

AGENDA

Council Meeting to be held
On Thursday 28 January 2010

Shire of Nannup

NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member,

The next Ordinary Meeting of the Shire of Nannup Council will be held on Thursday 28 January 2010 in the Council Chambers, Nannup commencing at 4.15 pm.

Schedule for 28 January 2010:

3.15 pm	Information Session
4.15 pm	Meeting commences
7.00 pm	Dinner



**SHANE COLLIE
CHIEF EXECUTIVE OFFICER**

Agenda

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Mr S Boak asked the following questions at Council's meeting of 17 December 2009 which were taken on notice:

"I now formally ask each councillor individually again:

Firstly, drawing councillors attention to the fact that agenda 10.5 required councillors to vote on issuing planning approval to the Timewood Centre, on what planning grounds did you vote against the motion as proposed by the CEO?

Secondly, in light of the statement (at the electors meeting of the 14th of November) that the reasons given in the minutes (ref. 8282) of the council meeting of the 26th of November were provided by Cr. Dean alone some time after the council meeting: Do all other councillors agree that the reasons as now printed in the minutes are a true and accurate record of the reasons given at the time the motion to 'not issue planning approval' was discussed?"

The following response has been provided to Mr Boak by the CEO:

Individual Council members do not have to respond to the questions and it remains at their discretion if they do. I am obliged to respond on behalf of Council. In response to your question as to what planning grounds did Council members vote against the motion to provide planning approval for the TimeWood Centre I advise that the reasons stated in the Council meeting minutes of 26 November 2009 have been confirmed as follows:

1. No longer a tourist attraction with the withdrawal of the clock and no costing on a replacement. It would have become expensive commercial space when clearly there is an excess of commercial space in town.
2. The withdrawal of the Nannup Visitor Centre from the project. It is no longer a co-location project and would not draw visitors to our town.

3. Still the lack of a business plan in light of the above changes with basic questions such as the commercial rent to be charged for co tenants.

Clearly these are not planning grounds however it is Council's prerogative if it wishes to use non planning grounds for a decision. The legal requirement for stating the reasons for a change in recommendation has been met and the reasons have been confirmed by virtue of Council adopting as a true and correct record the minutes where the reasons are stated.

Mr M Loveland asked the following question at Council's meeting of 17 December 2009 which was taken on notice:

"Was a report undertaken on the structural integrity of the Nannup Town Hall after the 1982 floods."

The question was taken on notice though Cr Gilbert indicated that he did not believe any such report was undertaken. The following response has been provided to Mr Loveland by the CEO:

I have sought further advice on this matter and from my enquiries it appears that a report was not undertaken.

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 17 December 2009 be confirmed as a true and correct record.

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

9. REPORTS BY MEMBERS ATTENDING COMMITTEES

10. REPORTS OF OFFICERS

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

(a) OFFICERS

(b) ELECTED MEMBERS

12. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**Notice of Motion 1**

Cr Mellema, I move that:

"the Shire of Nannup commence an investigation for the provision of a "purpose-built" Community Resource Centre facility to house the Telecentre that will cater for their current and anticipated needs for the short to medium term in the future in addition to providing for future extensions for other community purposes.

As part of the investigation, Council will undertake the following:

- *Identification of possible suitable sites*
- *Independent preparation of a needs analysis*
- *Independent preparation of a feasibility study*
- *Preparation of concept plans and indicative costing*

- *Extensive community consultation to gauge the level of community support for a Community Resource Centre against other proposed major infrastructure projects (estimated costs of each project to be detailed and how each project is to be funded included in, the survey)*
- *If the Community Resource Centre attains the highest priority, a quantity surveyor's report on the proposed concept plans to be prepared*
- *Funding sources to be identified and finalised*
- *Tenders called for architects*
- *Tenders or quotes for project management"*

Officer Comment:

It is recommended that the Nannup Telecentre be contacted for comment prior to Council's consideration of the motion. If Council was to resolve to proceed as per the notice of motion an appropriate budget allocation would need to be made.

Notice of Motion 2

Cr Gilbert

"That the Shire seek from the relevant funding bodies what prejudicial action will be undertaken against the Shire in any properly submitted funding application as a result of the termination of the TimeWood project."

Reasons: Whilst I do not believe that any prejudice will be applied to a properly documented application, the supporting comments of the CEO to agenda item 10.5 of the Council meeting of 26 November 2009 and the comments of Ms L Stokes to the electors meeting of December 2009 have created a contrary perception in part of the community. One way or another this perception should be corrected.

Officer Comment:

Initially as CEO I state that the comments made in agenda item 10.5 of the Council meeting of 26 November 2009 were general in nature, not definitive. I stand by those comments. Likewise Council's Community Development Officer stands by the comments made at the Elector's meeting.

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

14. CLOSURE OF MEETING

DEVELOPMENT

SERVICES

AGENDA NUMBER: 10.1

SUBJECT: Waste Management Facility Tyre Charges

LOCATION/ADDRESS: Beggars Road

NAME OF APPLICANT: N/A

FILE REFERENCE: HLT 2

AUTHOR: Ewen Ross – Manager Development Services

DISCLOSURE OF INTEREST:

DATE OF REPORT: 18 December 2009

Attachment: Western Australia Tyre Recovery Charges.

BACKGROUND:

The Nannup Waste Management Facility (NWMF) is receiving tyres at a standard charge to users of \$1 per tyre. The cost charged to Council from Western Australia Tyre Recovery for removal of tyres range from \$2.50 for a passenger car tyre through to \$160 for an earth moving machine tyre. (Attachment 1) At the moment there is a stock pile of tyres which to remove will be in the order of \$2,500.

COMMENT:

In order not to receive tyres at the Nannup Waste Management Facility for disposal at a cost to Council, the current "tip fee" is required to be revised.

Full cost recovery is recommended including a minimal charge for overheads. The principle being that the general rate paying community should not be subsidising a cost incurred by an individual (who may not even be a resident in the Shire) in the disposal of that individual's goods.

It is recommended that Council adopts the Western Australia Tyre Recovery Charges and applies a user charge factor of one tenth (10%) to cover full cost recovery (overheads). This will see a range of fees from \$2.75 for a passenger car tyre to \$176 for an earth moving machine tyre.

STATUTORY ENVIRONMENT:

The Local Government Act 1995 allows Council to charge a fee for service as follows:

6.16. Imposition of fees and charges

- (1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*
- * Absolute majority required.*
- (2) *A fee or charge may be imposed for the following —*
- (a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
 - (b) *supplying a service or carrying out work at the request of a person;*
 - (c) *subject to section 5.94, providing information from local government records;*
 - (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
 - (e) *supplying goods;*
 - (f) *such other service as may be prescribed.*
- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
- (a) *imposed* during a financial year; and*
 - (b) *amended* from time to time during a financial year.*
- * Absolute majority required.*

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

Should the recommendation be adopted appropriate budget income and expenditure amounts will be included in future Council budgets in the Waste Management area. Currently, there is a stock pile of tyres at the Waste Management Facility and a charge estimated of \$2,500 will be incurred for their disposal. There will be a minor cost to change the sign located at the Waste Management Facility gate.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That Council adopts the WA Tyre Recovery charges as attached with a 10% loading to ensure full cost recovery, introducing the fee as of 1st February 2010.

VOTING REQUIREMENTS:

Absolute majority for fee introduction outside of normal budget adoption.

A handwritten signature in black ink, appearing to read 'ER', with a large circular flourish above the letters.

**EWEN ROSS
MANAGER DEVELOPMENT SERVICES**

WA Tyre Recovery

Item	Wagon	PRICE	List	1/07/2009	PRICE
Passenger tyre					\$2.50
Light truck & 4x4					\$4.50
Truck tyre					\$12.50
Super single truck tyre					\$15.00
Passenger tyre on rim					\$4.50
Light truck & 4x4 on rim (not split rim)					\$8.50
Truck tyre on rim					\$25.00
Small forklift up to 30cm					\$4.00
Medium forklift 30cm to 45cm					\$8.00
Large forklift 45cm to 60cm					\$11.00
Solid forklift tyre small to 30cm					\$10.00
Solid forklift tyre medium 30cm to 45cm					\$15.00
Solid forklift tyre large 45cm to 60cm					\$17.00
Solid forklift tyre extra large 60cm to 1m					\$70.00
Solid forklift tyre 1m @ above (per tonne)					\$130.00
Tractor tyre small up to 1m					\$25.00
Tractor tyre Large 1m to 1.5m					\$70.00
Tractor tyre 1.5m to 2.2m					\$120.00
Bobcat tyre					\$8.00
Earthmover tyre small up to 1m					\$80.00
Earthmover tyre medium 1. to 1.5m					\$110.00
Earthmover tyre large 1. to 2m					\$160.00
Grader tyre					\$70.00

Notes: All Prices are GST inclusive

DEC fee of \$5.50 GST inclusive pre invoice

Prices as of 01/07/09

To arrange a pickup please phone 0898428878 mobile 0429570933/

Ambrosia → 0427428399

AGENDA NUMBER: 10.2
SUBJECT: Waste Management Operations
LOCATION/ADDRESS:
NAME OF APPLICANT: N/A
FILE REFERENCE: HLT 2
AUTHOR: Ewen Ross – Manager Development Services
DISCLOSURE OF INTEREST:
DATE OF REPORT: 18 January 2010

- Attachments:
1. Mail Out 4th November 2009.
 2. Meeting Minutes 26 November and 15 December 2009.
 3. Written Submission to letter dated 4th November 2009.
 4. Comment on Written Submissions and Meeting.

BACKGROUND:

Council's adoption of the Strategic and Organisational Review report in August 2009 identified the following:

"Waste disposal is statutory core business of local government, being a requirement of the Health Act 1911. The major cost of this service is an annual contract fee of \$110,000 paid to the tip site contractor."

Council also adopted the following recommendations at this meeting:

C8 That the annual contract for tip site maintenance be reviewed to ensure that this reflects the reduced work of the contractor since introduction of kerb-side recycling as well as other aspects of the contract operation including but not limited to:

- *Application of user pays principle.*
- *Viability of person on gate if insufficient fees collected.*
- *Operation Times.*
- *Scope of recycling activities.*
- *Contract term and penalties if altered.*

C9 That the Council adopts a user-pays principle in recovering the cost of waste management to recover 100% of costs involved from household rubbish collection fees, recycling fees and tipping fees.

C10 That the Council review all land fill tipping fees to levels comparable to neighbouring local governments to achieve a reasonable recovery of costs and discourage dumping of waste from outside of the district.

A letter drop to residents was undertaken in November 2009 advising of the

consideration of possible changes to the operations of the Nannup Waste Management Facility, (Attachment 1) based on the above three Council resolutions.

A community meeting was held on 26 November 2009 which unfortunately conflicted with the November 2009 Council meeting. A further meeting was subsequently scheduled, advertised and held on 15 December 2009. Both meetings were well attended and notes are provided per attachment 2.

Written submissions were called for and the date for receipt extended until 22 January 2010 and a summary is as at attachment 3.

Comment on the issues raised in the meetings and in the written submissions are as per attachment 4.

COMMENT:

Waste Management (Waste Management and Collection) accounts for approximately 21% of direct expenditure of rates received. Hence as an operational cost, 21 cents of every dollar raised through rates is directed towards waste management. In assessing sustainability and the capacity of the Shire to manage and account for waste management, a move toward a user pays basis would significantly contribute to the efficiency and therefore sustainability of the Shire as well as having positive environmental impacts.

The attendance at the meetings of 46 people and the discussion that ensued together with the fifteen written submissions signifies the importance placed on waste management by Nannup community members.

From the meeting notes and the written submissions some common themes that emerged were (*comment on each point raised is provided*):

1. There is a wish that recycling is conducted in Nannup and the community is prepared to pay the associated costs.

The community supports the principle of "recycling" and is prepared to pay the full cost of providing it.

2. That the waste management gate could be improved to ensure maximum recycling occurs and payment of waste management fees for non Nannup residents.

Improved management practices by the contractor to ensure all recyclables are recycled and associated fees are collected will lessen the financial impact of the waste management service on all ratepayers. Some changes

to the gate operation have occurred, however there is still room for fine tuning by the contractor.

3. The preferred method of payment is through rates not a "user pays" system at the gate.

In order for Council to recover its costs associated with waste management, it will need to increase the rate in the dollar for all rate categories to deliver sufficient income to cover the costs incurred. Whether this is shown separately or is included in the "general rate" value is a decision for Council, however sometimes actually setting a "fixed" component value provides better information to ratepayers as to how much of their total rates bill is attributable to waste.

Payment through the rates will not cover all waste that would be assessable by checking through the gate. Items such as tyres cannot be charged through the rates unless a "general allowance" is built into each rate assessment to cover the expected volume of tyres to be dumped each year. This approach would penalise the majority as not everyone dumps tyres at the waste management facility. Only the actual persons/businesses that dump tyres should pay an appropriate fee.

Council may consider a "Landfill Maintenance" charge that would cover the cost of compacting, covering and general site preparation works being included as part of the annual rates. This would "pick up" the cost of those ratepayers who do not contribute to any waste costs through the rubbish collection & recycling charges currently charged by Council.

4. A lack of understanding that the collection service operates on the basis that all Townsite rate payers are required to pay for the service whether they avail themselves of the service provided or not and that the cost of providing the service is recovered in full as part of the rates bill.

Council will need to ensure that all ratepayers are made aware (through the Council Information Booklet) that if Council (or an authorised Council contractor) provides a service then the ratepayers where the service is provided are required to pay for the service whether they use it or not. Council will always receive negative feedback from ratepayers who feel aggrieved that they have to pay for a service they don't use, however if ratepayers opt out of paying for such a service in enough numbers (only has to be a small percentage) then the provision of the service may become unviable and the greater majority of ratepayers will be denied the service.

5. Concern that reduced hours and user charges at the tip would lead to additional illegal dumping.

This is a common argument put forward when user pays proposals are put forward, however in practice there is very little evidence that increased "illegal" dumping occurs. Changes in the hours of the waste management facility is open to the public is unlikely to result in increased illegal dumping of waste if Council advertises the revised hours so that ratepayers are provided with the revised hours well in advance of them occurring.

6. That the review exercise was a method of increasing "revenue."

If the focus is on the operation of the waste management facility it would be self evident – that the cost of providing the service is impacting on all ratepayers already in subsidisation through the rates that is reducing the provision of other services that are provided by Council such as road maintenance etc where the costs cannot be recouped from those using the service in the same way as waste can be. Any change would need to be integrated into the rate assessment to ensure transparency.

7. Some concerns with the standard of service provided by the current contract in terms of gate management and recycling.

The current contract was established through tender and the most cost effective contractor was selected. This was to provide a service at minimal costs and the lowest tender was selected to meet a legislative minimum. As with any contract there could be high service. A move to user pays could provide an incentive for better environmental and sustainability outcomes but were also designed to assist the managerial aspects of the contract.

The exercise of consulting the community on the way forward to implement the "Strategic and Organisational Review 2009" with regards waste management provided valuable feedback. It is evident that implementation of this review will require considerable change management and that a coordinated approach is required and considerable lead time to embed change. For example any change in the waste management area would need to be reflected in the rate system and synchronized with the rate year and any "user pays strategy" would need to apply to all areas of Council.

STATUTORY ENVIRONMENT:

Local Government Act 1995 and Health Act 1911.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

If the status quo remains there would be no funds accumulated for remedial work

at the waste management facility or any alternative site/method of waste disposal.

STRATEGIC IMPLICATIONS: Forward Plan Action items 10.1 (A) and (B) refer.

RECOMMENDATION:

That Council:

1. Maintain the current waste management system with changes where essential, such as the cost of tyre disposal being changed.
2. A change management project is instigated for the implementation of the "*Strategic and Organisational Review 2009*" to ensure that an integrated and consultative approach is taken with a view of having the strategy of "user pays" embedded in the council operations by July 2011.

VOTING REQUIREMENTS:

A handwritten signature in black ink, appearing to read 'E. Ross', with a stylized flourish at the end.

**EWEN ROSS
MANAGER DEVELOPMENT SERVICES**



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SHIRE OF NANNUP
ADAM STREET
NANNUP WA 6275

NANNUP WASTE MANAGEMENT

At the September 2009 Council meeting, the disposal of waste for Nannup was considered in the light of achieving a Council which is sustainable with transparent funding for services. The current status of waste management in Nannup is that:

- a. Green bins (domestic waste) are provided for the Nannup Townsite, with a universal charge in their rates for collection. (There is no charging for disposal.)
- b. Yellow bins (recycling) are provided for the Nannup Townsite with a universal charge in their rates to cover the cost of collection and disposal.
- c. Tip passes are provided free for unlimited access to the tip for normal domestic waste. These passes are freely provided without control.
- d. Limited cost recovery with a schedule of fees for commercial and identified waste such as asbestos and tyres.

Under these arrangements the cost for disposal (excluding yellow bins) is being received via general rates income and accounts for in the order of 15% of the rates received. In order to ensure costs are minimised, the level of services to be provided and how it is funded is being reviewed. Council has endorsed a direction that there is a greater focus on "user pay" principle to ensure sustainability needs to adopt strategies that moves the Council to transparent funding of all its services.

Council is negotiating a review of the current Nannup Waste Management facility with a view of maintaining at a minimum. It is also recommending that;

- a. "Tip fees" are reviewed to reflect a cost recovery basis. This would see a schedule of fees along the lines of other local governments, for example:

- Non recyclable waste – \$20 m3

- Construction and demolition \$40- \$60 m3
 - Domestic and commercial green waste (lawn clippings and cuttings with stem diameter less than 50mm) free over 50mm, domestic - \$2 per car trailer, commercial \$20 m3.
 - Trucks, 2- 4 tonnes \$60, 5-6 tonnes \$80 and 7-8 tonnes \$90.
 - Skip bins, 3m3 \$40, 3-6m3 \$50, 6-10m3 \$65 and over 10m3 \$75
 - Clean fill material free.
 - Fridge, freezer or air conditioning degassing charge \$20 per unit.
 - Tyres, ranging from car at \$4 to loader/skid \$80 per tyre.
- a. Discontinuing the use of "tip pass", which will require consideration for a fair and equitable method of charging all users including Nannup Townsite people for disposal cost associated with green bins, which is likely see as a minimum of doubling of the current charge to \$250 - \$300 per year.
 - b. Alternative waste management strategy be investigated, namely establishing a transfer station at the waste management facility to provide additional management options in the future.
 - c. Reducing the hours the site is open to the public by only opening for four or five days instead of current six and weekly compaction and covering of the tip face is maintained.
 - d. Funds are allocated by Council annually for remedial cost once the facility is closed.

The Shire would like feedback on the direction for the level of service and cost recovery mechanism for these services, in order to prepare a report to the Council December 2009 meeting. Comment is requested by 27th November 2009. An opportunity to meet and ask questions or to provide input is also afforded on 26 November 2009, 5-6pm at the Shirley Humble Room, Shire Administration Building.



EWEN ROSS
MANAGER DEVELOPMENT SERVICES

REPORT

TO: Ewen Ross (MDS)

FROM: Wayne Jolley

SUBJECT: Meeting to Discuss the Nannup Waste Management Facility (i.e. Tip)

Further to the letter to ratepayers of 4th November, this meeting was convened in the Shirley Humble room at 5.00pm on Thursday 26th November. Initially it was facilitated by Wayne Jolley and Klaus Mueller but was later joined by Ewen Ross. A list of attendees is attached, however there was a few who drifted into the meeting from the adjacent Council meeting, who may not be recorded.

The meeting proceeded as a cordial affair, although underlying discontent and concern was evident. I made it clear from the outset that I would only record questions/issues raised and points of view expressed, relative to waste disposal at the Tip because this discussion was not about collection services. The following is a list of those matters and where possible, the name of the person who raised them. In many instances, there was a response to the question and/or the issue raised but they are nevertheless listed because they provide insight to the meeting.

QUESTIONS

- Will mulching be considered?
- Will a weighbridge be considered?
- How is or will waste be measured?
- In terms of a "pay as you go" system, will a line-of-credit be available for business or other users?
- Will collection of fees be the responsibility of the Tip attendant?
- Will the Tip attendant be employed by the Contractor or the Shire?
- What data do we have in relation to the volume of refuse deposited at the Tip?
- Are Tip passes supposed to be checked?
- Should commercial quantities of refuse be charged at the Tip currently?
- Why can't the Shire manage the Tip?
- Does recycling pay its own way?
- Who gets the income from recycling?
- Do refrigerators get de-gassed at the Tip?
- What is the process from here on?
- How long does the next contract run for?

POINTS of VIEW EXPRESSED

- We need to collect proper data about volume, types of waste and users of the Tip (Glen Davies).
- We need to manage the Tip properly, for instance collect data and revenue, before we change the systems too radically (Glen Davies).

ATTACHMENT 2

- There are too many Tip users from outside of Nannup Shire, for which Nannup ratepayers are footing the bill (Robert Lee).
- A show of hands expressed majority agreement that the Tip is not currently being managed properly.
- It was suggested that the Shire make coupon packages available that can be purchased from the Shire in bulk, as another option to paying at the gate (Alan Palfrey).
- There was general concern expressed about the timing of the public meeting and the lack of time (i.e. one day), before written comments are due.
- It was suggested that the next Tip contract should be an interim contract, to allow a full and informative consultation process with ratepayers (Alan Palfrey).
- It was suggested that a general and equal levy should be raised on all ratepayers for refuse disposal (Robert Lee).
- A contra-view (to the above) suggested that town ratepayers would be disadvantaged by such a levy (Julie Kay).
- It was pointed out that if any general levy was raised, there should be a reciprocal reduction in general rates, since refuse disposal is currently paid for out of the general rate revenue (Glen Davies). There was general agreement expressed.
- It was suggested that we should be grateful that we have our own Tip and that it should be a "Green Tip" with full resource recovery (Rita Stallard). There was general agreement expressed.
- There was general discontent expressed with the current system of 240l bins at the Tip for depositing recyclables. The bins are not user friendly and are frequently full forcing users to deposit recyclables into the landfill.

WHERE TO FROM HERE

In response to a question in this regard, Ewen Ross indicated that there:

- There will be another public meeting; and
- Ratepayers will have ample time to consider issues and provide written submissions to Council.

Wayne Jolley

27th November 2009

ATTACHMENT 2

ATTENDANCE LIST

Nancy Tang	Lot 51 Leschenaultia Drive, Jalbarragup
Alan Palfrey	Lot 20 Blackwood River Drive
Stan Millward	Lot 51 Greenwood Road
Gloria Millward	" " "
Graham Happ	66 Warren Road
Ashley Kidd	Lot 3 Blackwood River Drive (PO Box 322)
Stewart Seesink	3 Thomas Road
Bee Winfield	3 Thomas Road
L Kostos	107 Warren Road
Deidre Patterson	Lot 41 Johnston Road, Jalbarragup
David Patterson	" " " "
Julie Kay	49 Grange Road
Patricia Fraser	PO Box 14
Rosco Bartrop	Vasse Highway (PO Box 182)
Grant Raynel	Barrabup Road (PO Box 48)
Mair Jones	Lot 51 Dunnet Road
Liz Collins	37 Carey Street
Rita Stallard	Lot 104 East Nannup Road
Lloyd Roach	Lot 4 Blackwood River Drive
Robert Lee	Blackwood River Drive
Maggie Longmore	Blackwood River Drive

Wayne Jolley
Klaus Mueller
Ewen Ross

SUMMARY OF WRITTEN RESPONSES TO LETTER DATED 4 NOVEMBER 2009

serial	Submitter Comments
1	Is willing to comply with any new conditions that the Council decides in regard to this matter
2	<ul style="list-style-type: none"> • Rate payers already paying \$130,000 (\$2,500) per year • Why can not the Shire staff manage the tip • Each bin taken to the bin will be charged \$20 • Where do I pay at the tip, do I get a receipt and can I deduct this from my rates? • If I go up once a week at \$20 it is \$1040 per year which is more costly • Shire should be making the money out of the scrap metal, \$30,000 per year • If we are going to pay a flat rate why do we need set times, it should be open all times for the convenience of the rate payers • Rate payers have the tip pass so that they dispose of their waste at the tip and not just dump it in the bush.
3	<p>By area, Nannup is a very large Shire and I can understand the obvious need to increase the rate base and or the income stream, where and by any means possible, especially given the State Governments desire for amalgamations. I would imagine the stick they will be waving is the threat of funding withdrawal or reduction if amalgamation is rejected. (As I believe it should be in Nannup's case)</p> <p>I do however think the implementation of the rubbish disposal levies indicated will see a need for a new theme name from The Garden Village to The Garbage Village. We have already had rubbish dumped within our subdivision on a number of occasions when it was obviously more convenient or outside tip opening hours. The Folly land where we worked earlier this year has been strewn with deposits over the years. It is truly my belief that if such levies are implemented they will be rejected out of hand by a major section of the community and a large amount rubble, chargeable rubbish and tyres will finish up being illegally disposed of.</p> <p>A response to this may well be we will have heavy penalties for those caught illegally disposing of unwanted items or material. Just like those that exist in Perth, Draconian fines will deter them. Right. My engineering business is in a small pocket of light industrial area in the relatively up market Perth suburb of Nedlands. The street at the rear of our premises is fairly quiet, business wise, on weekends but has a reasonably constant flow of people visiting the cemetery which is opposite. Almost weekly we have rubbish dumped, from a few tyres to serious heaps. With the lack of traffic and myriad of secluded</p>

SUMMARY OF WRITTEN RESPONSES TO LETTER DATED 4 NOVEMBER 2009

	locations around the Nannup town-site, including all along the river, it is my opinion there is a snow ball in hell's chance of policing illicit dumping and the end result in the longer term could well see cleanup costs exceeding the revenue increase.
4	<p>1. The rate of fees and charges introduced should be fair and equal across the whole shire, taking into account that those ratepayers without a collection service have to travel to dispose of their rubbish. The cost to ratepayers living out of town should not be greater than those with the luxury of two wheelie bins emptied from their gate. With \$20 for non-recyclable rubbish being the minimum suggestion, it would appear that the cost to out of town residents could be greater.</p> <p>2. Regarding the proposed charge of \$20 per cubic metre for non-recyclable waste. This is approximately a level 6x4 trailer of domestic waste. Will there be a less charge for smaller amounts taken quite frequently, as is the case for many out of town residents at present, or are you a" . g at less trips with greater a o-L-nts, necessitating residents storing large quantities of waste causing problems of odour, vermin etc.</p> <p>3. Some type of pass identifying Nannup ratepayers should be retained, but issue and production at the gate should be tightened up as our tip is currently used freely by surrounding Shire's residents. However reducing hours and introducing fees will lead to much more dumping the bush and on the roadside, than is done already. Will the cost of this illegal dumping, ultimately cost more than the tip is costing to run at present? None of us want to see the roads out of Nannup littered with plastic bags of rubbish. Apart from being unhygienic and unsightly it will pose severe problems and in some cases disaster for our wildlife.</p> <p>4. All Domestic green waste should be free to encourage residents to keep their gardens and blocks as fire proof as possible. Could. Council consider having a ulcher at the tip to avoid burning the green waste, much of which is very 'green'? For a small cost the resulting mulch could be sold back to residents by way of self loaded trailers. Vouchers could be purchased from the Shire on production of a rates notice.</p>
5	<p>Reducing the cost of collecting waste might be achieved by giving ratepayers the option of having their bins emptied less frequently.</p> <p>There may be people in the area like me who put out half empty bins. Both mine take at least a month to fill.</p>

SUMMARY OF WRITTEN RESPONSES TO LETTER DATED 4 NOVEMBER 2009

	Many people compost or feed their chooks food scraps, their bins are unlikely to contain rotting food scraps if the bins are left unemptied for a month.
6	<p>The letter referred to discontinuing the use of free tip passes and a charge of \$20.00 m3 non recyclable waste for the townsite residents but there was no reference in the letter to owners of semi rural or rural properties.</p> <p>Does this mean that the proposed charges of tips fees apply to the owners of those properties as well? If the shire wants to be fair and equitable by charging all residents for tipping household waste we should be provided with bins and a weekly rubbish collection service, or be able to tip our non recyclable household waste free of charge.</p>
7	Accept sustainability but, reduced opening hours will see more illegal dumping, implementing costs are erroneous on staff resources and administration.
8	<p>Living in the townsite we are lucky enough to enjoy a weekly rubbish collection along with a fortnightly recycling collection. We currently pay \$235.00 per year for this service, a charge we believe is fair. Unfortunately, the proposed increase to \$250 - \$300 for the green bin service would not be perceived as fair to townsite residents. Up until recently we owned a house in Ellenbrook, a northern suburb of Perth - our combined rubbish and recycling charge there for 2009 was \$208.00. Nannup council is proposing a change that would result in a total charge to us of \$365.00 - \$415.00 for an identical service - not acceptable, particularly when the disposal point (we assume it is the Nannup Tip) is so close and in Ellenbrook the rubbish needs to be taken much further to be disposed of.</p> <p>We also have concerns about the changes to the tip fees. We accept that the world has changed and that services require some cost recovery. The proposed increases though seem high, especially if they were to be introduced as they are, not phased in over time. The main charge that will be of concern to all households throughout Nannup is the \$20.00 per m3 for normal household non recyclable waste. We believe that this will lead to people dumping their waste in the bush in areas around Nannup - either because they don't want to pay the charge, or because they simply can't afford it - eg: pensioners and other low income residents. We realise you have proposed charges by looking at what other local governments charge, but it doesn't have to be set that way - Nannup can take it's own path, we don't have to do what everyone else does.</p> <p>We would suggest a fee of around \$8.00 per wagon boot/trailer of household rubbish would be more acceptable to most residents - we would also be happy for Nannup residents who don't have access to</p>

SUMMARY OF WRITTEN RESPONSES TO LETTER DATED 4 NOVEMBER 2009

	<p> rubbish collection be given one free tip trip per week to drop off a reasonable (green bin equivalent) amount of rubbish, and leave townsites residents' rubbish charges as is (allowing of course for annual inflationary increases - again, over the last 8 years in Ellenbrook, the annual increase has been \$16 per year). It does seem to be an inopportune time for our local government to be making big increases in essential charges, what with the State Government substantially increasing charges for other essential services like electricity and water - a lot of low income people are going to be really struggling financially in the next year or so. We hope the local council can continue to keep Nannup the pleasant and affordable place to live that it currently is. </p>
9	<p> Residents and visitors may start to dump rubbish in the bush which would result in : </p> <ul style="list-style-type: none"> — visual and actual pollution from household rubbish, white goods, tyres etc — green waste dumping would introduce non native species and create a weed problem that would compete with local flora — green waste could also spread plant diseases to flee bush <p> * Security issues for the Waste Management Facility gatekeeper if money is to be collected by him. His/her safety could be compromised if it was known that money was collected there with potentially minimal security, and in a not easily observable location. </p> <p> * Currently we supply bins to a wide range of Nannup residents from pensioners and elderly people who need their green waste removed, and do not have family or a trailer to use for their cleanups to householders undertaking home maintenance to construction companies working on projects within the Shire. If "tip fees" are to increase to \$40 for a 3m3 skip bin, we would then have to increase our charges to remain viable. When we took over the skip bins, the tip charge Alec was paying was \$7, our rate tripled to \$22, so to double it again is a significant fee increase and one we would unfortunately have to pass on to clients. This may again encourage people to use the bush. </p> <p> Collection of fees. Would the gatekeeper collect fees each time we take a load to the tip or could we have an account system? Would he/she issue a receipt every time? Would GST be payable on the \$40 or is that included? </p> <p> If this proposal does become the adopted fee structure, could we either ask that the Shire of Nannup </p>

SUMMARY OF WRITTEN RESPONSES TO LETTER DATED 4 NOVEMBER 2009

	<p>support small business and apply a reduced rate as we are a local business and thus supporting the fabric of Nannup as we try to buy local for our other business needs and support the community in both in kind and financial donations. If this is not possible, could we ask that other contractors from other areas pay an increased fee for tipping at the Nannup Waste Management Facility.</p> <p>* Reduction in hours the site is open to the public</p> <p>Our only suggestion would be to potentially reduce the number of days but keep the current number of hours by having it a longer day. This would allow greater flexibility for 'tip' maintenance, as there would be a larger block of time available for these tasks. It would also potentially end confusion as to what hours the tip is open on which day, and increase community compliance with council 'tipping' procedures.</p>
10	<p>Whilst we feel that a "user pays" system is appropriate, it is not appropriate to have two different fee scales for the exact same service (in this case, disposal of household waste) based purely on the user's address.</p> <p>You propose that residents of Nannup Townsite pay a disposal cost of \$250-\$300 per year.</p> <p>You propose that other residents pay a disposal cost of \$20 per cubic metre.</p> <p>Taking the capacity of a standard "wheelie" bin at 56 litres, this means that if residents of Nannup Townsite pay \$300 per annum they will be charged \$0.10 per litre of waste over a 52-week (one year) period, while other residents will charged double this at \$0.20 per litre of waste.</p> <p>Under this system, a household inside the Nannup Townsite would effectively be charged \$5.60 per week for the disposal of the contents of a wheelie bin. A resident outside Nannup Townsite would pay \$11.20 for disposal of the same amount of rubbish. Over a year, the townsite resident would pay \$300, while the other resident would pay \$582.40.</p>
11	<p>The recommendations you make do not appear to take into account Jalbarragup, Residents who need to dispose of rubbish themselves.</p> <p>I am aware that few locals want a collection service for Jalbarragup but this would be our best option as we are frequent visitors to Nannup tip.</p> <p>I am also aware that a Jalbarragup service is very unlikely.</p> <p>If tip access is limited or expensive then we will need to consider these options:</p> <ul style="list-style-type: none"> • Take our rubbish away with us

SUMMARY OF WRITTEN RESPONSES TO LETTER DATED 4 NOVEMBER 2009

	<ul style="list-style-type: none"> • Make it a condition of staying that paying guests also take their rubbish with them; not a particularly appealing option to someone holidaying at the property • Solve the rubbish problem by terminating any further rental of the property, with the potential loss of income to ourselves & the Visitor Centre. <p>Restrictive measures outlined by your council will more than likely lead to illegal dumping of rubbish in bushland.</p>
12	<p>Our property is outside the townsite and therefore has no domestic waste collection. The waste management facility is an essential service that ratepayers can reasonably expect to be provided.</p> <p>A proposal to charge \$20 for m3 for non recyclable waste is far too high. This would be prohibitive for aged pensioners.</p> <p>Green waste at a charge for stem diameter cuttings over 50mm seems an administrative nightmare. What if the load is of mixed diameter cuttings? When I go with green waste there is usually somebody else there for the same purpose. Is this going to generate delays and queues at the waste management facility? If a charge is going to be made for green waste it is likely that people will leave it laying about, thus creating a fire hazard.</p> <p>It would be better to reduce costs by opening the facility for four or five days instead of six.</p> <p>I have never been asked to show a tip pass. I wonder if non-ratepayers from outside the area are simply using the facility without contributing to costs. It would be better to enforce the system of 'tip passes' provided to ratepayers.</p>
13	<ul style="list-style-type: none"> • Education of community to the problems and remedies of waste management e.g rationale behind the discontinued glass recycling - not explained to the community. Suggestion: Monthly report/comment in Shire Notes Nannup Telegraph • Transparency - Rate Notices to have an itemized services & \$ value e.g. Fesa Levy • User pay principal to be applied wherever possible, provided management & policing can be reasonably covered • We support bulleted items as per Letter Reference HLT 2 • Re Green Waste - provision of cost to cover equipment & marketing as compost. • Re "Tip Pass" - this does distinguish Nannup Shire Ratepayers (who should be contributing via rates) from 'out of towners'.

SUMMARY OF WRITTEN RESPONSES TO LETTER DATED 4 NOVEMBER 2009

	<ul style="list-style-type: none"> • Suggestion for Rural Ratepayers: • Establish a cost for the equivalent of 1 green bin per quarter & charge in yearly rates. Issue a "Tip Pass" with 4 'non paying' visits per year. • Visits in excess of this to be charged as per bulleted items. • Possible benefits: Low capacity users have a more equitable disposal structure User pays for additional usage • 'Out of Town' users are identified & pay accordingly May discourage illegal dumping • We support items b c & d as per letter Ref: HLT 2 • Nannup Shire needs to ensure the cost of waste is sufficiently high enough to encourage & promote recycling.
14	<p>User pays - when fee charged illegal dumping</p> <p>Environment - Illegal dumping</p> <p>Recycling - Community groups should benefit from recycling and tip shop, green waste used for mulch, improved gate keeping,</p> <p>Cost - Contract price and extras?</p> <p>Believe poor recycling standard</p> <p>Opening hours, revised with gate keeping</p> <p>Volunteers – Reintroduced</p>
15	<p>\$20 per visit would cause financial heart ache</p> <p>No health service and required to dispose of their rubbish themselves</p> <p>Recommended solution; reduce charge to \$5? Increase rubbish collection fees in all Shire rates to cover costs, Scale of fees - \$2 pensioners, \$5 Special Rural - \$10 trailer, rubbish collection service to Cockatoo valley.</p>

COMMENT ON MEETING AND WRITTEN RESPONSES

1. Illegal dumping:

- a. Increase tip charges and reduced hours consequences may lead to increase illegal dumping.
- b. Illegal dumping will incur additional enforcement costs.

Comment:

- Council policy based on a potential illegal activity as a consequence is not a valid reason not to implement.
 - 24/7 open and free dumping is likely to minimize illegal dumping; cost would be covered by rate payers.
 - Policy that rate payers are free and others are charged full user pays is contrary to the ignores the “illegal dumping” argument.
 -
2. Non Townsite not receiving a collection service therefore they should have free disposal charges.

Comment:

- Townsite all pay “user pays” for their service.
- Townsite do not have an option not to pay as levied in their rates.
- Townsite are paying now for disposal of recycling and not contributing to the landfill, therefore could expect a rebate for disposal charges if introduced.
- Cost of collection by non Townsite would be high based on density of rate payers and travel distances, but could be provided on the same basis, “user pays” and no option out basis.

COMMENT ON MEETING AND WRITTEN RESPONSES

3. Council manages the waste management facility.

Comment

- Initial cost calculations indicate that the cost would be higher than the present contract due to staff and machinery.

4. Cost and volumes, appears some consistent figures are required.

- Waste management facility contract cost \$103,000
- Overheads add 20% (estimate Management, Administration)
- Yellow and Green bins equal 240litres or 0.24 cubic metres
- 52 collection x 0.24 = 12.8m³ (green Bins)
- 26 x 0.24 = 6.24m³ (yellow bins)
- 1.2 x 1.8 x 0.5 = 1.08m³ (small trailer)

Comment:

- The accounting for the waste management facility is separate from the collection contracts.
- Overheads cover other operational, no provision for remedial costs or developing a new site.
- Average cost 12 - 15% is from estimation of costs (\$130k) divided by rate payers (1064). (Note fixed cost not % of rates)
- Basing charges against \$20.00m³, this is to cover realistic cost to individuals, current waste production and commercial imperatives. This would reflect a charge to Townsite of \$20 x 12.8 = \$256 for disposal only. It would also see the charge for a 3m³ raised to \$60. This price would still not cover costs as this would be based on total; cost \$130k divided by m³ disposed of. However, it is moving in an increased charged at the front gate to assist with other management issues.

COMMENT ON MEETING AND WRITTEN RESPONSES

- Core to the change is transparency and making user pays at the gate. Moving from payment from “general rates” to pay as you go at the front gate is a change in strategy. At the proposed \$20 m3 Council will still need to “top up” from general rates until the operation was brought up to a true user pays system.
- There was a preference expressed that payment in the rates and no gate charges is the preferred option.
- Should Council go to a users pay at the gate then there would need to be a reduction in rates, otherwise it amounts to a rate increase.

5. Gate passes should be retained:

Comment:

- This would maintain the status quo
- Some thought as to a graduated number of passes, say ten (10) fee with rates. This would still need to be funded from general rates and as a partial solution not cost effective or address managerial issues at the front gate.

6. Green Waste: The reuse of green waste as mulch and free or small charge to people appears a service that is requested. The removal of green waste from landfill and preventing burning is a positive to environment.

Comment: To move to better green waste management:

- Ensure management separate waste.
- Cost of mulching (estimated \$20 - \$30k) added to the waste management contract.

COMMENT ON MEETING AND WRITTEN RESPONSES

- Alternative disposal of large green waste (over 50mm) would need to be addressed.
- Weed control will be essential, through management or treatment.
- Mulching is at the lower end of return with regards energy recovery, biomass plant would be a higher level of eco returns however volumes in nannup would not support cost effectiveness.

7. Collection: The changes indicated were directed to waste disposal. At this stage there is no suggested change to the collection contract. There is a misconception that "Townsite" gets an additional service, whereas they do, but at full cost recovery including the cost of disposal of recycling to Manjimup.

Comment:

- Currently the Townsite people are paying the disposal charge (recyclables)
- The yellow bin collection was a significant leap forward in recycling for Nannup. For \$2.21 per week all Townsite people have available to them 0.12m3 of recyclables collected and disposed of to a commercial recycling plant. In total the potential to take approximately 3400m3 (2100m3 plus 1300 from the waste management site) out of the landfill is a positive.

8. Security: Collection of money at the gate would be a security issue.

- Currently, gate fees are collected.
- Security measures can be put in place.

9. Education: There are monthly reports/comments in the Telgraph.

Comment:

- An area that Council could resource.
- Little request for alternative systems, bioreactor, pre-treatment, aerobic decomposition, vermicomposting or anaerobic methods. This reflects additional cost and volume to support systems.

COMMENT ON MEETING AND WRITTEN RESPONSES

10. Volunteers: The use of volunteers reflects community involvement and ownership. There are also some very passionate and knowledgeable people in Nannup in regards waste disposal.

Comment:

- Council has moved from volunteers to a fixed contract some years ago.
- Liability and occupational health and safety would need addressing.
- Picking and choosing the parts to include in recycling, leaving a contract which could be more expensive per m3 disposed of in the landfill.
- Sustainability, maintaining volunteer's long term.
- Management and oversight cost.
- Some mentoring could be a valuable addition if agreement can be reached with the contractor.

11. Transparency: Costs be shown on rate accounts, bins, FESA etc

Comment:

- This is an important first step; community knows what they are paying for.
- This would be linked to rates and decision to make a fixed charge of a %. (GRV are paying higher % whilst waste disposal is universal)
- Council identifies cost from commercial operators.

WORKS & **SERVICES**

AGENDA NUMBER: 10.3
SUBJECT: Speed Zones on Highways
LOCATION/ADDRESS:
NAME OF APPLICANT:
FILE REFERENCE: WRK 23
AUTHOR: Chris Wade – Works Manager
DISCLOSURE OF INTEREST:
DATE OF REPORT: 10 January 2010

BACKGROUND:

Speed zoning on all roads are the responsibility of Main Roads Western Australia whether it be a local government controlled road or a state controlled road.

COMMENT:

Council has received two requests for support for the changing of speed zones

1. Sergeant Jeff Taylor from Nannup Police has requested Council support for the speed zone on Brockman Highway to be changed from 110kmph to 90kmph between Griffiths Road and Stewart Road. The request is due to the two recent fatalities and numerous other motor vehicle accidents. The geometry of the road in certain sections is questionable.
2. Council has received a verbal request to contact MRWA requesting the Vasse Highway speed zone be changed from 90kmph to 110kmph between Houghton's Winery and Graphite Road.

With or without Council support MRWA will carry out road tests on Vasse Highway to assist them in making any decisions, and further discussions with the police have suggested that the speed zone changes could be from Griffiths Road to Poison Swamp Road.

Both roads come under the jurisdiction of Main Roads WA.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

Council has various options. It can either support or not support the proposals and as the matter is not in Council's jurisdiction it is difficult to recommend either way. Council may choose to become involved by consulting with residents, something it is understood that Main Roads WA does not do in instances of speed zoning.

The following options are presented:

1. Council write to MRWA supporting the request for speed zone changes on Brockman Highway.
2. Council write to MRWA supporting the request for speed zone changes on Vasse Highway.
3. Council does not support the request to change speed zones on Brockman Highway.
4. Council does not support the request to change speed zones on Vasse Highway.

VOTING REQUIREMENTS:



**CHRIS WADE
WORKS MANAGER**

FINANCE & **ADMINISTRATION**

AGENDA NUMBER: 10.4
SUBJECT: Community Infrastructure Plan
LOCATION/ADDRESS:
NAME OF APPLICANT:
FILE REFERENCE: ADM 25
AUTHOR: Shane Collie – Chief Executive Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 12 January 2010

Attachments: 1. Briefing Paper – Community Infrastructure Plan.
 2. Proposal from Circle Solutions Consulting.

BACKGROUND:

Council as part of its 2009/10 budget included an amount of \$15,000 to develop a Community infrastructure Plan. A briefing paper was prepared in August 2009 to prompt Council into determining what could be included as part of the proposed plan. Refer attachment 1. As noted in the July and September 2009 Information reports Councillors indicated that they would like to discuss how to proceed on this matter by holding an informal workshop which was subsequently scheduled and held in November 2009.

During this period an informal approach was also made to a consulting firm to ascertain both the scope and estimated cost to prepare such a plan. This is noted per attachment 2.

COMMENT:

The information from the workshop held has been incorporated into Council's draft 2010/11 – 2014/15 Forward Plan which is presented as a separate item in today's agenda. Given the timing approaching the end of the budget year, there appears no point in creating a separate infrastructure plan (at least in the short term) when the known detail and direction of Council has already been incorporated into Council's main planning document.

Additionally there have been some significant changes to Council's infrastructure outlook over recent months since the holding of the November workshop, in particular the decision on the TimeWood Centre, which would have made a Community Infrastructure Plan out of date practically immediately.

Major Infrastructure Decisions

As standalone issues Council is aware that major decisions will be taken on the Recreation Centre and Visitor Centre/caravan parks and possibly the Telecentre over the next 12 to 24 months.

Royalties for Regions

Similarly decisions of funding allocation will also be required for Royalties for Regions in the short term.

Requests for Building Tenancy

Requests for building tenancies from the Nannup Visitor Centre, Youth Advisory Council and the Nannup Music Club were received in the context of the proposed construction of the Nannup TimeWood Centre. All of these requests have now been declined as a result of Council's decision to not proceed with the TimeWood Centre.

General

Council may consider bringing forward into next year's budget funds to develop a Community Infrastructure Plan. Again given that decisions on major infrastructure are going to be made regardless of what plan is in place it seems unwise to commit to the development of such a plan.

Initiatives contained in Attachment 1 will also be dealt with by Council in the coming years by virtue of specific officer reports and Council resolutions. These include reviewing freehold and reserve land holdings, dealing with developer contributions to infrastructure, and the potential for various building precincts.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

A \$15,000 budget saving is anticipated as no funds have been expended.

STRATEGIC IMPLICATIONS:

Forward Plan 2008/09 – 2012/13, Action Plan 10.2 (J) indicated Council's desire to undertake a Community Infrastructure Plan. The initiative is not carried forward into the draft 2010/11 – 2014/15 Plan.

RECOMMENDATION:

That Council not undertake a Community Infrastructure Plan as contained in the 2009/10 budget.

VOTING REQUIREMENTS:

A handwritten signature in black ink, appearing to read 'Shane Collie', with a stylized flourish at the end.

**SHANE COLLIE
CHIEF EXECUTIVE OFFICER**

Community Infrastructure Plan

BACKGROUND

Council as part of its 2009/10 budget included an amount of \$15,000 to develop a Community infrastructure Plan. During the July 2009 Information Session Councillors indicated that they would like to discuss how to proceed on this matter and that an informal workshop would be appropriate in September or October.

The Nannup Visitor Centre have put forward Thursday 10 September 2009 (4pm) to meet with them regarding future business/development plans for the Visitor Centre and Caravan Parks. This would appear to be an ideal opportunity for Councillors to meet informally before this (say 2pm) to look at what it wants to achieve out of a Community Infrastructure Plan. It is understood that these first initial discussions would centre not on the specifics of what will be contained in the plan, but more so the parameters and what Council wants to get out of the development of such a plan.

The following information is put forward as potential starting points for discussion.

POTENTIAL FOR PUBLIC BUILDING PRECINCT

This was raised when Council was looking at the potential purchase of 11 Adam Street. Such a precinct area could be bounded by Adam Street and Warren/Grange Roads (part). The area already contains the Fire and Rescue Service, the Police Station, the Shire Office, Shirley Humble Room and Council Chambers, Library and Community Kindergarten.

The GEHA duplex facing Grange Road reverts to Council ownership in September 2010 and Council has given in principle support for use as the Occasional Child Care Centre. A proposal is presently being developed for Council's consideration. Additionally the Uniting Church have indicated that they are happy for the land that they hold which stretches from Warren Road to Grange Road to be used for any future public/community purpose.

Council is encouraged to discuss the potential for this whole area to be used, promoted and developed into a public building precinct area.

DEVELOPER CONTRIBUTIONS

Discussion as to the planning implications of future developments is recommended. Various State policies refer and planning advice on contributions should be clarified by way of policy or preferred direction and is presently being worked on. This covers more than just "direct" contributions such as Public Open Space.

FUTURE OPTIONS FOR PUBLIC BUILDING INFRASTRUCTURE

Council is advised to discuss options on future public building infrastructure. Note the points made below are no further advanced than ideas raised informally and do not reflect any formal view at this stage.

- Additional office space (Shire). Provided that there is no fundamental upheaval as a result of local government amalgamations it is considered that future office requirements (say 5 to 10 years) could be met by utilising the present space occupied by the library. This would see all office accommodation contained in the same area, a fundamental requirement for an effective office set up, particularly from an IT perspective.

This would see the requirement for the relocation of the library. A stand alone library facility has many potential benefits, in particular likely increased space giving greater capacity for displays, interactive activities and a general separation of the present add-on type arrangement which exists at present. The issue of staffing, supervision and volunteers would need to be considered. An option could be the present Telecentre building.

- Youth space. This has been discussed for some time. Again the current Telecentre building could suffice or the addition of possible space at the Recreation Centre depending on upgrade discussions.
- TimeWood Centre. It is assumed that this facility will be built per Council's present direction and that it will house the Telecentre and Visitor Centre, therefore leaving available for occupation those current premises. The Visitor Centre have expressed an interest in retaining a lease over these premises.
- Community Kindergarten. The current occupants have expressed a desire to continue operating out of this location.
- Recreation Centre. Planning work on upgrade has commenced and funding has been obtained for Architectural Services.

SHIRE FREEHOLD LAND

Council has a portfolio of freehold land. The portfolio was reviewed a few years ago which led to the sale of two properties in Struthers Street. Council's freehold land portfolio is as follows:

Lot 1302 Carey Street

Single residence dwelling built (disabled suitable) in 2003 and occupied by Council's Manager Development Services.

Lot 233 Carey Street

Single residence dwelling privately rented at market rate. Occupied by Council's former Manager Development Services on the basis that if Council requires the house for staff rental/sale or any other purpose the current rental will cease.

Lot 234 Dunnet Road

Single residence dwelling occupied by Council's Works Manager. Located on a half acre residential block.

Lot 294 Carey/Struthers Street

Vacant residential property near school available for development if required.

Lot 248 Grange Road

GEHA duplex as mentioned prior.

Lot 82 Wilson Street

Vacant residential property "swapped" for Lot 222 Brockman Street. Possible future residential development site.

Lots 202 to 213 Monaghan Street

Freehold land asset of 12 forested lots in high location behind school and cemetery. All lots over 4,000m². Valuation Report 3 July 2006 \$1.3 million.

RESERVE LAND VESTED WITH COUNCIL

Council has many parcels of land which it has vesting of. Examples include the two caravan parks, two depots, various parks, drainage reserves and the like. Many of these reserves are vested with a designated purpose and generally allow Council to lease. The purpose of a reserve can be changed relatively easily, however the conversion of a reserve to a different land tenure is a more difficult proposition.

Community infrastructure is well suited to being located on reserve land and there are many examples where this is the case including the following:

- Town Hall
- Bush Fire Brigade sheds and appliances
- Ablution Facilities
- Recreation Facilities and playgrounds
- Shire offices and depots

A listing of all reserves is attached.

LOCAL GOVERNMENT STRUCTURAL REFORM

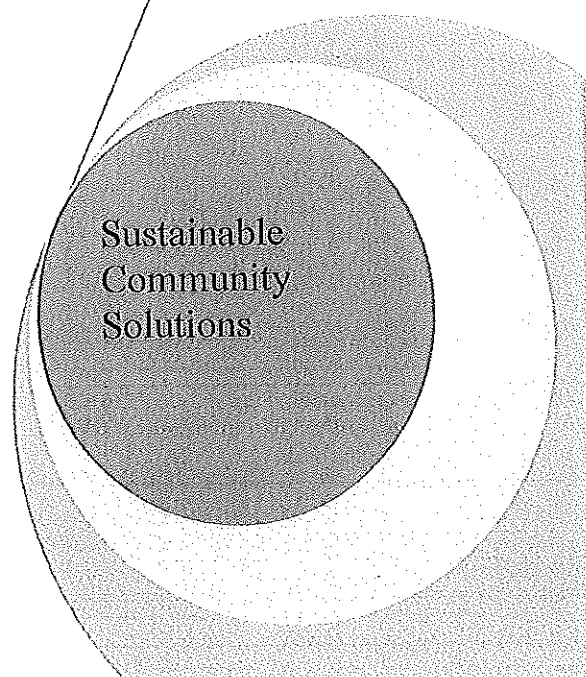
How Council reacts to this may well impact its future planning for not only building infrastructure but all decisions which relate to the ongoing nature of the organisation. There are a range of strategies that Council may wish to consider including the treatment of assets and borrowings, the entering into contracts and planning for the future of the community.

SHANE COLLIE
CHIEF EXECUTIVE OFFICER
19 AUGUST 2009

Shire of Nannup Development of Community Infrastructure Plan

Circle Solutions Consulting and Howson Management
Office 1 / 325 Marine Tce
Busselton WA 6280
T: 08 9754 4248
E: c.s.consulting@bigpond.com

19th August 2009



**Circle Solutions Consulting
For Shire of Nannup
Development of Community Infrastructure Plan**

Demonstrated Understanding of the Project and Proposed Methodology

The Shire of Nannup understands that in order to implement programs, services and priorities for the community now and into the future, it needs to be able to respond in a planned and strategic manner on the development of community infrastructure.

The communities of the Shire of Nannup also require the appropriate infrastructure to best suit its diverse culture and growing needs. To determine what this infrastructure might be, and to strategically manage it, the Shire requires a Community Infrastructure Plan. This coupled with the opportunities and challenges that may be faced by the Shire as it moves through the current structural reform process, has led Council to allocate \$15,000 in its Future Plan for a Community Infrastructure Plan.

The Shire of Nannup is being developed as an active, cultural living and learning environment. By involving the community and other stakeholders in developing the Community Infrastructure Plan, the Shire will ensure its planning for the area is aligned with local community priorities.

This project aims to identify the priorities, spaces, activities and resources the Shire of Nannup requires in developing and implementing the Community Infrastructure Plan. The proponent will utilise existing information, community planning frameworks, government policy, Council input and consultation with the local community, businesses and service providers in the development of the plan.

The project specifically focuses on community infrastructure which can be described as services and facilities necessary to realize a high quality social and cultural environment in the Shire. These broadly include:

- education and learning
- culture and arts
- recreation and leisure
- community meeting spaces
- neighbourhood houses
- community health and wellbeing services
- community information
- places of worship and spirituality

**Circle Solutions Consulting
For Shire of Nannup
Development of Community Infrastructure Plan**

The development of the Community Infrastructure Plan will provide the Council with:

- A clear understanding of the needs and priorities of the community,
- Clear signposts to provide for good overall community planning and organisation,
- Identification of public / private funding opportunities and / or partnerships,
- Direction in relation to sound financial management; and
- Allow for good decision making utilizing best practice principals in local government.

Personnel from Circle Solutions Consulting and HOWSON Management have long and varied experience in Local Government community service planning and delivery coupled with extensive experience in built infrastructure planning and construction. This unique collaboration brings a breadth of perspective to this project which will add significant value to the Shire of Nannup in the development of their Community Infrastructure Plan.

The proponent therefore proposes to first provide an Implementation Strategy for development of the Plan which outlines the steps and activities to be undertaken in the completion of the required phases. The Implementation Strategy will include project milestones, the communication and consultation strategy and various accountabilities including identification of funding opportunities or gaps.

**Circle Solutions Consulting
For Shire of Nannup
Development of Community Infrastructure Plan**

In recognition of the importance of Council, community and stakeholder input into the development and adoption for the plan, the proponent proposes the following timeline to enable inclusive development:

ACTIVITY	BY WHOM	TIMING
Develop Strategy	Proponent	Weeks 1-2
Endorsement of Strategy	Councillors and CEO	Week 3
Delivery of Draft Plan (including consultation and engagement) as per timeline	Proponent	Weeks 4,5,6
Endorsement of Draft Plan and Agenda Item to endorse for Public Consultation	Councillors and CEO	Week 7
Advertise Draft Plan and call for submissions	Proponents	Weeks 8-10 Weeks 11-12
Review Public Submissions and Develop Final Plan	Proponents	
Submission of Final Plan for Council Endorsement	CEO	Week 13

Project Costs which are proposed to be borne by the Shire of Nannup are:

- Lodgment of Public Submission Advertising
- Venue hire and Catering for any Public Forum

**Circle Solutions Consulting
For Shire of Nannup
Development of Community Infrastructure Plan**

The Project will be resourced as follows:

Initial point of contact of this work is:

Debra Summers
Phone: 0448 890 444
Email: c.s.consulting@bigpond.com

Circle Solutions Consulting

Dani Nazzari
Phone: 0408 244 026
Email: c.s.consulting@bigpond.com

Debra Summers
Phone: 0448 890 444
Email: c.s.consulting@bigpond.com

HOWSON Management Pty Ltd

Bret Howson
Phone: 0429 312264
Email: traffic@highway1.com.au

U1 / 325 Marine Terrace
Busselton WA 6280

E: c.s.consulting@bigpond.com

ABN 73 787 865 915
P: 08 9754 4248

**Circle Solutions Consulting
For Shire of Nannup
Development of Community Infrastructure Plan**

Organisation Profile

Company Name: Circle Solutions Consulting
ABN: 73 787 865 915
Howson Management Pty Ltd
ABN: 37 194 145 900

Circle Solutions Consulting and Howson Management formed a collaborative association in 2009 to strengthen the delivery of services to grow and support human capital in seeking to build sustainable communities.

Services from Circle Solution Consulting include:

- Development and implementation of Community Consultation Strategies
- Workshop Facilitation
- Feasibility Studies
- Developing Community Plans
- Undertaking Service and Program Reviews
- Strengths and Needs Analysis
- Brokering Strategic Partnerships and promoting Collaborative Venturing
- Undertaking Community Mapping, Trend Analysis and Social Impact Assessments
- Providing Social Strategy and Policy Advice
- Performing Governance and Structural Reform Reviews
- Business Analysis - Organisational & Human Development
- Project Management
- Grant funding applications

Services from HOWSON Management include:

- Organisational Operational reviews – Local Government
- Project / Design Management \$100k to \$100M
- Annual and Multi-year Budget Preparation
- Traffic Management Projects
- Civil Design and Construction Projects
- Infrastructure Asset Management plans
- Environmental clearance applications
- Contract & Construction Supervision
- Project Development and Business Planning
- Festival and Event Risk Management
- Landscaping – Parks and Gardens
- Cemetery Management
- Waste Landfill, Recycling Facility and Transfer Station

U1 / 325 Marine Terrace
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ABN 73 787 865 915
P: 08 9754 4248

**Circle Solutions Consulting
For Shire of Nannup
Development of Community Infrastructure Plan**

Referees

Mr. Colin Slattery
Project Manager
Project Delivery and Reporting
Dept of Local Government and Regional Development
P: 9217 1434

Dani Nazzari (Circle Solutions) was engaged to develop and deliver the Financial Agreement Framework, including the Project Plans, for the regional development initiatives approved via the Royalties for Regions Pilbara Revitalisation Plan. Dani liaised with the four Pilbara Local Government Authorities to design targets, measurable performance indicators, project milestones and governance arrangements to the satisfaction of DLGRD, Treasury and State Solicitors office.

Ms Shelley Pike
Director of Strategy and Governance
Armada Redevelopment Authority
P: 9399 0000

Debra was appointed as Manager Corporate Relations at the Shire of Busselton reporting to Shelley as Director of Community and Corporate Development. In this role, Debra led the activity units of Library Services, Governance, Human Resources, IT, Records Management, Communications and Marketing and Customer Service. Debra authored the Shire of Busselton's Communications Framework and Project Managed the feasibility study for the Busselton Library Extension and Community Resource Centre.

Ron Lowes
Civil Engineer - Director
Lowes Churchill & Associates
BUNBURY WA 6230
Ph: 0408 932 169

Bret Has worked professionally with Ron Lowes on many large projects around Western Australia.

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Busselton WA 6280

ABN 73 787 865 915
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E: c.s.consulting@bigpond.com

**Circle Solutions Consulting
For Shire of Nannup
Development of Community Infrastructure Plan**

Insurance Coverage

Type	Insurer - Broker	Policy Number	Value (\$)	Expiry Date
Public Liability Circle Solutions	QBE Insurance	41 BZ00119 BPK	5,000,000.00	15/07/2010
Public Liability Howson Management	QBE Insurance	156A470283BPK	\$10,000,000	28/06/2010
Professional Indemnity Circle Solutions	Vero Insurance Ltd	LPSO11273168-0060	1,000,000.00	15/07/2010
Professional Indemnity Howson Management	RUPPL Underwriters	085TH0083418524593	\$5,000,000	18/07/2010
Motor Vehicle Circle Solutions	SGIO	MOT37370028	\$24,000	03/02/2010
Motor Vehicle Howson Management	SGIO		\$35,000	15/07/2010

Quality Assurance

Circle Solutions Consulting and HOWSON Management have their own internal Quality Assurance systems in place which include a number of Policies and Procedures in support of core tasks, occupational safety and health. Circle Solutions Consulting and Howson Management's quality assurance systems are not third party certificated.

Circle Solutions Consulting and HOWSON Management are committed to providing a safe work environment and all staff and contractors are required to comply with the relevant provisions of the Occupational Safety and Health Act 1984. Whilst acting as consultants for the Shire of Nannup, Circle Solutions Consulting and HOWSON Management understand the requirement to comply with all relevant policies and the direction of the Shire and its Officers in terms of occupational safety and health.

**Circle Solutions Consulting
For Shire of Nannup
Development of Community Infrastructure Plan**

Skills and Experience of Key Personnel

Dani Nazzari - senior consultant Circle Solutions Consulting

Dani has post graduate qualifications in Community Relations (Resources Sector), a Diploma of Horticulture, and a successful small business background.

Dani combines this with extensive rural and remote experience, including five years in local government as an elected member and President of the Shire of Roebourne prior to her role of Manager and Advisor (Community Relations) with Rio Tinto Iron Ore.

Dani has built on this experience by serving on various high profile boards supporting community development objectives. A strategic, innovative and politically astute leader, Dani is expert at engaging with government, industry and community stakeholders.

To advance Important agendas, Dani utilises her collaborative networks and combines strong strategic planning talent and a deep knowledge of community engagement, program development, and service delivery strategies.

Dani brings to this project many years of brokering community infrastructure and service provision partnerships along with strong experience in undertaking community mapping and analysis.

Debra Summers - senior consultant Circle Solutions Consulting

Debra has a Bachelor of Applied Science with a Major in Aboriginal Anthropology, is experienced in using the Australian Business Excellence Framework to reinforce organisational capacity, and in her own small business.

Debra has extensive experience managing corporate and community service provision for both State and Local Government, much of which has been in the Pilbara and South West WA. Debra has significant exposure to Local Government Policy development and internal implementation and is the author of more than 50 policies for the Shire of Busselton.

With sound critical and analytical skills, Debra is adept at identifying trends and developing and implementing effective management systems to minimize risk.

Debra is comfortable delivering business solutions which ensure appropriate, effective, community driven outcome based services to both external (community) and internal (organisational) customers. Debra brings to this project many years experience in local government statutory requirements and policy.

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P: 08 9754 4248

**Circle Solutions Consulting
For Shire of Nannup
Development of Community Infrastructure Plan**

Bret Howson - Project Manager Howson Management

Bret Howson brings to all clients a blend of very specific skills that distinguish his project philosophies to be both contextual and specific to location.

Bret has been in the Civil Engineering industry since 1984, with strengths from 1999 in Government and Public Works Engineering. His career achievements have seen him gain Professional Membership to the Institute of Public Works Engineers, and the Australian Institute of Management.

Along with his project management and design skills, Bret brings to the project substantial experience in data analysis, traffic modeling and infrastructure network planning. Bret also has a sound understanding of local government asset management planning and policy.

Price Schedule

COMPONENT	HOURS	RATE	TOTAL
Development of PMP	38	\$90.00/hr plus GST	\$3,420.00
Implement PMP and develop Draft Plan including Community Engagement Strategy.	90	\$90.00/hr plus GST	\$8,100.00
Analyse public submission and develop final Draft Plan	36	\$90.00/hr plus GST	\$3,240.00
TOTAL			\$14,760.00
GST			\$1,476.00
TOTAL INC GST			\$16,236.00

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Busselton WA 6280

E: c.s.consulting@bigpond.com

ABN 73 787 865 915
P: 08 9754 4248

AGENDA NUMBER: 10.5
SUBJECT: Proposed Suspension Bridge
LOCATION/ADDRESS: Kearney Street
NAME OF APPLICANT: Mr Charley Cannon
FILE REFERENCE: TRS 6
AUTHOR: Shane Collie – Chief Executive Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 12 January 2010

Attachments: 1. Letter from Mr Charley Cannon.
2. Petition – Proposed Suspension Bridge.
3. Discussion Summary Timeline – Proposed Suspension Bridge.

BACKGROUND:

Council members would be familiar with the idea for a proposed suspension bridge across the Blackwood River in the vicinity of Kearney Street. Attachment 3 provided the brief history on the matter.

Mr Charley Cannon has written to Council requesting that Council become the lead agency in progressing the matter including addressing issues such as approvals, costing, design, funding, liability and maintenance.

Council has not formally endorsed any action on this idea at this point in time.

COMMENT:

Similar to ideas such as the proposed Barrage raised a few years ago if Council was to take responsibility for this matter it would need give a commitment both in terms of resources, particularly financial, as well as including the proposal in its relevant planning documents.

While the concept and idea are supported, including the concept of a memorial recognising Ms Julia Boniface, this project is not core business of Council and is considered a lower priority than those matters recognised and adopted by Council. Council has not set aside any funding for this matter which would need to commence with a costing and feasibility study.

The example which parallels this matter is the proposal for a Barrage. Council allocated over \$20,000 for this matter to be advised that it would cost around \$350,000 to construct, funds that Council does not have. Similarly Council recently discontinued with the TimeWood Centre after spending close to \$200,000 in planning works. Hence the embarking on any proposed project should have Council's full support from the outset to ensure that it comes to fruition and funds are not wasted.

An objective recommendation based on recent history and Council's adoption of core business activities can only conclude that Council should not become involved in this matter as a direct and lead agency.

A response is recommended to be forwarded to Mr Cannon along these lines.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

Nil. There would be costs incurred if Council was to become involved in the project which is not recommended. Costs would be initially feasibility and then construction. No funds have been budgeted.

STRATEGIC IMPLICATIONS:

Nil. The proposal is not contained in Council's Forward Plan

RECOMMENDATION:

That Council advise Mr Charley Cannon that it is not prepared to be the lead agency in the development of a proposed suspension bridge across the Blackwood River in the vicinity of Kearney Street.

VOTING REQUIREMENTS:



SHANE COLLIE
CHIEF EXECUTIVE OFFICER

SHIRE CANNONUP			
RECEIVED			
Ref:	No. 1282		
22 DEC 2009			
CEO	AO	LIB	FMO
MCS	EO	PUB	YO
WM	CDO		RO
MDS	CR:		

22/Dec/09

You're Ref: TRS 6

Hi Shane,

Thank you for your letter dated 15/Dec/09.

As I was on the Sport Leisure and Recreation Advisory Committee, I believe there was a recommendation to Council to pursue the Footbridge.

If it was not formally presented that way I would like to put it forward to Council that it be put into either the Council's Forward Plan, put forward as a Council resolution or pursued in any other possible way by the Council. Support to this proposal is shown by the many signatures which were submitted to you to show that there is Community backing for the project.

With the unfortunate loss of the Timewood project I believe this project would be a great way to rebound by getting the Footbridge project completed.

I am still happy to help in fund raising for the Footbridge and would like to see the Council take charge and get the job done with the Shire resources to address the matters of approvals, costing, design, funding, liability, and maintenance.

Thank you very much with your assistance.

Kind regards,

Charley Cannon

Lot 5 Blackwood River Drive
9756 0616

TO BE KNOWN AS: Julia Bonifacio
Memorial

WE THE UNDERSIGNED ARE IN FAVOR OF A FOOTBRIDGE AT THE "PAW"
#6790 (OFF BARABUR ROAD, NEXT TO LOT 13) TO THE FORESHORE
RESERVE CONECTING TO KEARNEY ST. (see photos)
WE UNDERSTAND THAT THE LAND IS CURRENTLY MANAGED BY THE
SHIRE AND THAT IT HAS BEEN SET ASIDE FOR SUCH A PURPOSE.

THE BENIFETS TO SUCH A SCHEME HELP TO ENCORAGE A POSITIVE
COMMUNITY FEELING BY OFFERING ACTIVE ALTERNATIVES SUCH AS
WALKING INTO TOWN.

THE LOOP OPTIONS FROM ARCHDALE PARK INTO TOWN, OR FROM
TOWN, OVER TO WILDFLOWER DRIVE AND KONDIL PARK AND THE
EXISTING OLD RAILROAD BRIDGE ARE SUBSTANTIAL.

Date	Name	Address	Signature
20/11/08	LISA CANNON	Lot 5, Blackwood River	
	HEAD BARRABUR	Dr. Nannup	Lisa Cannon
21/11/08	Charley Cannon	P.O. Box 270 Nannup	Charley Cannon
22/11/08	BRAID BARRABUR	PO Box 161	B. Barrabur
22/11/08	SUSAN PICKUP	109 BARRABUR	Susan Pickup
22/11/08	MICHAEL PICKUP	109 BARRABUR	M. Pickup
24/11/08	ROD LAWS	26 COCKATOO DRIVE	Rod Laws
24/11/08	Phasda Wark	PO Box 154 Nannup	Phasda Wark
24/11/08	Bee Winfield	Thomas Rd Nannup	Bee Winfield
24/11/08	Stewart Seesma	THOMAS RD NANNUP	Stewart Seesma
24/11/08	Jack Burtin	PO Box 161	Jack Burtin
27/11/08	Sean Petersen	PO Box 307 NANNUP	Sean Petersen
27/11/08	PHIL LAIRD	"	Phil Laird
3/10/09	Athie Chambers	PO Box 474 Nannup	Athie Chambers
3/10/09	DON BARKED	PO Box 450 Bridgeland	Don Barked
3/10/09	Bob Langmore	15 Blackwood River	Bob Langmore
3/10/09	RYAN STRATFORD	11316 Vasse Highway	Ryan Stratford
3/10/09	JAMES BLACKWELL	LOT 10 CHIMWELL	James Blackwell
3/10/09	Steve Glavinazzi	Lot 32 Greenwood Pde	Steve Glavinazzi
3/10/09	SHIRLEY HUMBLE	28 KEARNEY ST NP	Shirley Humble
3/10/09	Sandra Lillie	PO Box 71	Sandra Lillie
3/10/09	Robin Prime	40 Warren rd. Np.	Robin Prime
3-10-	Robert Standley	39 Warran Rd	Robert Standley
3-10	Eric H. Morris	40 Warran Rd	Eric H. Morris
3/10	STEVE BOAL	P.O. Box 240 NANNUP	Steve Boal
3/10	PHIL LAIRD	PO Box 307	Phil Laird
3/10/09	Helen Werner	Tanjaneup.	Helen Werner
3-10-09	Bernard Werner	Tanja.	Bernard Werner
3-10-09	Francis Thomas	NANNUP	Francis Thomas
3-10-09	BARBARA FOSTER	PERTH	Barbara Foster
3-10-09	KEVIN MCCARLEY	CANBERRA ACT	Kevin McCarley
3-10-09	TOM WILDE	NANNUP WA	Tom Wilde
3/10/09	Tom Wilde	NANNUP WA	Tom Wilde
3/10/09	EMMA HOOKER	NANNUP WA	Emma Hooker
3/10/09	BRUCE WILDE	NANNUP WA	Bruce Wilde

WE THE UNDERSIGNED ARE IN FAVOR OF A FOOTBRIDGE, TO BE KNOWN AS; "JULIA BONIFACE MEMORIAL", LOCATED FROM THE FORESHORE RESERVE AT THE END OF KEARNEY ST TO THE "PAW" #6790 (OFF BARABUP ROAD, NEXT TO LOT 13) (see photos).

WE UNDERSTAND THAT THE LAND IS CURRENTLY MANAGED BY THE SHIRE AND THAT IT HAS BEEN SET ASIDE FOR SUCH A PURPOSE.

THE BENEFITS TO SUCH A SCHEME HELP TO ENCOURAGE A POSITIVE COMMUNITY FEELING BY OFFERING ACTIVE ALTERNATIVES SUCH AS WALKING INTO AND OUT OF TOWN TO THE, "NORTH NANNUP" AREAS.

THIS BRIDGE, COMBINED WITH THE EXISTING OLD RAILROAD BRIDGE CREATES LOOP OPPORTUNITIES NOT CURRENTLY AVAILABLE.

Date	Name	Address	Signature
13.10.09	S.E. WILLIAMSON	RMB 314A CUNDINUP RD	J.E. Williamson
13.10.09	G.F. RUSSELL	13 BROCKMAN HWY	G.F. Russell
"	JAN BRENKMAN	CAREY STREET	J. Brenkman
13/10/09	CAROLE JACKSON	CAREY STREET	C. Jackson
14/10/09	Heather Wiggins	Iluka	H. Wiggins
16/10/09	Wendy Seaford	Ocean Reef	W. Seaford
14-10-09	NICK SCAFDI	HILLARTS	N. Scafdi
14/10/09	LOW WIGGINS	Iluka	L. Wiggins
16/10/09	Shirley Hamble	109 Bervaleup	S. Hamble
20/10/09	Ann Stewart	Dangerup Cottages	A. Stewart
21/10/09	Phil & Jenny Howells	Hervey Bay, QLD	J. Howells
21/10/09	MARILYN WELLS	PO BOX 200 NANNUP	M. Wells
24/10/09	LANI VEID	LEEDERVILLE	L. Veid
26/10/09	KEITH NOTTON	NANNUP	K. Notton
27/10/09	CHRIS GENONI	NANNUP	C. Genoni
28/10/09	Shirley Hamble	Nannup	S. Hamble
28/10/09	Debbie King	Pinches Bend	Debbie King
4/11/09	David Halse	NANNUP	D. Halse
5/11/09	Derek Brown	Nannup	D. Brown
5/11/09	Margaret Gibbs	Nannup	M. Gibbs
5/11/09	Jo Homer	Nannup	J. Homer
5/11/09	Ann Chamberlain	Nannup	A. Chamberlain
5/11/09	MYRTLE & BRIAN PEARSON	NANNUP	M. & B. Pearson
8/11/09	Henry Haron	Booragoo	H. Haron
1/12/09	Mandy Byron	Nannup	M. Byron

October 2008

3.3 Leisure Opportunities along Foreshore Park.

Mr C. Cannon put forward an idea to develop a suspension bridge at the end of Kearney Street across the river. It was requested that Mr Cannon bring back to next meeting rough costings and further developed project to discuss and present if approved by the committee to Council.

Acting Community Development Officer mentioned that the Foreshore trails are currently in disrepair and there are risk management and signage issues associate with these trails. Council has indicated that they would like community input and direction in regards to this issue.

Ms R. Stallard suggested that a community day be advertised with volunteers assisting to maintain the area. Associated risk management and liability issues relating to this were discussed. Please forward feedback to Council.

December 2008

3.3 LEISURE OPPORTUNITIES ALONG FORESHORE PARK (Item 3.3 refers)

Mr C. Cannon outlined the proposal to construct a link bridge over the Blackwood River at the end of Kearney St. This bridge would link the Foreshore Trails with the western trail along the river to the Munda Biddi Trail.

A funding submission will be lodged with DSR in 2009 requesting funds to upgrade the Foreshore trails and to reconstruct the trails which are currently degraded in front of the Caravan Park to the top of the river bank. If sufficient funds are available in the grant a feasibility study for the proposed suspension bridge at Kearney St be included in the application.

ACTION: CDO to make contact with Waters and Rivers to ascertain if a suspension bridge would be appropriate on their land. If in principal support is provided, that the process for progressing the project be outlined.

February 2009

3.4 LEISURE OPPORTUNITIES ALONG FORESHORE PARK (Item 3.3 refers)

The CDO has written to the Department for Planning and Infrastructure requesting investigation of the proposed suspension bridge over the Blackwood River. Correspondence was received to advise that the request has been recorded and allocated to a State Land Officer.

ACTION: CDO to follow up with Department for Planning and Infrastructure on a regular basis to ensure the proposal is actioned.

May 2009

3.5 SUSPENSION BRIDGE

Verbal communication with the State Lands Department indicates that correspondence will be received to Council indicating that there are no outstanding issues relating to this proposal.

June 2009

3.6 SUSPENSION BRIDGE

Communication received from the Department for Planning and Infrastructure.

To be discussed further at the next meeting. A map outlining where the bridge would be constructed to be presented at the next meeting.

August 2009

3.7 SUSPENSION BRIDGE

To be discussed further at the next meeting. Correspondence has been sent to the Department for Planning and Infrastructure advising that Lot 55 on Plan 22345 will not be vested with Council unless a development application is approved for a suspension bridge at the end of Kearney St.

This project to be discussed further at the next meeting. A map outlining where the bridge would be constructed to be presented at the next meeting.

ACTION: Letter to be sent to Charley Cannon advising of this outcome.

AGENDA NUMBER: 10.6
SUBJECT: Draft Forward Plan 2010/11 to 2014/15
LOCATION/ADDRESS:
NAME OF APPLICANT:
FILE REFERENCE: ADM 3
AUTHOR: Shane Collie – Chief Executive Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 19 January 2010

Attachment: Draft Shire of Nannup Forward Plan 2010/11 to 2014/15.
(Separate Cover)

BACKGROUND:

Council's current Forward Plan (2008/09 to 2012/13) was adopted on 22 May 2008. Section 19C (4) of the Local Government (Administration) Regulations 1996 stipulates that a local government is to review its current plan for the future of its district every 2 years and may modify the plan, including extending the period the plan is made in respect of. Council's present Forward Plan is hence due for a formal review prior to the 2010/11 financial year.

COMMENT:

The majority of the anticipated practical outcomes highlighted in this plan have been arrived at through the examination of the prior plan and the information that it contained, as well as picking up on initiatives raised in the past two years including the last Community Planning Day held on 14 March 2009. Also contained within the draft plan are a number of philosophical statements that reflect Council's anticipated position on a range of issues.

Additionally the following three matters are relevant in developing the draft plan:

1. Community Infrastructure Plan. Information reports were undertaken in August, September and November 2009. Coupled with a half day workshop in November 2009 this has not provided sufficient direction to progress this matter. Discussion points from the workshop are incorporated into the draft Forward Plan where relevant, which effectively becomes Council's Community Infrastructure Plan. A \$15,000 budget saving is anticipated as no funds have been expended assuming the recommendation contained at item 10.4 in today's agenda is adopted by Council.
2. Strategic and Organisational Review Report. Philosophies adopted by Council in August 2009 in respect of this report have been incorporated into the draft Forward Plan where relevant.

3. Cultural Plan. If information on this matter is available through Council's Community Development Officer it will be incorporated into the draft Forward Plan.
4. It is stressed that the document attached is in draft format. Council members are asked to advise of any specific additions or deletions that they would like to see occur to the draft. Similarly Council's senior officers will be meeting over the coming period to review the areas relevant to their scope of operations for any adjustments required.

Council's current Forward Plan has been reviewed and reprinted with a number of significant changes made. The following matters have been deleted from the 2008/09 Forward Plan as they have been completed or are no longer relevant:

- Action Plan 3.1 (C) Percentage benchmark for rate collection. Strategic and Organisational Review Report adopted 27 August 2009 (C3) specifically stated that this be removed.
- Action Plan 4.1 (A) Review of Ward boundaries and representation. Requirement is at least every 8 years. This was undertaken in May 2009 and Council also adopted the position in August 2009 that consistent with the desire to continue as ongoing autonomous local government entity that it considers that a Council with the size and demographics of Nannup to be best served by six elected members commencing from the next ordinary Council elections scheduled for 2011.
- Action Plan 4.2 (O) Loan 31 Office Extensions. Has been repaid in full.
- Action Plan 4.3 (B) Invitation to members of the community to Council dinner following meetings. Council has indicated that it wishes to do this on an ad hoc basis.
- Action Plan 5.1 (E) Complete district Fire Management Plan. Has been completed.
- Action Plan 5.3 (C) Finalise LEMAC district arrangements, Local Recovery Plan and appoint Recovery Co coordinator. All have been completed and the plans will be reviewed in due course.
- Action Plan 9.2 (B) Review status of Grange Road duplex. This will be finalised in the coming months.
- Action Plan 9.2 (F) Removal of 8 Brockman Street. Completed.
- Action Plan 10.2 (A) Finalise Coastal Management Plan. Completed.
- Action Plan 10.2 (B) Finalise Augusta to Walpole Coastal Strategy. Completed.
- Action Plan 10.2 (J) Community Infrastructure Plan. See note 1 above.
- Action Plan 10.3 (C) Assessment of public conveniences. Completed.

- Action Plan 10.4 (E) WALGA Systemic Sustainability Study. Has been superseded by the Minister for Local Government's reform process.
- Action Plan 11.1 (B) Town Hall seating refurbishment. Completed.
- Action Plan 11.1 (C) Town Hall fans install. Will be completed early 2010.
- Action Plan 11.2 (A) (A) Recreation Facilities Report Jill Powell. Completed.
- Action Plan 11.2 (B) (A) Concept plans for artistic bike racks. Completed.
- Action Plan 11.2 (B) (C) Replace pipe fencing Bowling Club/Village Green area. Completed.
- Action Plan 11.2 (B) (E) Shire Office front garden redevelopment. Completed.
- Action Plan 11.3 (B) (A) Foreshore Park entrance statement. Completed.
- Action Plan 12.4 (D) Parking arrangements TimeWood Centre. Council discontinued the project.
- Action Plan 12.5 (A) Agg Road Bridge replace. Completed.
- Action Plan 13.1 (A) Opposition to BRWS Nannup Brook pump back proposal. This aspect of the project delayed infinitely by the Water Corporation.
- Action Plan 13.1 (D) Assess viability of continuing with Environmental Officer position. Assessed and Council discontinued with the position.
- Action Plan 13.1 (F) Undertake actions in respect of Environmental Strategy. Council did not adopt the strategy.
- Action Plan 13.2 (A) Regional Tourism Project. Appears to be no point in continuing to have this included in the Forward Plan.
- Action Plan 13.2 (B) Construct the Nannup TimeWood Centre. Council discontinued the project.
- Action Plan 13.2 (C) Establish and implement a Management Committee for the TimeWood Centre. Council discontinued the project.
- Action Plan 13.2 (D) Finalise agreement for the placement of a clock in the TimeWood Centre. Council discontinued the project.
- Action Plan 13.2 (G) Consider the future use of the current Telecentre and Visitor Centre following the completion of the TimeWood Centre. Council discontinued the project.
- Action Plan 13.2 (H) Investigate the feasibility of a Youth Activity Centre. There are no non commercial premises available such as the present Telecentre or Visitor Centre given Council's decision to discontinue with the TimeWood Centre.

- Action Plan 13.4 (C) With the SWDC look at ways to enhance the Light Industrial Area. Grant funding was not successful and private interest has seen the area expand through commercial/market forces. Not identified as core business.
- Action Plan 13.4 (D) Seek to promote and develop land through LandCorp or other State entities. As well as not being core business it is considered there is sufficient land available for development in the district through normal commercial/market forces.
- Action Plan 13.4 (F) Barrage Feasibility Study. The study has been completed.

Council resolved in July 2009 to accept the Blackwood River Barrage Feasibility Study Report, prioritising the project in the next review of Council's Forward Plan. That prioritisation is occurring by virtue of this report recommended to remove the initiative from the plan unless Council is prepared to make a budget allocation of approximately \$350,000 to have the works undertaken.

As well as the above specific matters the ongoing plans contained in the appendices documents of loans, reserves, building maintenance, road construction, footpath construction, plant and bridges have been updated where jobs are complete. The new appendices are included within the updated plan.

The updated draft Forward Plan contains a number of new initiatives which have been noted from Council discussions and direction over the past two years. A number of the action plans are ongoing.

The purpose of this item is to adopt for advertising purposes the draft new plan as well as prompt Council members into putting forward any additions, deletions or alterations in respect of the draft plan as mentioned prior.

The final document will form the basis of Council's draft budget for 2010/11. It is acknowledged that it is unlikely that all of the aims in the draft plan will be able to be incorporated into future budgets and that some cut backs will be required. Circumstances will certainly change over the life of the plan which will necessitate changes also.

It is anticipated that comment on the draft plan will be sought up until 31 March 2010 with Council considering the finalisation of the plan at its April 2010 meeting. Council is in a position to extrapolate the initiatives contained in the final adopted plan into its draft 2010/11 budget which is likely to be presented for the first time at the May 2010 meeting.

STATUTORY ENVIRONMENT:

Section 5.56(1) of the Local Government Act 1995 requires a Local Government to plan for the future of the district and as indicated review the plan once every 2 years. Council has satisfied that requirement and this item goes beyond this basic compliance aspect.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

Council is required to have regard to the Forward Plan when setting annual budgets though it is not bound to follow the contents of the plan. The financial aspects of these major expenditure items is as stated in the attached documents and will be fed into the first draft of the 2010/11 budget.

STRATEGIC IMPLICATIONS:

Council's Forward Plan is the key planning document for Council for the next five years and is the basis for the development of annual budgets.

RECOMMENDATION:

That Council adopt for the purposes of advertising the draft Shire of Nannup Forward Plan 2010/11 to 2014/15 as presented.

VOTING REQUIREMENTS:

SHANE COLLIE
CHIEF EXECUTIVE OFFICER

AGENDA NUMBER: 10.7
SUBJECT: Policy Updates
LOCATION/ADDRESS:
NAME OF APPLICANT:
FILE REFERENCE: ADM 9
AUTHOR: Shane Collie – Chief Executive Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 12 January 2010

Attachments: 1. Policy ADM 1 Legal Representation Costs.
2. Policy ADM 3 Council Performance Reporting.
3. Policy ADM 5 Recording of Votes at Meetings.
4. Policy ADM 6 Conference Attendance and Training.
5. Policy ADM 7 Council Function Room Hire.
6. Policy ADM 8 Council Meeting Procedure.
7. Policy ADM 9 Appointment of Acting CEO.

BACKGROUND:

As part of the continuing process of updating the various Council policies in place a further number of policies have been reviewed.

COMMENT:

Council's overall policy manual has been divided into the functional areas of all senior officers and once each area is completed it will be submitted for Council's endorsement. Council's Manager Corporate Services commenced this with a number of policy amendments confirmed at the December 2009 Council meeting.

It is anticipated that the entire document will be updated prior to the end of the current financial year. A number of policies will come out of the overall policy manual and where applicable will be converted to policies pursuant to Local Planning Scheme 3 which will give them a legal standing. This is only relevant to planning issues.

The following policies are submitted for Council consideration:

ADM 1 Legal Representation Costs Indemnification

While this policy is dated (November 2000) and has not been used since its inception it is recommended that it be retained as it gives Council some guidance in the event that a request for coverage of legal expenses is received.

A copy of the policy is attached and delegation 34 is applicable.

ADM 2 Internal Control Manual

This policy was reviewed in August 2009 and remains current. It is not repeated here due to length though is readily available if required.

ADM 3 Council Performance Reporting

This policy is also somewhat dated (March 2001) and forms the basis of Information Reports to Council. The policy is quite useful in advising Council members of the activities occurring in the various areas of Council's operations.

On occasions reports have not always been able to be presented on time, generally due to annual leave and the difficulties associated with reporting by relief staff (if engaged). Additionally there are occasions where the numbers involved have not warranted reporting such as ranger incidents if none have occurred.

It is recommended that this policy be retained in its present form.

ADM 4 Purchasing Policy

This policy was adopted in March 2007 and remains current. It is not repeated here due to length though is readily available if required.

ADM 5 Recording of Votes at Council Meetings

This policy is dated (May 2000) however still relevant. No change is recommended though the policy may become redundant if Council adopts a Standing Orders Local Law which would prevail over the policy.

ADM 6 Conference Attendance and Training

This policy was last reviewed in February 2008 and remains current. Delegation 44 is applicable. There is no recommendation to change the policy. Council members are encouraged to utilise the policy by attending training courses and conferences where budget allocations are made.

ADM 7 Council Function Room Hire

This policy was last reviewed in April 2009 and remains current. No change is recommended.

ADM 8 Council Meeting Procedure

This policy was last reviewed in August 2006 and a minor change to point 7 is recommended. Note this policy will become redundant if Council adopts a Standing Orders Local Law which would prevail over the policy.

The minor change is to update the provision of meeting minutes to the various media outlets named by advising that relevant Council documents such as meeting agendas and minutes are available from Council's website as soon as they are publically available. Minimum timeframe are legislated for in this regard.

ADM 9 Appointment of Acting Chief Executive Officer

This policy was adopted in August 2008 and remains current. No change is recommended.

ADM 10 Councillor Fees and Reimbursements

This policy was reviewed in November 2009 and remains current. It is not repeated due to the last review being only a few months ago after the last Council elections.

Other Administration Policies

Other Council administration policies will be reviewed in due course in the main by Council's Manager Corporate Services. These policies will be:

- ADM 11 Records Management
- ADM 12 Elected Members Records
- ADM 13 Electronic Mail
- ADM 14 Risk Management Policy

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: Updated policies recommended.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATIONS:

1. That Council confirm existing policies ADM 1, ADM 2, ADM 3, ADM 4, ADM 5, ADM 6, ADM 7, ADM 8 and ADM 9.

2. That Council in respect of existing policy ADM 8 remove reference to specific media outlets and insert words that indicate that the various Council documents including all meeting minutes and agendas are available from Council's website as soon as they are publically available.

VOTING REQUIREMENTS:

A handwritten signature in black ink, appearing to read 'Shane Collie', with a stylized, cursive script.

**SHANE COLLIE
CHIEF EXECUTIVE OFFICER**

LEGAL REPRESENTATION COSTS INDEMNIFICATION

ADM 1

1. Introduction

- This policy is designed to protect the interests of council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the Local Government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.
- In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

2. General Principles

- (a) The Local Government may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly against the interests of the Local Government or otherwise in bad faith.
- (b) The Local Government may provide such assistance in the following types of legal proceedings:
 - (i) Proceedings brought against members and employees to enable them to carry out their Local Government functions (eg where a member or employee seeks a restraining order against a person using threatening behaviour);

ADM 1
(Page 1/3)

- (ii) Proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (eg refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (eg defending defamation actions)]; and
 - (iii) Statutory or other inquiries where representations of members or employees is justified.
- (c) The Local Government will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the Local Government may seek its own advice on any aspect relating such comments and criticisms of relevance to it.
- (d) The legal services the subject of assistance under this policy will usually be provided by the Local Government 's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the Local government.

3. Applications for Financial Assistance

- (a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.
- (b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the matter and the legal services required.
- (c) An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer.
- (d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.

- (e) Where there is a need for the provision of urgent legal services before an application can be considered by council, the CEO may give an authorisation to the value of \$5000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the *Local Government Act 1995*.
- (f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

4. Repayment of Assistance

- a) Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be set against any moneys paid or payable by the Local Government.
- b) Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the Local Government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
- c) Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Local Government may take action to recover any such moneys in a court of competent jurisdiction.

Policy Adopted at a Council Meeting on 23 November 2000.

ADM 1
(Page
3/3)

Council Performance Reporting

ADM 3

Policy Objective:

To provide an effective information flow between Councillors and staff on the day to day activities of the Shire.

1. Financial

Monthly: The Operating Statement and Statement of Financial Position for each month shall be tabled at the next ordinary Council meeting after that month's operation.

Quarterly: The Operating Statement, Statement of Financial Position, and a statement setting out all other income and expenditure not included in the operating statement as well as an analysis of significant variations between year to date expenditure and income and the relevant budget provision shall be tabled at the next Council meeting after each quarter's operation.

Annually: The audited financial statements shall be tabled at the next Council meeting after the audited statements have been received.

2. Works and Services

The Construction Supervisor and Mechanic's report shall be tabled at the next Council meeting after that month's operation. This will include a summary of the previous month's activities, a proposed schedule of works for the forthcoming month and a report on the status of Council's Plant and Equipment.

3. Development Services

The Manager Development Services' quarterly report shall be tabled at the next Council meeting after that quarter's operation. (January, April, July and October).

ADM 3
(Page 1/2)

4. Ranger Services

The Ranger's quarterly report shall be tabled at the next Council meeting after that quarter's operation. (January, April, July and October).

5. Community Development

A quarterly report shall be tabled at the next Council meeting after that quarters operation. (January, April, July and October).

Policy Adopted at a Council Meeting on 26 August 1993.

Policy Reviewed at a Council Meeting on 26 May 1994.

Policy Reviewed at a Council Meeting on 23 June 1994.

Policy Reviewed at a Council Meeting on 27 March 1997.

Policy Reviewed at a Council Meeting on 22 March 2001.

ADM 3
(Page 2/2)

Recording of Votes at Council Meetings

ADM 5

Purpose:

1. To enhance the information contained in Council Minutes.
2. To enable the Community to determine voting patterns of Council and individual Councillor positions on matters before Council.

Policy:

1. Council record against each resolution the names of Councillors voting for or against the motion.
2. The record of voting be recorded against each resolution unless that resolution is carried unanimously.

Policy Adopted at a Council Meeting on 25 May 2000.

ADM 5
(Page 1/1)

Conference Attendance and Training

ADM 6

Attendance at conferences and training by representatives of the Shire of Nannup shall be in accordance with the following guidelines:

1. Western Australian Local Government Association Annual Conference

Attendance to be at the discretion of Council members being mindful of annual budget allocation.

2. Local Government Managers Australia

2.1 Annual Conference (one of either State or Federal only)
Chief Executive Officer.

2.2 State Conference or General Officer's Course (one of only)
Manager Corporate Services.

3. General

Attendance to any other conference with specific Council approval only. In the event that short notice makes Council approval impossible approval may be granted by the Shire President in liaison with the Deputy Shire President, being mindful of budgetary constraints.

4. Reporting Requirement

Council representatives who have attended a conference or training session are to provide a short written piece on the implications of the conference/training for inclusion in the next available Information Report.

5. Accommodation

- To be arranged within the Conference Venue if possible.
- Attendees may take either spouse or companion.
- All meals to be booked to individual rooms and account settled by Council on presentation of invoice.
- Attendees may include children, provided that:

ADM 6
(Page 1/2)

- i) Any increase in accommodation and food cost above that to which the attendee is entitled to be reimbursed under the childcare provisions of the Local Government Act to be borne by the attendee.
- ii) Costs may be allocated to room account but must, where in excess of i) above be reimbursed to the Shire upon receipt of an invoice.

6. Private Accommodation

Should Council representatives use private accommodation whilst on Council business then a \$50 allowance per night is an eligible claim item.

Policy Adopted at a Council Meeting 9 September 1993.

Policy Reviewed at a Council Meeting 9 June 1994.

Policy Reviewed at a Council Meeting 27 March 1997.

Policy Reviewed at a Council Meeting 26 August 1999.

Policy Reviewed at a Council Meeting 28 February 2008.

ADM 6
(Page 2/2)

COUNCIL FUNCTION ROOM HIRE

ADM 7

1. Council's Function Room, named as the Shirley Humble Room, is available for use by local community groups and government organisations providing a service or specific community convenience. Commercially related activities and non-community service government organisations while not excluded from use must pay the full hire rate. Bookings are taken on a first come first served basis with all regular Council related functions, events and meetings taking priority over external bookings.

2. Charges for the use of the room will be reviewed annually in line with the budget, and incorporated in Council's list of fees and charges. All charges are to be paid prior to the use of the room. Bookings are not confirmed until full payment is received. The key is to be returned by midday of the following business day.

3. Hire Charges and Fees are waived for the following organisations:

Nannup Music Festival Committee.
Youth Advisory Council.
Nannup Visitor Centre
Danjangerup Cottages
Nannup Arts Council
Nannup Lions Club
Nannup Occasional Child Care
Blackwood River Valley Tourism Association
South Coast Horticultural Steering Committee
Nannup Telecentre

Additions and deletions to this list shall be authorised by Council.

4. The kitchen, if used, is to be left as found, in a clean and tidy condition. All crockery and cutlery to be washed and put away. All appliances and bench space clean and wiped down. All furniture to be left as found, clean and tidy.

5. The hire of the room is to be primarily for meeting purposes.

ADM 7
(Page 1/2)

Policy Adopted at a Council Meeting on 9 September 1993.
Policy Reviewed at a Council Meeting on 12 May 1994.
Policy Reviewed at a Council Meeting on 15 December 1994.
Policy Reviewed at a Council Meeting on 28 September 1995.
Policy Reviewed at a Council Meeting on 22 February 1996.
Policy Reviewed at a Council Meeting on 27 June 1996.
Policy Reviewed at a Council Meeting on 27 February 1997.
Policy Reviewed at a Council Meeting on 28 June 1998.
Policy Reviewed at a Council Meeting on 22 October 1998.
Policy Reviewed at a Council Meeting on 26 August 1999.
Policy Reviewed at a Council Meeting on 23 March 2000.
Policy Reviewed at a Council Meeting on 22 June 2000.
Policy Reviewed at a Council Meeting on 26 April 2001.
Policy Reviewed at a Council Meeting on 26 July 2007.
Policy Reviewed at a Council Meeting on 23 April 2009.

ADM 7
(Page 2/2)

Council Meeting Procedure

ADM 8

Purpose:

The purpose of this policy is to provide for the order in which the business before the Council will be dealt with and how matters of urgency and questions from members and the public shall be dealt with.

1. Order of Business (for Ordinary Meetings of Council)

1. Declaration of Opening/Announcement of Visitors
2. Record of Attendance/Apologies/Leave of Absence (previously approved)
3. Response to previous Public Questions Taken on Notice
4. Public Question time
5. Applications for Leave of Absence
6. Petitions/Deputations/Presentations
7. Confirmation of Minutes of Previous Meetings
8. Announcement by Presiding Member without Discussion
9. Reports by Members Attending Committees
10. Reports of Officers
11. New Business of an Urgent Nature introduced by a Decision of the Meeting
12. Elected Members Motions of Which Previous Notice has been Given
13. Questions by Members of which Due Notice has been Given
14. Closure

2. Questions by Members of which Due Notice has been Given.

1. A question on notice is to be given by a member in writing to the CEO at least four (4) clear working days before the meeting at which it is raised.
2. If the question referred to in subclause (1) is in order, the answer is, so far as is practicable, to be included in written form in the agenda of the meeting, or otherwise tabled at that meeting.
3. Every question and answer is to be submitted as briefly and concisely as possible and no discussion is to be allowed thereon, unless with the consent of the person presiding.
4. Questions shall not relate to day to day operational issues of the Shire, ie. future works, request for maintenance etc.

ADM 8
(Page 1/3)

3. Public Question Time

1. A member of the public who raises a question during question time is to state his or her name and address.
2. A question may be taken on notice by the Council or committee for later response.
3. When a question is taken on notice under sub-clause (2) a response is to be given to the member of the public in writing by the CEO, and a copy is to be included in the agenda of the next meeting of the Council or committee as the case requires.
4. Subject to the requirements of the Act and Regulations, it shall be the prerogative of the person presiding over the meeting to determine:
 - i) The length of Public Question Time
 - ii) The order in which questions may be asked
5. No person may ask more than one question, until all others wishing to ask a question have had the opportunity to do so first.

4. Petitions/Deputations/Presentations

A Petition/Deputation/Presentation shall be sanctioned by the Shire President or Acting Shire President and is not to be unreasonably refused.

5. Confidentiality of Information Withheld

1. Information withheld by the CEO from members of the public under Regulation 14.2, of the Regulations, is to be marked "confidential" in the agenda provided to members of the Council or committee.
2. A member of the Council or a committee or an employee of the Council in receipt of confidential information is not to disclose such information to any person other than a member of the Council or the committee or an employee of the Council to the extent necessary for the purpose of carrying out his or her duties
3. A copy of all information withheld under this policy shall be kept in a separate Minute Book provided specifically for this purpose.

6. Agenda Delivery

Council agendas are to be delivered on the Friday prior to the forthcoming week in which the Council meeting is to be held.

7. Provision of Meeting Minutes to Media

Council is to provide free of charge (via email) copies of Council meeting minutes to the relevant media outlets of Nannup Post & Rail, Busselton/Margaret River Times, Manjimup/Bridgetown Times and ABC Radio following Council meetings. Meeting Agendas to be supplied free of charge (via email) if requested.

Policy Adopted at a Council Meeting 27 February 1997.

Policy Reviewed at a Council Meeting 25 September 1997.

Policy Reviewed at a Council Meeting 27 November 1997.

Policy Reviewed at a Council Meeting 28 May 1998.

Policy Reviewed at a Council Meeting 23 September 1999.

Policy Reviewed at a Council Meeting 22 February 2001.

Policy Reviewed at a Council Meeting 22 March 2001.

Policy Reviewed at a Council Meeting 24 August 2006.

ADM 8
(Page 3/3)

APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

ADM 9

1. For periods of leave of the Chief Executive Officer in excess of three working days the Manager of Corporate Services, or the person acting in that position, is to be the Acting Chief Executive Officer for that period of leave.
2. An information report is to be prepared prior to the period of leave to confirm for Council the period of leave. If this is not possible due to the leave being urgent and between Council meetings, the President or Acting President is to be immediately informed.
3. The person acting in the position of Chief Executive Officer is to be remunerated at the current salary level of the Chief Executive Officer for the period while acting in the position.

Policy Adopted at a Council Meeting on 28 August 2008.

ADM 9
(Page 1/1)

AGENDA NUMBER: 10.8
SUBJECT: Nannup Feral Pig Action Group Services Request
LOCATION/ADDRESS:
NAME OF APPLICANT: Nannup Feral Pig Action Group
FILE REFERENCE: ADM 9
AUTHOR: Shane Collie – Chief Executive Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 12 January 2010

Attachments: 1. Letter from Nannup Feral Pig Action Group.
2. Email Manager Corporate Services 24/12/09.

BACKGROUND:

Council members may recall that over recent years the above group have been operating in this area seeking to eradicate or minimise feral pig numbers. The group commenced as an initiative of the Department of Environment and Conservation (DEC) and funding has been sourced through that agency for practical works.

Council has had a minor role in respect of employing the trappers and providing payroll and financial assistance. The group has obtained funding into 2010 and seeks Council assistance to continue with the present arrangements which also includes occasional meeting room hire fees being waived.

COMMENT:

The eradication/minimisation of feral pigs are not a responsibility of local government. DEC are responsible for areas of land under their care, control and management including crown reserves and unallocated crown land. The Department of Agriculture and/or property owners are responsible for feral pig control on private property. Council's only direct involvement would be on reserves vested with itself or roads. The percentage of land that Council has direct care, control and management over in the district is estimated at less than 1% and not sufficient to justify any expenditure in the control of feral pigs.

This is one of the areas that has been identified by Council as non core business and falls a very much distant to statutory core business of Council such as health, planning, road construction and rates.

Having noted the above the impact in terms of effort involved is minimal as indicated on Attachment 2. This is due to the fact that systems are already in place and set up having provided this service before. Given that relatively small administrative impact it is hence recommended that Council continue to provide employment (payroll) and financial services to the Nannup Feral Pig Action Group including occasional meeting room hire fees being waived.

STATUTORY ENVIRONMENT: Nil.**POLICY IMPLICATIONS:**

Policy amendment ADM 7 recommended. Notwithstanding the anticipated confirmation of Council policy ADM 7 by virtue of the previous item this policy would be amended by adding the Nannup Feral Pig Action Group to the list of fee exempt organisation for Function Room Hire.

FINANCIAL IMPLICATIONS:

Minor administration costs which would be absorbed as part of normal Council operations. Any hire fees waived would be incorporated into Council's donations area as with all other fee waivers.

STRATEGIC IMPLICATIONS: Nil.**RECOMMENDATIONS:**

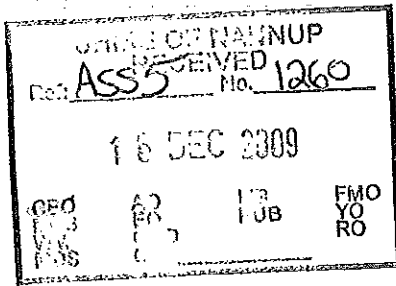
1. That Council continue to provide employment (payroll) and financial services to the Nannup Feral Pig Action Group.
2. That Council add the Nannup Feral Pig Action Group to the list of fee exempt organisation for Function Room Hire per Council Policy ADM 7.

VOTING REQUIREMENTS:

SHANE COLLIE
CHIEF EXECUTIVE OFFICER

→ Please go to Council
→ " copy for Cr Camarri

Attachment 1



Nannup Feral Pig action Group
Po Box 327

Nannup 6275
WA

9756 1277

04087 186672.

To the Nannup Shire Council

The NFPAG are asking if the shire can support the group in the capacity of:

1. To administer the funds we have and will be receiving in our bank account.
2. To keep employing our trappers as special rangers with the shire.

We do not require the services that were asked for at our last meeting as we have employed Carrie as our secretary and only need the shire to allow us to keep using the Shirley Humble room to conduct our meetings in.

Could this matter be heard at the Council meeting on Thursday 17th Dec 2009, as urgent business as we have funding that requires our urgent attention.

Thankyou.

R Payne.
Rhonda Payne
President of NFPAG.

Shane Collie

From: Craigie Waddell
Sent: Thursday, 24 December 2009 10:53 AM
To: Shane Collie
Subject: Nannup Ferel Pig Action Group

Shane,

Council has received funding on behalf of the Nannup Ferel Pig Action Group over the three years 2006/07 – 2008/09 totaling \$88,125.19. Expenditure over this period has been \$78,770.91, leaving a balance of \$9,354.28.

\$885 of employee related insurance has been allocated to this group this year in anticipation of employing pig trappers. If this does not occur, then the funds will have to be reallocated.

The effort involved in undertaking tasks requested:

1. employing trappers – payroll approximately 30 minutes / fortnight.
2. providing “banking” service – dependent upon number of transactions, approximately 30 minutes / fortnight.
3. hire of Shirley Humble room - \$13 / meeting.

The group requested funding from Council in the current budget (2009/10) cycle of \$34,000 which Council removed during its budget deliberations.

For your information.

Craigie

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