MANAGEMENT	473.00
EFT10324	21/02/2018	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	176.91
EFT10325	21/02/2018	JASON SIGNMAKERS	METAL EXPENSES	1063.92
EFT10326	21/02/2018	NANNUP HARDWARE & AGENCIES	RIVERBEND TRAILS EXPENDITURE - TIMBER PURCHASE	16826.23
EFT10327	21/02/2018	NANNUP NEWSAGENCY	STATIONERY & POSTAGE	630.77
EFT10328	21/02/2018	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS AND CLEANING	1113.43
EFT10329	21/02/2018	PRESTIGE PRODUCTS	CLEANING SUPPLIES	291.94
EFT10330	21/02/2018	TRADE HIRE	SCISSOR LIFT HIRE	393.50
EFT10332	28/02/2018	ROBERT LONGMORE	COUNCILLOR ALLOWANCE	195.00
EFT10333	28/02/2018	ARBOR GUY	TOWN SITE CLEAN UP PRIOR TO LONG WEEKEND	6875.00
EFT10334	28/02/2018	EDGE PLANNING & PROPERTY	PLANNING SERVICES	1265.55
EFT10335	28/02/2018	COVS PARTS	VEHICLE REPAIRS	149.42
EFT10336	28/02/2018	FIRE RESCUE SAFETY AUSTRALIA	VEHICLE EQUIPMENT PURCHASE - SAFETY	195.80
EFT10337	28/02/2018	JANE BUCKLAND	REIMBURSEMENT FOR TRAINING EXPENSES - WALGA	329.61
EFT10338	28/02/2018	ALLGLOVE INDUSTRIES	PROTECTIVE CLOTHING	1100.00
EFT10339	28/02/2018	CITY & REGIONAL FUELS	OIL EXPENSES	6646.84
EFT10340	28/02/2018	OFFICEWORKS	STATIONERY EXPENSES	637.10
EFT10341	28/02/2018	WASSA'S FORMWORK & CONCRETE	CONCRETE FOOTINGS FOR FM TOWER.	1856.80
EFT10342	28/02/2018	DUNSBOROUGH ASPHALT	SUPPLY AND LAY BLACK ASPHALT	3824.00
EFT10343	28/02/2018	CHUBB FIRE & SECURITY	FIRE DETECTION SYSTEM	276.49
EFT10344	28/02/2018	MAINSPRAY	ROAD SHOULDER SPRAY	5299.01
EFT10345	28/02/2018	ROADSIDE PRODUCTS PTY LTD	VEHICLE REPAIR TOOLS	368.50
EFT10346	28/02/2018	AW ROADWORKS PTY LTD	TRAFFIC MANAGEMENT	11849.20
EFT10347	28/02/2018	NANNUP LIQUOR STORE	REFRESHMENTS	107.94
EFT10348	28/02/2018	SOUTH WEST FRIDGE TECH	AIR CONDITIONER INSTALLATION - COMMUNITY HOUSE	2475.00
EFT10349	28/02/2018	WESTSIDE WINDSCREENS	WINDSCREEN REPAIR	495.00
EFT10350	28/02/2018	BHE WELDING & FABRICATION	SCOTT RIVER BRIGADE SHED REPAIRS	163.83
EFT10351	28/02/2018	AGRIZZI FARM MACHINERY	ROAD REPAIRS	4003.20
EFT10352	28/02/2018	BUNNINGS- BUSSELTON	SIGNAGE	21.40
EFT10353	28/02/2018	BELL FIRE EQUIPMENT	SCOTT RIVER SLIP ON UNIT UPGRAD	3300.00
EFT10354	28/02/2018	D & J COMMUNICATIONS	MI VEHICLE RADIO	1032.90
EFT10355	28/02/2018	LANDGATE	REVALUATION EXPENSE	323.41
EFT10356	28/02/2018	DO YOUR BLOCK CONTRACTING	CONTRACT WORK	2832.50
EFT10357	28/02/2018	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2017/18 ESL QUARTER 3	26359.60
EFT10358	28/02/2018	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	26.54



**List of Accounts Due & Submitted to Committee**  
**ACCOUNTS FOR PAYMENT - FEBRUARY 2018**

<b>EFT/ Cheque</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Amount</b>
EFT10359	28/02/2018	INSIGHT CCS PTY LTD	OVERCALL FEES FOR JANUARY 2018	133.71
EFT10360	28/02/2018	NANNUP NEWSAGENCY	TONER EXPENSES	59.09
EFT10361	28/02/2018	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS	33.70
EFT10362	28/02/2018	SW PRECISION PRINT	LETTERHEAD STATIONERY	390.00
EFT10363	28/02/2018	SUGAR MOUNTAIN ELECTRICAL SERVICES	ELECTRICAL UPGRADE TO DONGA AT DEPOT	963.88
EFT10364	28/02/2018	SOUTHWEST TYRE SERVICE	TYRE REPAIR	38.00
EFT10365	28/02/2018	LOUISE STOKES	VOLUNTEER SHIRTS	147.00
EFT10366	28/02/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	PLANNING PRACTICES COURSE	565.00
<b>Total EFT Payments for period:</b>				<b>\$ 404,040.96</b>
20253	02/02/2018	RICHARD LINDEN	AUSTRALIA DAY BREAKFAST EXPENSES	50.00
20254	02/02/2018	SHIRE OF NANNUP	BUILDING SERVICES LEVY COMMUNICATIONS TOWER	61.65
20255	14/02/2018	LAMP INC	FAMILY FUN DAY 2018 DONATION	100.00
20256	14/02/2018	MILFORD HOMES PTY LTD	REFUND OF BUILDING FEE	137.15
20257	21/02/2018	HARVEY NORMAN AV/IT SUPERSTORE BUSSELTON	MOBILE PHONE FOR CESM	758.00
20258	28/02/2018	ORIGIN	FACILITY FEE	71.00
20259	28/02/2018	AUSTRALIA POST	LARGE POST BOX RENEWAL 2018	468.00
20260	28/02/2018	TELSTRA	TELEPHONE EXPENSES	129.63
<b>Total Cheque Payments for period:</b>				<b>\$ 1,775.43</b>
DD10070.1	28/02/2018	SYNERGY	NORTH NANNUP SYNERGY FEBRUARY 2018	6749.05
DD10070.2	28/02/2018	SGFLEET	SG FLEET FEBRUARY 2018	1793.11
DD10070.3	28/02/2018	BOC LIMITED	BOC FEBRUARY 2018	68.12
DD10070.4	28/02/2018	BP AUSTRALIA	BP FEBRUARY 2018	441.11
DD10070.5	28/02/2018	WATER CORPORATION	WATER CORP FEBRUARY 2018	242.44
DD10070.6	28/02/2018	WESTNET	WESTNET FEBRUARY 2018	184.84
DD10070.7	28/02/2018	TELSTRA	TELSTRA FEBRUARY 2018	2149.36
DD10070.8	28/02/2018	CALTEx AUSTRALIA	CALTEx FEBRUARY 2018	887.62
DD10070.9	28/02/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 37 FEBRUARY 2018	1666.06
<b>Total Direct Debit Payments for period:</b>				<b>\$ 14,181.71</b>
<b>Shire of Nannup Trust Fund</b>				
EFT10331	21/02/2018	BUILDING COMMISSION	JANUARY 2018 BUILDING SERVICES LEVY	169.95
<b>Total Trust Payments for period:</b>				<b>\$ 169.95</b>
<b>TOTAL MUNICIPAL PAYMENTS FOR PERIOD</b>				<b>\$ 419,998.10</b>
<b>TOTAL TRUST PAYMENTS FOR PERIOD</b>				<b>\$ 169.95</b>
<b>TOTAL PAYMENTS FOR PERIOD:</b>				<b>\$ 420,168.05</b>



