

Business Initiative Group AGM Minutes

Date:		5-10- 2017		
Venue:		Nannup Bowling Club		
Meeting Opened:		6 pm		
Attendance:		Di Ness, Kevin Bird, Marg Bird, Ian Gibb, Peter Clark, Isabel Green, Jim Green, Laraine Raynel, Cheryle Brown, Murray McKinley Davina Gibb		
Apologies:		Tony Mitchell, Jean Vinicombe, Grant Raynel, Leanne White, Mark White		
Chair:		Peter Clarke /Di Ness		
Resignation of existing Positions			Carried	
Election of Office Bearers		Chairperson: D. Ness Treasurer: C. Brown Secretary: D. Gibb Committee: I Gibb M. Bird M. McKinley M. White Nominated: C. Brown Seconded: L. Raynel Nominated: D. Ness Seconded: M. Bird Nominated: D. Ness Seconded: L. Raynel Nominated: D Ness Second: K. Bird Nominated: D. Gibb Second: D Ness Nominated: C. Brown Second: K. Bird To Be Advised M: D. Ness S: K Bird		Carried
Business arising:		Nil to report		
Confirmation of previous minutes:		That the minutes of the meeting held 14 th July 2016 be confirmed Moved: C. Brown Seconded: L. Raynel	CARRIED	
Correspondence				
OUT:		Nil		
IN:		Nil Moved: C. Brown Second: M Bird		
Reports				
Chairpersons Address:		During the year new members are bringing new ideas. Exciting time for business in Nannup whether long time business, new or young owners as Nannup grows and achieves new and exciting projects to bring people to town as residents and visitors. New events are being held and planned with TOMR to be held for first time in Nannup in November. BIGN will supply 2 winner's jackets and Heather Walford will supply tigers to entrants. It is hoped these items will be sort after and encourage participation. Businesses are to be approached over the next few weeks to encourage participation by way of decorating business in green or providing bike racks etc. Christmas Light competition will be held again this year. to be discussed at the next general meeting	Action required net meeting (lights)	
Finance Report:		Opening Balance as at 1July 2016 \$2116.64 Closing Balance as at 30 JUNE 2017 \$2066.64 Moved: I Green Second: D. Gibb	CARRIED	
General Business:				
1	Membership Fee: to remain at \$75 per membership for 2017/18 Moved: D. Ness Second: K. Bird		Carried	
2	Some signs have been erected on the business notice board outside of standard format. Cheryle has asked those concerned to reproduce the sign to confirm with standard set. This has been agreed and a time frame set for work to be completed. Failure to achieve the requested alteration will result in the existing sign being removed.			
Meeting Closed:		6.35 pm		
Next Meeting:		TBC		

Business Initiative Group Minutes

Date:	5th Oct 2017	
Venue:	Nannup Bowling Club	
Meeting Opened:	6.40pm	
Attendance:	Di Ness, Isabel and Jim Green, Peter Clarke, Cheryl Brown, Kevin Bird, Murray McKinley, Lorraine Raynel, Ian Gibb, Davina Gibb	
Visitors:	Paul Robbshaw, Lilian Robbshaw	
Apologies:	Grant Raynel, Mark White, Leanne White	
Business arising:	<p>Gift Vouchers: Cheryle reported the vouchers will not be available till 2018. Bridgetown has released their vouchers with positive response and Nannup should expect similar take up when released. Vouchers will only be available for purchase from 1-2 locations but can be spent at any participating business in Nannup. Surprising outcome, vouchers were being used as local currency</p> <p>Tiger Project: Ian reported the clay model will be ready for viewing on Friday 6th Oct then it will proceed to fibreglass molds.</p> <p>TOMR Jackets: Ian reported they are ready for shipping and was expecting a photo confirmation of the jackets prior to shipping.</p>	
Confirmation of previous minutes:	<p>That the minutes of the meeting held 10th Aug 2017 be confirmed with adjustments to Peter Clarke's Shire report</p> <p>Moved: D. Ness Seconded: L. Raynel</p>	CARRIED
Correspondence		
OUT:	Letter of support to Men's Shed for grant application	
IN:	TOMR Meeting on Monday 16 th at 10.30 Nannup Rec Centre for final planning of events and catering.	
Reports	<p>Paul and Lilian attended BIGN meeting to share their experience, expectations and vision for Blackwood café. To date biggest advance (apart from better coffee on offer) is the introduction of "Fast data Café" for customers to pre-order coffee and food. This is convenient for the customer - as wait time in café is less but benefits café by allowing extra time to prepare, especially useful when large groups are expected. Digital rosters have proved popular by staff and management. With dropped shifts seamlessly being taken up by other staff members, creating a smoother and more harmonious workplace.</p> <p>Finding staff has been a challenge but Paul and Lilian believe they are towards the end of the transition to building their ideal team.</p> <p>The blackwood Café's aim is to provide variety and comfort, which hopefully will draw people to our region. Hopefully attracting more variety in Nannup's demographic as residents and visitors.</p> <p>Plans for TOMR in November are underway with bike</p>	

	<p>racks (with the aid of Men's Shed) soon to be available- which will remain after the event to help attract more cyclists to Nannup, along with water filling station and Wi-Fi facilities.</p> <p>Still in planning stage for transformation but it will be a gradual process.</p> <p>Paul and Lilian have introduced POS register to enhance the accuracy of orders to kitchen. Also the tip jar is donated to a different Not For Profit group each month.</p>	
Chairpersons Report:	<p>TOMR event soon be held planning meeting on 16th at 10.30am at Nannup Rec Centre.</p> <p>Garden festival was great success this year Committee. Art exhibition has been reported to be best yet.</p> <p>BIGN to send letter of congratulations to F&G Festival and Arts Council.</p> <p>Christmas lights competition to be held again this year. BIG N provides \$200 Prize money Moved Di Ness, Second Kevin Bird.</p> <p>Peter Clarke will advise if Nannup Council will provide \$200 again this year towards prize money. To be disgusted at next meeting</p> <p>Special Interest groups: more are coming through Nannup including Cycles- on and off road. Motor bikes, vintage car clubs,</p> <p>Water Points: Sign Posts to direct visitors to 4-5 locations around town.</p>	<p>Action required by Davina</p> <p>Action required by Peter</p> <p>To Be discussed next meeting</p>
Finance Report:	No Financial statement was presented	
General Business:		
1	<p>Mens Shed- Jim Green reported the Men's Shed is proactive in Nannup with several commissions on the go from various organisations. They are also providing home handyman help to those members of Nannup community that require it.</p> <p>Design for the new shed is being planned now and are hopeful of grant applications being successful.</p>	
2	Bowling Club: getting greens ready for summer and hope to open for social bowls nights on Wednesday night to coincide with Blackwood Café being open with Pizza available.	
3	Council elections Saturday 21 st October from 8am to 6pm	
4	<p>CRC: Budget cuts will affect operations, postcard has been produced for local people to advise their politicians of their view of the importance of CRC</p> <p>New trainee is Andrea Campbell.</p> <p>Past trainee Eleanor Cook has just won Women in Finance- Financier of the year award.</p> <p>New Telephone directory will be out soon. Available from the usual sources.</p>	

5	Neil Waters: film launch “ Living –The Thylacine Dream”– lots of interest from local and visitors.	
6	Late night opening for Christmas trading- Di Ness to check with Newsagency and Chemist for interest- to be discussed at next meeting Businesses to be asked to participate in Christmas tree and light display Rob Malima to be approached re-Christmas trees	Action required Di Ness
Meeting Closed:		7.40 pm
Next Meeting:		Thursday 2/11/2017



LOCAL TOURISM ORGANISATION STEERING GROUP

3.00PM, WEDNESDAY 25 October 2017

HOST: SHIRE OF MANJIMUP

Meeting opened: 3.05pm

Attendance:

Stuart Hutchinson (Chair)
Heather Walford
Diane Ness
Leon Buckley
Wendy Eiby
Mark Hudson
Roger Purnell
Peter Clarke, SON
Tim Clynych, SOBG (3.15pm-3.55pm)
Gail Ipsen Cutts, SOM

Tim Foley, DBCA
Catrin Alsop, ASW
Katie Drummond (WBAC)

Apologies:

Tracey Hodgkins
Christine King
Mark Exeter, SWDC
Josh Whitelands, WAITCO

Gail Ipsen Cutts, Director Community Services for the Shire of Manjimup, gave an update to the group on the Manjimup Town Centre Revitalisation project and elements which will have an impact on tourism. These include:

- New roundabout at the northern entry to town which will redirect traffic down Giblett Street (Main Street).
- Transformation of the Manjimup Timber and Heritage Park including:
 - Building the Sandra Donovan Sound Shell
 - Building the South West Energy Experience
 - Upgrade of the existing Timber Museum
 - Community Volunteer Hub
 - New Agricultural Shed and Blacksmith Shop in the Historic Hamlet.
- Wellness and Respite Community Centre with conference facility
- Purchase of land for the development of 4 / 5* accommodation – the site is adjacent to the Manjimup Timber and Heritage Park
- A Linear Park upgrade to include a recreation plaza
- Revitalisation of Brockman Street to become a focus area of the town with alfresco dining.
- Additional pedestrian and cycling linkages in the town centre and throughout the Manjimup.

1. Minutes of last meeting (20.09.17) & matters arising

The minutes are confirmed as true and correct.

Moved: Wendy Eiby

Seconded: Diane Ness

Carried

a. Actions checklist

Actions from Meeting held on 20.09.17	Status
Katie to circulate Steering Group press release to all community newsletters	Completed
Catrin send Katie details of URL's they own for our region	Completed
Catrin send Katie ASW stakeholder management documents and communication plan	Completed
Respond to Grown Greenbushes	Completed
Katie send Catrin stakeholder management summary paper	Completed
Primary and secondary stakeholders in our region - forward list to Katie	Katie completed list
ASW to share their stakeholder 'categories' list and communication plan with Katie	Completed
Katie to develop a one-page infographic of who is involved with the project and information of the LTO	Completed- 2 pages
Katie to investigate the development of Stakeholder Plan and Communication plan: for during development of an LTO, for during implementation of an LTO and for when the LTO is established.	Completed – one plan for all
All members to speak with tourism industry stakeholders to ask how they would like to receive communication from the LTO and the frequency of the communication.	Ongoing
'Key messages' sheet for all Steering group members.	Completed - Circulated WBAC minutes
Continued work on the stakeholder database.	Ongoing
Katie investigate online mailing systems.	Completed and used Mail Chimp
Katie put FAQ section on www.sfvta.com.au .	Completed

Feedback from group:

Katie explained about Mail Chimp, the program used to circulate the updates and call for member's information. On this system we can see who is opening emails, who is deleting them, who is following the links and which emails are not being delivered. This information will be put onto the database so we can look at how we can target stakeholders.

Pemberton Visitor centre are very keen to have a social function to update the board and members on the development of the LTO.

The Bridgetown Greenbushes Business & Tourism Association recently held a 'Business after 5' event where they discussed the LTO. They are keen to hold a tourism stakeholder event to be updated on the LTO as there is concern and debate over the name of the proposed LTO. The 3 industry representatives from the Shire of Bridgetown – Greenbushes and the Shire staff will co-ordinate the event and ask Stuart to attend to speak. All LTO members are welcome to attend.

The Shire of Bridgetown – Greenbushes has made it clear to their community that they cannot financially support a visitor centre and an LTO, the logistics of visitor services in Bridgetown is still to be decided.

ASW commended the Steering Group and WBAC for the progress already made on the LTO.

Once we have information for the Stakeholders we should look at having public consultation periods so all stakeholders have time to give us their feedback.

b. Draft Stakeholders List

Katie circulated a draft stakeholder list, suggested were made and everyone is asked to check the list and let Katie know of any amendments or additions:

- Southern Forests & Valleys Tourism Association Board
- Southern Forests & Valleys Tourism Association Members
- Tourism operators who are not members

- Shire of Bridgetown – Greenbushes
- Shire of Manjimup
- Shire of Nannup
- Australia South West
- South West Development Commission
- Department of Biodiversity Conservation and Attractions
- Western Australian Aboriginal Tourism Operators Council

- Visitor Centres:
 - Bridgetown
 - Manjimup
 - Nannup
 - Northcliffe
 - Pemberton
 - Walpole

- Community Resource Centres:
 - Bridgetown
 - Greenbushes
 - Manjimup
 - Nannup
 - Northcliffe
 - Pemberton
 - Walpole

- Chamber of Commerce / Local Business groups:
 - Bridgetown
 - Manjimup
 - Nannup
 - Northcliffe
 - Pemberton
 - Walpole

- Shire of Boyup Brook
- Shire of Donnybrook – Balingup

- Shire of Denmark
- Neighbouring Local Tourism Organisations:
 - Margaret River Busselton Tourism Association
 - Great Southern Tourism Association
 - Bunbury Tourism Partnership\
- Tourism Western Australia
- Tourism Council WA
- Tourism Australia
- Minister for Regional Development
- State Government Tourism Minister
- Regional Members of State Legislative Assembly
- Regional Member of State Legislative Council
- Federal Members of Parliament in the Region
- Regional Tourism Organisations in Western Australia
- Australian Tourism Export Council (ATEC)
- Promotions and Marketing Associations
- Tourism Websites
- Media
- Trade
- In bound tourism operators (i.e. coach line etc.)
- Community Groups and Organisations
- Arts Council
- RAC
- Wotif
- Expedia
- Forum Advocating Cultural & Eco Tourism Inc. (FACET)
- Perth Convention Bureau
- Australian Hotels Association
- Australian Regional Tourism Network
- SKAL – International Tourism and Travel Club

c. Draft Stakeholder Management and Engagement Plan

A draft Stakeholder Management and Engagement Plan was circulated, once we have confirmed the stakeholders they will be added into the plan.

d. Infographics Sheet

A draft infographics sheet was circulated. Everyone was happy with the sheet and this can now be circulated to the public and to stakeholders.

e. FAQ section on website

A copy of the FAQ's put onto the website was circulated. As committee members hear of other questions which are being asked regularly, let Katie know and these can be added onto the website.

2. Financial report

There has been no change since the September meeting:

Total Income	\$ 30,000.00
Total Expenditure	\$837.25
Funding Available	\$ 29,162.75

3. Brand development

- a. Stakeholder feedback
Already covered earlier in feedback.

4. Governance

- a. Legal structure of LTO

An information sheet was circulated which listed the six possible structure of a non-profit organisation are:

1. Unincorporated associations
2. Incorporated associations
3. Company Limited by Guarantee
4. Cooperative
5. Charitable trusts
6. Organisations formed by Royal Charter or by special Act of Parliament
7. Indigenous Corporations

The Steering Group recommend that the LTO is formed as an Incorporated Association.

Moved: Mark Hudson
Seconded: Wendy Eiby **Carried**

- b. Rules of LTO

Katie to draft a constitution for the LTO to include a committee which has positions from each shire, skills based positions and the option of an independent chair.

- c. Objectives
The objectives to be drafted and included in the draft constitution.

5. General Business

- a. Presentation at ASW events
ASW are holding 'Connect and Collaborate' Events which the WBAC has been asked to present at about the LTO developments. There are two events, on Thursday 26th, in Nannup and Tuesday 31st in Manjimup, Katie will attend both with Heather presenting at Nannup and Stuart presenting at Manjimup.
- b. Louise Stokes has been re-nominated onto the board of ASW representing the Southern Forests & Valleys region.

6. Date of next meeting

- a) Wednesday 29th November, 3pm, Shire of Bridgetown – Greenbushes
 - Focus: Finance

1. Budget for Tourism Association
2. Implementation budget and timeframe
3. Membership fee structure
4. Grant opportunities

Actions from LTO Steering Group Meeting

25.10.17

- Two presentation at ASW events.
- Have LTO information at:
 - All Shire receptions.
 - All VC's.
 - All CRC's.
 - Shire of Manjimup revitalisation office.
 - Post copies to each board members to have to give out.
 - Email to all stakeholders.
- Bridgetown to have information sessions with the Stakeholders.
- On website, add on a 'let us know your thought' section.
- Katie to write draft constitution.
- Continued work on Database.
- Industry representatives and Katie to meet up to go through lists.



Shire of Nannup

Bush Fire Advisory Committee Meeting

Committee Meeting held
Monday 6th November 2017
at 7.00pm in Council Chambers
at the Nannup Shire Office

BUSHFIRE ADVISORY COMMITTEE MINUTES

1. DECLARATION OF OPENING

Chairperson Cr Cate Stevenson opened the meeting 7:01pm

2. RECORD OF ATTENDANCE/APOLOGIES

Attendance

Cr Cate Stevenson (CS) – Shire of Nannup Councillor (Chairperson)
Cr Patricia Fraser (PF) – Shire of Nannup Councillor (Deputy Chairperson)
Cr Robin Mellema (RM) – Chief Bush Fire Control Officer
Ashley Kidd (AK) – Deputy CBFCO
Mark Scott (MS) – Balingup Road FCO
Ian Wishart (IW) – Carlotta Bush FCO
Vic Lorkiewicz (VL) – East Nannup FCO
Steve Mulvaney (SM) – Darradup A/FCO
Peter Dickens (PD) – Nannup Brook Representative
Paul Lamers (PL) – North Nannup FCO
John Dunnet (JD) – Scott River FCO
Peter Clarke (PC) – Shire of Nannup Chief Executive Officer
Andy Thompson (AT) – DFES LSW Capes A/DO
Rob Bootsma (RB) – Community Emergency Services Manager

Apologies

Jeff Bennett (JB) – DPaW Forest Officer Warren
Mark Moore (MM) - DPaW Forest Officer Blackwood
Danny Mosconi (DM) – DFES LSW District Officer Capes
John Patman (JP) – Darradup FCO
Carey Curtis (CC) – Nannup Brook FCO
John Gaunt (JG) – Peerabeelup FCO
Gerald Brown (GB) – Cundinup FCO
Jonathon Jones (JJ) – Shire of Nannup Manager Infrastructure

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

None

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

The Minutes of the Bushfire Advisory Meeting of the Shire of Nannup held in the Council Chambers on 7th August 2017 be confirmed as a true and correct record.

Moved: Mark Scott
Seconded: Ian Wishart

CARRIED

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

The committee raised concern over the Hazard Reduction & Fire Break Notice. (PC) explained what happened with the mailing out of the notice and the steps that were taken to rectify the missing information for property owners regarding the specifications of each category land type.

6. REPORTS

6.1 Chief Bush Fire Control Officer

- Yesterday's fire Sunday 5th November at Hayes Road East Nannup had crews mobilising very quickly and thanked each brigade for their response.
- Nannup has had a couple of fires already this season despite the extended winter period.
- The Vasse Hwy shire reserve prescribed burn planned for 5th & 6th November cancelled due to the weather. (RM) will reschedule for next autumn.
- The request for a Heavy Tanker HSV for Nannup Brook and a Light Tanker for Cundinup are scheduled for this fire season.
- (RM) informed the committee he is the delegated Local Emergency Committee representative for the shire.

6.2 Deputy Chief Fire Control Officer – Report attached

6.3 Community Emergency Services Officer/Training Coordinator – Report attached.

6.4 Brigade's FCO Report

6.4.1 Balingup Road FCO – No report

6.4.2 Carlotta FCO

- Control burn Carlotta BFB had organised has been postponed

6.4.3 Cundinup FCO - No report

6.4.4 Darradup A/FCO

- The capital submission for the shed upgrade was approved. Work will commence next year waiting for contractor's availability.
- Sunday training sessions have been well attended.

6.4.5 East Nannup FCO

- Sunday 5th November fire, there were some problems with heavy tankers becoming stuck due to terrain and plantation trees amongst 40 year old fuels.
- Good fast response by attending brigades.
- Mobile phone tower on the Brockman Hwy past Hanrahan Hill still no mobile phone coverage in the East Nannup valley area. (RM) asked (PC) is the tower activated (PC) was not sure at this stage. (PL) stated the position was determined by the available power source.

(RM) stated other towers scheduled for Nannup may provide coverage in the East Nannup valley area for property owners.

- (VL) said the benefit of air support with eyes in the sky provided valuable information with fire activity and areas of concern.
- (VL) mentioned that Ian Jennings enquired regarding a permit to burn windrows in the same area of the fire at Hanrahan Hill next to the Brockman Hwy. With the spate of warm weather and strong winds the opportunity to burn especially in the Hanrahan Hill area is becoming very difficult, this may be better suited next autumn. (VL) has given (RB) permission to liaise with Ian Jennings regarding a permit to burn.

6.4.6 Nannup Brook representative - No report

6.4.7 North Nannup FCO

- Assist with a control burn of several heaps at Foreshore Park from the work performed by the Bunbury prisoners with vegetation clearing.

6.4.8 Peerabeelup FCO - No report

6.4.9 Scott River FCO - No report

6.5 Department of Fire and Emergency Services – (AT)

- Air support available at Busselton Airport 15/12/2017
- Have access to the DC10 from eastern states.
- All hazards register for deployment to Northwest, Easternm States and overseas.
- Brigades remember to inform CBFCO, RDC or Comcen responding to fires using PAFTACS form.
- Strike Force Vulcan is available for suspicious fires or suspected arson with surveillance, cameras and monitoring. Members of the Strike Force are in plain clothes and unmarked cars.
- 400 MHz radio upgrade (UHF) is being rolled out. Will only affect VFRS brigades for Breathing Apparatus wearers with improved communications.
- Ground Controller course on the 16/11/2017 at Nannup SES.
- Fire Fighters be aware of drug labs and notify WPC for electrical isolation/disconnection confirmation.
- Tour Of Margaret River 10/11/2017 with Mowen Road closure 09:30-13:30, brigades to be informed.

6.6 Volunteer Fire and Rescue Service – No report

6.7 Department of Parks and Wildlife – No report

(MS) discussed that a motion for (SM) as Acting FCO for Darradup until (JP) returns from leave be presented to Council for consideration.

Motion:

Bush Fire Advisory Committee recommends the Shire of Nannup approve the recommendation of the Darradup Bush Fire Brigade as the Acting Fire Control Officer, Mr Steve Mulvaney in the absence of their Fire Control Officer Mr John Patman.

Moved: Mark Scott
Seconded: Ashley Kidd

CARRIED

(CS) asked the committee to accept the reports presented.

Moved: Robin Mellema
Seconded: Ashley Kidd

CARRIED

7.0 GENERAL BUSINESS

7.1 Last meeting recommendations

(MS) asked if the previous recommendations from the BFAC in August were presented to Council and what was the outcome. (PC) informed the committee that the recommendations from BFAC were presented to Council with full support to the motion, as it reads "As a matter of public safety that Council ensures fire breaks within 3 kilometres of the Nannup town site are compliant in relation to the Fuel Hazard Reduction & Firebreak Notice as per Bush Fires Act including seeking legal advice and remuneration of any associated costs."

(PC) also stated that any significant works required under Section 33 of the Bush fires Act for property owner compliance will need to be approved by Council for works to proceed. (PC) said this was necessary if hypothetically a property owner required work to be carried out under a Section 33 of the Bush Fires Act, that could amount to say \$30,000 and reimbursement was not forthcoming from the property owner, Council would need to be briefed of the anticipated total costs including legal fees to have the matter referred to the court process for recouping monies.

(MS) understands the issue regarding the process but reiterated it was a matter of public safety and that property owners are responsible to manage their lands fuel loads.

7.2 Red Cross Rediplan

(RB) explained Red Cross would like brigades to ask around their jurisdiction or themselves if anyone would be interested in participating in the Red Cross Rediplan roll out. Red Cross Rediplan is an all hazards plan for residents to be prepared for all hazards, similar to the Fire Chat & Prepare Act Survive for bush fires. Louise

Stokes is the local champion assisting Red Cross to roll out the Red Cross Rediplan and Nannup has been selected for this program. If anyone is interested they can call Rob Bootsma or Louise Stokes at the shire office on 9756 1018.

(IW) asked the committee about Channel 3 and the WAERN radio connection. For the last 6 months Channel 3 has not been working. (MS) said that Channel 3 has been in place for a long time as a backup for brigades in case of emergencies. The committee asked (RB) to liaise with (JJ) and find out if Channel 3 is working and see if it can be reinstated.

8. DATE FOR NEXT MEETINGS PROPOSED

Monday 5th February 2018

9. CLOSURE OF MEETING – 8:24pm

MINUTES

Risk Management Advisory Committee

Minutes for a meeting of the
Shire of Nannup Risk Management Advisory Committee Meeting
To be held at 1.00pm, Wednesday 15 November 2017
in Council Chambers

CONFIRMATION OF MINUTES

These minutes comprising pages 1 – 8 were confirmed by
Committee on _____ as a true and accurate record.

.....

Cr R Longmore

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Chair Cr Bob Longmore, Council Representative, declared the meeting open at 1.08pm

Visitors:

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

Tracie Bishop – Manager Corporate Services
Robin Prime – Office Representative
Cr Norm Steer – Council Representative
Jonathon Jones – Manager Infrastructure
Neroli Logan – Regional Risk Coordinator
John Brough – Depot Supervisor
Cr Bob Longmore – Council Representative
Lincoln Kay – Depot Staff

Apologies

Michael Merrit – Depot Representative

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

BISHOP/LOGAN

The Minutes of the Risk Management Advisory Committee held on the 23 August 2017 be confirmed as a true and correct record.

CARRIED 8/0

7. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

9. REPORTS BY MEMBERS ATTENDING COMMITTEES

Nil

10. REPORTS OF OFFICERS

MINUTES NUMBER:	10.1.
SUBJECT:	Receipt of all Site Checklists and Incident/Hazard Forms
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 26
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	15 November 2017
ATTACHMENTS:	10.1.1 Site Checklists 10.1.2 Incident/Hazard Forms

BACKGROUND:

Hazard Identification Checklists, Site Checklists and Incident Reports are presented at each meeting as a way of identifying either areas of concern or areas that need work applied to.

COMMENT:

Office Inspection Checklist: RCD Test – Next time have RCD Sticker placed inside RCD Board with due date of next test.

Neroli to site inspect Depot – schedule a date with MI / Works Supervisor

Lincoln to be inducted by Jan. 2018 – Neroli to assist in getting him as new Depot Safety Representative, where he will conduct future depot site inspection checklists

Parks & Gardens inspections – completed by Heath on a regular basis, copies of these to be forwarded to office for inclusion in record.

2 people to accompany Neroli with checklist for playgrounds, schedule this meeting in Early December.

Incident Report: animal strike causing small amount of damage to vehicle.

MI reporting kangaroo guards for all heavy trucks

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Simple Majority

RECOMMENDATION:

That the Checklists and Incident reports presented to the meeting be accepted.

CARRIED 8/0

MINUTES NUMBER:	10.2.
SUBJECT:	Business from Previous Meeting
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 26
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	15 November 2017
ATTACHMENTS:	

COMMENT: Nil

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Simple Majority

RECOMMENDATION:

That items will be progressed to any further meetings until such time as they have been completed. No items identified for this period.

MINUTES NUMBER:	10.3.
SUBJECT:	Review of Strategic Risks
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 22
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	15 November 2017
ATTACHMENTS:	10.3.1 Strategic Risk Register 10.3.2 Potential Consequences/Impacts – Laminated Copy provided to all Risk Management members.

BACKGROUND:

The Risk Management Policy (RM1) requires that the Shire of Nannup will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. In order to do this each risk must be identified, catalogued on the Risk Register, scored and monitored.

The Risk Management Policy states that:

“The Risk Management Advisory Committee will ensure that all risk management processes are fully recorded throughout the Shire and documented through the Shire’s records management system. This will include regular monitoring to ensure closeout of risks and identification of ongoing issues and trends.”

COMMENT:

This meeting:

Community Expectations: Current: Likelihood 2 Impact 2

Reliance on External Funding: Current: Likelihood 4 Impact 3
Target: Likelihood 4 Impact 2

State Government Devolvment of Responsibilities:

Current: Likelihood 3 Impact 3

DBCA Land Management: Current: Likelihood 5 Impact 3
Target: Likelihood 5 Impact 2

Structural Reform of the Shire: Current: Likelihood 2 Impact 4
Target: Likelihood 3 Impact 3

Sustainability of the Shire: Current: Likelihood 2 Impact 4
Target: Likelihood 2 Impact 3

Workforce Capacity & Capability: Current: Likelihood 3 Impact 2

Economic Development: Current: Likelihood 3 Impact 3
Target: Likelihood 2 Impact 3

To be reviewed, with possible movement in scoring

Ineffective Governance: Current: Likelihood 3 Impact 2

Natural Disaster:	Current:	Likelihood 3 Impact 3
	Target:	Likelihood 2 Impact 3
Cyber Security:	Current:	Likelihood 2 Impact 3
	Target:	Likelihood 2 Impact 2

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: The Strategic Risk Register forms part of the Integrated Reporting Framework.

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: The Strategic Risk Register summarises the key risks facing the council.

VOTING REQUIREMENTS: Simple Majority.

RECOMMENDATION:

That the Risk Management Advisory Committee review the Strategic Risk Reporting sheets at Attachment 1 and agree Risk Target Scores for each risk above the Risk Tolerance Line and the measures need to mitigate those risks. These reviews should be completed bi-annually from this point forward

STEER / LONGMORE

That the Risk Management Advisory Committee review the Strategic Risk Reporting sheets at Attachment 1 and agree Risk Target Scores for each risk above the Risk Tolerance Line and the measures need to mitigate those risks. These reviews should be completed bi-annually from this point forward.

CARRIED 8/0

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

- (a) OFFICERS
- (b) ELECTED MEMBERS

12. GENERAL BUSINESS

Tracie introduced the draft Business Continuity Plan for members to review and keep in mind for next meeting to discuss.

12.1 Review of OS&H Manual Policies

- 12.1.1 4.3 Volunteers
Volunteer register to include Driver Licence Currency
Update Working with Youth & Children section with relevant references
Add to Specific Conditions Re Operating Council P&E, add to sentence "Unless authorised, subject to efficient skills and experience."
Remove section regarding Period Review, replace with Regular review will be carried out as committee finds appropriate.
- 12.1.2 4.4 Safety & Health Induction for Volunteers
no changes
- 12.1.3 7.1 Accident & Hazard Reporting
Jon to revisit this form and offer any changes at next meeting.
Bob suggested overall tidy of the form's formatting / font style
- 12.1.4 7.1.1 Accident / Hazard Form
as above.
- 12.1.5 7.6 Danger Tags
No changes.
- 12.1.6 7.12 Personal Protective Equipment
Add sentence to introduction paragraph, "All PPE to meet current Australian protective clothing standards"
UNIFORM section to modify wording to include the fact that all shirts and trousers are Cotton **high vis**
Remove description of Embroidered with "Shire of Nannup and Employee Name"
Spell check Whipper-Snipper
- 12.1.7 7.20 Threats, Intimidation or Physical Assault Against Staff Policy
No changes.
- 12.1.8 8.3 Critical Incident Management Procedure
No Changes besides change of Echelon to LGIS at 3.8 Responsibilities section.

- | | |
|---------|--|
| 12.1.9 | 8.4.1:3 Nannup Town Hall Evacuation Plan
No changes. |
| 12.1.10 | 8.4.4:5 Nannup Old Road Board Evacuation Plan
No changes. |
| 12.1.11 | 8.4.6 Nannup Community Kindergarten Evacuation Plan
No changes. |
| 12.1.12 | 8.4.7 Nannup Depot Office Evacuation Plan
No changes. |

All policies and procedures listed above were reviewed and minor changes required. These changes will now be completed and policies and procedures dates for review renewed.

13. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

15. NEXT MEETING

Tuesday 6 February 2018 at 2.00pm

16. CLOSURE OF MEETING

Cr Longmore declared the meeting closed at 2.10pm

STRATEGIC RISK REGISTER REPORT

Risk: **Community Expectations** - Inability to meet community expectations of Shire's services, levels of engagement and/or public infrastructure.

Risk Owner: **Chief Executive Officer**

Likelihood	5					
	4					
	3					
	2		C			
	1					
		1	2	3	4	5
Impact						

Triggers. What could cause this risk to materialise?	Changing demographics, community communication and consultation, ageing population, mining industry changes, red tape, funding constraints, lack of expertise, structural reform, unrealistic expectations, lack of communication, reactive/squeaky wheel engagement, lack of IT and infrastructure security
Consequence/Impact:	Increased level of complaints. Lack of stakeholder and community trust and respect Disharmony Reduction in community involvement

C = Current Risk Score

T = Target Risk Score (if Current score above tolerance line)

Mitigating Actions/Controls Already in Place:

Community information, surveys, media releases, newspaper advertisements, mail drops, reference groups, newsletter
Council Action Plan, Reporting on Community Strategic Plan
Operational inspections and procedures, Rates book
Community aspirations and wish list.

Further Mitigating Actions Required to Reach Target Risk Score:

Set clearer standards and expectations for service levels
Inform community of what we don't do
Investigate alternative information channels (social media)
Cost and inform community of implications of meeting expectations
Analyse community feedback for trends

Responsibility for Action:

CEO
CEO
CDO
MCS
CEO

Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

Risk: **Reliance on External Funding** - Inability to deliver expected services due to variation, change or withdrawal of Federal/State Government funding.

Risk Owner: **Manager Corporate Services**

Likelihood	5					
	4		T	C		
	3					
	2					
	1					
		1	2	3	4	5
	Impact					
Triggers. What could cause this risk to materialise?		Failure to align with region and sub region plans External funding declines through contraction of State budget, changing priorities, economic reasons, political Minutess. Inability to deliver on grants. Perceptions of need from outside stakeholders. Global financial issues/constraints				
Consequence/Impact:		Funding for ongoing expenditure is reduced leaving balance to be picked up by ratepayers. Cost reduction measures need to be implemented. Inability to deliver services Unsustainable Local Government				

C = Current Risk Score

T = Target Risk Score (if Current score above tolerance line)

Mitigating Actions/Controls Already in Place:

Lobbying
Identification of available grants
Acquitting grants on time
Long Term Financial Planning

Further Mitigating Actions Required to Reach Target Risk Score:

Develop shared services and assets
Identify alternative income sources
Promote financial performance

Responsibility for Action:

SMT
MCS
MCS

Action by:

TOLERATE:

TREAT: ✓

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

Risk: **State Government Devolvment of Responsibilities** - Inability to fund and fulfil additional requirements from State Government devolvment of responsibility.

Risk Owner:

Likelihood	5					
	4					
	3			C		
	2					
	1					
		1	2	3	4	5
	Impact					

Triggers. What could cause this risk to materialise?	Legislation change State Budget constraints State policy changes, change of Government
Consequence/Impact:	Service interruption Lack of certain services Additional funding requirements

C = Current Risk Score

T = Target Risk Score (if Current score above tolerance line)

Mitigating Actions/Controls Already in Place:

Involvement in pilot projects
Lobbying at Local Government level and at WALGA level

Further Mitigating Actions Required to Reach Target Risk Score:

Responsibility for Action:

Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

Risk: **DBCA Land Management** - Inability to influence Department of Biodiversity Conservation & Attractions activities, management and usage of their land that is 85% of the Shire

Risk Owner: **Chief Executive Officer**

Likelihood	5		T	C		
	4					
	3					
	2					
	1					
		1	2	3	4	5
	Impact					
Triggers. What could cause this risk to materialise?		Inability to adhere to good neighbour policy, Differing expectations between State and Local Governments, Failure to manage fuel loads Decreasing front line personnel/operational staff				
Consequence/Impact:		Poor neighbours to private landowners Fuel loads & consequent fire risk Increased reliance on community volunteers Increase of weeds and pests and associated management costs Barrier to development and revenue generation				

C = Current Risk Score

T = Target Risk Score (if Current score above tolerance line)

Mitigating Actions/Controls Already in Place:

Lobbying
Meetings with local management
LEMC representation

Further Mitigating Actions Required to Reach Target Risk Score:

Investigate Biosecurity Act 2007 options
Increase political lobbying with local politicians
Work with WBAC & WALGA to promote action at State Government level
Meet with local DBCA managers
Lead by example – improve our own management of weeds
Implement Spray Program – manage quantities & types of chemicals

Responsibility for Action:

CEO
CEO Shire President
CEO Shire President
CEO/MI
MI

Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

Risk: **Structural Reform of the Shire** - Unknowns and uncertainties associated with Local Government structural reform resulting in impacts to the Shire's current and future identity.

Risk Owner: **Chief Executive Officer**

Likelihood	5					
	4					
	3			T		
	2				C	
	1					
		1	2	3	4	5
	Impact					

Triggers. What could cause this risk to materialise?	The state government could reorganise this tier of government to force local governments to amalgamate.
Consequence/Impact:	Shire ceases to be an independent entity.

C = Current Risk Score

T = Target Risk Score (if Current score above tolerance line)

Mitigating Actions/Controls Already in Place:

Identified and working with strategic partners
 Identified key relationships and influencing factors
 Attend industry briefings

Further Mitigating Actions Required to Reach Target Risk Score:

Determine preferred position/partners for structural reform

Responsibility for Action:

CEO/Council

Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

Risk: **Sustainability of the Shire** – Shire is unable to secure the financial, material and human resources required to provide statutory services.

Risk Owner: **Chief Executive Officer**

Likelihood	5					
	4					
	3					
	2			T	C	
	1					
		1	2	3	4	5
	Impact					
		Triggers. What could cause this risk to materialise?				
		Consequence/Impact:				

Failure to address long term financial position.
Failure to deliver priorities.

Council forced into amalgamation or seeks voluntary amalgamation.
Shire ceases to exist as an independent entity.

C = Current Risk Score

T = Target Risk Score (if Current score above tolerance line)

Mitigating Actions/Controls Already in Place:

Continued communication with Minister LG for future updates

Further Mitigating Actions Required to Reach Target Risk Score:

Review Long Term Financial Plan
Communication Minister LG

Responsibility for Action:

CEO
MCS
MCS

Action by:

TOLERATE:

TREAT: ✓

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

Risk: **Workforce Capacity & Capability** – Shire is unable to attract and retain sufficiently skilled employees, demand for services exceeds capacity of current workforce structure.

Risk Owner: **Chief Executive Officer**

Likelihood	5					
	4					
	3		C			
	2					
	1					
		1	2	3	4	5
	Impact					

Triggers. What could cause this risk to materialise?	Increase in statutory responsibilities without sufficient additional funding Inability to compete for experienced staff.
Consequence/Impact:	Services reduced to align with capacity of staffing structure Errors and omissions in statutory processes result in liability claims, poor reputation and increased costs.

C = Current Risk Score

T = Target Risk Score (if Current score above tolerance line)

Mitigating Actions/Controls Already in Place:

Workforce plan is in place

Further Mitigating Actions Required to Reach Target Risk Score:

Continually review workforce plan

Responsibility for Action:

MCS

Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

Risk: **Economic Development** - Inability to capitalise on economic development opportunities including agriculture, tourism, woodcraft, recreation , Mowen Road.

Risk Owner: **Chief Executive Officer**

Likelihood	5					
	4					
	3			C		
	2			T		
	1					
		1	2	3	4	5
	Impact					
		Triggers. What could cause this risk to materialise?				
		Consequence/Impact:				

Fractured industry, financial constraints, resource constraints, lack of iconic feature, lack of sustainable employment

Increased unemployment
Greater demand for Shire support
Reduced rate base
More closed stores on main street

C = Current Risk Score

T = Target Risk Score (if Current score above tolerance line)

Mitigating Actions/Controls Already in Place:

Economic development workshops held.
Area being promoted as tourist destination
Support for festivals and events
Community Bus

Further Mitigating Actions Required to Reach Target Risk Score:

Trail development
Investigate a relationship with foreign town
Improve the occupancy of Main Street – discuss options with owners
Produce Economic Development Strategy
Increase attractiveness of operating rural smallholdings
Community

Responsibility for Action:

CDO
CDO
CEO
CDO
CDO

Action by:

TOLERATE:

TREAT: ✓

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

Risk: Ineffective Governance - Failure to implement and adhere to effective corporate governance and management practices
Risk Owner: Chief Executive Officer

Likelihood	5					
	4					
	3					
	2					
	1					
		1	2	3	4	5
Impact						

C = Current Risk Score

T = Target Risk Score (if Current score above tolerance line)

Triggers. What could cause this risk to materialise?	Inconsistent project management, reliance on external expertise, inconsistent risk management practices
Consequence/Impact:	Legal liabilities and increased insurance claims. Budget overspends, higher running costs. Increased staff turnover.

Mitigating Actions/Controls Already in Place:

Polices & procedures in place and reviewed

Further Mitigating Actions Required to Reach Target Risk Score:

Consider implementing contract management training & Risk Management with LGIS

Responsibility for Action:

CEO
MCS
MI

Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

Risk: **Natural Disasters** - Fail to meet legislative requirements and community expectation to prepare, prevent, respond to and recover from natural disasters, including community emergency management.

Risk Owner: **Manager Infrastructure**

Likelihood	5					
	4					
	3			C		
	2			T		
	1					
		1	2	3	4	5
	Impact					
Triggers. What could cause this risk to materialise?		Climate variation, natural disasters, funding constraints, resource constraints, Department of Biodiversity Conservation and Attractions land.				
Consequence/Impact:		Increase community and property exposures to disasters. Increased DBCA coverage of prescribed burns around South West				

C = Current Risk Score

T = Target Risk Score (if Current score above tolerance line)

Mitigating Actions/Controls Already in Place:

LEMC

SWEMA

BCP

Internal Management Procedures

Further Mitigating Actions Required to Reach Target Risk Score:

Review and update emergency management plans.

Responsibility for Action:

MI

Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

Risk: Cyber Attack – Loss or compromising of data

Risk Owner: CEO – Peter Clarke

Likelihood	5					
	4					
	3					
	2		T	C		
	1					
		1	2	3	4	5
	Impact					
Triggers. What could cause this risk to materialise?		Internet security fails Attack by cyber hackers				
Consequence/Impact:		Loss of data Service Interruption Confidential data passed on Professional liability Damage to professional image				

C = Current Risk Score

T = Target Risk Score (if Current score above tolerance line)

Mitigating Actions/Controls Already in Place:

Internet security/Firewall protection
Education to all users on risks associated with usage of internet
Insurance coverage

Further Mitigating Actions Required to Reach Target Risk Score:

Annual reviews of security in place
Monitoring of website

Responsibility for Action:

MCS

Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

Attachment 10.3.2

POTENTIAL CONSEQUENCES / IMPACT

	IMPACTS				
	Negligible	Slight	Moderate	Critical	Catastrophic
	1	2	3	4	5
Financial	\$0 - \$25k	\$25k-\$50k	\$50k-\$100k	\$100k - \$500k	Over \$500k
Reputation	Contained within the individual service area. Short term impact. Single complaint.	Affects two service areas. Minor impact on public memory. Multiple complaints from single source.	Affects multiple service areas. Medium term impact on public memory. Multiple complaints from multiple sources.	Medium term impact on public memory. Regional/State media coverage	Permanent or long term damage to reputation. Negative national media attention requiring planned response.
Stakeholders	Insignificant impact on stakeholders.	Affects only one group of stakeholders.	Affects more than one group of stakeholders.	Affects more than three groups of stakeholders.	N/A
Customers	Minimal impact or service disruption to customers. Contained within service area.	Minor impact to customers and customer dissatisfaction. Limited service disruption (up to one week)	Moderate impact to customers and customer dissatisfaction. Limited service disruption (up to 3 months).	Significant service disruption and customer opposition. Unable to deliver normal services.	Loss of capacity to deliver services. Significant customer opposition.
Regulatory	Recommendations for improvement made.	Minor penalty incurred.	Legal action by regulator.	Service taken over temporarily.	Service taken over permanently.
Personal Injury	Minor Injury or illness.	Medical attention required e.g. broken bones.	More significant injury, multiple broken bones, or temporary disability.	Loss of limb. Major illness. Multiple serious injuries.	Loss of life. Large scale major illness.

Attachment 10.3.2

LIKELIHOOD

	LIKELIHOOD	APPROXIMATE PROBABILITY	POTENTIAL TIMING	DESCRIPTION
5	Very Likely	>90%	This week	Expected to occur in most circumstances
4	Probable	55% to 90%	This year	Some controls in place. Will probably occur in most circumstances
3	Possible	15% to 55%	Next year	Previous experience of event or similar event occurring
2	Remote	1% to 15%	Next year to five years	Not likely to occur in normal circumstances
1	Improbable	0% to 1%	Next ten years	Would only occur in exceptional circumstances. No previous occurrence.



SHIRE OF NANNUP

Occupational Health And Safety Procedures

Procedure No. 4.3

VOLUNTEERS

The Shire of Nannup values the contribution and enthusiasm of the community in assisting in providing a well maintained and aesthetically pleasing town and recognises its responsibility to provide an environment where its volunteers are not exposed to hazards whilst undertaking voluntary works.

- only talks about streetscape. would be good to talk about engaging volunteers.

This Volunteer Policy endeavours to minimise the risk and potential of accident or injury to voluntary workers through the implementation of some basic control measures, being;

1. Council will maintain a register of Shire volunteers to ensure they are covered under the Shire's personal accident insurance policy during their time of work, and
2. Council will provide a brief induction for volunteers when they begin their voluntary tasks to advise of any safe working and emergency procedures and identify any hidden hazards. A volunteer who has been suitably trained and is authorised to provide such training may give this induction.

Volunteers are expected to adhere to any such procedures and to keep an attendance record of the date, duration and location of works.

VOLUNTEER REGISTER

The volunteer is required to provide the following information for inclusion on the Volunteer Register in order for Council to affect personal accident insurance coverage:

- Name
- Address
- Date of Birth
- Duties
- Hours worked
- Next of Kin contact in case of emergency

A copy of the register is attached. Volunteers between the ages of 16 and 90 are covered under Council's personal accident insurance policy, however Council will endeavour to seek approval from Local Government Insurance

Services for insurance cover for volunteers outside of this age group. Should the request be denied, voluntary workers outside of the approved age group will not be permitted to undertake work.

VOLUNTEERS WORKING WITH YOUTH & CHILDREN

Volunteers that undertake work with, or for, youth and children in 2006 are to obtain a police clearance. From 2007, a working with children check will be required in accordance with relevant legislation. Please see the Community Development Officer for further information.

VOLUNTEER INDUCTION

To minimise the risk and potential of accident and/or injury to voluntary workers, all Volunteers are required to undertake a short induction session before commencing any works.

The responsible officer (or trained volunteer) is required to work through the "Induction for Volunteers" checklist with the Volunteer, identifying possible hazards and safety requirements, and providing initial training on site-specific safety procedures.

Once completed, both parties are required to sign the "Induction Acknowledgement" form which will be filed within the Shire's records management system.

SPECIFIC CONDITIONS

Volunteers are not permitted to perform building Maintenance.

Volunteers are not permitted to perform chemical spraying or work involving chainsaws.

Volunteers are not permitted to operate Council plant and equipment unless the volunteer is an employee of Council suitably qualified to undertake the task.

drive vehicles.

GENERAL GUIDELINES

Children should be closely supervised and must adhere to the same safety precautions as adults. It may not be appropriate for children to be present at certain volunteer activities where hazards are not easily controlled.

Volunteers should consider their personal safety when working alone. If possible they should advise a friend or partner of their location, and approximate time of return. Alternatively, volunteers can contact the Shire office during regular business hours, to advise of the location of their voluntary work, and approximate finishing time. The volunteer should then contact the Shire when they have finished their activities. If the volunteer has not contacted the Shire within 30 mins of their expected completion time, the

Shire will attempt to contact the volunteer by phone, or will travel to their last known location to ensure the volunteer's safety

First Aid kits are located at the Visitors Centre, Shire Office and Shire depot and are available to volunteers during normal opening hours. If volunteers are working outside these hours, they are encouraged to provide their own first aid requirements. Volunteers working with children or youth will be have access to first aid kits used during such activities.

Volunteers are required to advise the Shire of any incidents resulting in personal injury or property damage, so that appropriate documentation can be completed.

Volunteers are required to log their attendance. This record is to be submitted to the Shire each quarterly (end of March, June, September and December).

PERIODIC REVIEW

Each quarter the Manager Corporate Services will:

- Contact all Managers with responsibility for volunteers, and obtain updated Volunteer Registers.
- Ensure that Safety & Health Inductions have been completed for all new volunteers.
- Update list of volunteers approved to conduct training.

Procedure adopted by Council at its meeting of October 2013

Next to be Reviewed by Council's Risk Management Committee in November 2015



Loize

4.4 SAFETY & HEALTH INDUCTION FOR VOLUNTEERS

Volunteer Name.....

Council values the contribution and enthusiasm of the community in assisting in providing a well maintained and aesthetically pleasing town and recognises its responsibility to provide an environment where its volunteers are not exposed to hazards whilst undertaking voluntary works.

To minimise the risk and potential of accident and/or injury to voluntary workers, all Volunteers are required to undertake the following short induction session with a Shire Officer before commencing any works, in accordance with Council's *Occupational Health & Safety Management System*.

Important: *Volunteers are not permitted to commence works before submitting the Induction Acknowledgement form attached herewith.*

Please tick ☒ relevant induction(s) required:

☒ **Basic Health and Safety (*compulsory for all Volunteers*)**

- ☐ Reporting procedure for hazards, accidents, injury or property damage (Accident & Incident Reporting *Procedure 7.1* Hazard Identification & Assessment *Procedure No. 7.8*)
- ☐ Emergency procedures- evacuation plan and muster point (Emergency Procedures *Procedure 8.1*)
- ☐ Safety Rules *Procedure 7.16*
- ☐ Correct lifting and manual work methods (Safety rules *Procedure 7.16*)
- ☐ Local contacts for hospital, doctor if relevant
- ☐ Closing time of shire office/depot
- ☐ Notifying someone of work hours and location
- ☐ Insurance requirements
- ☐ Plant and equipment responsibilities and safe operation
- ☐ Authority of Shire officers

☐ **Gardening**

- ☐ Any site-specific safety procedures
- ☐ Hazards on the work-site that are not readily identifiable eg wildlife (Hazard Identification & Assessment *Procedure 7.8*)
- ☐ Personal protective clothing and equipment *Procedure 7.12*
- ☐ Sun safety and protective clothing (Outdoor clothing *Procedure 7.11*)
- ☐ Traffic concerns
- ☐ Safe equipment handling (Safety rules *Procedure 7.16*)
- ☐ Chemicals and hazardous substances not to be used by volunteers

☐ **Other**

Shire officer to provide further information:

Ensure all further procedures and processes are in accordance with (Safety rules Procedure 7.16)



OCCUPATIONAL SAFETY & HEALTH INDUCTION ACKNOWLEDGEMENT

I acknowledge having undertaken the following Volunteers Induction Sessions with the Shire of Nannup, including having received a detailed explanation of the safety procedures appropriate to the indicated tasks, and I declare that I have read, understood and shall abide by these procedures whilst undertaking voluntary works within the Shire:

(Please tick ☒ induction(s) undertaken)

- ☐ **Basic Health & Safety**
- ☐ **Gardening**
- ☐ **Other (as detailed previously)**

Volunteer:

Name

Signature

Date: _____

Authorised Shire Officer/Representative:

Name

Signature

Date: _____

Policy adopted by Council at its meeting of 13 October 2013

Next Reviewed by Council's Risk Management Committee in November 2015

SHIRE OF NANNUP

Occupational Health And Safety Procedures

Procedure No. 7.1

ACCIDENT AND HAZARD REPORTING

All employees have a responsibility to report all accidents, hazards, and near miss occurrences to their supervisors immediately.

In the event of an accident, incident, or near miss occurrence the employee, as soon as practicable, shall complete the relevant section of the Accident/Incident Report form.

The employee shall forward the form to their supervisor who shall investigate the incident in conjunction with the Safety and Health representative. A Manager and/or CEO will be involved in high/extreme risk accidents or incidents. The relevant section of the form shall be completed by both parties. Any action that can be taken to prevent re-occurrence shall be undertaken.

Corrective action controls must be selected using the "Hierarchy of Controls." This will ensure all possible treatment options are considered, starting at "Elimination". Under this procedure, corrective action stating "take more care" or the like, is not considered an acceptable control mechanism.

Controls must also be evaluated after implementation to ensure they are effective and have not introduced any other hazards or risks

The supervisor shall forward the form to the Manager Corporate Services. All forms will be tabled at the next Risk Management meeting.

The Manager Corporate Services shall notify WorkSafe WA of any reportable incidents. A reportable incident is as defined in the Regulations.

In the event of a serious accident or fatality the accident scene is not to be disturbed until clearance is obtained from WorkSafe WA. If it is unsafe for the scene to remain undisturbed, photographs, measurements and a plan of the site must be obtained.

Policy adopted by Council at its meeting of 22 February 2001

Policy reviewed by Council at its meeting of 26 February 2004

Policy reviewed by Council at its meeting of October 2013

Policy Reviewed by Council at its meeting of November 2016

Policy next to be reviewed by Council's Risk Management Committee in November 2017



7.1.1

Shire of
Nannup
rest • connect • grow

ACCIDENT /HAZARD FORM

ACCIDENT

☐

HAZARD

☐

Name of Employee: _____

Date and Time of Accident/Incident:

Day: _____ Date: _____ Time: _____ am/pm

Nature of Accident/Hazard:

If an accident occurred which Part of Body was Injured:

Reported To: _____

Where did the Accident/Hazard Occur:

Description of Accident/Hazard: (Include a description of the work performed at the time)

Contributing Factors:

Names and Addresses of witnesses:

Employee's Signature: _____ Date: / /

SUPERVISOR'S INVESTIGATION

Accident/Hazard Description:

Contributing Factors:

Action Taken to Prevent Re-occurrence:

Follow Up Action By Whom?:

Supervisor's Signature: _____ Date: _____

Safety and Health Representative's Report:

OH&S Representatives Signature: _____ Date: _____

WorkSafe Western Australia Notified: YES/NO REF NO:

Ph: 1800 678 198 Fax: 9481 8427

Reporting Officer's Signature: _____ Date: _____

Risk Management Committee Chairperson

Date

Procedure adopted by Council at its meeting of 28 September 2006

Reviewed by Council at its meeting of November 2016

Next to be Reviewed by Council's Risk Management Committee 22 November 2017



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SHIRE OF NANNUP

Occupational Health And Safety Procedures

Procedure No. 7.6

DANGER TAGS

THE TAGGING SYSTEM

The tagging system uses two types of tag, these being:

- **The 'Out of Service Tag':** a yellow and black tag used to protect partly operational or defective equipment from being started up or used prematurely.
- **The 'Personal Danger Tag':** a red, black and white tag used to protect personnel from injury while working on stationary equipment.

Use of Out of Service Tags

The 'out of service tag' is used to place faulty or unsafe equipment, plant and machinery that requires maintenance out of service. It is used to prevent damage to plant or injury to personnel. It does not provide the worker with specific protection.

- Any person upon discovering faulty equipment shall attach an 'out of service tag' to the isolate switch or cord plug immediately. The faulty equipment must be reported to the appropriate manager or supervisor as soon as possible, definitely no later than the end of the shift.
- Any equipment or plant that has an 'out of service tag' attached to it must not be operated.
- The only person who is permitted to remove an 'out of service tag' is a person who is deemed competent to check that the equipment is safe to return to service.

**THE 'OUT OF SERVICE TAG' IS ALWAYS
THE FIRST TAG TO GO ON AND THE LAST TAG TO COME OFF!**

Use of Personal Danger Tags

A 'personal danger tag' is used to warn other personnel that you are working on a particular piece of equipment or plant. It provides you with personal protection against injury that could occur should the equipment be started up.

- Every person who inspects or repairs moving equipment and fluid or air streams in pipes must place a 'personal danger tag' on the appropriate isolation device that controls or operates that equipment. More than one device or item of equipment may need tagging.
- The tag must be filled out legibly with the persons name, date, time and piece of equipment that is being worked on, it must then be attached firmly to the isolate point and made visible.
- Each person is responsible for placing their own 'personal danger tag' on respective equipment before they commence work on it and for removing their own tag when their part in the job is complete or when they leave the job temporarily for any reason.
- The only person permitted to remove a 'personal danger tag' is the person who has placed it. The only exception to this being when that person is absent from work and cannot be contacted by any means. The tag may then be moved with the authorisation of the Works Manager or their nominee and then only after all reasonable efforts have been made to contact the person who placed it, and so all reasonable precautions have been taken to ensure that it is safe to.

Policy adopted by Council in June 2014

Reviewed by Council at its meeting June 2016

Reviewed by Council at its meeting January 2017

Next to be reviewed by Council in November 2018

SHIRE OF NANNUP

Occupational Health And Safety Procedures

Procedure No. 7.12

PERSONAL PROTECTIVE EQUIPMENT

The Shire of Nannup recognises the responsibility to provide a workplace where employees are not exposed to hazards. Council will supply items of Personal Protective Equipment (PPE) relevant to the tasks each employee is required to perform. PPE should only be used as a last resort when the hazard cannot be eliminated. All employees have a responsibility to wear the PPE provided.

The following PPE will be issued to all outdoor employees.

UNIFORM

- Cotton work shirts (short or long sleeve) embroidered with "Shire of Nannup" and "Employee Name"
- Cotton work trousers or shorts
- Overalls – issued on request

Employees will be issued 3 sets on commencement of employment and 2 sets each year thereafter. Employees are required to wear uniforms as provided.

HEAD PROTECTION

- 1 x broad brimmed hat – issued on request
- 1 x safety helmet

Safety helmet shall be of a standard style to accept clip on ear muffs and clip on face shields and sun brim.

Safety helmets must be worn when there is a risk of falling objects. Some instances may be :-

- tree lopping and clearing
- working in close proximity of a backhoe or elevating plant
- working with suspended loads
- in excavations greater than 1.5m deep

EYE PROTECTION

- 1 x tinted safety sun glasses
- 1 x clear safety glasses

For employees that are required to wear prescription glasses, the Shire of Nannup will contribute to costs associated with the purchases of safety glasses with prescription up to \$230 bi-annually upon request.

Eye protection must be worn where there is a risk of eye damage. Some instances would be during the following operations:-

- High pressure cleaning
- Lawn edging
- Lawn mowing
- Brush cutting and whipper-snipping
- Abrasive wheel cutting and grinding
- Drilling
- Chipping concrete
- Chain sawing

HIGH VISIBILITY CLOTHING

- 1 x high visibility vest with retro reflective tape
- 1 x high visibility bomber jacket with retro reflective tape

High visibility clothing shall be worn at all times except when inside a vehicle or depot lunch room/office.

SAFETY FOOTWEAR

- 1 x safety boots (steel cap)
- 1 x safety wellington boots (steel cap)

Safety footwear shall be worn at all times.

HEARING PROTECTION

- 1 x clip on ear muffs to suit safety helmet
- disposable ear plugs – issued as required
- ear muffs – issued as required for plant operation

WET WEATHER GEAR

- 1 x Water proof jacket (yellow with retro reflective tape)
- 1 x Water proof trousers (yellow with retro reflective tape)

GLOVES

- 1 x leather work gloves
- long PVC coated gloves – issued on request

SUNSCREEN

Sunscreen is available and should be used in accordance with the manufacturer's instructions when working in the sun.

OTHER PPE

Other PPE is available for specific tasks. In some cases this will be for an individual employees use only and in other instances the equipment can be utilised by any employee.

- Disposable overalls for weed spraying – issued for individual employee use only
- Respirators for weed spraying or other tasks– issued for individual employee use only
- Chaps – for chainsaw use
- Face shield – for chainsaw and whipper-snipper use
- Harness – for wiper snipers

CARE OF PPE

All employees shall maintain PPE in a good, clean condition and be kept in working order. All PPE shall be stored at the work place in the lockers provided or in other suitably agreed place. Defective equipment should be reported and replaced as soon as possible.

RECORDING

A record of PPE issued to employees will be kept and employees must sign for all PPE equipment issued. Replacement equipment must also be signed for.

VISITORS

Visitors to the Shire depot or Shire work site shall wear a high visibility vest when on site, except in the depot lunch room/office. The Shire of Nannup shall provide the vest, which shall be returned when leaving the site.

CONTRACTORS

Contractors shall provide their own PPE in accordance with Shire of Nannup Occupational Safety and Health Policy No 3 – Contractors Checklist

Policy adopted by Council at its meeting of 23 November 2000

Policy reviewed by Council at its meeting of March 2015

Policy next to be reviewed by Council in March 2017



SHIRE OF NANNUP

Occupational Health And Safety Procedures

Procedure No. 7.20

THREATS, INTIMIDATION OR PHYSICAL ASSAULT AGAINST STAFF POLICY

1. Preamble

In view of the confrontational nature of some clientele of Council, it has been identified that violence against staff is a hazard in the workplace. As there is a reasonable level of risk of such incidents occurring, management has an obligation to ensure that measures are in place to address and manage this hazard.

To comply with the Occupational Safety and Health Act 1984 in relation to duty of care, as well as in response to physical assaults on a member of staff, the following policy has been implemented.

2. Policy

All clients of Council must be made aware when necessary, through verbal advice given by staff that at no time will threats, intimidation or physical violence be tolerated. Clients who engage in such activities may face permanent exclusion from the premises or be subject to legal action.

3. Procedure

3.1 Verbal assault or intimidation

3.1.1 In the case of verbal assault or intimidation against staff, the perpetrator will be asked to cease the behaviour or to leave the premises immediately.

3.1.2 Future entry into all areas of shire premises will be determined by the responsible manager of each area subject to:

- Mitigating circumstances at the time of the incident.
- The response to the request to cease the behaviour and leave.
- Discussion with the perpetrator and a mutually agreed written contract to act in a more appropriate manner in the future.

3.1.3. Should a further incident occur the perpetrator will be banned from the premises in the interest of staff safety.

3.1.4 If the behaviour is not ceased on request and the perpetrator will not leave, the Police will be called and the future direction of the management of the situation will be determined by them.

3.1.5 Immediately following the incident, a report will be prepared for management, outlining the date and time of the incident, a description

of the incident, the actions taken and the name and contact details of any witnesses.

- 3.1.6 The responsible senior manager is to be informed and appropriate debriefing and counseling offered to the staff members involved.

3.2 Physical Assault

- 3.2.1 In all cases of physical assault the police are to be called immediately.

- 3.2.2 Staff are to diffuse the situation where possible or remove themselves to a safe place.

- 3.2.3 Once the police arrive the management of the incident must be handed over to them and the Chief Executive Officer be notified. Incident report documentation must be completed as per organisational policy.

- 3.2.4 The police will advise the Chief Executive Officer or the senior staff member present on their recommendations on what course of action should be taken.

Depending on the circumstances of the incident, outcome of the assault and the recommendations of the Police the course of action will be decided by management in consultation with staff. Options are:

- To follow the course of action as per 3.1.5 and follow up for staff as per 3.1.6.
- An immediate ban from the organisation for an agreed period subject to review if referred to counseling, anger management or other appropriate services.
- A permanent ban backed up by a restraining order if required.
- To charge the perpetrator with assault as well as a permanent ban.

3.3 Decision Making

While consultation will take place with the responsible manager and staff, the final decision on the course of action taken for any incidents of threat, violence and intimidation lies with the Chief Executive Officer and the senior management, in line with the legislative requirements to demonstrate and fulfill their duty of care.

3.4 Staff Awareness

All staff must be informed of this policy, their duty of care to each other and be informed as to the procedures for implementing the policy at induction and on an ongoing basis.

Reviewed by Council in March 2015

Next Reviewed by Council in March 2017

SHIRE OF NANNUP

OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

PROCEDURE No. 8.3

CRITICAL INCIDENT MANAGEMENT PROCEDURE

1.0 PURPOSE:

To identify potential critical incidents that may impact upon the Shire of Nannup, determine the most appropriate responses to situations, establish critical incident support priorities and procedures, and determine communication processes.

2.0 SCOPE:

The Shire of Nannup supports that every employee, elected member and member of the public employed by or engaged in business with the Shire of Nannup has the right to do so in a safe environment that minimises physical, emotional and psychological harm. A commitment is made to support and manage any potential and/or occurring incidents in the most appropriate and effective manner. The procedures relating to critical incident support and management ensures that duty of care responsibilities are upheld as per the WA Occupational Health and Safety Act (1984) .

Critical incidents occur suddenly and unexpectedly, and have the potential to not only disrupt operations but to create stress for all involved. These include any event that is outside of common experience that may severely tax the coping resources of those involved. Critical incidents may include but are not limited to:

- Natural disasters and events i.e. fire, floods, earthquakes, and lightning strikes.
- Equipment, industrial and structural failures and accidents i.e. building collapse, electrocution, accidental amputation
- Chemical hazards i.e. oil spills, toxic fumes, leaking toxic wastes
- Transport and vehicle accidents
- Serious accident involving injury or death of an individual
- Physical threats and violence i.e. kidnapping, bomb, weapons, and terrorist threats
- Threats of contamination i.e. legionnaires disease

The Shire of Nannup recognises that these events may be harmful at both the individual and organisational level. Therefore appropriate responses and

procedures are necessitated to reduce the risk of harm. The Shire of Nannup is committed to any action that reduces harm and promotes the functional recovery of individuals and the organisation including training of general staff in procedures, specialist incident management training for senior personnel, establishment of a peer support network and training these individuals, clarifying incident reporting and investigation, and procedural development and review.

Incidents of a critical nature are required to be immediately reported to the Supervisor. Under no circumstances are general staff to speak to the media. An employee whose health or work performance has been affected by a critical incident will not have his/her employment status or conditions disadvantaged in any way. All reasonable and practicable interventions to support the individuals pre-incident functioning will be employed. This may include injury management, counselling support, and support for the family.

3.0 RESPONSIBILITIES:

1. In the event that an incident occurs, initially all steps must be made to render the scene secure (i.e. remove members of the public and other employees to a safe area) and provide immediate assistance. This may include first aid provision, notification of the incident to the appropriate emergency services (fire, ambulance, police), and notification to the Senior Management Team.
2. Practical support interventions to be implemented i.e. cover those in shock with blankets, provide tissues / beverages (to those uninjured), stay with the person/s, and do not let anyone leave until the directive is given by the Senior Management Team. Trained peer support staff, if available, are to be mobilised to provide practical support and early emotional first aid.
3. The Senior Manager responsible for the affected staff member to notify the Chief Executive Officer and Echelon consultant as soon as practicable.
4. The Senior Management Team, with the Echelon consultant, to identify all staff and members of the public likely to be impacted upon by the event. In the event of a death, personnel files are to be accessed to determine next of kin notification. An Echelon consultant can attend with the Senior Manager in the event a next of kin notification is required.
5. The Senior Management Team are required to document all actions. A media response and staff information response are to be drafted and delivered by the Chief Executive Officer or delegate. Media are not to be enabled onto the premises and staff are not to discuss the incident with media personnel unless prior approval has been given. A standard

telephone response for incoming inquiries about the incident is to be established with respect to the incident.

6. A stress support session can be provided within the first 24 hours by an Echelon consultant to those affected by the incident. This can be provided to employees and members of the public impacted upon by the event. A formal psychological debriefing session can be held approximately 48 – 72 hours after the incident. This is the period when natural defence mechanisms have broken down and debriefing can be of value. Follow up support and additional counselling can be provided (these services are funded under the Scheme).
7. Post incident - staff and resources are to be identified to promote functional recovery of the Shire of Nannup. This may include relief staff, buildings and amenities for example. Insurance notification is appropriate at this stage.
8. A report is to be provided by the Echelon consultant that details all interventions and can be kept on file in the event of a claim.
9. An audit of the Critical Incident Response policy and procedures is to be conducted on an annual basis to ensure that the Shire of Nannup adequately assesses the critical incident response needs, that the program adequately meets these needs, that the programs effectiveness is maintained and that all components work as intended.

4.0 TRAINING:

Critical Incident Response training should be provided to the Senior Management Team.

5.0 REFERENCED DOCUMENTS

- Emergency Preparedness and Response Procedure
- Employee Assistance Program

Originated Date: November 2014

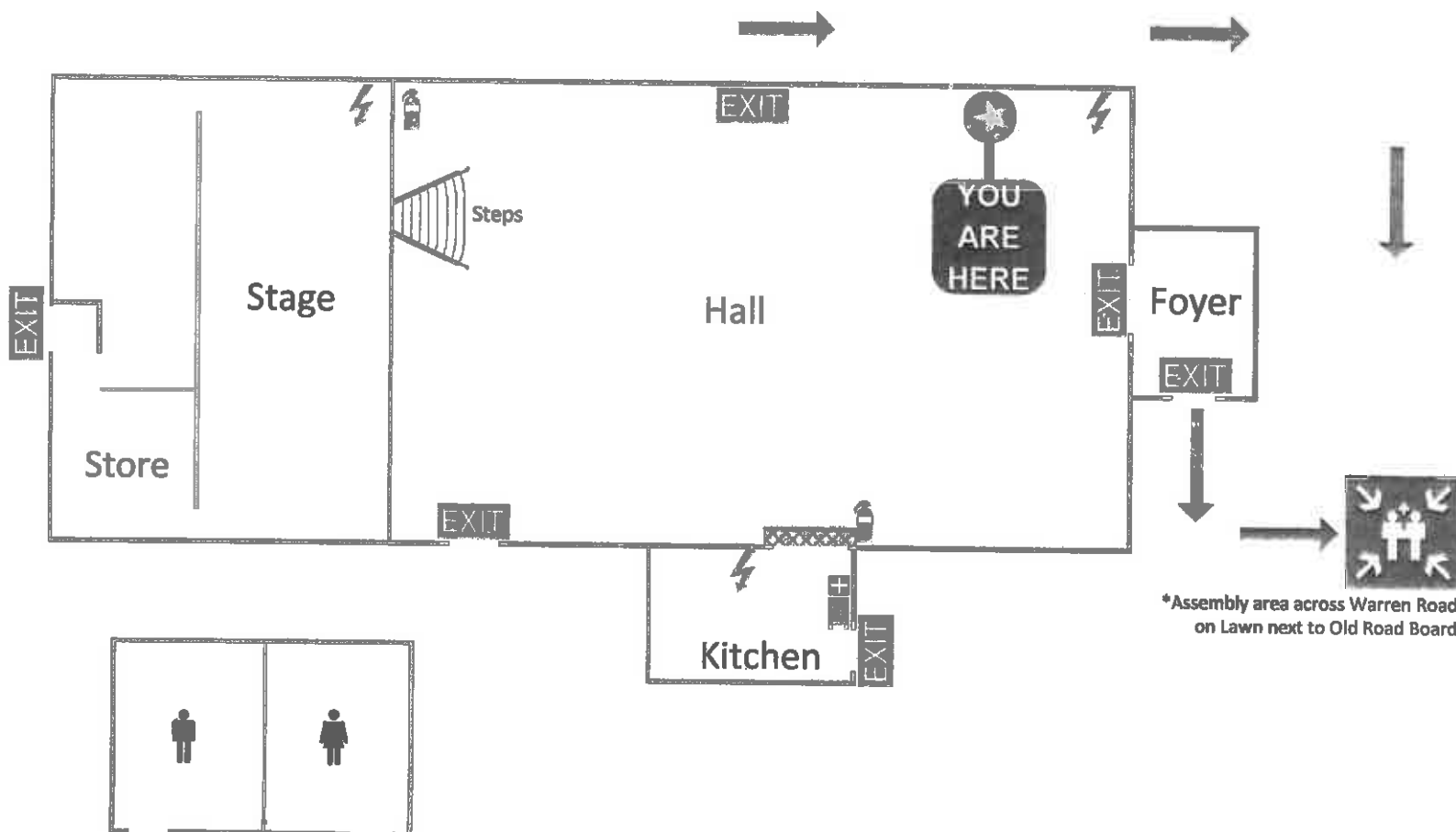
Next Review Date: November 2017

Version No#: 1

Evacuation Diagram

Nannup Town Hall
Warren Road, Nannup

8.4.1



EMERGENCY INFORMATION



In case of emergency contact:

- Police, Fire or Ambulance 000
- Police (non-urgent) 131 444

On hearing the evacuation alarm or when directed by your Warden:

- Evacuate the building via the nearest safe exit
- Proceed to the assembly area, or as directed by your Warden/Emergency Services
- Remain at the assembly area until directed by your Warden/Emergency Services
- Do not re-enter the building until instructed by your Warden/Emergency Services

Legend



Powder Extinguisher



Electrical Switchboard



Fire Blanket



First Aid Kit



Emergency Exit



Assembly Area



Evacuation Diagram

Nannup Town Hall
Warren Road, Nannup



*Assembly area across Warren Road
on Lawn next to Old Road Board



EMERGENCY INFORMATION



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Legend



Powder Extinguisher



Electrical Switchboard



Fire Blanket



First Aid Kit



Emergency Exit



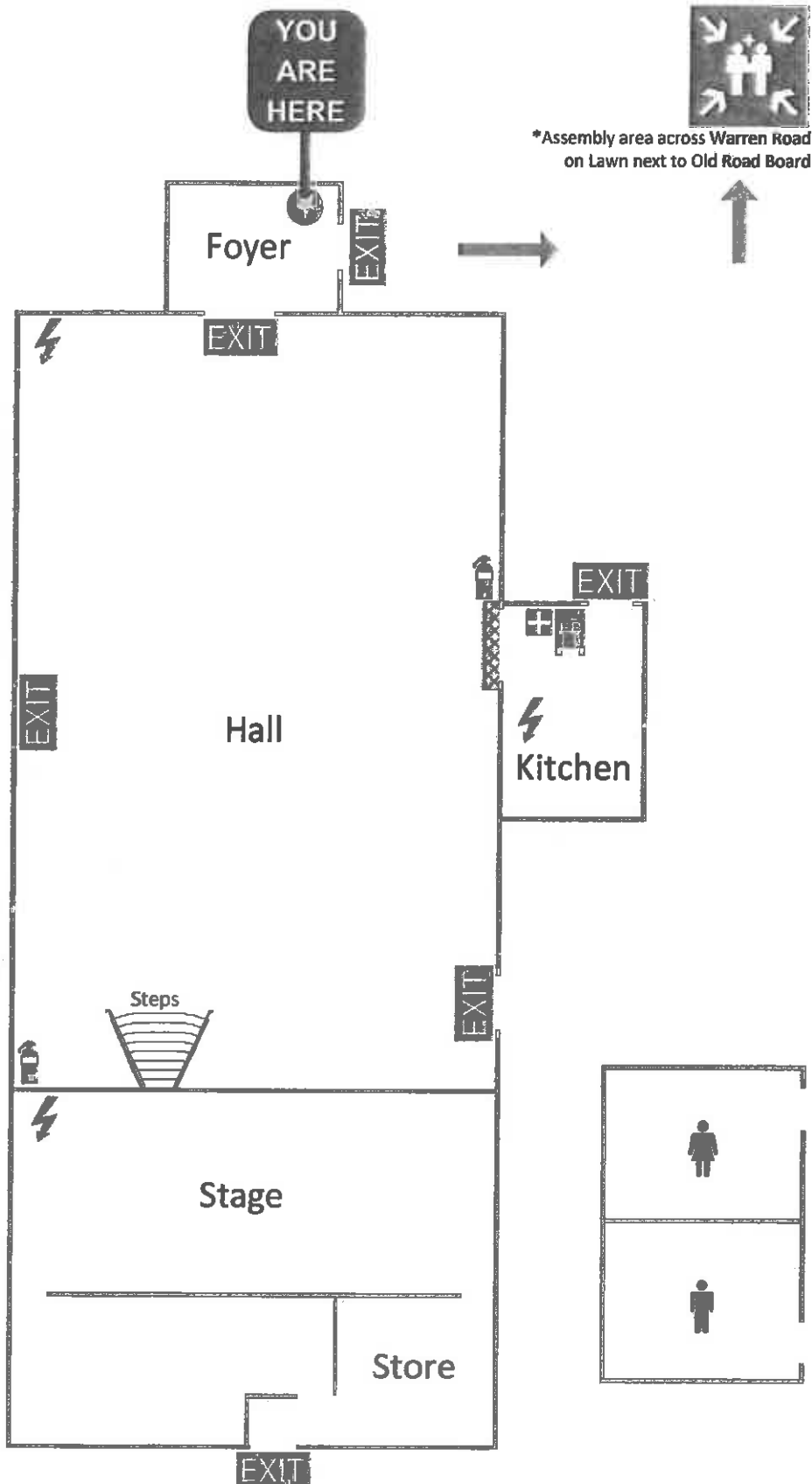
Assembly Area



Evacuation Diagram

Nannup Town Hall

Warren Road, Nannup



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Legend



Powder Extinguisher



Electrical Switchboard



Fire Blanket



First Aid Kit



Emergency Exit

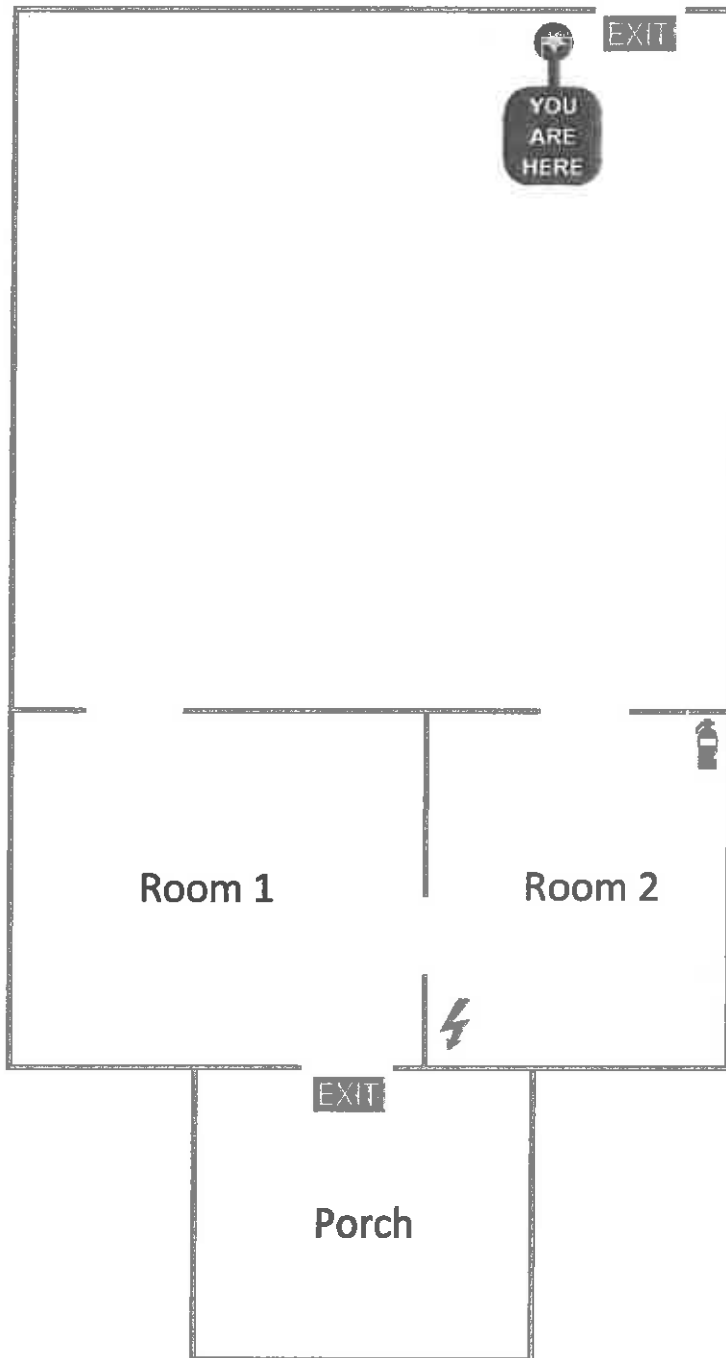


Assembly Area



Evacuation Diagram

Old Road Board Building
Warren Road, Nannup



EMERGENCY INFORMATION



In case of emergency contact:

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- Do not re-enter the building until instructed by your Warden/ Emergency Services

Legend



Powder Extinguisher



Electrical Switchboard



Fire Hydrant



Emergency Exit



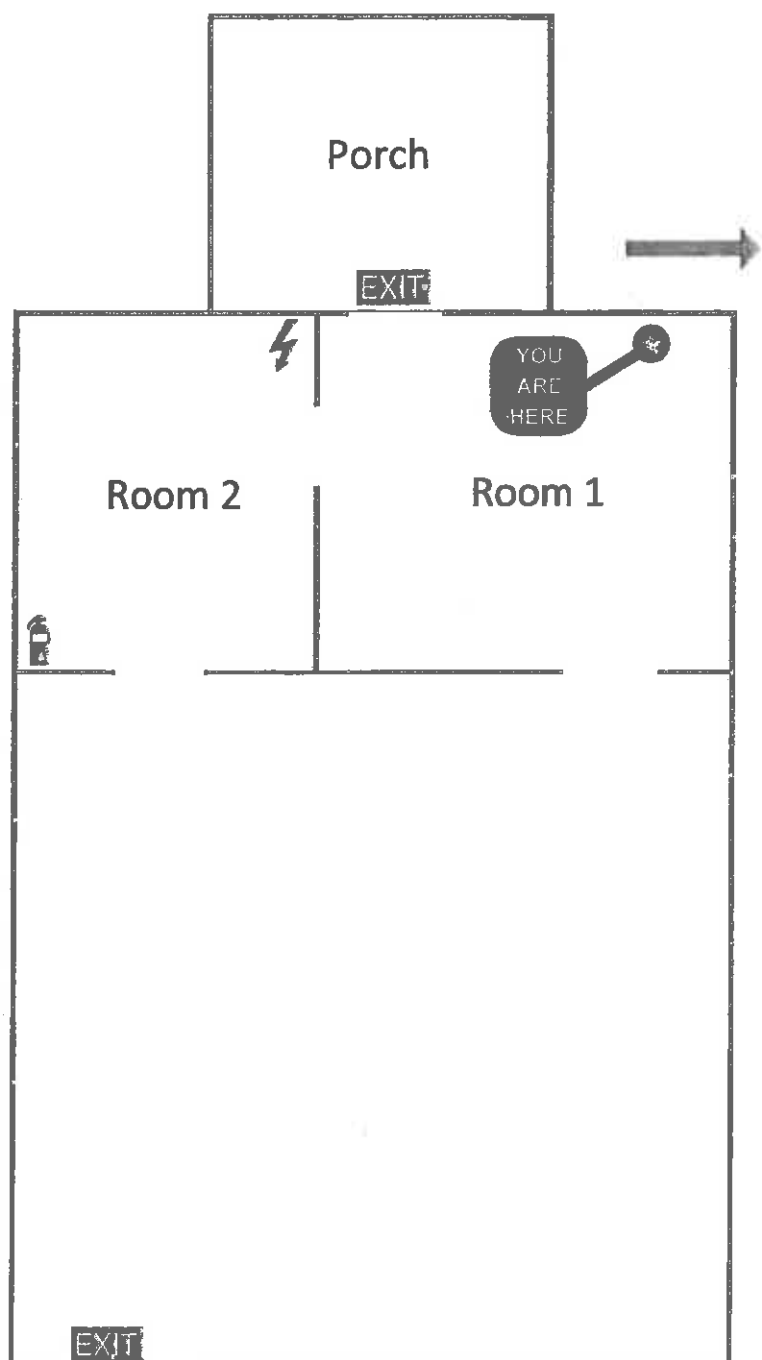
Assembly Area





Evacuation Diagram

Old Road Board Building
Warren Road, Nannup



EMERGENCY INFORMATION



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Legend



Powder Extinguisher



Electrical Switchboard



Fire Hydrant



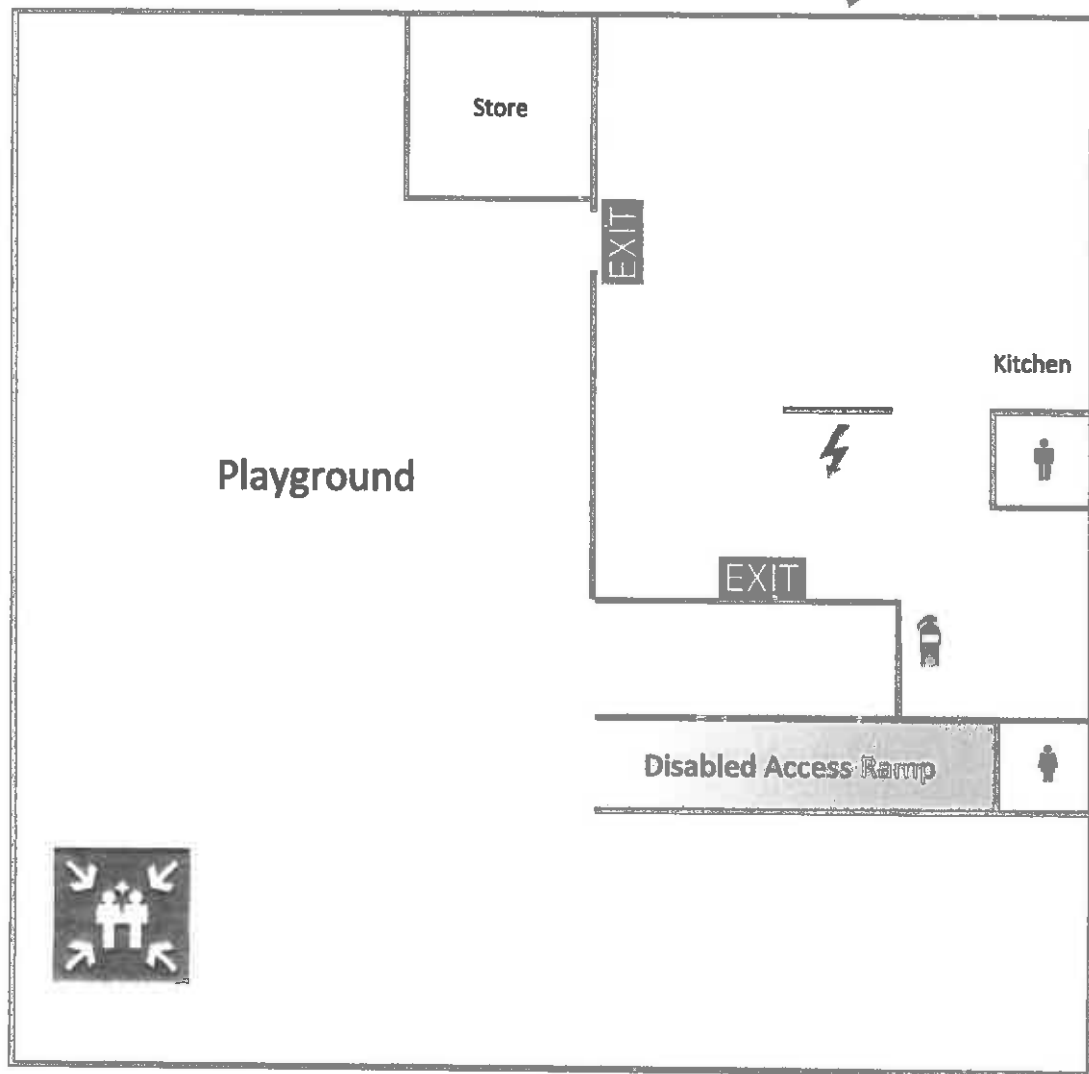
Emergency Exit



Assembly Area

Evacuation Diagram

Shire of Nannup Community Kindergarten
Corner Grange Road and Adam Street, Nannup



Date: March 2015 Version 1 – Not to Scale Emergency Egress Only

8.4.6

EMERGENCY INFORMATION



In case of emergency contact:

- Police, Fire or Ambulance 000
- Police (non-urgent) 131 444

On hearing the evacuation alarm or when directed by your Warden:

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- Proceed to the assembly area, or as directed by your Warden/ Emergency Services
- Remain at the assembly area until directed by your Warden/ Emergency Services
- Do not re-enter the building until instructed by your Warden/ Emergency Services

Legend



Powder Extinguisher



Electrical Switchboard



Emergency Exit



Assembly Area

Evacuation Diagram

Nannup Depot Office
Kearney Street, Nannup

8.4.7



Date: April 2015 Version 1 – Not to Scale Emergency Egress Only

EMERGENCY INFORMATION



In case of emergency contact:

- Police, Fire or Ambulance 000
- Police (non-urgent) 131 444

On hearing the evacuation alarm or when directed by your Warden:

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- Remain at the assembly area until directed by your Warden/ Emergency Services
- Do not re-enter the building until instructed by your Warden/ Emergency Services

Legend



Powder Extinguisher



Electrical Switchboard



First Aid Kit



Emergency Exit



Assembly Area



NANNUP SHIRE LEMC MINUTES

Meeting held 15th November 2017

CESO

CONFIRMATION OF MINUTES

These minutes comprising pages 1 – 10 were confirmed by LEMC
Chairperson 15th November 2017 is a true and accurate record.

.....

Cr Tony Dean (Shire President)

SHIRE OF NANNUP

Local Emergency Management Advisory Committee

Wednesday 15th November 2017
Held at the Council Chambers

MINUTES

1. OPENING

Tony Dean chaired the meeting and declared the meeting open at 3:03pm

2. ATTENDANCE & APOLOGIES

Attendance:

Cr Tony Dean (TD) – Shire President/Chairman
Mrs Sally Shaw (SS) – Nursing Unit Manager - Nannup Hospital
Mr Jonathon Jones (JJ) – Manager Infrastructure
Mr Peter Clarke (PC) – Chief Executive Officer
Mrs Felicity Dear – Nannup District Senior High School Principle
Mr Rob Bootsma (RB) – Nannup CESO Executive Officer
Mrs Louise Stokes (LS) – Nannup Recovery Coordinator
Ms Roma Boucher (Ms RB) – Department of Communities
Mr Nathan Hall (NH) Area Officer, Department Fire & Emergency Services
Ms Julie Webber (JW) (Proxy) DPIRD

Apologies were received from:

Mr Ian Guthridge – Department of Primary Industries & Regional Development.
Mr Vik Cheema (VC) – Office of Emergency Management.
Cr Robin Mellema (RM) – Shire Councillor
Mr Mark Hunt - Department of Communities

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

No petitions/deputations or presentations.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

That the meeting minutes of Local Emergency Management Advisory Committee meeting held Wednesday 2nd August 2017 be confirmed as true and correct.

Moved – Ms Roma Boucher
Seconded – Mr Nathan Hall

CARRIED

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES –

(TD) asked the committee about the Red Cross Rediplan and what this entailed.

(PC) explained there are 3 shires, cities that have been chosen to participate in the pilot and Nannup was the rural shire. It was to do with an all hazards approach to preparedness with communities/residents.

6. REPORTS

- 6.1 (SS) - The hospital is preparing for the bushfire season
- Ability to move patients with transport.
- Asked whether the shire has a community bus available for this purpose.
(RB) stated the shire has a community bus with limited seating.
(PC) The community bus is available through CRC on behalf of the shire.
(FD) Stated Busselton use St Johns Ambulance for transportation.

6.2 (IG) - Report attached

6.3 (Ms RB) – Report attached

6.4 (NH) – Report attached

6.5 (JW) – Report attached

6.6 (RB) - Report attached

- 6.7 (FD) - School evacuation practiced with students
- Library is the evacuation location.
- Performing Fire Chat meetings
- Red Cross Rediplan invited parents to attend.
- Students performed fire training and ambulance awareness.
- Firebreaks are being prepared.

- 6.8 (LS) - Red Cross Rediplan preparedness project training up suitable volunteers.
- Kindergartens being introduced.
- Home schooling targeted.
- St Johns Ambulance family members.
- Bush Fire Brigade - Cockatoo Valley family members.
- Seniors in town.

7. GENERAL BUSINESS AROUND TABLE

7.1 Review Emergency Management Plans

(RB) informed the committee could each member amend the Local Emergency Management Arrangements Part B Contacts & Resources and send them to Louise Stokes so they can be altered.

7.2 Emergency exercise update

(RB) said with commitments and annual leave between (IG) and (RB) it has not occurred to date. (JW) said (IG) was not in a position to discuss the bio-security exercise until early 2018. The exercise in bio-security was important as this has not been performed before and fires and flood were always the exercises. (RB) will report back at the next meeting.

(LS) informed the committee that at a level 2 incident the State Recovery Coordinator was to be notified.

(RB) to provide fire level specification to next committee meeting.

8. NEXT MEETING

Wednesday 7th February 2018 at 3:00pm, venue to be notified.

Subsequent Meetings throughout the year

Wednesday 2nd May 2018 at 3:00pm

Wednesday 1st August 2018 at 3:00pm

Wednesday 7th November 2018 at 3:00pm.

9. CLOSURE OF MEETING

There being no further business the meeting was closed at 3:52pm.

Department of Primary Industries & Regional Development.

Update on TPP Tomato Potato Psyllid Incident

TPP is a new plant pest first discovered in Western Australia in February this year and which feeds on Solanaceae species such as tomato, potato, capsicum and chilli.

The Department has identified the pest as being unable to be eradicated and is currently working with Industry and growers to assist in transitioning to a management plan to limit the impact of the pest.

TPP is also known to carry a bacteria called *Candidatus Liberibacter solanaceum* (CLso) which is associated with the 'zebra chip' potato disease. Surveillance is continuing within known populations of TPP in and around the Metro area during Spring 2017 through to Autumn 2018 to determine the presence or absence of CLso

PDD

Dickeya dianthicola is a bacteria with a wide range of hosts including potato as well as ornamental flowers and was detected in Australia for the first time in June this year. The Department is working with affected growers and industries to minimise future impacts

Plant Disease Exercise

There are still plans to progress and initiate an exercise and is anticipated to occur early next year

Biosecurity Alert

Starling detection along the south coast with 10 starlings trapped in the last month. Bi-annual trapping program along the south coast had not detected starlings for about 3 or 4 years. The Department has increased trapping and surveillance in the local area – east of Esperance to Hopetoun - and ask landholders to keep vigilant. Removal of birds on detection at nest trees.

Julie Webber

SOUTH WEST DISTRICT EMERGENCY SERVICES OFFICER'S QUARTERLY REPORT

2nd Quarter – 01 October to 31 December 2017

Meeting: Shire of Nannup LEMC

Date: Wednesday 15th November 2017

1. I have recently attended the following events:

- State Risk Project workshops for Group A LG's –
 - Tuesday August 29th on Flood and Storm Emergency; and
 - Tuesday October 3rd on Electricity Supply Disruption and Human Epidemic
- Staff from our ES Unit in Perth and DESO's from around the state had a pre-season catch-up in Perth on 25 and 26th October, items reviewed were:
 - Exercise 'Steak Knives', based on an earthquake event in the city and our capacity to deal with a large emergency event
 - Mindfulness workshop by HBF
 - AIIMS awareness training by Allan Riley, DFES
 - Review and discussion of the draft State Welfare Plan and Disaster Information Support and Care Centre (DISCC) plan
 - General discussion items
- Natural Hazards Management Conference NHMC10 (2 days) and Recovery workshop in Perth.

2. In February this year, I included in my report information on the Equine Evacuation Centre Workshop and associated Project summary and Map of Public Equestrian facilities in the Peel and South West Districts. At the NHMC, the winners of the Resilient Australia awards were announced and this project won the Local Government Award.
3. Martin Dearlove, Team Leader of our Busselton office is on extended leave and Mark Hunt, Team Leader is acting at the Busselton office until February 2018.
4. Last Thursday I wrote and facilitated an exercise at Boyup Brook for our Collie Office;

Yesterday, a similar with Shire of Dardanup at Eaton which was our Bunbury office exercise and I am currently working on arrangements for our Busselton office. I have been having problems engaging a group to practice their evacuation plan, e.g. a Lifestyle Village and a Primary School, so after approaching 3 groups I will arrange a smaller type exercise activity with our staff and the City of Busselton. The neighbouring shires, in this case the Shires of Nannup and Augusta-Margaret River are usually invited to these exercises.

Roma Boucher

Shire of Nannup LEMC Meeting DFES LSW Region Report – 15 November 2017

- **Fire Chat**

This bushfire season Fire Chat will be the new 'branding umbrella' for community engagement and communications around bushfire. This will be supported by the Are You Ready Campaign. Fire Chat replaces DFES previous bushfire communications known as Prepare. Act. Survive.

A suite of new bushfire planning and preparation tools have been developed, consisting of 5 minute Fire Chat, and supported by Your Bushfire Preparation Toolkit, which are two simple steps aimed at helping residents to be better prepared for bushfire.

The 5 minute Fire Chat asks people living in a high bushfire risk area to have a fire chat to discuss three key questions with family and friends or to discuss with their neighbours if they live alone:

- When will you know to leave?
- Where will you go?
- Which way will you go?

If this is all people do, they will be more prepared than doing nothing. This approach is easy for all people to achieve. After people have answered the three questions above, they are then asked a disruptive and thought-provoking question:

That's a great first step to protect your family. However have you considered what you would do if you are at work when a fire threatens?

The intent of this question is to drive them to take the next step, which is to seek out their Bushfire Preparation Toolkit. The Toolkit is available in hard copy but can also be downloaded at www.dfes.wa.gov.au/firechat/.

Fact Sheets with further bushfire preparedness information can also be found on the website.

- **State Bushfire Exercise 2017**

The DFES Lower South West region organised and conducted a level 2 bushfire scenario based in Donnybrook on the 17 October. The exercise was coordinated at a state level that saw multi agency IMTs across two regions simultaneously manage large scale bushfires whilst working within the guidelines of Westplan Fire. Very successful exercise with participating personnel able to gain valuable pre-season experience and training.

- **Recent Incidents**

DFES deployed teams recently to Newman and Broome to deal with several large bushfires impacting on local communities.

Locally in the LSW region there have been several cases of private control burns that have escaped containment, fortunately there has been no large scale fires recently.

- **Bushfire Risk Management Coordinator**

The State Government has released its 2017/18 budget which has included funding to extend the existing BRMC contract for approx. 18 months which will now cover three local governments, Nannup, Augusta Margaret River and Busselton. Andrew Hunt has recently been appointed to this position.

- **Strike Force Vulcan**

Strike Force Vulcan is a successful WA Police Bushfire Arson Intervention Strategy that will again be active this summer and is expected to come online in December. If any volunteer fire fighters note anything suspicious they can use the online reporting form at <https://extranet.dfes.wa.gov.au/sites/volunteers/members/Pages/ArsonReporting.aspx>

Members of the Shire staff or public can report suspicious behaviour to Crimestoppers on 1800 333 000.

- **Western Australian Cyclone and Southern Bushfire Season Synopsis**

The Department of Fire and Emergency Services has released the 2017/18 Western Australian Cyclone and Southern Bushfire Season Synopsis which focuses on;

- A ~60% chance of an above average number of tropical cyclones in waters off the northwest coast (average number is five).
- Likelihood of around two coastal cyclone impacts.

- Significant risk of at least one severe tropical cyclone coastal impact during the season
- There is potential for above normal bushfire activity within the southern parts of the Swan Coastal Plain, the Warren region and the majority of the Southern Jarrah Forest.

A copy of the synopsis has been attached to this report.

Nathan Hall
Area Officer Leeuwin

LEMC Meeting 15-11-2017

CESM Report

- | | |
|----------------|--|
| 8-12/08 | Prescribed Burning Forum at the Abbey Beach resort was well attended with approximately 140 delegates from around Australia, New Zealand and America. The forum discussed better ways to inform the community the importance of prescribed burning. Best practices from other countries with prescribed burning. An agreed outcome was to present to state government a submission for consideration a Centre of Excellence for prescribed burning practices, incorporating all agencies and aboriginal practices for prescribed burning techniques. |
| 13/08 | SES open day; BFB, VFRS & SES personnel on hand to help promote BFB members to join other services namely VFRS & SES due to low membership numbers. The community was invited to assist these voluntary services in our community during a time of need with incidents. |
| 15/08 | SWEMA meeting in Collie; I attended the meeting and the topics of discussion were; prescribed burning, roadside burning, Red Cross "Safer Communities Network Project" with Nannup community as a pilot group hosted by Louise Stakes, Sharna Sumpton – Emergency Management Advisory provided an overview of current projects and the recovery communications framework. The November SWEMA meeting will have a guest speaker Tania Jackson talking about her experiences during the Waroona/Harvey Fire. |
| 26/08
17/09 | Annual Leave |
| 03/09 | Liaising with WPC regarding the East Nannup fire shed electrical connection. I spoke to a gentleman today and said they would start on the 16 th January 2018. I was horrified with the response and we agreed they start on the 18 th December 2017. |
| Sept & Oct | DBCA (Parks & Wildlife Services) notifying prescribed burns in progress with an invitation for local brigades to get involved if they were able to. |

- 17/09 State Bushfire exercise “Ember” was performed simulating two fires with fire ground crews, Regional Operations Centre & State Operations Centre staff fully manned during the incidents. It tested the capacity of the systems within DFES and highlighted the need for improved processes for an all agency team to effectively operate using similar procedures and documentation.
- 31/10 & 02/11 I attended the Australasian Natural Hazards Management Conference at UWA with presenters from Eastern States, New Zealand, America & Canada. The main theme was community empowerment and ensuring local knowledge is imbedded in response & recovery plans.
- 11 & 12/11 I presented firefighters an Off Road Driving course in Augusta, this was originally in Nannup but due to Tour of Margaret River it had to be relocated.
- 11&12/11 The Tour of Margaret River section in Nannup was by most a success although there was an incident from injured cyclists that required MediVac. Several ambulances and the rescue helicopter.
- 16/11 I will be presenting a Volunteer Liaison Officer refresher in Margaret River for all the VLO's in the Capes region.
- 18/11 At the Nannup Saturday markets I will assist with presenting Fire Chat to interested people at the shire office in the Shirley Humble Room.
- 21/11 SWEMA meeting for November is at City of Bunbury and guest speaker Cr Tania Jackson – Presentation on 2016 Harvey Fire regarding the recovery process and Simon Rodgers, Department of Water – Flood Prediction Tool for Local Government.

Rob Bootsma



Freedom of Information Act 1992 Information Statement

Adopted at the Ordinary meeting of Council 23 November 2000
Reviewed at the Ordinary meeting of Council of 23 November 2017

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1. **STRUCTURE OF ORGANISATION**

1.1 **COUNCIL**

SHIRE PRESIDENT: Cr Tony Dean

DEPUTY SHIRE PRESIDENT: Cr Robin Mellema

Central Ward

Cr Tony Dean

5709 Vasse Highway Nannup WA 6275

Ph/Fax (08) 9756 0680

Email: shirep@nannup.wa.gov.au

Cr Chris Buckland

117 Warren Road Nannup WA 6275

Ph/Fax (08) 9756 0590

Email: Cr.Buckland@nannup.wa.gov.au

Cr Norm Steer

30b Walter Road Nannup WA 6275

Ph/Fax (08) 9756 1597

Email: Cr.Steer@nannup.wa.gov.au

North Ward

Cr Cate Stevenson

PO Box 306 Nannup WA 6275

Ph/Fax 9756 0250

Email: Cr.Stevenson@nannup.wa.gov.au

Cr Bob Longmore

15 Blackwood River Drive_Nannup WA
6275

Ph/Fax (08) 9756 0308

Email: Cr.Longmore@nannup.wa.gov.au

Cr Vicki Hansen

PO Box 349 Nannup WA 6275

Ph/Fax (08) 9756 1997

Email: Cr.Hansen@nannup.wa.gov.au

South Ward

Cr Robin Mellema

176 Blythe Road Nannup WA 6275

Ph/Fax (08) 9756 1156

Email:

Deputy.president@nannup.wa.gov.au

Cr Patricia Fraser

PO Box 14 Nannup WA 6275

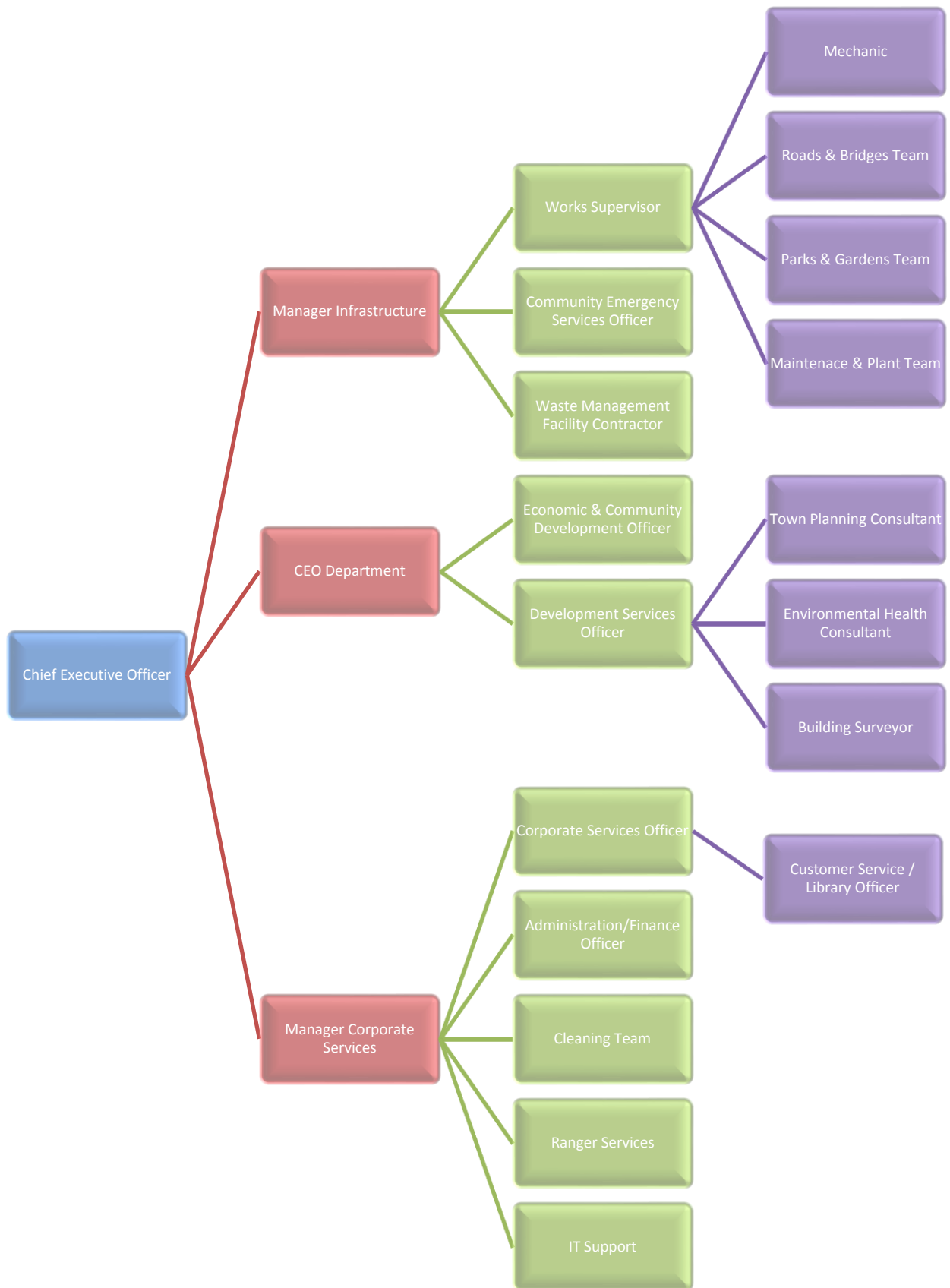
Ph (08) 9758 1112

Email: Cr.Fraser@nannup.wa.gov.au

1.2 **ADMINISTRATION**

The Chief Executive Officer is responsible for (amongst other things) the administration of Council policy, and the efficient management of the day to day operations of the local government.

An organisational structure of the Shire of Nannup follows:



2. PUBLIC EFFECT OF THE ORGANISATION'S FUNCTIONS

2.1 DECISION MAKING

The Shire of Nannup provides a wide range of services and facilities for its residents, ratepayers and visitors to the Shire. The Shire also has a role in the management, improvement and development of the resources within its area so as to create a safe and pleasant environment for its residents and ratepayers.

General information relating to the Shire is published in the Nannup Telegraph on a monthly basis. The Shire of Nannup Information Booklet is published annually and is distributed with the Rates Notices. Copies are also available from the Shire Offices. These sources of information are designed to keep the public informed of the various issues being undertaken by the Shire of Nannup.

Council

Council, consisting of eight Councillors, is the decision making body on all policy matters. Council meets monthly with Ordinary Meetings of Council being held on the fourth Thursday of every month commencing at 4.30 pm.

Members of the public are welcome to attend all meetings of Council. A public question time of at least 15 minutes duration is scheduled at the commencement of all public meetings.

Agendas and Minutes

Agendas for Ordinary Council Meetings are available to members of the public four days prior to meetings. Minutes are placed on display in the Nannup Library within ten working days after each meeting.

2.2 LEGISLATION, REGULATIONS, BY-LAWS AND POWERS

2.2.1 ACTS

A number of Acts of Parliament give the Shire of Nannup the necessary powers to make decisions regarding the natural, built and legal environments which it administers. Listed below are the principle Acts which are briefly described:

Local Government Act 1995 and Associated Regulations

This Act enables the Shire of Nannup to administer its local government area. Local authorities operate strictly within the Act and are not able to undertake actions, activities or services that are not specifically provided for in this or other legislation.

Bush Fires Act 1954 and Associated Regulations

This Act makes provisions for the prevention, control and extinguishment of bush fires.

Cemeteries Act 1986

This Act provides for the declaration and management of cemeteries, the establishment, constitution and functions of cemetery boards, the licensing of funeral directors, the regulation of burials and related purposes.

Disability Services Act 1993

This Act provides services for people with disabilities.

Dog Act 1976 and Associated Regulations

This Act controls the registration, ownership and keeping of dogs and the obligations and rights of persons in relation thereto.

Environment Protection Act 1986

This Act provides for an Environmental Protection Authority, the prevention, control and abatement of environmental pollution and for the conservation, preservation, protection, enhancement and management of the environment.

Freedom of Information Act 1992

This Act to provides for public access to documents and to enable the public to ensure that personal information in documents is accurate, complete, up-to-date and not misleading.

Health Act 2016

This Act regulates matters relating to sewerage and drainage, water pollution, medical services, public and private buildings, nuisances, offensive trades, medical services, the control of disease and medicines and pharmaceuticals.

Heritage of WA Act 1990

This Act requires all local authorities to compile and regularly review an inventory of local places which are significant or may become significant heritage properties.

Liquor Licensing Act 1988 and Associated Regulations

This Act, administered in part by local government, regulates the sale, supply and consumption of liquor, the use of premises on which liquor is sold and the services and facilities provided in conjunction with or ancillary to the sale of liquor.

Litter Act 1979 and Associated Regulations

This Act to makes provision for the abatement of litter and establishes, incorporates and confers powers upon the Keep Australia Beautiful Council (WA).

Occupational Safety and Health Act 1984 and Association Regulations

This Act, administered in part by local government, promotes and improves standards for occupational health, safety and welfare and regulates the administration of the laws relating to occupational health, safety and welfare and incidental purposes.

Public Works Act 1902

This Act governs the laws relating to authorising public works, surveys, investigations for water, roads, rivers and bridges, railways and related matters.

Rates and Charges (Rebates and Deferments) Act 1992

This Act permits administrative authorities to allow rebates on, or the deferral of payment of certain amounts payable by way of rates or charges by pensioners and other eligible persons.

Strata Titles Act 1985

This Act facilitates the subdivision of land and the disposition of titles thereto and incidental purposes.

Planning and Development Act 2005

This Act provides for the planning and development of land for urban, suburban and rural purposes. The general objective of this Act is to promote and develop land to the best possible advantage and to balance the use of all land resources.

Building Act 2011

This Act regulates the construction and modification of buildings.

Valuation of Land Act 1978

An Act to provide for the valuation of land and other purposes.

2.2.2 COUNCIL LOCAL LAWS

Local laws may be adopted by Council to regulate and govern local issues. Council has adopted local laws relating to:

- Refuse Disposal
- Health
- Parking
- Standing Orders for Council Meetings
- Dogs

2.2.3 TOWN PLANNING SCHEME

The Shire of Nannup operates under Town Planning Scheme No 3, which was gazetted on 14 December 2007.

The purpose of the Scheme is to:

- (a) Control land development
- (b) Secure the protection of the environment of the Scheme Area
- (c) Other matters authorised by the Planning and Development Act 2005

3. POLICY FORMULATION - PUBLIC PARTICIPATION

3.1 POLICIES

Council adopts Policies on a variety of issues to act as a guide for Officers of the Shire of Nannup and provide the basis for decision making. All current Policies are contained within the Council's Policy Manual along with a register of authorised delegations made by the Council to assist with the efficient administration of the municipality.

3.2 DELEGATION OF AUTHORITY

The Chief Executive Officer has delegated authority from Council to make decisions on a number of specified administrative and policy matters.

3.3 ANNUAL GENERAL MEETING OF ELECTORS

The Annual General Meeting of Electors is held once in every financial year and includes the presentation of the Annual Report and the Auditor's Report. Residents and Ratepayers are encouraged to attend this meeting as it is an opportunity to ask questions and raise issues with local representatives.

3.4 SUB-COMMITTEES AND CONSULTATIVE GROUPS

Council Committees comprise:

Audit Advisory Committee
Risk Management Advisory Committee
Bush Fire Advisory Committee
Local Emergency Management Advisory Committee
Australia Day Advisory Committee

The Council has appointed Elected Members to the following Working Groups:

Business Initiative Group Nannup
Warren Blackwood Strategic Alliance
Lower Blackwood Vertebrate Pest Management Group
Blackwood Basin Group Management Committee
Lower Blackwood Land Conservation District Committee
Regional Road Group
South West Local Government Emergency Management Alliance
Western Australian Local Government Association South West Zone
Blackwood Biosecurity Group
Quannup Working Party
Development Assessment Panel

3.5 SERVICES

Council provides a range of services to the community in many areas including:

Roads/Footpaths/Cycleways/Kerbing	Street Tree Planting
Street Lighting	Rubbish Collection
Litter Bins	Streetscape
Public Toilets	Youth and Community Services
Public Libraries	Parks and Reserves
Playground Equipment	Community Halls and Centres
Dog Control	Planning and Building Control
Environmental Health Matters	Emergency Response Services
Recreational/Sporting Facilities	Citizenships
Stormwater Drainage	Bush Fire Control
Tourism and Economic Promotion_	Cemeteries

4. DOCUMENTS HELD BY THE ORGANISATION

4.1 DOCUMENTS AVAILABLE FOR INSPECTION BY THE PUBLIC

The Shire of Nannup has a variety of documents available for public inspection or purchase. Annual Reports, Local Laws, Budgets, Minutes, Ratebook and Policies are available for inspection during normal office hours or may be purchased by paying a photocopying fee.

A copy of Council agendas and minutes can be viewed at no charge at the Shire Offices. An electronic (email) copy of Council agendas and minutes can be received at no cost. An annual subscription is available for the supply of hard copy agenda and minutes.

The Nannup Library has available documents relating to Bureau of Statistics, Australia wide telephone directories and a selection of community information brochures.

4.2 DOCUMENTS COVERED BY THE ACT

Documents and information covered by the Freedom of Information Act include various items such as maps, plans, personnel records, client records, building files and correspondence.

All documents received are filed, with files being divided into categories as follows:

- Administration
- Property Assessments
- Associations and Committees
- Building
- Government Departments and Organisations
- Finance
- Fire and Emergency Services
- Health
- Personnel
- Rating

- Recreation
- Reserves
- Roads
- Tenders
- Town Planning
- Tourism
- Welfare and Community Services
- Works and Services

5. ACCESS PROCEDURES AND ARRANGEMENTS

It is the aim of the Council to make information available promptly and at the least possible cost; whenever possible documents will be provided outside the Freedom Of Information process.

If information is not routinely available, the Freedom of Information Act 1992 provides the right to apply for access to documents held by the council and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

5.1 APPLICATIONS AND FORMS OF ACCESS

5.1.1 APPLICATIONS

For applications to be accurately and promptly dealt with, requests must ensure sufficient information is supplied to enable the correct document(s) to be identified.

The Shire of Nannup may request proof of identity.

If a person is seeking access to a document or documents on behalf of another person the Shire of Nannup may require authorisation, usually in writing.

Applications will be dealt with as soon as practicable (within 45 days) after it being received.

Applications should be addressed to:

FOI Co-ordinator
Shire of Nannup
PO Box 11
NANNUP WA 6275

or by delivery to the Shire Offices at Adam Street, Nannup between the hours of 8.00am and 4.30pm Monday to Friday.

It should be noted that some documents are for viewing only and some documents cannot be copied, as this would be in breach of the Copyright Act.

5.1.2 FEES AND CHARGES

The following fees and charges were adopted by Council and are to be seen as maximum charges:

- No fee for access applications relating to personal information and amendment of personal information
- Application fee of \$30 for other access applications (non-personal information)
- A fee of \$33 per hour for staff time or pro rata for part of an hour for dealing with an application. (Charges do not apply for searching, identifying and collating the documents).
- A fee of \$30 per hour of staff time or pro rata for part of an hour for supervision by staff when access is given to view documents.
- Photocopying excepting maps will be charged at the rate of 20 cents per A4 copy.
- Duplicating a tape, film or computer information will be charged at the actual cost.
- Delivery, packaging and postage will be charged at the actual cost.

5.1.3 FORMS OF ACCESS

Requests for access to documents can be made by way of inspection, a copy of a document, a computer disk, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document where words can be reproduced in written form. Where the Shire is unable to grant access in the form requested, access may be given in a different form.

5.1.4 NOTICE OF DECISION

As soon as possible but in any case within 45 days you will be provided with a notice of decision which will include details such as:

- the date on which the decision was made
- the name and the designation of the officer who made the decision
- if the document is an exempt document the reasons for classifying the matter as exempt or the fact that access is given to an edited document
- information on the right to review and the procedures to be followed to exercise those rights.

5.2 THE REVIEW PROCESS

The Freedom of Information Act provides for a review and appeal process. Applicants may seek an Internal Review if they are dissatisfied with the decision of the Freedom of Information Coordinator. If they are still dissatisfied following the internal review then a review by the Information Commissioner may be requested. If still not satisfied, applicants may appeal to the Supreme Court.

5.2.1 INTERNAL REVIEW

Applicants who are not satisfied with the decision of the FOI Coordinator can apply to the Shire of Nannup for an Internal Review of that decision. Applications for an Internal Review must be lodged at the Shire within 30 days of receipt of notice of the Shire's decision. The Shire will respond within 15 days or any longer period agreed between the applicant and the Shire. The Internal Review will be carried out by the Chief Executive Officer. There is no charge for an internal review.

5.2.2 EXTERNAL REVIEW

Applicants who are still dissatisfied after the Internal Review has been completed may seek a review by the Information Commissioner. This request must be made in writing, giving details of the decision to which the complaint relates. Complaints should be made to the Information Commissioner and addressed as follows:

The Office of the Information Commissioner
Albert Facey House
469 Wellington Street
PERTH WA 6000

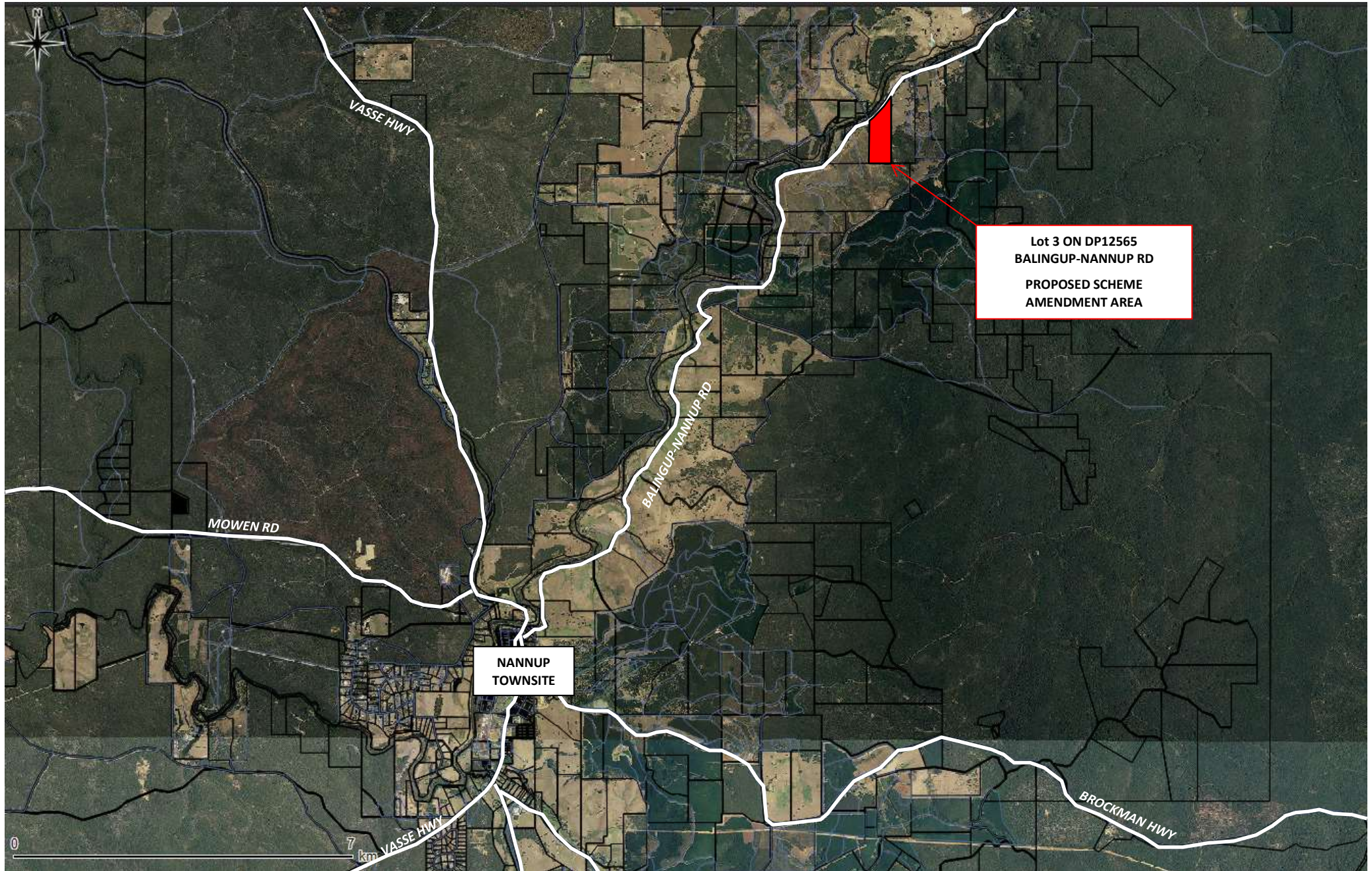
Any party to a complaint may appeal to the Supreme Court on any question of law arising out of a decision of the Information Commissioner, except for a decision as to the deferral of access to a document, the charges to be imposed for dealing with an access application and the payment of a deposit on account of charges.

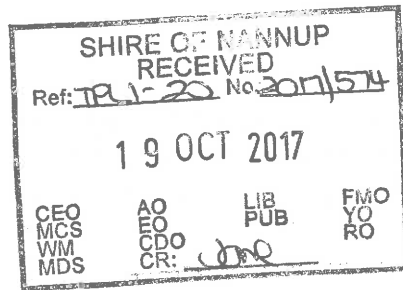
5.3 AMENDMENTS PROCEDURE

An individual may apply to have a document amended if it contains inaccurate, incomplete, out of date or misleading personal information. An application should be made in writing to the Shire of Nannup and should provide all the information required in the Act (Amendment forms are available from the Shire Offices). Applicants must provide details and, if necessary, documentation in support of their claim that the information they seek to have amended is inaccurate, incomplete, out of date or misleading. Applications must also indicate how they wish the amendment to be made (e.g. alteration, insertion, etc).

Effective From:	23 November 2000
Expires on:	Does not expire
Next Review:	28 November 2018
Adopted by Council:	23 November 2017

Attachment 12.3.1





Blackwood River Clinic

19th October 2017

Mr Peter Clarke
Chief Executive Officer
Shire of Nannup

c/o nannup@nannup.wa.gov.au and jane@nannup.wa.gov.au

Attention: Jane Buckland

Dear Jane

Scheme Amendment No. 20 to the Shire of Nannup Local Planning Scheme No. 3 – Lot 3 on Plan 12565 Balingup-Nannup Road, Nannup

I refer to recent correspondence and discussions regarding the above.

Healthe Care Australia own and operate the Blackwood River Clinic and the Sky Lakes Retreat which are located on Lot 3 on Plan 12565 Balingup-Nannup Road, Nannup.

Healthe Care Australia seek the Council's adoption of an amendment to the Shire of Nannup Local Planning Scheme No. 3 to delete the current provisions/conditions for 'Special Use (SU12)' and replace with modified provisions/conditions.

The proposed changes to the provisions/conditions for SU12 seek to:

- simplify matters given the facility is established;
- provide sufficient flexibility to changing circumstances;
- remove the requirement for a Structure Plan or the associated requirement to modify the Structure Plan given future development is a local development matter;
- add the use of 'consulting rooms' to address anticipated future requirements; and
- incorporate an administrative tidy-up of the planning rules.

The key planning considerations were previously addressed through Scheme Amendment No. 6 which was approved by the Minister for Planning.

The planning justification for Scheme Amendment No. 20 is summarised below:

- the proposal is consistent with the planning framework;
- it reflects the range of existing development on site and relevant Scheme controls will be retained;
- future uses and development require the submission of a Development Application and addressing relevant planning, environment, bushfire risk, servicing and landscape considerations; and

- it will continue to support the on-going operation of the Blackwood River Clinic and Sky Lakes Retreat. This in turn will enable the facility to continue boosting the local economy by outsourcing food, laundry, cleaning and maintenance and by providing employment opportunities.

In support of the request, please find attached an electronic copy of the Scheme Amendment No. 20 documentation. Please advise how many hard copies of the documentation are required.

It would be appreciated if the Shire could invoice Blackwood River Clinic, attention janne.nesbitt@healthecare.com.au for the shire's scheme amendment processing fee.

Please contact me on md@abbotsfordhospital.com.au or 0413595155 should you have any questions or require additional information.

I trust the Shire will positively consider the scheme amendment request. Healthe Care Australia look forward to Council's adoption of Scheme Amendment No. 20.

Yours sincerely

Dr Stephen Proud
Director of Psychiatry

**Shire of Nannup
Local Planning Scheme No. 3
Scheme Amendment No. 20**

Lot 3 on Plan 12565 Balingup-Nannup Road, Nannup

October 2017

Planning and Development Act 2005

RESOLUTION TO ADOPT AMENDMENT TO LOCAL PLANNING SCHEME

SHIRE OF NANNUP LOCAL PLANNING SCHEME No. 3
AMENDMENT No. 20

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Deleting the provisions in Schedule 4 – Special Use Zones for Special Use ‘SU12’.
2. Adding the following provisions in Schedule 4 – Special Use Zones for Special Use ‘SU12’:

SU12	Lot 3 on Plan 12565 Balingup-Nannup Road, Nannup	<ul style="list-style-type: none"> • Hospital and Medical Centre • Residential Building • Caretakers Dwelling • Consulting Rooms • Single Dwelling • Home Office • Home Occupation • Agriculture – Extensive • Recreation – Private • Rural Pursuit 	<ol style="list-style-type: none"> 1. All future development is subject to the requirement to gain Development Approval from the local government. 2. All applicable ‘Special uses’ shall be deemed to be ‘D’ uses pursuant to the Scheme. 3. More than one Residential Building is permitted, in different parts of the site, subject to gaining Development Approval from the local government. 4. Subject to the nature of the proposed development or use and its associated risk, the local government may require the submission of an updated Bushfire Management Plan and/or a Bushfire Emergency Evacuation Plan to support a Development Application. 5. Where a Bushfire Management Plan and/or Bushfire Emergency Evacuation Plan are required to be updated, implementation of the plan/s will be included as a condition of development approval. 6. In order to conserve the natural beauty of the locality all trees shall be retained unless their removal is authorised by the local government. 7. The local government shall not permit the construction of any building in a manner or of materials that would in the opinion of the local government destroy the amenity of the area or not blend in with the landscape. 8. The local government will require as a condition of development approval that all habitable buildings shall be connected to a wastewater treatment system with an adequate phosphorus retention capacity as approved by the Department of Health and the local government. The base of the system or the modified irrigation area is to be above the highest known water table. 9. Stormwater drainage shall be designed to the satisfaction of the local government.
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The Amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- The amendment relates to a zone that is consistent with the objectives identified in the scheme for that zone;
- The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment; and
- The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

Dated this day of
20.....

.....
CHIEF EXECUTIVE OFFICER

Contents		
Section No.	Heading	Page No.
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5.0	Planning Considerations and Planning Justification	8
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Attachment		
1	Certificate of Title	
2	Location Plan	
3	Amendment Site Plan	
4	Current Special Use Provisions	
5	Structure Plan	
6	Proposed changes between current and proposed Special Use provisions	

PROPOSAL TO AMEND A LOCAL PLANNING SCHEME

LOCAL GOVERNMENT	Shire of Nannup
DESCRIPTION OF LOCAL PLANNING SCHEME	Shire of Nannup Local Planning Scheme No. 3
TYPE OF SCHEME	District Scheme
SERIAL NO. OF AMENDMENT	20
PROPOSAL	To delete the current provisions/conditions for 'Special Use (SU12)' and replace with modified provisions/conditions.

REPORT BY THE SHIRE OF NANNUP

1.0 INTRODUCTION

The Shire of Nannup seeks the support of the Western Australian Planning Commission (WAPC) and the approval of the Hon. Minister for Planning to amend the *Shire of Nannup Local Planning Scheme No. 3* (LPS3). In particular, the Amendment proposes to modify the LPS3 provisions for Lot 3 of Plan 12565 Balingup-Nannup Road, Nannup (to be called the 'site').

This report provides background information relating to the site, sets out the planning framework, outlines the proposal and considers relevant planning considerations relating to the Amendment.

2.0 BACKGROUND

2.1 Legal Description

The site is legally described as Lot 3 on Plan 12565 on Certificate of Title Volume 1514 Folio 993. The site has an area of 34.5667 hectares. Mystic River Pty Ltd is the site's registered proprietor. A copy of the Certificate of Title is provided in Attachment 1.

2.2 Context and Location

The site is located in the Shire of Nannup within the Warren-Blackwood Region. The site is approximately 13 kilometres north-east of the Nannup townsite (see Attachment 2).

The site is located on the southern side of the Blackwood River and the Balingup-Nannup Road. Adjoining and surrounding land is predominantly used for the grazing of livestock and tree plantations. There are also tourist and vineyard operations.

2.3 Physical Characteristics and Existing Land Uses

The site, shown in Attachment 3, has the following characteristics and features:

- most of the site contains pasture and is used for livestock grazing. Remnant vegetation is scattered across the central and south-east sections of the site;

- it is predominately moderately sloping, with steeper sections on parts of the eastern boundary and in the south-east section where there is remnant vegetation;
- seasonable drainage lines and watercourses dissect the site and they connect to the Blackwood River;
- there are a number of buildings including the Blackwood River Clinic (day hospital), Sky Lakes Retreat (accommodation units), staff accommodation, sheds and various dams;
- vehicular access is via the sealed Balingup-Nannup Road; and
- it is serviced by on-site water collection and on-site wastewater disposal.

The Blackwood River Clinic is an accredited 'D-Class' Day Hospital which provides treatment for a range of mental health issues such as anxiety, depression, trauma and PTSD as well as alcohol and substance abuse. The ambience and seclusion of the site provides the right serene setting to help clients seeking nature, meditation and therapy to help with their depression and anxiety. The clinic does not offer detox services. If someone does have an alcohol or substance issue they are required to have gone through detox before admission.

The Blackwood River Clinic contains therapy rooms, an office/reception area, records room, dining and activity rooms, quiet room, staff room, cool room, store room, consultation room and associated amenities (toilets and sanitary facilities). Currently, the maximum number of patients at the clinic at any time is 30. Further details are at <http://blackwoodriverclinic.com.au/>.

Sky Lakes Retreat is located near the Blackwood River Clinic boundaries and provides accommodation for up to 20 people. The accommodation contains bedrooms and ensuite bathrooms, a communal kitchen and lounge area. The accommodation component is ancillary to the day hospital. Sky Lakes Retreat provides low cost equity access accommodation. It assists to make coming to the clinic, for people in the rural area, even easier.

The staff accommodation ensures there is effective on-site management.

2.4 Previous Planning

The site was subject to Scheme Amendment No. 6 which was granted final approval by the Minister for Planning on 11 March 2010 and then gazetted on 26 March 2010. This rezoned the site from the 'Agriculture' zone to the 'Special Use' (SU12) zone to enable the development of a day hospital with associated accommodation. Attachment 4 sets out the LPS3 zoning provisions for the site which were introduced via Scheme Amendment No. 6. Attachment 5 outlines the approved Structure Plan which was associated with Scheme Amendment No. 6.

Numerous development approvals, building permits and licences have been issued for the Blackwood River Clinic (day hospital) and Sky Lakes Retreat.

Blackwood River Clinic made history on 7 February 2013 as the first facility in Australia to be surveyed by the Australian Council on Health Standards to the new National Safety and Quality Health Service Standards. On 13 May 2013, a key milestone was achieved when the Western Australian Health Department conducted its Approval to Occupy inspection and granted a license to Blackwood River Clinic to treat 30 patients.

The operators have previously prepared reports including a Bushfire Management Plan, Emergency Management and Evacuation Plan, Farm Management Plan and Landscape Protection Plan.

3.0 PLANNING FRAMEWORK

3.1 Overview

The key planning considerations were previously addressed through Scheme Amendment No. 6. This current Amendment, which is largely an administrative tidy-up, is consistent with the State, regional and local planning framework. This section will outline how the Amendment suitably addresses relevant planning strategies, plans and LPS3.

3.2 Key Documents

The Amendment is consistent with wide-ranging planning policies, strategies and plans which include *State Planning Policy 2.5 Rural Planning* (2016), *State Planning Policy 3.7 Planning in Bushfire Prone Areas* (2015), *South West Regional Planning and Infrastructure Framework* (2015), *Warren-Blackwood Regional Planning Strategy* (1997), *Warren-Blackwood Rural Strategy* (2004), the *Shire of Nannup Local Planning Strategy* (2007) and the draft *Shire of Nannup Local Planning Strategy*. These documents, along with former Scheme Amendment No. 6, consider key planning, environmental, bushfire risk, servicing, landscape and economic development matters.

3.3 Shire of Nannup Local Planning Strategy

The site is located in Precinct NR1 in the *Shire of Nannup Local Planning Strategy* (2007). Precinct objectives include 'Protect and enhance landscape values of Nannup-Balingup corridor along Blackwood River valley' and 'Provide for the sustainable use of land within the agricultural zones...for a range of rural pursuits.' The draft *Shire of Nannup Local Planning Strategy* classifies the site as 'community purposes' which reflects the intent of the current LPS3 zoning.

3.4 Shire of Nannup Local Planning Scheme No. 3

The site is zoned 'Special Use (SU12)' in LPS3. Attachment 4 sets out the conditions/special provisions from LPS3 for SU12. As outlined in Attachment 4, various uses can be approved by the Shire for the site. A number of provisions are now superfluous given the Blackwood River Clinic and Sky Lakes Retreat are established. There is also a need for an administrative tidy-up.

The site is also located within the 'Special Control Area - Landscape Values Area'. The Landscape Values highlights the area has particular scenic value that should essentially be retained in its present state. The facility is not visible from Balingup-Nannup Road.

4.0 AMENDMENT PROPOSAL

The intent of the Amendment is to modify the provisions/conditions for SU12. Attachment 6 shows the proposed changes between the current and proposed Special Use provisions/conditions.

The proposed changes to the provisions/conditions for SU12 seek to:

- simplify matters given the facility is established;
- provide sufficient flexibility to changing circumstances;
- remove the requirement for a Structure Plan or the associated requirement to modify the Structure Plan given future development is a local development matter;
- add the use of 'consulting rooms' to address anticipated future requirements; and
- incorporate an administrative tidy-up of the planning rules.

5.0 PLANNING CONSIDERATION AND PLANNING JUSTIFICATION

5.1 Planning Suitability

The request to modify the provisions/conditions for 'Special Use (SU12)' raises limited planning issues given it is essentially an administrative tidy-up. Key statutory provisions will be retained in LPS3.

The planning justification for the Amendment is summarised below:

- the proposal is consistent with the planning framework;
- it reflects the range of existing development on site and relevant LPS3 controls will be retained;
- future uses and development require the submission of a Development Application and addressing relevant planning, environment, bushfire risk, servicing and landscape considerations; and
- it will continue to support the on-going operation of the Blackwood River Clinic and Sky Lakes Retreat. This in turn will enable the facility to continue boosting the local economy by outsourcing food, laundry, cleaning and maintenance and by providing employment opportunities.

5.2 Effective Management and Managing Land Use Conflict

The facility has been effectively operated since it opened. The operators have appropriately addressed the safety, security and management of patients/visitors through its duty of care considerations.

The operators have also sought to be a 'good neighbour' to ensure that patients and visitors are responsible and do not create inappropriate impacts to adjoining/nearby properties. A Management Plan has been approved and implemented to:

- address the responsibility for patient/visitor behaviour and management measures to minimise adverse impact on the amenity of the locality;
- outline the approach to maximise the safety and security of patients and visitors;
- seek the operation to be a good neighbour and be considerate including noise, litter and the approach to reducing fire risks;
- acknowledge that the development is located in an agricultural area and that the impacts of agricultural pursuits should be expected and tolerated;
- highlight the requirement to not enter adjoining private land; and
- require that either a manager or caretaker live on site.

Most of the site will continue to be utilised for agricultural activities which is compatible with adjoining and nearby land uses. The retention of the rural activity is integral to the therapy model which underpins the facilities healing program.

5.3 Managing Bushfire Risks and Addressing Emergency Management

Most of site is classified as a Bushfire Prone Area as shown at <https://maps.slip.wa.gov.au/landgate/bushfireprone>. Previously, FirePlan WA (fire management consultants) have prepared and have updated a Bushfire Management Plan (BMP) for the site which was endorsed by the Department of Fire and Emergency Services.

Any Development Application which proposes additional guest or overnight accommodation is expected to be classified as a vulnerable land use as set out in the *Guidelines for Planning in Bushfire Prone Areas*. Subject to what is proposed and where the development is located, it is expected there will be a requirement to review the endorsed BMP and/or prepare a BAL assessment.

Previously, an Emergency Evacuation Plan has been prepared. This requires the operator to assess patient danger in relation to their safety as well as community safety and evacuation process/procedures. The plan is periodically reviewed to ensure it remains current.

Proposed conditions/special provisions 4 and 5 provide statutory backing to ensure there are appropriate outcomes relating to managing bushfire risks and managing emergency management.

5.4 Managing Landscape Impact

The development is concentrated in the southern section of the site. The site's key topographical features (the north ridge, the western ridge and the hill to the south east) shield existing buildings from the surrounding lots and passing vehicles on the Balingup-Nannup Road. The Amendment will not impact on the landscape values of the Balingup-Nannup Road and the Blackwood River Valley.

Proposed conditions/special provisions 6 and 7 provide statutory backing to ensure there are appropriate outcomes relating to managing landscape impact. Additionally, future Development Applications are required to address the Special Control Area - Landscape Values Area provisions of LPS3.

5.5 Structure Plan

A Structure Plan is no longer considered necessary for the site given the Blackwood River Clinic and Sky Lakes Retreat are operational. The Amendment proposes to remove the requirement for a Structure Plan or the associated requirement to modify the Structure Plan given future development is a local development matter. There is however a statutory requirement that any form of development is associated with a Development Application.

5.6 Services

Future development is required to be appropriately serviced including with on-site water collection and on-site effluent disposal. Proposed conditions/special provisions 8 and 9 provide statutory backing to ensure there are appropriate outcomes relating to servicing.

6.0 CONCLUSION

This report confirms that the Amendment is consistent with the planning framework and that amending the provisions/conditions for SU12 raises limited planning issues. The Amendment supports the on-going operation of the Blackwood River Clinic and the Sky Lakes Retreat.

The support of the WAPC and the Hon. Minister for Planning is requested to approve the Amendment for SU12 relating to Lot 3 on Plan 12565 Balingup-Nannup Road, Nannup.

Planning and Development Act 2005

SHIRE OF NANNUP

LOCAL PLANNING SCHEME No. 3

AMENDMENT No. 20

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Deleting the provisions in Schedule 4 – Special Use Zones for Special Use ‘SU12’.
2. Adding the following provisions in Schedule 4 – Special Use Zones for Special Use ‘SU12’:

SU12	Lot 3 on Plan 12565 Balingup-Nannup Road, Nannup	<ul style="list-style-type: none">• Hospital and Medical Centre• Residential Building• Caretakers Dwelling• Consulting Rooms• Single Dwelling• Home Office• Home Occupation• Agriculture – Extensive• Recreation – Private• Rural Pursuit	<ol style="list-style-type: none">1. All future development is subject to the requirement to gain Development Approval from the local government.2. All applicable ‘Special uses’ shall be deemed to be ‘D’ uses pursuant to the Scheme.3. More than one Residential Building is permitted, in different parts of the site, subject to gaining Development Approval from the local government.4. Subject to the nature of the proposed development or use and its associated risk, the local government may require the submission of an updated Bushfire Management Plan and/or a Bushfire Emergency Evacuation Plan to support a Development Application.5. Where a Bushfire Management Plan and/or Bushfire Emergency Evacuation Plan are required to be updated, implementation of the plan/s will be included as a condition of development approval.6. In order to conserve the natural beauty of the locality all trees shall be retained unless their removal is authorised by the local government.7. The local government shall not permit the construction of any building in a manner or of materials that would in the opinion of the local government destroy the amenity of the area or not blend in with the landscape.8. The local government will require as a condition of development approval that all habitable buildings shall be connected to a wastewater treatment system with an adequate phosphorus retention capacity as approved by the Department of Health and the local government. The base of the system or the modified irrigation area is to be above the highest known water table.9. Stormwater drainage shall be designed to the satisfaction of the local government.
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COUNCIL ADOPTION

This Standard Amendment was adopted by resolution of the Council of the Shire of Nannup at the Ordinary Meeting of the Council held on the day of, 20.....

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

by resolution of the Council of the Shire of Nannup at the Ordinary Meeting of the Council held on the day of, 20....., proceed to advertise this Amendment.

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended for support by resolution of the Shire of Nannup at the Ordinary Meeting of the Council held on the day of, 20..... and the Common Seal of the Shire of Nannup was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

.....
DELEGATED UNDER S.16 OF
THE P&D ACT 2005

DATE.....

APPROVAL GRANTED

.....
MINISTER FOR PLANNING

DATE.....

ATTACHMENT 1

WESTERN



AUSTRALIA

REGISTER NUMBER

3/P12565DUPLICATE
EDITION
1

DATE DUPLICATE ISSUED

7/12/2006VOLUME
1514FOLIO
993

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 3 ON PLAN 12565

REGISTERED PROPRIETOR:
 (FIRST SCHEDULE)

MYSTIC RIVER PTY LTD OF 22 HAWKVALLEY CRESENT, MAIDA VALE

(T K002465) REGISTERED 28/11/2006

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
 (SECOND SCHEDULE)

1. *M266198 MORTGAGE TO NATIONAL AUSTRALIA BANK LTD REGISTERED 8/5/2013.
2. *N562984 CAVEAT BY HEALTHE CARE BRC PROPERTY PTY LTD LODGED 24/2/2017.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
 * Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
 Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1514-993 (3/P12565)
 PREVIOUS TITLE: 1514-992
 PROPERTY STREET ADDRESS: 2731 BALINGUP-NANNUP RD, NANNUP.
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF NANNUP

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING
 M266198

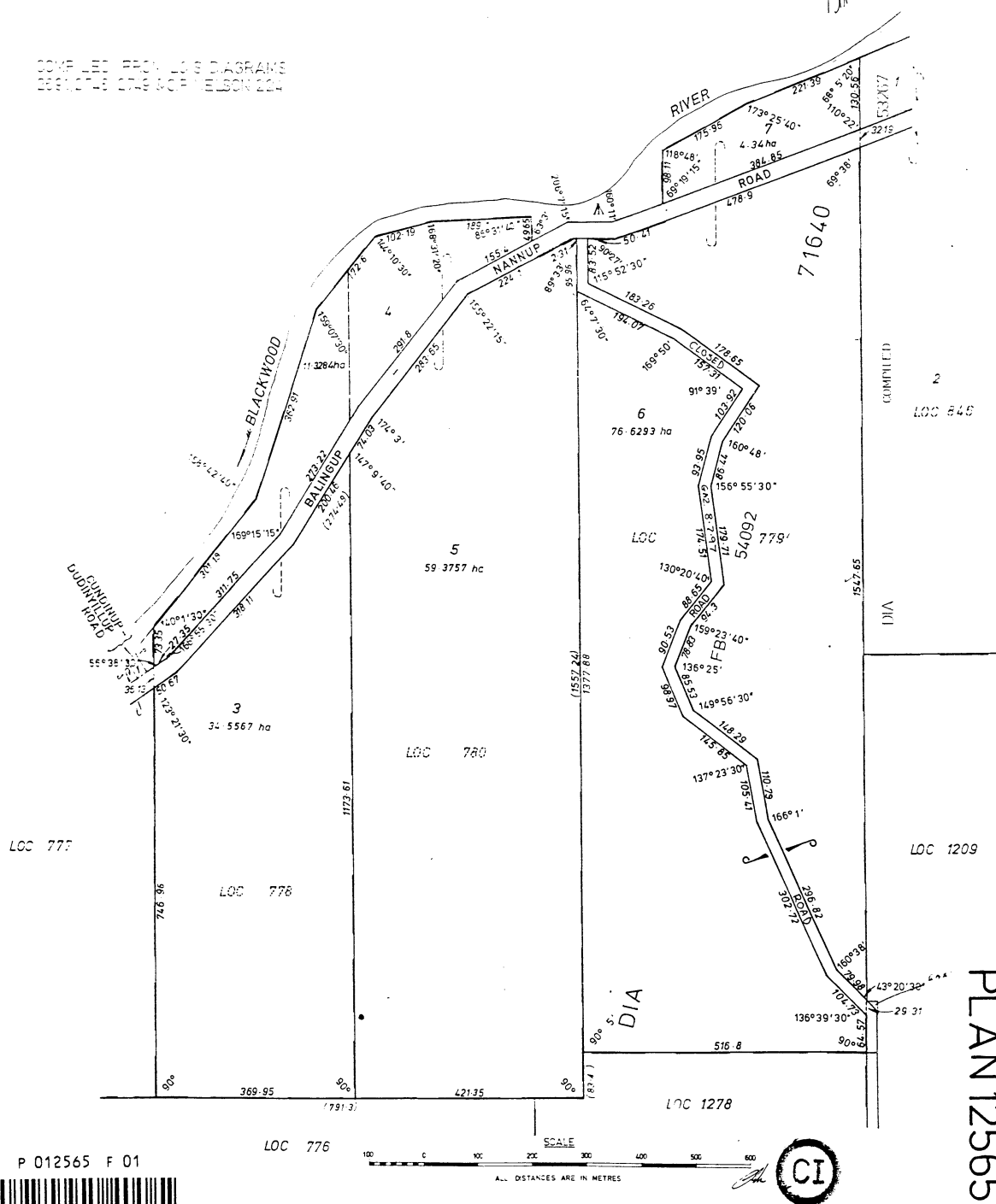
PLAN 12565

NELSON LOCs 778, 779 & 780

COMPILED
TOTAL AREA 186 2301ha
C/Ts 1280-532
1220-147
1040-995
NOV 1514 - 992

APPROVED
24.8.78

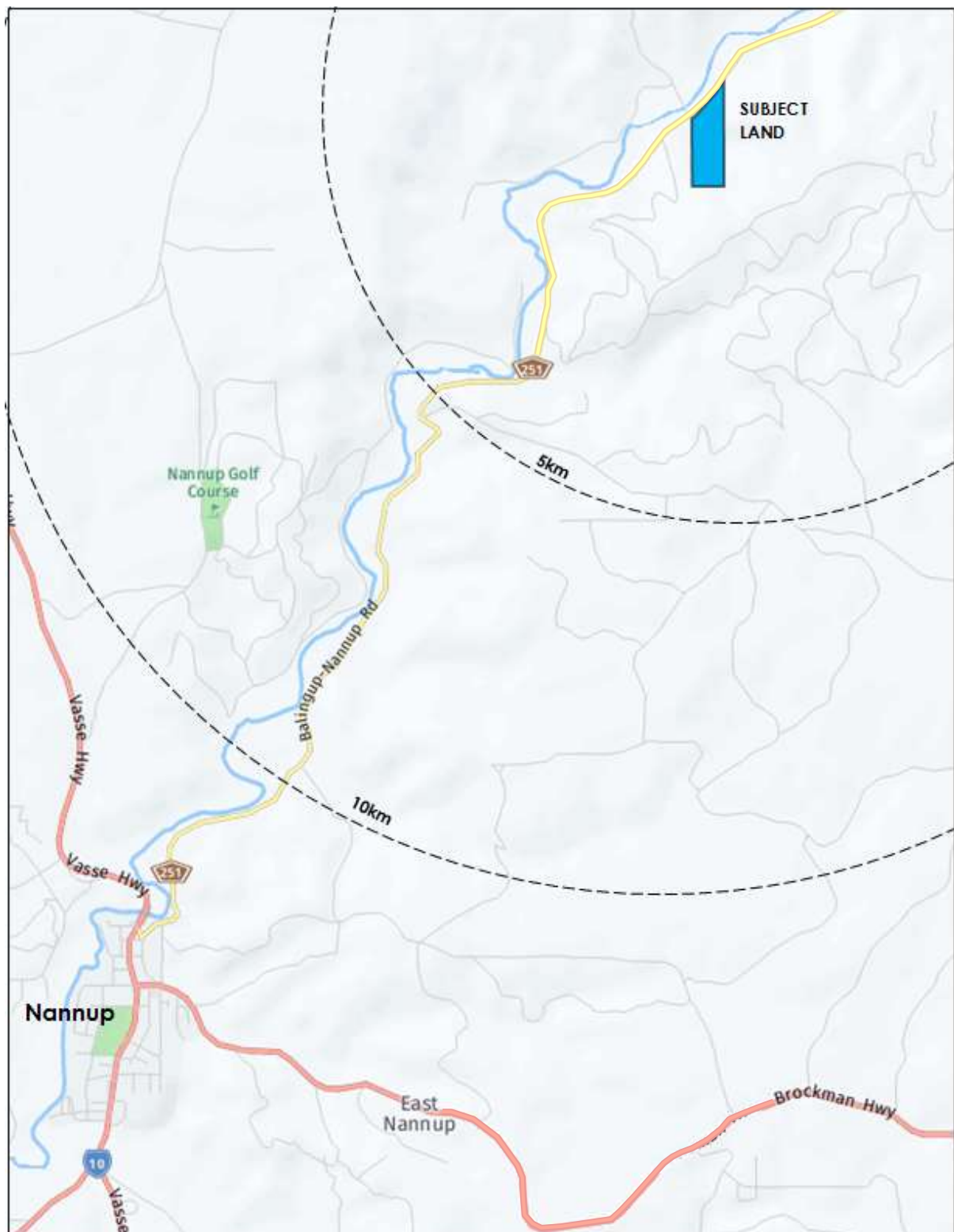
COMPILED FROM LOC DIAGRAMS
288101-13 0148 801 NELSON 224



P 012565 F 01



ATTACHMENT 2



LOCATION PLAN

Lot 3 Balingup-Nannup Road
Nannup
SHIRE OF NANNUP

 **SUBJECT LAND**

ATTACHMENT 3



AMENDMENT SITE PLAN

Lot 3 Balingup-Nannup Road
Nannup
SHIRE OF NANNUP

Legend

- | | |
|--|---|
| Amendment Site | Existing Blackwood River Day Clinic |
| Existing Cadastre | Existing Sky Lakes Retreat Accommodation Units |
| Existing Contours | Existing Staff Accommodation |

ATTACHMENT 4

SU12	Lot 3 of nelson Location 778 Balingup Road, Nannup	<ul style="list-style-type: none"> • Hospital and Medical centre (maximum of 30 patients at any one time) • Residential Building (maximum occupation of 20 persons) • Cartakers Dwelling • Single Dwelling • Home Office • Home Occupation • Agriculture – Extensive • Recreation – Private • Rural Pursuit 	<ol style="list-style-type: none"> 1. Development of the Site shall be generally in accordance with a Structure Plan adopted by the Local Government and endorsed by the Western Australian Planning Commission. 2. Development may be considered by the local government as a variation from the endorsed Structure Plan provided that, in the opinion of the local government, such development would no compromise the intent of the Structure Plan and the purpose of the zone. 3. Any development not within general intent of the endorsed Structure Plan will require consideration and endorsement of a new Structure Plan in accordance with the provisions of this Scheme. 4. All applicable 'Special uses' shall be deemed to be 'D' uses pursuant to the Scheme and considered under part 10 of this Scheme. 5. In addition to the requirements of clause 9.2 of this Scheme, a Fire Management Plan is required to be submitted with any development application. The plan shall include the following: <ul style="list-style-type: none"> • All habitable buildings shall be designed and constructed in accordance with the requirements of Standards Australia AS3959-1999 "Construction of Buildings in Bush Fire Prone Areas" Level 2 construction standards or other standards that may be in force. • Fire prevention, fire management and the issue/need for onsite fire safety structures specifically related to the use of the land as a hospital shall be addressed. • Any other matter required by the local government, DEC and FESA. <p>Implementation of the Fire Management Plan will be included as a condition of development approval.</p> 6. In addition to the requirements of Clause 9.2 of the Scheme, an Emergency Management and Evacuation Plan which is to address (but not be limited to) the means by which patient and community danger will be limited (including means to prevent fire danger from smoking) is required to be submitted with an development application. Implementation of this plan will be included as a condition of development approval. 7. In addition to the requirements of Clause 9.2 of the Scheme, a Farm Management Plan is required to be submitted with any development application to address the use of the majority of the land for agricultural purposes. Implementation of this plan will be included as a condition of development approval.
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			<p>The use of the land for the purpose of 'Residential Building' shall be ancillary to the hospital and/or medical centre use.</p> <p>8. All buildings (with the exception of the proposed 'Single Dwelling') shall be located within the designated building envelope as depicted on the Structure Plan.</p> <p>9. The "Single Dwelling" shall be setback in accordance with the relevant provisions of the 'Agriculture' Zone, specifically Clause 4.13.1.3.</p> <p>10. In order to conserve the natural beauty of the locality all trees shall be retained unless their removal is authorised by the local government.</p> <p>11. The Local Government shall not permit the construction of any building in a manner or of materials that would in the opinion of the local government destroy the amenity of the area or not blend in the landscape.</p> <p>12. The Local Government will require as a condition of development approval that all habitable buildings shall be connected to a wastewater treatment system with an adequate phosphorus retention capacity as approved by the Department of Health and the local government. The base of the system or the modified irrigation area is to be above the highest known water table.</p> <p>13. Stormwater drainage shall be designed to the satisfaction of the local government.</p> <p>14. Every application for development shall be accompanied by a Landscape Protection Plan showing:</p> <ul style="list-style-type: none"> • Existing and proposed contours, including any cut and fill work intended to be undertaken; • Existing vegetation; • Proposed vegetation; • Vegetation proposed to be removed; • Location of effluent disposal systems; and • Location of access drive from road to dwelling and any parking areas. <p>The plan will be required to be implemented as a condition of development approval.</p> <p>15. As a condition of planning approval the local government may require upgrading of Balingup-Nannup Road in the vicinity of the entrance to the subject land along the construction of passing bays to facilitate safe vehicular access to the site.</p>
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ATTACHMENT 5



GREG ROWE & associates
FOCUS ON ACHIEVEMENT

title proposed health retreat
structure plan

address lot 3
balingup-nannup road,
nannup

date 21 January 09 job no. 5931
scale not to scale e-ref 020901
designer G Casey drawn D McCulloch
client

ATTACHMENT 6

SU12	<p>Lot 3 on Plan 12565 of Nelson Location 778 Balingup Nannup Road, Nannup</p>	<ul style="list-style-type: none"> • Hospital and Medical centre (maximum of 30 patients at any one time) • Residential Building (maximum occupation of 20 persons) • Care takers Dwelling • Consulting Rooms • Single Dwelling • Home Office • Home Occupation • Agriculture – Extensive • Recreation – Private • Rural Pursuit 	<p>1. Development of the Site shall be generally in accordance with a Structure Plan adopted by the Local Government and endorsed by the Western Australian Planning Commission.</p> <p>2. Development may be considered by the local government as a variation from the endorsed Structure Plan provided that, in the opinion of the local government, such development would not compromise the intent of the Structure Plan and the purpose of the zone.</p> <p>3. Any development not within general intent of the endorsed Structure Plan will require consideration and endorsement of a new Structure Plan in accordance with the provisions of this Scheme.</p> <p>All future development is subject to the requirement to gain Development Approval from the local government.</p> <p>4. All applicable 'Special uses' shall be deemed to be 'D' uses pursuant to the Scheme and considered under part 10 of this Scheme.</p> <p>More than one Residential Building is permitted, in different parts of the site, subject to gaining Development Approval from the local government.</p> <p>Subject to the nature of the proposed development or use and its associated risk, the local government may require the submission of an updated Bushfire Management Plan and/or a Bushfire Emergency Evacuation Plan to support a Development Application.</p> <p>5. In addition to the requirements of clause 9.2 of this Scheme, a Fire Management Plan is required to be submitted with any development application. The plan shall include the following:</p> <ul style="list-style-type: none"> • All habitable buildings shall be designed and constructed in accordance with the requirements of Standards Australia AS3959-1999 "Construction of Buildings in Bush Fire Prone Areas" Level 2 construction standards or other standards that may be in force. • Fire prevention, fire management and the issue/need for onsite fire safety structures specifically related to the use of the land as a hospital shall be addressed. • Any other matter required by the local government, DEC and FESA. <p>Implementation of the Fire Management Plan will be included as a condition of development approval.</p> <p>Where a Bushfire Management Plan and/or Bushfire Emergency Evacuation Plan are required to be updated, implementation of the plan/s will be included as a condition of development approval.</p> <p>6. In addition to the requirements of Clause 9.2 of the Scheme, an Emergency Management and Evacuation Plan which is to address (but not be limited to) the means by which patient and community danger will be limited (including means to prevent fire danger from smoking) is required to be submitted with an development application. Implementation of this plan will be included as a condition of development approval.</p> <p>7. In addition to the requirements of Clause 9.2 of the Scheme, a Farm Management Plan is required to be submitted with any development application to address the use of the majority of the land for agricultural purposes. Implementation of this plan will</p>
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			<p>be included as a condition of development approval. The use of the land for the purpose of 'Residential Building' shall be ancillary to the hospital and/or medical centre use.</p> <p>8. All buildings (with the exception of the proposed 'Single Dwelling') shall be located within the designated building envelope as depicted on the Structure Plan.</p> <p>9. The "Single Dwelling" shall be setback in accordance with the relevant provisions of the 'Agriculture' Zone, specifically Clause 4.13.1.3.</p> <p>10. In order to conserve the natural beauty of the locality all trees trees shall be retained unless there their removal is authorised by the local government.</p> <p>11. The Local Government shall not permit the construction of any building in a manner or of materials that would in the opinion of the local government destroy the amenity of the area or not blend in with the landscape.</p> <p>12. The Local Government will require as a condition of development approval that all habitable buildings shall be connected to a wastewater treatment system with an adequate phosphorus retention capacity as approved by the Department of Health and the local government. The base of the system or the modified irrigation area is to be above the highest known water table.</p> <p>13. Stormwater drainage shall be designed to the satisfaction of the local government.</p> <p>14. Every application for development shall be accompanied by a Landscape Protection Plan showing:</p> <ul style="list-style-type: none"> • Existing and proposed contours, including any cut and fill work intended to be undertaken; • Existing vegetation; • Proposed vegetation; • Vegetation proposed to be removed; • Location of effluent disposal systems; and • Location of access drive from road to dwelling and any parking areas. <p>The plan will be required to be implemented as a condition of development approval.</p> <p>15. As a condition of planning approval the local government may require upgrading of Balingup Nannup Road in the vicinity of the entrance to the subject land along the construction of passing bays to facilitate safe vehicular access to the site.</p>
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MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 October 2017

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF NANNUP
Information Summary
For the Period Ended 31 October 2017

Key Information

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*.

Overview

Summary reports and graphical progressive graphs are provided on pages 2 - 3.

Statement of Financial Activity by reporting program

Is presented on page 3 and shows a surplus as at 31 October 2017 of \$2,466,234.

Items of Significance

The material variance adopted by the Shire of Nannup for the 2017/18 year is \$30,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

Capital Expenditure

	% Collected / Completed	Annual Budget	YTD Budget	YTD Actual
Significant Projects				
Grants, Subsidies and Contributions				
Operating Grants, Subsidies and Contributions	24% -	\$ 921,296	-\$ 921,296	-\$ 216,818
Non-operating Grants, Subsidies and Contributions	47% -	\$ 844,950	-\$ 844,950	-\$ 397,141
	35% -	\$ 1,766,246	-\$ 1,766,246	-\$ 613,959
Rates Levied	101%	\$ 1,583,577	\$ 1,583,577	\$ 1,592,345

% Compares current ytd actuals to annual budget

		Prior Year 30 June 2017	Current Year 30 June 2018	Note
Financial Position				
Adjusted Net Current Assets	170%	\$ 1,482,279	\$ 2,522,861	3
Cash and Equivalent - Unrestricted	0%	\$ -	\$ -	3 & 4
Receivables - Rates	82%	\$ 597,290	\$ 490,820	3 & 6
Receivables - Other	67%	\$ 81,800	\$ 55,047	3 & 6
Payables	0%	\$ 41,750	\$ 0	3

% Compares current ytd actuals to prior year actuals at the same time

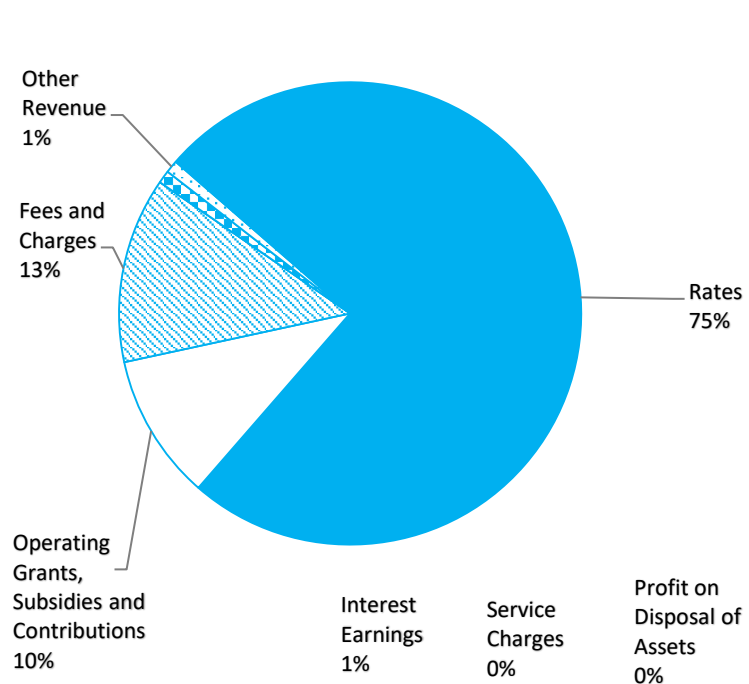
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

Preparation

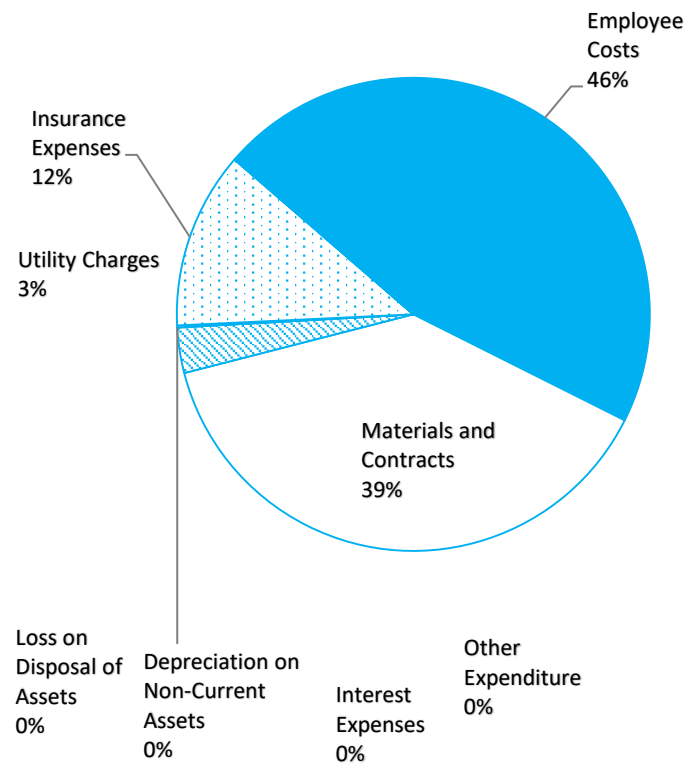
Prepared by: Robin Prime
Reviewed by: Tracie Bishop
Date prepared: 15/11/2017

SHIRE OF NANNUP
Information Summary
For the Period Ended 31 October 2017

Operating Revenue



Operating Expenditure



SHIRE OF NANNUP
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 October 2017

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)		696,391	696,391	1,464,502	768,111	110%	
Revenue from operating activities							
Governance		0	0	0	0		
General Purpose Funding - Rates	9	1,583,577	1,583,577	1,592,345	(42,928)	(18%)	
General Purpose Funding - Other		722,922	240,974	198,046	(525)	(1%)	
Law, Order and Public Safety		199,226	66,409	65,884	(525)	(1%)	
Health		8,750	2,917	8,536	5,619	193%	
Education and Welfare		29,775	9,925	13,722	3,797	38%	
Housing		21,320	7,107	5,580	(1,527)	(21%)	
Community Amenities		214,467	71,489	214,945	143,456	201%	
Recreation and Culture		25,082	8,361	11,006	2,645	32%	
Transport		111,784	37,261	0	(37,261)	(100%)	
Economic Services		24,328	8,109	9,544	1,435	18%	
Other Property and Services		35,000	11,667	3,209	(8,458)	(72%)	
		2,976,230	2,047,795	2,122,817			
Expenditure from operating activities							
Governance		(851,494)	(283,831)	(208,960)	74,871	26%	
General Purpose Funding		(74,441)	(24,814)	(38,767)	(13,953)	(56%)	
Law, Order and Public Safety		(372,786)	(124,262)	(142,445)	(18,183)	(15%)	
Health		(60,575)	(20,192)	(22,270)	(2,078)	(10%)	
Education and Welfare		(110,107)	(36,702)	(51,225)	(14,523)	(40%)	
Housing		(17,753)	(5,918)	(4,706)	1,212	20%	
Community Amenities		(413,632)	(137,877)	(124,856)	13,021	9%	
Recreation and Culture		(282,283)	(94,094)	(135,320)	(41,226)	(44%)	
Transport		(1,597,933)	(532,644)	(374,200)	158,444	30%	
Economic Services		(159,193)	(53,064)	(44,947)	8,117	15%	
Other Property and Services		(1,022,238)	(340,746)	44,661	385,407	113%	
		(4,962,434)	(1,654,145)	(1,103,035)			
Financing Costs							
Community Amenities		(3,661)	(1,220)	(1,810)	(590)	48%	
Transport		0	0	0	0		
		(3,661)	(1,220)	(1,810)			
Operating activities excluded from budget							
Add back Depreciation		1,535,198	511,733	0	(511,733)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	134,000	134,000	0	(134,000)	(100%)	▼
Adjust Provisions and Accruals		76,708	76,708	17,557	(59,151)	(77%)	▼
Amount attributable to operating activities		(243,959)	1,114,870	1,035,529			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	1,392,850	464,283	397,141	(67,142)	(14%)	▼
Proceeds from Disposal of Assets	8	94,000	31,333	0	(31,333)	(100%)	▼
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(190,000)	(63,333)	(7,051)	56,282	89%	▲
Infrastructure Assets - Roads	13	(1,344,082)	(448,027)	(281,409)	166,619	37%	▲
Infrastructure Assets - Public Facilities	13	0	0	0	0		
Infrastructure Assets - Footpaths	13	0	0	0	0		
Infrastructure Assets - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(386,000)	(128,667)	(133,110)	(4,443)	(3%)	
Furniture and Equipment	13	(20,500)	(6,833)	(7,729)	(896)	(13%)	
Amount attributable to investing activities		(453,732)	(151,244)	(32,158)			
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		16,415	5,472	5,363	(109)	(2%)	
Transfer from Reserves	7	371,941	123,980	0	(123,980)	(100%)	▼
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(5,363)	(1,788)	(5,363)	(3,575)	(200%)	
Transfer to Reserves	7	(369,000)	(123,000)	(1,639)	121,361	99%	▲
Amount attributable to financing activities		13,993	4,664	(1,639)			
Closing Funding Surplus(Deficit)	3	12,693	1,664,682	2,466,234			

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF NANNUP
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 October 2017

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)		696,391	696,391	1,464,502	768,111	110%	▲
Revenue from operating activities							
Rates	9	1,583,577	1,583,577	1,592,345	8,768	1%	
Operating Grants, Subsidies and Contributions	11	924,296	308,099	216,818	(91,280)	(30%)	▼
Fees and Charges		383,174	127,725	275,880	148,155	116%	▲
Service Charges		0	0	0	0		
Interest Earnings		45,761	15,254	19,072	3,818	25%	
Other Revenue		39,422	13,141	18,702	5,561	42%	
		2,976,230	2,047,795	2,122,817			
Expenditure from operating activities							
Employee Costs		(1,637,574)	(545,858)	(508,315)	37,544	7%	
Materials and Contracts		(1,514,453)	(504,818)	(426,590)	78,228	15%	
Utility Charges		(95,550)	(31,850)	(34,280)	(2,430)	(8%)	
Depreciation on Non-Current Assets		(1,535,198)	(511,733)	0	511,733	100%	▲
Interest Expenses		(3,661)	(1,220)	(1,570)	(350)	(29%)	
Insurance Expenses		(168,460)	(56,153)	(133,643)	(77,490)	(138%)	▼
Other Expenditure		(11,200)	(3,733)	(448)	3,285	88%	▲
		(4,966,095)	(1,655,365)	(1,104,845)			
Operating activities excluded from budget							
Add back Depreciation		1,535,198	511,733	0	(511,733)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	134,000	134,000	0	(134,000)	(100%)	▼
Adjust Provisions and Accruals		76,708	76,708	17,557	(59,151)	(77%)	▼
Amount attributable to operating activities		(243,959)	1,114,870	1,035,529			
Investing activities							
Grants, Subsidies and Contributions	11	1,392,850	464,283	397,141	(67,142)	(14%)	
Proceeds from Disposal of Assets	8	94,000	31,333	0	(31,333)	(100%)	▼
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(190,000)	(63,333)	(7,051)	56,282	89%	▲
Infrastructure Assets - Roads	13	(1,344,082)	(448,027)	(281,409)	166,619	37%	▲
Infrastructure Assets - Public Facilities	13	0	0	0	0		
Infrastructure Assets - Footpaths	13	0	0	0	0		
Infrastructure Assets - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(386,000)	(128,667)	(133,110)	(4,443)	(3%)	
Furniture and Equipment	13	(20,500)	(6,833)	(7,729)	(896)	(13%)	
Amount attributable to investing activities		(453,732)	(151,244)	(32,158)			
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		5,363	1,788	5,363	3,575	200%	
Transfer from Reserves	7	371,941	123,980	0	(123,980)	(100%)	▼
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(5,363)	(1,788)	(5,363)	(3,575)	(200%)	
Transfer to Reserves	7	(369,000)	(123,000)	(1,639)	121,361	99%	▲
Amount attributable to financing activities		2,941	980	(1,639)			
Closing Funding Surplus (Deficit)	3	1,641	1,660,998	2,466,234	805,237	48%	▲

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF NANNUP
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 October 2017

Capital Acquisitions

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	(7,051)	0	0	(190,000)	(7,051)	(7,051)
Infrastructure Assets - Roads	13	(281,409)	0	(1,344,082)	(1,344,082)	(281,409)	1,062,673
Infrastructure Assets - Public Facilities	13	0	0	0	0	0	0
Infrastructure Assets - Footpaths	13	0	0	0	0	0	0
Infrastructure Assets - Drainage	13	0	0	0	0	0	0
Heritage Assets	13	0	0	0	0	0	0
Plant and Equipment	13	(133,110)	0	(386,000)	(386,000)	(133,110)	252,890
Furniture and Equipment	13	(7,729)	0	0	(20,500)	(7,729)	(7,729)
Capital Expenditure Totals		(429,299)	0	(1,730,082)	(1,940,582)	(429,299)	1,300,783
Capital acquisitions funded by:							
Capital Grants and Contributions				(636,786)	(636,786)	(156,987)	
Borrowings				0	0	0	
Other (Disposals & C/Fwd)				31,333	94,000	0	
Council contribution - Cash Backed Reserves							
Infrastructure Reserve		0	0	\$645,975	19,500	0	(645,975)
Plant Replacement Reserve		0	0	\$433,229	(130,000)	0	(433,229)
Council contribution - operations				(2,203,833)	(1,287,296)	(272,312)	
Capital Funding Total				(1,730,082)	(1,940,582)	(429,299)	

Capital



SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 1: Significant Accounting Policies

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development,

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Asset	Years	Method
Buildings	30 to 100 years	Straight Line
Furniture and Equipment	4 to 20 years	Straight Line
Plant and Equipment	5 to 20 years	Straight Line
Sealed Roads		
formation	not depreciated	
pavement	80 years	Straight Line
seal		
bituminous seals	34 years	Straight Line
asphalt surfaces	43 years	Straight Line
Gravel Roads		
formation	not depreciated	
pavement	80 years	Straight Line
Formed roads		
formation	not depreciated	
pavement	80 years	Straight Line
Footpaths - slab	50 years	Straight Line
Kerbs	100 years	Straight Line
Parks & Gardens	50 years	Straight Line
Water Supply Piping and Draing Systems	75 years	Straight Line

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated

(i) *Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)*

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the

(ii) *Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges,

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management)

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation,

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses,

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

(r) Program Classifications (Function/Activity)

Shire of Nannup operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GOVERNANCE**Objective:**

To provide a decision making process for the efficient allocation of scarce resources.

Activities:

Administration and operation of facilities and services to members of council; other costs that relate to the tasks of assisting elected members and

GENERAL PURPOSE FUNDING**Objective:**

To collect revenue to allow for the provision of services.

Activities:

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY**Objective:**

To provide services to help ensure a safer community.

Activities:

Supervision of various by-laws, fire prevention, emergency services and animal control.

HEALTH**Objective:**

To provide an operational framework for good community health.

Activities:

Food quality, building sanitation and sewage.

EDUCATION AND WELFARE**Objective:**

To provide services to disadvantaged persons, the elderly, children and youth.

Activities:

Operation of pre-school, provision of youth support.

HOUSING**Objective:**

Help ensure adequate housing.

Activities:

Maintenance of staff and rental housing.

COMMUNITY AMENITIES**Objective:**

To provide services required by the community.

Activities:

Rubbish collection services, operation of tip, noise control, administration of the town planning scheme, maintenance of cemetery and maintenance of

RECREATION AND CULTURE**Objective:**

To establish and effectively manage infrastructure and resource which will help the social well being of the community.

Activities:

Maintenance of halls, recreation centre and various reserves; operation of library.

TRANSPORT**Objective:**

To provide effective and efficient transport services to the community.

Activities:

Construction and maintenance of streets, roads, bridges; cleaning of streets, depot maintenance.

ECONOMIC SERVICES**Objective:**

To help promote the shire and its economic wellbeing.

Activities:

Assistance to tourism, area promotion, building control, noxious weeds, vermin control.

OTHER PROPERTY AND SERVICES**Objective:**

To accurately allocate plant and labour costs across the various programs of Council.

Activities:

Private works operations, plant repairs and operations costs.

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 2: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2016/17 year is \$30,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$		
MRD DIRECT GRANTS	\$47,000		
	<u>\$47,000</u>		
Operating Expense			
LICENSES	-\$30,000		
	<u>-\$30,000.00</u>		
Capital Expenses			
	<u>\$0.00</u>		

Gross Deficit / (Surplus) Expected		2017/18
Revenue	\$	47,000.00
Expenditure	-\$	30,000.00
Capital	\$	-
Projected Deficit / (Surplus)	\$	17,000.00

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
03	General Purpose Funding	0011	RATES LEVIED ALL AREAS	-\$1,581,907.00	-\$1,592,344.83	-1%	-\$10,437.83	Full year Rates Raised in July 2017.
03	General Purpose Funding	0041	LEGAL FEES	\$5,000.00	\$0.00	100%	-\$5,000.00	Legal Fees expenditure matched by Legal Fees Charged.
03	General Purpose Funding	0060	LEGAL FEES CHARGED	-\$5,000.00	\$0.00	100%	\$5,000.00	Legal Fees Charged matched by Legal Fees Expenditure.
03	General Purpose Funding	0061	NON-PAYMENT PENALTY	-\$10,500.00	-\$6,360.68	39%	\$4,139.32	No year end variance anticipated.
03	General Purpose Funding	0080	RATES WRITTEN OFF	\$1,000.00	-\$240.11	124%	-\$1,240.11	No year end variance anticipated.
03	General Purpose Funding	0091	EQUALISATION GRANT	-\$401,964.00	-\$97,622.75	76%	\$304,341.25	No year end variance anticipated.
03	General Purpose Funding	0261	INSTALMENT INTEREST	-\$5,000.00	-\$4,789.65	4%	\$210.35	No year end variance anticipated.
03	General Purpose Funding	0271	INTEREST ON DEFERRED RATES	-\$1,600.00	-\$450.69	72%	\$1,149.31	No year end variance anticipated.
03	General Purpose Funding	0291	LOCAL ROAD GRANT	-\$204,122.00	-\$53,706.75	74%	\$150,415.25	No year end variance anticipated.
03	General Purpose Funding	0361	INSTALMENT ADMINISTRATION	-\$3,900.00	-\$3,560.00	9%	\$340.00	No year end variance anticipated.
03	General Purpose Funding	0366	GENERAL PURPOSE INCOME- ADMIN REALLOCATION	\$102,711.00	\$25,570.86	75%	-\$77,140.14	No year end variance anticipated.
03	General Purpose Funding	0422	RECOVERABLE EXPENSES	\$24,500.00	\$7,067.37	71%	-\$17,432.63	No year end variance anticipated.
03	General Purpose Funding	0472	RATING VALUATIONS	\$10,050.00	\$2,343.03	77%	-\$7,706.97	No year end variance anticipated.
03	General Purpose Funding	0523	DEPT OF TRAN. COMMISSION	-\$15,000.00	-\$7,126.29	52%	\$7,873.71	No year end variance anticipated.
03	General Purpose Funding	0533	SUNDRY INCOME	-\$11,968.28	-\$7,239.29	40%	\$4,728.99	No year end variance anticipated.
03	General Purpose Funding	0535	INSURANCE DIVIDEND	-\$14,000.00	-\$4,400.00	69%	\$9,600.00	No year end variance anticipated.
03	General Purpose Funding	0573	EXPENSES RECOVERED (I)	-\$24,867.50	-\$6,425.51	74%	\$18,441.99	No year end variance anticipated.
03	General Purpose Funding	0594	ST JOHN'S. CONTRIBUTIONS	\$0.00	-\$222.45	NA	-\$222.45	No year end variance anticipated.
03	General Purpose Funding	4872	D.O.T. LICENSING EXPENSES	\$33,890.60	\$4,025.97	88%	-\$29,864.63	No year end variance anticipated.
03	General Purpose Funding	4873	INTEREST ON INVESTMENTS - GENERAL	-\$2,500.00	-\$1,857.45	26%	\$642.55	No year end variance anticipated.
03	General Purpose Funding	4883	INTEREST ON INVESTMENTS - RTR	-\$2,500.00	-\$2,644.59	-6%	-\$144.59	No year end variance anticipated.
	General Purpose Funding Total							
04	Governance	0112	ELECTION & POLL EXPENSES	\$4,000.00	\$1,896.26	53%	-\$2,103.74	No year end variance anticipated.
04	Governance	0122	STRATEGIC/COMMUNITY PLANNING	\$12,000.00	\$3,172.59	74%	-\$8,827.41	No year end variance anticipated.
04	Governance	0142	REFRESHMENTS & FUNCTIONS -COUNCIL	\$15,500.00	\$2,589.40	83%	-\$12,910.60	No year end variance anticipated.
04	Governance	0162	GRANTS	\$39,200.00	\$37,900.00	3%	-\$1,300.00	No year end variance anticipated.
04	Governance	0172	COUNCILLOR ALLOWANCES	\$56,600.00	\$29,241.01	48%	-\$27,358.99	No year end variance anticipated.
04	Governance	0182	SUBSCRIPTIONS	\$37,701.81	\$29,077.46	23%	-\$8,624.35	No year end variance anticipated.
04	Governance	0192	CONFERENCE EXPENSES	\$4,100.00	\$3,790.90	8%	-\$309.10	No year end variance anticipated.
04	Governance	0202	INSURANCE	\$13,623.25	\$7,658.66	44%	-\$5,964.59	No year end variance anticipated.
04	Governance	0242	A/LEAVE EXP ADMIN	\$33,457.00	\$0.00	100%	-\$33,457.00	No year end variance anticipated.
04	Governance	0272	SALARIES (ADM)	\$382,057.00	\$131,306.41	66%	-\$250,750.59	No year end variance anticipated.
04	Governance	0273	ACCRUED SALARIES & WAGES	\$1,630.00	-\$17,237.00	1157%	-\$18,867.00	No year end variance anticipated.
04	Governance	0282	SUPERANNUATION	\$40,830.00	\$18,347.28	55%	-\$22,482.72	No year end variance anticipated.
04	Governance	0292	INSURANCE	\$17,000.00	\$7,875.69	54%	-\$9,124.31	No year end variance anticipated.
04	Governance	0312	FURN & EQUIP MINOR	\$2,030.00	\$0.00	100%	-\$2,030.00	No year end variance anticipated.
04	Governance	0352	TRANSFER TO LSL RESERVE	\$25,000.00	\$0.00	100%	-\$25,000.00	No year end variance anticipated.
04	Governance	0353	CONTRIBUTION TO ASSET MANAGEMENT RESERVE	\$89,000.00	\$0.00	100%	-\$89,000.00	No year end variance anticipated.
04	Governance	0354	TRANSFER TO EQUIPMENT RESERVE	\$15,000.00	\$0.00	100%	-\$15,000.00	No year end variance anticipated.
04	Governance	0362	BUILDING & GDN'S OPER&MTCE	\$74,053.12	\$14,092.48	81%	-\$59,960.64	No year end variance anticipated.
04	Governance	0372	COMPUTER MAINTENANCE	\$59,966.70	\$49,265.37	18%	-\$10,701.33	No year end variance anticipated.

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
04	Governance	0382	PRINTING & STATIONERY	\$19,277.50	\$5,508.92	71%	-\$13,768.58	No year end variance anticipated.
04	Governance	0392	TELEPHONE	\$13,650.00	\$3,354.75	75%	-\$10,295.25	No year end variance anticipated.
04	Governance	0402	EQUIPMENT REPAIR & MTCE	\$10,000.00	\$600.00	94%	-\$9,400.00	No year end variance anticipated.
04	Governance	0412	POSTAGE	\$5,000.00	\$3,231.45	35%	-\$1,768.55	No year end variance anticipated.
04	Governance	0432	ACCOMMODATION AND TRAVEL	\$9,500.00	\$3,319.91	65%	-\$6,180.09	No year end variance anticipated.
04	Governance	0433	VEHICLE EXPENSES - ADMINISTRATION	\$4,000.00	\$1,461.45	63%	-\$2,538.55	No year end variance anticipated.
04	Governance	0442	BANK CHARGES	\$6,450.00	\$3,878.22	40%	-\$2,571.78	No year end variance anticipated.
04	Governance	0452	ADVERTISING	\$5,000.00	\$2,487.49	50%	-\$2,512.51	No year end variance anticipated.
04	Governance	0462	AUDIT FEES	\$14,230.00	\$0.00	100%	-\$14,230.00	No year end variance anticipated.
04	Governance	0466	GOVERNANCE - ADMIN REALLOCATION	\$177,591.00	\$44,213.11	75%	-\$133,377.89	No year end variance anticipated.
04	Governance	0482	LEGAL EXPENSES	\$10,000.00	\$8,223.50	18%	-\$1,776.50	No year end variance anticipated.
04	Governance	0492	STAFF TRAINING EXPENSES	\$10,000.00	\$775.49	92%	-\$9,224.51	No year end variance anticipated.
04	Governance	0502	SUNDRY EXPENSES	\$1,000.00	\$413.93	59%	-\$586.07	No year end variance anticipated.
04	Governance	0515	TRANSFER FROM ASSET MANAGEMENT RESERVE	-\$138,000.00	\$0.00	100%	\$138,000.00	No year end variance anticipated.
04	Governance	0532	DONATIONS	\$4,000.00	\$270.00	93%	-\$3,730.00	No year end variance anticipated.
04	Governance	0542	TRANSFER FROM LSL EXPENSE ADMIN	\$9,270.34	\$0.00	100%	-\$9,270.34	No year end variance anticipated.
04	Governance	0544	VEHICLES & PLANT GENERAL ADMIN	\$74,000.00	\$0.00	100%	-\$74,000.00	No year end variance anticipated.
04	Governance	0552	FRINGE BENEFIT TAX	\$6,500.00	\$3,644.00	44%	-\$2,856.00	No year end variance anticipated.
04	Governance	0577	ADMIN COSTS REALLOCATED TO SERVICES	-\$768,794.00	-\$191,398.65	75%	\$577,395.35	No year end variance anticipated.
04	Governance	0812	RECRUITMENT EXPENSES	\$3,000.00	\$0.00	100%	-\$3,000.00	No year end variance anticipated.
04	Governance	5430	LSL T/F FROM RESERVE	-\$19,500.00	\$0.00	100%	\$19,500.00	No year end variance anticipated.
04	Governance	8052	PROF/LOSS SALE OF ASSETS	-\$42,000.00	\$0.00	100%	\$42,000.00	No year end variance anticipated.
04	Governance	9052	DEPRECIATION ADMIN BUILDINGS	\$18,500.00	\$0.00	100%	-\$18,500.00	No year end variance anticipated.
	Governance Total							
05	Law, Order, Public Safety	0566	LAW & ORDER- ADMIN REALLOCATION	\$58,198.00	\$14,488.87	75%	-\$43,709.13	No year end variance anticipated.
05	Law, Order, Public Safety	0602	ASSISTANCE TO BFB'S	\$42,638.00	\$9,460.91	78%	-\$33,177.09	No year end variance anticipated.
05	Law, Order, Public Safety	0622	FIREBREAK INSPECTIONS	\$12,000.00	\$0.00	100%	-\$12,000.00	No year end variance anticipated.
05	Law, Order, Public Safety	0632	CESO MOTOR VEHICLE RUNNING EXPENSES	\$14,000.00	\$5,711.71	59%	-\$8,288.29	No year end variance anticipated.
05	Law, Order, Public Safety	0642	INSURANCE - BUILDINGS & VEHICLES	\$31,000.00	\$23,801.97	23%	-\$7,198.03	No year end variance anticipated.
05	Law, Order, Public Safety	0652	MAINTENANCE OF FIRE BREAKS	\$15,598.00	\$2,224.06	86%	-\$13,373.94	No year end variance anticipated.
05	Law, Order, Public Safety	0653	STRATEGIC FIREBREAK - COCKATOO VALLEY (INCOME)	-\$1,400.00	\$0.00	100%	\$1,400.00	No year end variance anticipated.
05	Law, Order, Public Safety	0662	MINOR PLANT & EQUIPMENT < \$1200	\$500.00	\$1,446.00	-189%	\$946.00	No year end variance anticipated.
05	Law, Order, Public Safety	0703	FESA LEVY DFES	-\$87,000.00	-\$27,500.00	68%	\$59,500.00	No year end variance anticipated.
05	Law, Order, Public Safety	0704	DFES GRANT FOR CESM	-\$83,125.82	-\$29,331.39	65%	\$53,794.43	No year end variance anticipated.
05	Law, Order, Public Safety	0712	MANAGEMENT SALARIES - FIRE BREAK INSPECTIONS	\$31,340.00	\$9,444.99	70%	-\$21,895.01	No year end variance anticipated.
05	Law, Order, Public Safety	0714	FIREBREAKS SUPERANNUATION	\$3,343.00	\$1,335.78	60%	-\$2,007.22	No year end variance anticipated.
05	Law, Order, Public Safety	0715	FIREBREAKS ANNUAL LEAVE EXPENSE	\$2,739.00	\$0.00	100%	-\$2,739.00	No year end variance anticipated.

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
05	Law, Order, Public Safety	0716	FIREBREAKS LSL EXPENSE	\$759.04	\$0.00	100%	-\$759.04	No year end variance anticipated.
05	Law, Order, Public Safety	0722	COMMUNITY EMERGENCY SERVICES OFFICER	\$79,812.00	\$33,543.61	58%	-\$46,268.39	No year end variance anticipated.
05	Law, Order, Public Safety	0731	CESO SUPERANNUATION	\$7,993.00	\$2,903.92	64%	-\$5,089.08	No year end variance anticipated.
05	Law, Order, Public Safety	0732	FMO ANNUAL LEAVE	\$6,550.00	\$0.00	100%	-\$6,550.00	No year end variance anticipated.
05	Law, Order, Public Safety	0734	LONG SERVICE LEAVE - CESO	\$1,814.80	\$0.00	100%	-\$1,814.80	No year end variance anticipated.
05	Law, Order, Public Safety	0755	CESM TRAINING	\$1,530.00	\$520.00	66%	-\$1,010.00	No year end variance anticipated.
05	Law, Order, Public Safety	0762	MTCE PLANT & EQUIPMENT	\$1,500.00	\$3,985.72	-166%	\$2,485.72	No year end variance anticipated.
05	Law, Order, Public Safety	0783	FIRE BREAK MAINTENANCE INCOME	-\$500.00	\$0.00	100%	\$500.00	No year end variance anticipated.
05	Law, Order, Public Safety	0801	ANIMAL CONTROL SALARIES	\$29,961.00	\$3,960.86	87%	-\$26,000.14	No year end variance anticipated.
05	Law, Order, Public Safety	0802	RANGERS EXPENSES	\$29,324.00	\$4,716.08	84%	-\$24,607.92	No year end variance anticipated.
05	Law, Order, Public Safety	0803	ANIMAL CONTROL SUPERANNUATION	\$1,444.00	\$569.94	61%	-\$874.06	No year end variance anticipated.
05	Law, Order, Public Safety	0804	ANIMAL CONTROL ANNUAL LEAVE EXPENSE	\$1,184.00	\$0.00	100%	-\$1,184.00	No year end variance anticipated.
05	Law, Order, Public Safety	0805	ANIMAL CONTROL LSL EXPENSE	\$327.93	\$0.00	100%	-\$327.93	No year end variance anticipated.
05	Law, Order, Public Safety	0832	MAINTENANCE OF BRIGADE VEHICLES	\$14,918.00	\$934.03	94%	-\$13,983.97	No year end variance anticipated.
05	Law, Order, Public Safety	0833	DOG REGISTRATION FEES	-\$4,500.00	-\$2,771.20	38%	\$1,728.80	No year end variance anticipated.
05	Law, Order, Public Safety	0834	CAT REGISTRATION FEES	-\$500.00	-\$84.09	83%	\$415.91	No year end variance anticipated.
05	Law, Order, Public Safety	0842	MTCE LAND & BUILDINGS	\$1,500.00	\$0.00	100%	-\$1,500.00	No year end variance anticipated.
05	Law, Order, Public Safety	0843	FINES AND PENALTIES	-\$1,500.00	-\$540.00	64%	\$960.00	No year end variance anticipated.
05	Law, Order, Public Safety	0852	CLOTHING & ACCESSORIES	\$500.00	\$5,364.17	-973%	\$4,864.17	No year end variance anticipated.
05	Law, Order, Public Safety	0862	UTILITIES RATES & TAXES	\$2,154.00	\$1,796.77	17%	-\$357.23	No year end variance anticipated.
05	Law, Order, Public Safety	0872	OTHER GOODS & SERVICES	\$5,000.00	\$3,368.71	33%	-\$1,631.29	No year end variance anticipated.
05	Law, Order, Public Safety	0905	SES UTILITIES RATES & TAXES	\$2,800.00	\$1,332.79	52%	-\$1,467.21	No year end variance anticipated.
05	Law, Order, Public Safety	0922	SES INSURANCE	\$1,117.00	\$1,346.51	-21%	\$229.51	No year end variance anticipated.
05	Law, Order, Public Safety	0925	SES MINOR PLANT & EQUIPMENT <\$1200	\$0.00	\$12.94	NA	\$12.94	No year end variance anticipated.
05	Law, Order, Public Safety	0942	EMERGENCY RESPONSE	\$11,000.00	\$6,353.00	42%	-\$4,647.00	No year end variance anticipated.
05	Law, Order, Public Safety	0963	FESA LEVY SES	-\$20,700.00	-\$5,657.50	73%	\$15,042.50	No year end variance anticipated.
05	Law, Order, Public Safety	0975	SES OTHER GOODS & SERVICES	\$7,481.00	\$225.80	97%	-\$7,255.20	No year end variance anticipated.
05	Law, Order, Public Safety	0995	SES PLANT PURCHASES \$1200 - \$5000	\$9,300.00	\$2,432.36	74%	-\$6,867.64	No year end variance anticipated.
05	Law, Order, Public Safety	9062	DEPRECIATION FIRE PREVENTION	\$29,305.00	\$0.00	100%	-\$29,305.00	No year end variance anticipated.
Law, Order, Public Safety Total								
07	Health	0766	HEALTH- ADMIN REALLOCATION	\$12,963.00	\$3,234.64	75%	-\$9,728.36	No year end variance anticipated.
07	Health	1242	INSURANCE	\$110.25	\$119.63	-9%	\$9.38	No year end variance anticipated.
07	Health	1252	A/LEAVE EXP HEALTH	\$1,231.00	\$0.00	100%	-\$1,231.00	No year end variance anticipated.
07	Health	1262	HEALTH INSPECTION	\$51,390.00	\$17,975.44	65%	-\$33,414.56	No year end variance anticipated.
07	Health	1272	LSL EXPENSE HEALTH	\$341.20	\$0.00	100%	-\$341.20	No year end variance anticipated.
07	Health	1282	SUPERANNUATION	\$1,503.00	\$455.77	70%	-\$1,047.23	No year end variance anticipated.
07	Health	1322	HEALTH ADMIN EXPENSES	\$6,000.00	\$484.26	92%	-\$5,515.74	No year end variance anticipated.
07	Health	1353	SEPTIC TANK APPLICATION FEE	-\$1,500.00	-\$643.62	57%	\$856.38	No year end variance anticipated.
07	Health	1383	GENERAL LICENSE FEES	-\$7,000.00	-\$7,948.96	-14%	-\$948.96	No year end variance anticipated.
07	Health	1393	WATER TESTING FEES	-\$250.00	\$56.61	123%	\$306.61	No year end variance anticipated.
Health Total								
08	Education & Welfare	0866	EDUCATION & WELFARE - ADMIN REALLOCATION	\$23,756.00	\$5,914.23	75%	-\$17,841.77	No year end variance anticipated.
08	Education & Welfare	0992	PRE-SCHOOLS MTCE	\$6,549.00	\$3,709.24	43%	-\$2,839.76	No year end variance anticipated.
08	Education & Welfare	0993	RENTAL INCOME - FROGS	-\$7,175.04	-\$3,491.54	51%	\$3,683.50	No year end variance anticipated.
08	Education & Welfare	1022	FAMILY FUN DAY EXPENSES	\$1,100.00	\$0.00	100%	-\$1,100.00	No year end variance anticipated.
08	Education & Welfare	1024	COMMUNITY EVENTS SUPPORT	\$5,084.00	\$0.00	100%	-\$5,084.00	No year end variance anticipated.

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
08	Education & Welfare	1063	KIDS SPORT - EXPENDITURE	\$10,000.00	\$1,270.00	87%	-\$8,730.00	No year end variance anticipated.
08	Education & Welfare	1122	LDAG EXPENSES	\$0.00	\$1,262.54	NA	\$1,262.54	No year end variance anticipated.
08	Education & Welfare	1123	COMMUNITY DEVELOPMENT GRANTS	\$2,000.00	-\$4,300.00	315%	-\$6,300.00	No year end variance anticipated.
08	Education & Welfare	1124	KIDS SPORT - INCOME	-\$10,000.00	\$0.00	100%	\$10,000.00	No year end variance anticipated.
08	Education & Welfare	1132	YOUTH PROGRAMS AND PLANNING	\$5,000.00	\$3,476.11	30%	-\$1,523.89	No year end variance anticipated.
08	Education & Welfare	1143	YOUTH ADVISORY COUNCIL INCOME	\$0.00	-\$198.18	NA	-\$198.18	No year end variance anticipated.
08	Education & Welfare	1153	SCHOOL HOLIDAY PROGRAMS CONTRIBUTIONS	-\$2,500.00	-\$1,222.71	51%	\$1,277.29	No year end variance anticipated.
08	Education & Welfare	1162	YOUTH ADVISORY COUNCIL EXPENDITURE	\$0.00	\$55.00	NA	\$55.00	No year end variance anticipated.
08	Education & Welfare	1173	CONTRIBUTIONS - COMMUNITY BUS	-\$5,000.00	-\$4,509.07	10%	\$490.93	No year end variance anticipated.
08	Education & Welfare	1612	SENIORS ACTIVITIES	\$2,100.00	\$0.00	100%	-\$2,100.00	No year end variance anticipated.
08	Education & Welfare	1613	COMMUNITY BUS PROJECT	\$5,000.00	\$852.24	83%	-\$4,147.76	No year end variance anticipated.
08	Education & Welfare	1616	CULTURAL PLAN	\$2,000.00	\$0.00	100%	-\$2,000.00	No year end variance anticipated.
08	Education & Welfare	1642	COMMUNITY DEV. OFFICER	\$64,240.00	\$27,061.02	58%	-\$37,178.98	No year end variance anticipated.
08	Education & Welfare	1643	CDO SUPERANNUATION	\$4,362.00	\$2,728.54	37%	-\$1,633.46	No year end variance anticipated.
08	Education & Welfare	1645	CDO ADVERTISING & PROMOTION	\$1,208.60	\$178.00	85%	-\$1,030.60	No year end variance anticipated.
08	Education & Welfare	1647	CDO TRAINING	\$7,750.00	\$4,718.18	39%	-\$3,031.82	No year end variance anticipated.
08	Education & Welfare	3664	COMMUNITY BUS GRANT	-\$2,100.00	\$0.00	100%	\$2,100.00	No year end variance anticipated.
08	Education & Welfare	9092	DEPRECIATION EDUCATION	\$1,374.00	\$0.00	100%	-\$1,374.00	No year end variance anticipated.
	Education & Welfare Total							
09	Housing	1712	STAFF HOUSING MAINTENANCE	\$15,267.75	\$4,706.04	69%	-\$10,561.71	No year end variance anticipated.
09	Housing	1713	LEASED PROPERTY EXPENSES	\$203.30	\$0.00	100%	-\$203.30	No year end variance anticipated.
09	Housing	1723	RENTAL	-\$21,320.00	-\$5,580.00	74%	\$15,740.00	No year end variance anticipated.
09	Housing	9232	DEPRECIATION STAFF HOUSING	\$2,282.00	\$0.00	100%	-\$2,282.00	No year end variance anticipated.
	Housing Total							
10	Community Amenities	1034	SELF SUPPORTING LOAN INCOME INTEREST	-\$3,661.01	-\$1,329.30	64%	\$2,331.71	No year end variance anticipated.
10	Community Amenities	1066	COMMUNITY AMENITIES - ADMIN REALLOCATION	\$56,660.00	\$14,106.09	75%	-\$42,553.91	No year end variance anticipated.
10	Community Amenities	1762	DOMESTIC COLLECTION	\$43,482.86	\$12,844.78	70%	-\$30,638.08	No year end variance anticipated.
10	Community Amenities	1765	RECYCLING COLLECTION	\$43,482.86	\$14,263.04	67%	-\$29,219.82	No year end variance anticipated.
10	Community Amenities	1772	RUBBISH SITE CONTRACT	\$146,412.18	\$28,835.37	80%	-\$117,576.81	No year end variance anticipated.
10	Community Amenities	1803	MOBILE BIN CHARGES	-\$79,733.85	-\$81,177.29	-2%	-\$1,443.44	No year end variance anticipated.
10	Community Amenities	1805	RECYCLING CHARGES	-\$43,004.54	-\$44,737.48	-4%	-\$1,732.94	No year end variance anticipated.
10	Community Amenities	1813	TIP FEES	-\$6,015.96	-\$5,834.55	3%	\$181.41	No year end variance anticipated.
10	Community Amenities	1817	WARR INCOME	-\$71,951.28	-\$73,018.56	-1%	-\$1,067.28	No year end variance anticipated.
10	Community Amenities	1824	STREET BIN PICKUPS	\$8,040.00	\$2,197.90	73%	-\$5,842.10	No year end variance anticipated.
10	Community Amenities	1832	TRANSFER TO LAND FILL SITE RESERVE	\$20,000.00	\$0.00	100%	-\$20,000.00	No year end variance anticipated.
10	Community Amenities	2132	TOWN PLANNING SERVICES	\$66,394.25	\$24,458.75	63%	-\$41,935.50	No year end variance anticipated.
10	Community Amenities	2142	PLANNING ADMIN EXPENSES	\$10,540.98	\$486.82	95%	-\$10,054.16	No year end variance anticipated.
10	Community Amenities	2152	LSL EXPENSE	\$1,023.59	\$0.00	100%	-\$1,023.59	No year end variance anticipated.
10	Community Amenities	2162	SUPERANNUATION	\$4,508.00	\$1,367.24	70%	-\$3,140.76	No year end variance anticipated.
10	Community Amenities	2172	TOWN PLANNING SCHEME	\$12,903.00	\$236.00	98%	-\$12,667.00	No year end variance anticipated.
10	Community Amenities	2192	ANNUAL LEAVE EXPENSE	\$3,694.00	\$0.00	100%	-\$3,694.00	No year end variance anticipated.
10	Community Amenities	2212	LPS AMENDMENT EXPENSES	\$1,560.60	\$0.00	100%	-\$1,560.60	No year end variance anticipated.
10	Community Amenities	2253	PLANNING FEES	-\$5,100.00	-\$6,060.00	-19%	-\$960.00	No year end variance anticipated.
10	Community Amenities	2302	CEMETERY OPER & MTCE-NP	\$25,636.19	\$4,654.84	82%	-\$20,981.35	No year end variance anticipated.
10	Community Amenities	2322	PUBLIC CONVENIENCES	\$71,628.93	\$21,404.82	70%	-\$50,224.11	No year end variance anticipated.
10	Community Amenities	2362	INTEREST REPAYMENTS - LOAN 37	\$3,661.00	\$1,809.96	51%	-\$1,851.04	No year end variance anticipated.
10	Community Amenities	2373	CEMETERY FEES	-\$5,000.00	-\$2,788.16	44%	\$2,211.84	No year end variance anticipated.
10	Community Amenities	9262	DEPRECIATION EXPENSE REFUSE	\$896.00	\$0.00	100%	-\$896.00	No year end variance anticipated.
10	Community Amenities	9312	DEPRECIATION PUBLIC TOILETS	\$1,727.00	\$0.00	100%	-\$1,727.00	No year end variance anticipated.
	Community Amenities Total							

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
11	Recreation And Culture	1166	RECREATION & CULTURE - ADMIN REALLOCATION	\$93,639.00	\$23,312.36	75%	-\$70,326.64	No year end variance anticipated.
11	Recreation And Culture	1732	COMMUNITY HOUSE	\$2,557.00	\$836.17	67%	-\$1,720.83	No year end variance anticipated.
11	Recreation And Culture	2422	TOWN HALL	\$36,560.00	\$6,781.32	81%	-\$29,778.68	No year end variance anticipated.
11	Recreation And Culture	2432	RECREATION CENTRE	\$51,406.00	\$16,213.89	68%	-\$35,192.11	No year end variance anticipated.
11	Recreation And Culture	2442	COMMUNITY MEETING ROOM	\$4,568.00	\$3,810.50	17%	-\$757.50	No year end variance anticipated.
11	Recreation And Culture	2453	GRANTS	-\$50,000.00	\$0.00	100%	\$50,000.00	No year end variance anticipated.
11	Recreation And Culture	2462	LESSER HALL (SUPPER ROOM)	\$2,500.00	\$1,196.00	52%	-\$1,304.00	No year end variance anticipated.
11	Recreation And Culture	2472	OLD ROADS BOARD BUILDING	\$3,335.00	\$1,415.51	58%	-\$1,919.49	No year end variance anticipated.
11	Recreation And Culture	2482	BOWLING CLUB	\$4,550.00	\$10,765.69	-137%	\$6,215.69	No year end variance anticipated.
11	Recreation And Culture	2492	CUNDINUP HALL	\$670.00	\$695.34	-4%	\$25.34	No year end variance anticipated.
11	Recreation And Culture	2502	CARLOTTA HALL	\$3,542.50	\$556.28	84%	-\$2,986.22	No year end variance anticipated.
11	Recreation And Culture	2503	COMMUNITY STORAGE SHEDS	\$260.00	\$0.00	100%	-\$260.00	No year end variance anticipated.
11	Recreation And Culture	2576	LEASE INCOME - COMMUNITY CENTRE	-\$5,100.00	\$0.00	100%	\$5,100.00	No year end variance anticipated.
11	Recreation And Culture	2577	LEASE INCOME SUPPER ROOM	-\$11,122.00	-\$5,569.28	50%	\$5,552.72	No year end variance anticipated.
11	Recreation And Culture	2642	PUBLIC PARKS GDNS & RESER	\$224,443.00	\$52,853.07	76%	-\$171,589.93	No year end variance anticipated.
11	Recreation And Culture	2833	RENTAL COMMUNITY STORAGE SHEDS	-\$600.00	-\$600.00	0%	\$0.00	No year end variance anticipated.
11	Recreation And Culture	2842	PUBLIC ART MAINTENANCE	\$7,001.00	\$2,018.35	71%	-\$4,982.65	No year end variance anticipated.
11	Recreation And Culture	2902	SALARIES (LIB)	\$26,494.69	\$3,979.55	85%	-\$22,515.14	No year end variance anticipated.
11	Recreation And Culture	2922	LIBRARY OFFICE EXPENSES	\$5,010.00	\$3,093.79	38%	-\$1,916.21	No year end variance anticipated.
11	Recreation And Culture	2932	WRITE OFF OF DEBTS	\$200.00	\$0.00	100%	-\$200.00	No year end variance anticipated.
11	Recreation And Culture	2993	LOST BOOK CHARGE	-\$200.00	-\$42.58	79%	\$157.42	No year end variance anticipated.
11	Recreation And Culture	3123	HISTORY OF NANNUP INCOME	\$0.00	-\$12.72	NA	-\$12.72	No year end variance anticipated.
11	Recreation And Culture	7043	REC CENTRE HIRE FEES	-\$5,000.00	-\$1,003.72	80%	\$3,996.28	No year end variance anticipated.
11	Recreation And Culture	7053	TOWN HALL HIRE	-\$3,060.00	-\$3,720.00	-22%	-\$660.00	No year end variance anticipated.
11	Recreation And Culture	7432	FORESHORE PARK	\$23,565.68	\$7,792.58	67%	-\$15,773.10	No year end variance anticipated.
11	Recreation And Culture	7574	SALE OF HERITAGE TRAIL BOOKS	\$0.00	-\$10.92	NA	-\$10.92	No year end variance anticipated.
11	Recreation And Culture	9292	DEPRECIATION COMMUNITY SHEDS	\$1,100.00	\$0.00	100%	-\$1,100.00	No year end variance anticipated.
11	Recreation And Culture	9302	DEPRECIATION CARLOTTA HALL	\$541.00	\$0.00	100%	-\$541.00	No year end variance anticipated.
11	Recreation And Culture	9322	DEPRECIATION REC CENTRE	\$23,400.00	\$0.00	100%	-\$23,400.00	No year end variance anticipated.
11	Recreation And Culture	9332	DEPRECIATION TOWN HALL	\$1,600.00	\$0.00	100%	-\$1,600.00	No year end variance anticipated.
11	Recreation And Culture	9333	LESSER HALL DEPRECIATION	\$500.00	\$0.00	100%	-\$500.00	No year end variance anticipated.
11	Recreation And Culture	9334	BOWLING CLUB DEPRECIATION	\$1,700.00	\$0.00	100%	-\$1,700.00	No year end variance anticipated.
11	Recreation And Culture	9342	DEPRECIATION PARKS & GARDENS	\$6,500.00	\$0.00	100%	-\$6,500.00	No year end variance anticipated.
11	Recreation And Culture	9345	FORESHORE PARK DEPRECIATION	\$2,700.00	\$0.00	100%	-\$2,700.00	No year end variance anticipated.
11	Recreation And Culture	9353	COMMUNITY ROOM DEPRECIATION	\$2,100.00	\$0.00	100%	-\$2,100.00	No year end variance anticipated.
11	Recreation And Culture	9362	DEPRECIATION OLD ROADS BOARD	\$400.00	\$0.00	100%	-\$400.00	No year end variance anticipated.
11	Recreation And Culture	9392	DEPRECIATION CUNDINUP HALL	\$57.00	\$0.00	100%	-\$57.00	No year end variance anticipated.
Recreation And Culture Total								
12	Transport	1266	TRANSPORT - ADMIN REALLOCATION	\$217,723.00	\$54,204.08	75%	-\$163,518.92	No year end variance anticipated.
12	Transport	3160	BRIDGE MAINTENANCE	\$39,508.00	\$9,646.00	76%	-\$29,862.00	No year end variance anticipated.
12	Transport	3212	DEPOT OFFICE MTCE	\$43,784.00	\$7,039.80	84%	-\$36,744.20	No year end variance anticipated.
12	Transport	3221	MRD DIRECT GRANTS	-\$109,284.00	\$0.00	100%	\$109,284.00	\$47K Shortfall due to State Gov change in Budget Allocations. \$30K Savings in Licences due to Local Government Rebate reinstated. \$17K shortfall overall.
12	Transport	3230	CROSSOVERS	\$2,000.00	\$0.00	100%	-\$2,000.00	No year end variance anticipated.
12	Transport	3231	REGIONAL ROAD GROUP GRANTS	-\$210,000.00	-\$84,000.00	60%	\$126,000.00	No year end variance anticipated.
12	Transport	3240	TRAFFIC SIGNS & CONTROL	\$1,000.00	\$599.64	40%	-\$400.36	No year end variance anticipated.
12	Transport	3261	ROADS TO RECOVERY GRANT	-\$444,000.00	-\$220,000.00	50%	\$224,000.00	No year end variance anticipated.
12	Transport	3380	LOCAL ROAD MAINTENANCE	\$771,644.00	\$261,976.98	66%	-\$509,667.02	No year end variance anticipated.
12	Transport	3391	BLACKSPOT FUNDING	-\$550,000.00	\$0.00	100%	\$550,000.00	No year end variance anticipated.
12	Transport	3410	ROADVERGE MAINTENANCE	\$94,996.00	\$16,460.71	83%	-\$78,535.29	No year end variance anticipated.
12	Transport	3420	LIGHTING OF STREETS	\$25,000.00	\$7,826.13	69%	-\$17,173.87	No year end variance anticipated.
12	Transport	3440	CONTRACT STREET SWEEPING	\$11,000.00	\$1,300.00	88%	-\$9,700.00	No year end variance anticipated.
12	Transport	3450	TRAFFIC COUNTER PLACEMENT	\$3,459.00	\$3,761.23	-9%	\$302.23	No year end variance anticipated.
12	Transport	3470	SAFETY MEASURES WORKS	\$6,000.00	\$1,484.31	75%	-\$4,515.69	No year end variance anticipated.
12	Transport	3572	PURCHASE OF MINOR EQUIP.	\$6,000.00	\$4,228.82	30%	-\$1,771.18	No year end variance anticipated.
12	Transport	3682	TRANSFER TO PLANT RESERVE	\$150,000.00	\$0.00	100%	-\$150,000.00	No year end variance anticipated.
12	Transport	3685	TRANSFER FROM PLANT RESERVE	-\$130,000.00	\$0.00	100%	\$130,000.00	No year end variance anticipated.
12	Transport	4012	GRAVEL PIT REHABILITATION	\$20,000.00	\$0.00	100%	-\$20,000.00	No year end variance anticipated.
12	Transport	4263	SALE OF MATERIAL	-\$2,500.00	\$0.00	100%	\$2,500.00	No year end variance anticipated.
12	Transport	7120	ROMANS ROAD INV. SYSTEM	\$8,500.00	\$5,672.73	33%	-\$2,827.27	No year end variance anticipated.
12	Transport	8392	PROF/LOSS ON SALE ASSETS	\$130,000.00	\$0.00	100%	-\$130,000.00	No year end variance anticipated.
12	Transport	8393	INCOME SALE OF ASSETS	-\$182,000.00	-\$64,545.45	65%	\$117,454.55	No year end variance anticipated.
12	Transport	9372	DEPRECIATION ROADS & FOOTPATHS	\$1,074,000.00	\$0.00	100%	-\$1,074,000.00	No year end variance anticipated.
12	Transport	9374	DEPRECIATION - BRIDGES	\$239,566.00	\$0.00	100%	-\$239,566.00	No year end variance anticipated.
Transport Total								
13	Economic Services	0102	AUSTRALIA DAY CELEBRATION	\$2,000.00	\$500.00	75%	-\$1,500.00	No year end variance anticipated.
13	Economic Services	1366	ECONOMIC SERVICES- ADMIN REALLOCATION	\$25,524.00	\$6,354.41	75%	-\$19,169.59	No year end variance anticipated.

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
13	Economic Services	1373	SEPTIC TANK INSPECTION FEE	-\$1,428.00	-\$708.00	50%	\$720.00	No year end variance anticipated.
13	Economic Services	3265	MAIN STREET UPGRADE	-\$110,000.00	-\$64,291.00	42%	\$45,709.00	No year end variance anticipated.
13	Economic Services	3266	TRANSFERS FROM MAIN STREET RESERVE	-\$63,940.00	\$0.00	100%	\$63,940.00	No year end variance anticipated.
13	Economic Services	3824	ELECTRIC CAR RECHARGE	\$315.00	\$141.18	55%	-\$173.82	No year end variance anticipated.
13	Economic Services	3862	FUNCTIONS/EVENTS SUPPORT	\$7,165.00	\$1,527.66	79%	-\$5,637.34	No year end variance anticipated.
13	Economic Services	3864	VISITOR CENTRE UPGRADE	\$8,075.00	\$0.00	100%	-\$8,075.00	No year end variance anticipated.
13	Economic Services	3894	VISITOR CENTRE UPGRADE	-\$28,850.00	-\$28,850.00	0%	\$0.00	No year end variance anticipated.
13	Economic Services	3932	CARAVAN PARKS MAINTENANCE	\$1,660.00	\$2,611.67	-57%	\$951.67	No year end variance anticipated.
13	Economic Services	3933	CARAVAN PARKS INCOME	-\$12,700.00	\$0.00	100%	\$12,700.00	No year end variance anticipated.
13	Economic Services	3952	VISITOR CENTRE SUPPORT	\$15,000.00	\$0.00	100%	-\$15,000.00	No year end variance anticipated.
13	Economic Services	3962	REGIONAL PROMOTION	\$5,000.00	\$9,785.91	-96%	\$4,785.91	No year end variance anticipated.
13	Economic Services	3964	TOURISM PROMOTION	\$41,000.00	\$1,729.25	96%	-\$39,270.75	No year end variance anticipated.
13	Economic Services	4052	LSL EXPENSE BUILDING	\$1,564.65	\$0.00	100%	-\$1,564.65	No year end variance anticipated.
13	Economic Services	4062	BUILDING CONTROL SALARY	\$62,880.01	\$12,219.06	81%	-\$50,660.95	No year end variance anticipated.
13	Economic Services	4072	BUILDING CONTROL SUPERANNUATION	\$6,890.70	\$1,523.42	78%	-\$5,367.28	No year end variance anticipated.
13	Economic Services	4082	A/LEAVE EXP BUILDING	\$5,646.46	\$0.00	100%	-\$5,646.46	No year end variance anticipated.
13	Economic Services	4092	BUILDING CONTROL EXPENSES	\$3,121.00	\$1,131.44	64%	-\$1,989.56	No year end variance anticipated.
13	Economic Services	4153	CHGES & FEES BUILD PERMIT	-\$10,200.00	-\$8,835.68	13%	\$1,364.32	No year end variance anticipated.
13	Economic Services	9452	DEPRECIATION CARAVAN PARK	\$6,950.00	\$0.00	100%	-\$6,950.00	No year end variance anticipated.
Economic Services Total								
14	Other Property And Services	4292	PRIVATE WORKS - EXPENDITURE	\$27,170.00	\$4,151.35	85%	-\$23,018.65	No year end variance anticipated.
14	Other Property And Services	4312	TRAINING	\$90,607.00	\$8,847.47	90%	-\$81,759.53	No year end variance anticipated.
14	Other Property And Services	4321	ACCURIED SALARIES & WAGES - WORKS	\$3,833.00	-\$19,093.00	598%	-\$22,926.00	No year end variance anticipated.
14	Other Property And Services	4322	LSL EXPENSE WORKS	\$26,379.00	\$0.00	100%	-\$26,379.00	No year end variance anticipated.
14	Other Property And Services	4323	PRIVATE WORKS -INCOME	-\$35,000.00	-\$3,209.25	91%	\$31,790.75	No year end variance anticipated.
14	Other Property And Services	4332	SALARIES (PWO)	\$68,821.00	\$54,491.06	21%	-\$14,329.94	No year end variance anticipated.
14	Other Property And Services	4352	A/LEAVE EXP WORKS	\$99,771.13	\$0.00	100%	-\$99,771.13	No year end variance anticipated.
14	Other Property And Services	4362	OCCUPATIONAL SUPER	\$104,387.00	\$39,364.19	62%	-\$65,022.81	No year end variance anticipated.
14	Other Property And Services	4402	SICK LEAVE	\$51,085.00	\$13,023.91	75%	-\$38,061.09	No year end variance anticipated.
14	Other Property And Services	4432	INSURANCE ON WORKS	\$52,750.00	\$49,740.80	6%	-\$3,009.20	No year end variance anticipated.
14	Other Property And Services	4452	PROTECTIVE CLOTHING	\$12,000.00	\$4,944.46	59%	-\$7,055.54	No year end variance anticipated.
14	Other Property And Services	4462	OCCUP. HLTH. SAFETY EXPEN	\$8,975.00	\$3,120.40	65%	-\$5,854.60	No year end variance anticipated.
14	Other Property And Services	4472	PLANT OVERHEADS WAGES	\$58,624.00	\$28,383.35	52%	-\$30,240.65	No year end variance anticipated.
14	Other Property And Services	4482	TYRES & BATTERIES	\$15,000.00	\$0.00	100%	-\$15,000.00	No year end variance anticipated.
14	Other Property And Services	4492	LICENSES	\$52,090.00	\$1,205.09	98%	-\$50,884.91	\$30k Savings anticipated due to Local Government Rebate reinstated, however \$47K worth of Grant Funding removed, \$17K Shortfall expected overall.
14	Other Property And Services	4512	LESS POC ALLOCATED TO W&S	-\$498,592.00	-\$119,736.27	76%	\$378,855.73	No year end variance anticipated.
14	Other Property And Services	4532	ADMINISTRATIVE EXPENSES	\$1,000.00	\$0.00	100%	-\$1,000.00	No year end variance anticipated.
14	Other Property And Services	4562	RDO ACCRUAL	\$0.00	-\$894.12	NA	-\$894.12	No year end variance anticipated.
14	Other Property And Services	4570	SALARIES	\$0.00	\$287,043.93	NA	\$287,043.93	No year end variance anticipated.
14	Other Property And Services	4580	WAGES	\$0.00	\$292,821.89	NA	\$292,821.89	No year end variance anticipated.
14	Other Property And Services	4590	LESS SALARIES ALLOCATED	\$0.00	-\$287,043.93	NA	-\$287,043.93	No year end variance anticipated.
14	Other Property And Services	4600	LESS WAGES ALLOCATED	\$0.00	-\$292,821.89	NA	-\$292,821.89	No year end variance anticipated.
14	Other Property And Services	4982	FUEL & OIL	\$150,000.00	\$30,862.98	79%	-\$119,137.02	No year end variance anticipated.
14	Other Property And Services	4992	SUNDRY TOOLS & STORES	\$3,000.00	\$435.42	85%	-\$2,564.58	No year end variance anticipated.
14	Other Property And Services	6792	PUBLIC HOLIDAY PAY	\$40,999.00	\$3,594.25	91%	-\$37,404.75	No year end variance anticipated.
14	Other Property And Services	6793	STORM CONTINGENCY - WAGES	\$20,000.00	\$0.00	100%	-\$20,000.00	No year end variance anticipated.
14	Other Property And Services	6802	PARTS AND EXTERNAL WORK	\$69,000.00	\$46,258.08	33%	-\$22,741.92	No year end variance anticipated.
14	Other Property And Services	7422	LESS PWO ALLOCATED TO W&S	-\$454,987.00	-\$194,473.55	57%	\$260,513.45	No year end variance anticipated.
14	Other Property And Services	7672	RECRUITMENT EXPENSES	\$2,000.00	\$0.00	100%	-\$2,000.00	No year end variance anticipated.
14	Other Property And Services	9382	DEPRECIATION WORKS PLANT	\$114,000.00	\$0.00	100%	-\$114,000.00	No year end variance anticipated.
14	Other Property And Services	9562	DEPRECIATION WORKS	\$6,000.00	\$0.00	100%	-\$6,000.00	No year end variance anticipated.
Other Property And Services Total								
Grand Total								

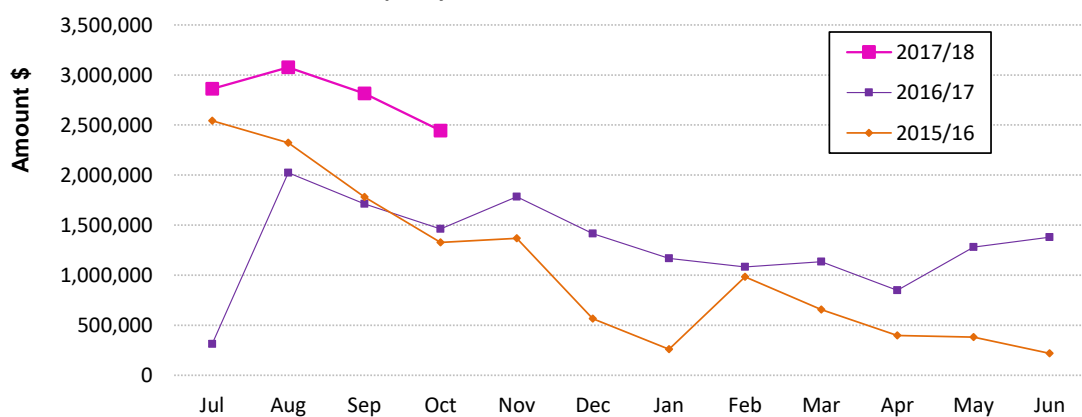
SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2017	31 Oct 2016	31 Oct 2017
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	2,549,725	1,063,868	2,250,832
Cash Restricted - Conditions over Grants	11	(872,435)	0	0
Cash Restricted	4	1,605,747	1,480,661	1,621,063
Receivables - Rates & Rubbish		105,781	597,290	490,820
Receivables - Other	6	38,053	81,800	55,047
Interest / ATO Receivable/ Trust	6	30,915	30,891	45,173
Inventories		6,240	6,240	6,240
		<u>3,464,026</u>	<u>3,260,750</u>	<u>4,469,176</u>
Less: Current Liabilities				
Payables		(41,750)	0	(0)
Provisions		(405,645)	(303,106)	(388,088)
		<u>(447,395)</u>	<u>(303,106)</u>	<u>(388,088)</u>
Less:				
Cash Reserves	7	(1,605,747)	(1,480,661)	(1,621,063)
Restricted Assets		(35,110)	(34,333)	(5,052)
YAC Committee		(16,250)	(16,250)	(16,250)
ATO Liability		(0)	(30,510)	(36,299)
Loans receivable - Clubs/Institutions		(30,919)	(15,460)	(15,460)
		<u>(1,688,027)</u>	<u>(1,577,213)</u>	<u>(1,694,124)</u>
Add:				
Cash Backed Long Service Leave		135,897	101,849	135,897
		<u>135,897</u>	<u>101,849</u>	<u>135,897</u>
		<u>1,464,502</u>	<u>1,482,279</u>	<u>2,522,861</u>

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	1,250,582			1,250,582	CBA	Tiered	At Call
Reserve Bank Account		321,063		321,063	CBA	Tiered	At Call
Trust Bank Account			(58,699)	(58,699)	CBA	Tiered	At Call
Cash On Hand	250			250	N/A	Nil	On Hand
(b) Term Deposits							
Municipal	1,000,000			1,000,000	WBC	2.40%	21-Nov-17
Reserves		1,300,000		1,300,000	WBC	2.45%	21-Nov-17
Total	2,250,832	1,621,063	(58,699)	3,813,196			

Comments/Notes - Investments

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 5: Budget Amendments

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Opening Surplus	\$	\$	\$	\$
	Permanent Changes						0
	Opening surplus adjustment						0
	<u>Capital Expenditure</u>						0
	<u>Transport</u>						0
	<u>Capital Income</u>						0
	<u>General Purpose</u>						0
	<u>Operating Income</u>						0
	<u>Operating Expenditure</u>						0
				0	0	0	0

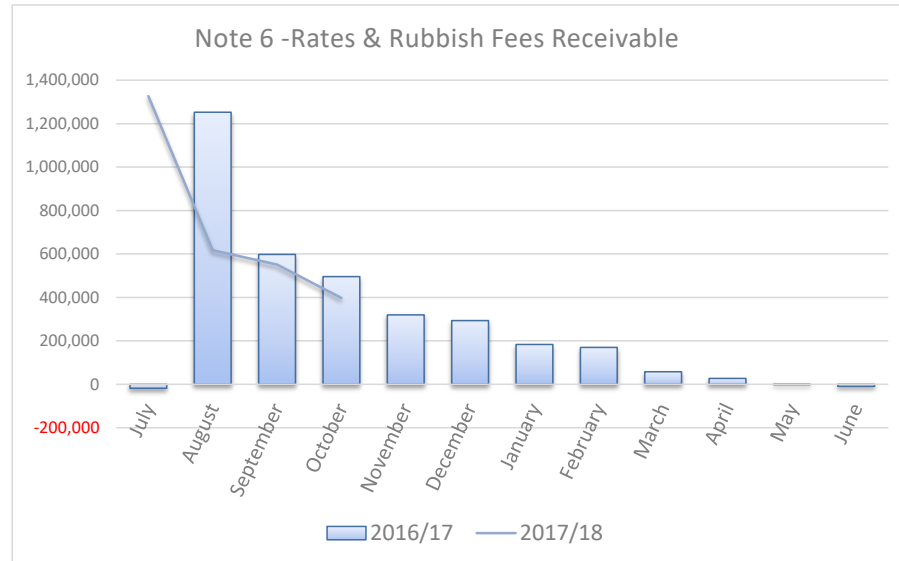
Classifications Pick List

Operating Revenue
Operating Expenses
Capital Revenue
Capital Expenses
Opening Surplus(Deficit)
Non Cash Item

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 6: Receivables

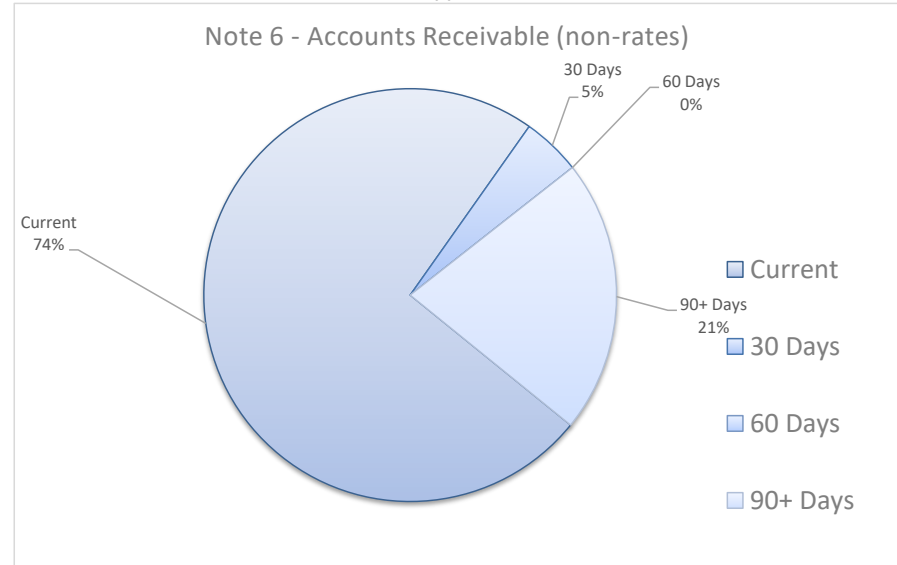
Receivables - Rates Receivable	31 Oct 2017	30 June 2017
	\$	\$
Opening Arrears Previous Years	68,606	78,115
Levied this year	1,592,345	1,534,244
<u>Less</u> Collections to date	(1,195,045)	(1,543,753)
Equals Current Outstanding	465,905	68,606
Net Rates Collectable	465,905	68,606
% Collected	75.05%	95.75%



Comments/Notes - Receivables Rates

Receivables - General	Current	30 Days	60 Days	90+ Days	90+Days
	\$	\$	\$	\$	\$
Receivables - General	40,708	2,540	0	11,799	55,047
Balance per Trial Balance					
Sundry Debtors					55,047
Receivables - Other					45,173
Total Receivables General Outstanding					100,220
				Error Check	0.00

Amounts shown above include GST (where applicable)

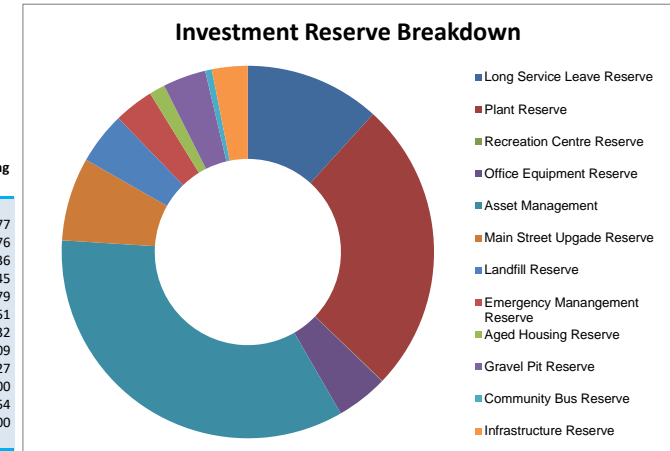


Comments/Notes - Receivables General

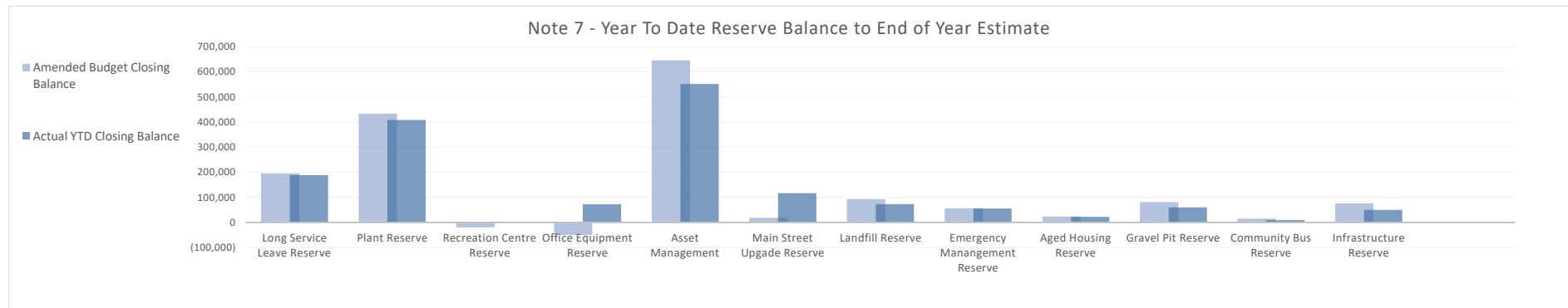
SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 7: Cash Backed Reserve

Name	Opening Balance 1/7/2017	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave Reserve	188,371	1,500	207	25,000	0	(19,500)	0	195,371	188,577
Plant Reserve	408,229	5,000	447	150,000	0	(130,000)	0	433,229	408,676
Recreation Centre Reserve	535	0	1	0	0	(20,500)	0	(19,965)	536
Office Equipment Reserve	72,166	1,000	79	15,000	0	(138,000)	0	(49,834)	72,245
Asset Management	550,975	6,000	604	89,000	0	0	0	645,975	551,579
Main Street Upgrade Reserve	116,423	500	128	0	0	(98,590)	0	18,333	116,551
Landfill Reserve	72,452	1,000	79	20,000	0	0	0	93,452	72,532
Emergency Manangement Reserve	55,248	1,000	61	0	0	0	0	56,248	55,309
Aged Housing Reserve	22,103	1,000	24	0	0	0	0	23,103	22,127
Gravel Pit Reserve	60,000	1,000	0	20,000	0	0	0	81,000	60,000
Community Bus Reserve	9,244	1,000	10	5,000	0	0	0	15,244	9,254
Infrastructure Reserve	50,000	1,000	0	25,000	0	0	0	76,000	50,000
	1,605,746	20,000	1,639	349,000	0	(406,590)	0	1,568,156	1,607,386



Note 7 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 8: Disposal of Assets

Asset Number	Asset Description	YTD Actual				Amended Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and Equipment	362,000				362,000	228,000		(134,000)
		362,000	0	0	0	362,000	228,000	0	(134,000)

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 9: Rating Information

	Rate in	Number of Properties	Rateable Value	YTD Actual				Amended Budget			
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV	8.1670	416	6,626,996	541,227	0	0	541,227	541,227			541,227
UV	0.4257	211	119,888,000	510,363	0	0	510,363	510,363			510,363
UV Pastoral				0	0	0	0		0	0	0
Sub-Totals		627	126,514,996	1,051,590	0	0	1,051,590	1,051,590	0	0	1,051,590
Minimum Payment	Minimum										
	\$										
GRV	870.00	310	1,945,952	269,700	0	0	269,700	269,700	0	0	269,700
UV	1,050.00	210	26,923,986	220,500	0	0	220,500	220,500	0	0	220,500
Sub-Totals		520	28,869,938	490,200	0	0	490,200	490,200	0	0	490,200
		1,147	155,384,934	1,541,790	0	0	1,541,790	1,541,790	0	0	1,541,790
Concession							0				0
Amount from General Rates							1,541,790				1,541,790
Ex-Gratia Rates							44,928				44,928
Specified Area Rates							0				0
Totals							1,586,718				1,586,718

Comments - Rating Information

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 10: Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2017	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
			\$	\$	\$	\$	\$	\$
Governance								
Loan 37 NCRC	67,975		5,363	5,363	62,613	62,613	1,810	1,810 *
							-	0
					-	0	-	0
	67,975	0	5,363	5,363	62,613	62,613	1,810	1,810

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

* Per SSL 2017_18

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 11: Grants and Contributions

	Grant Provider	Type	Opening Balance (a)	Amended Budget Operating	Capital	YTD Budget	Annual Budget (d)	Post Variations (e)	Expected (d)+(e)	YTD Actual Revenue	(Expended) (c)	Unspent Grant (a)+(b)+(c)
				\$	\$	\$				\$	\$	\$
General Purpose Funding												
Old Railway Bridge	LotteryWest	Non-operating	(17,525)	0	0	0	0		0	0	0	(17,525)
Grants Commission - General Equalisation	WALGGC	operating - Tied	(476,923)	(401,964)	0	(401,964)	(401,964)		(401,964)	(97,623)	97,623	(476,923)
Grants Commission - Roads	WALGGC	operating - Tied	(255,634)	(204,122)	0	(204,122)	(204,122)		(204,122)	(53,707)	53,707	(255,634)
Law, Order and Public Safety												
FESA LEVY DFES	Dept. of Fire & Emergency Serv.	Operating	0	(87,000)	0	(87,000)	(87,000)		(87,000)	(27,500)	27,500	0
Bushfire Operating Grant 1617	Dept. of Fire & Emergency Serv.	operating - Tied	(16,689)	0	0	0			0		0	(16,689)
Grant FESA - SES	Dept. of Fire & Emergency Serv.	operating - Tied	(4,215)	(20,700)	0	(20,700)	(20,700)		(20,700)	(5,658)	5,658	(4,215)
CESM MOA Grant	Dept. of Fire & Emergency Serv.	Operating	0	(83,126)	0	(83,126)	(83,126)		(83,126)	(29,331)	29,331	0
Bushfire Management Plan	Dept. of Fire & Emergency Serv.	operating - Tied	(19,140)	0	0	0	0		0	0	0	(19,140)
DFES Capital Grant	Dept. of Fire & Emergency Serv.	Non-operating	(27)	0	0	0	0		0	0	0	(27)
Education and Welfare												
Grants - Community Bus	Contributions	Operating	0	(2,100)	0	(2,100)	(2,100)		(2,100)	0	0	0
Family Fun Day	Dept. Regional Development	Operating	0	0	0	0	0		0	0	0	0
Community Development Grants	Dept. Regional Development	Non-operating	0	0	0	0	0		0	0	0	0
Community Development Grants	Dept. Regional Development	Operating	0	(3,000)	0	(3,000)	(3,000)		(3,000)	(3,000)	3,000	0
Crime Prevention	WA Police	operating - Tied	(25,000)	0	0	0			0		0	(25,000)
Lotterywest	LotteryWest	operating - Tied	(26,000)	0	0	0			0		0	(26,000)
Y Culture	Country Arts WA	operating - Tied	(3,000)	0	0	0			0		0	(3,000)
Home Maintenance Grant	Department for Communities	operating - Tied	(17,486)	0	0	0			0		0	(17,486)
Kidsport	Dept. Regional Development	operating - Tied	(10,796)	(10,000)	0	(10,000)	(10,000)		(10,000)	0	0	(10,796)
Recreation and Culture												
Grants - Recreation and Culture	LotteryWest	Non-operating	0	0	(50,000)	(50,000)	(50,000)		(50,000)	0	0	0
Transport												
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	(444,000)	(444,000)	(444,000)		(444,000)	(220,000)	220,000	0
MRD Grants - Capital Projects	Regional Road Group	Operating	0	(109,284)	0	(109,284)	(109,284)	47,000	(62,284)	0	0	0
Grant - Regional Road Group	Regional Road Group	Non-operating	0	0	(210,000)	(210,000)	(210,000)		(210,000)	(84,000)	84,000	0
Economic Services												
Main Road Heart of Nannup	Main Roads WA	Non-operating	0	0	(110,000)	(110,000)	(110,000)		(110,000)	(64,291)	64,291	0
FM Tower	South West Development Comm	Non-operating	0	0	(28,850)	(28,850)	(28,850)		(28,850)	(28,850)	28,850	0
			(872,435)	(921,296)	(844,950)	(1,766,246)	(1,766,246)	47,000	(1,719,246)	(613,959)	613,959	(872,435)
SUMMARY												
Operating	Operating Grants, Subsidies and Contributions		0	(284,510)	0	(284,510)	(284,510)	47,000	(237,510)	(59,831)	59,831	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		(854,883)	(636,786)	0	(636,786)	(636,786)	0	(636,786)	(156,987)	156,987	(854,883)
Non-operating	Non-operating Grants, Subsidies and Contributions		(17,552)	0	(844,950)	(844,950)	(844,950)	0	(844,950)	(397,141)	397,141	(17,552)
TOTALS			(872,435)	(921,296)	(844,950)	(1,766,246)	(1,766,246)	47,000	(1,719,246)	(613,959)	613,959	(872,435)

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

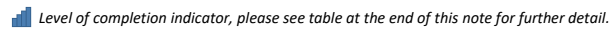
Note 12: Trust Fund

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2017	Amount Received	Amount Paid	Closing Balance 31 Oct 2017
	\$	\$	\$	\$
BCITF Levy	0	4,030	2,300	1,730
BRB Levy	0	4,742	2,892	1,850
Bonds	39,859	15,200	(500)	54,559
Nomination Deposit	0	560	0	560
Donation Rec Centre Deposit	0	0	0	0
Nannup Community Bus	0	0	0	0
	39,859	24,532	4,692	58,699.17
				58,699
			Error	0.00

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			egic Refer ence
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
								
Buildings								
Economic Services								
Caravan Park	4025	0	0	0	10,000	0	0	
Community Amenities Total		0	0	0	10,000	0	0	
Governance								
Administration Building	0564	0	0	0	10,000	0	0	
Governance Total		0	0	0	10,000	0	0	
Law, Order And Public Safety								
East Nannup Fire Shed	0751	0	0	0	0	0	0	
Buildings	0754	0	0	0	0	0	0	
Law, Order And Public Safety Total		0	0	0	0	0	0	
Recreation And Culture								
Capital Works Recreation Centre	2574	270	0	270	150,000	0	270	
Town Hall	2422	6,781	0	6,781	20,000	0	6,781	
Recreation And Culture Total		7,051	0	7,051	170,000	0	7,051	
Buildings Total		7,051	0	7,051	190,000	0	7,051	
Furniture & Office Equip.								
Governance								
Shire Office	0254	3,511	0	3,511	0	0	3,511	
Shire Offices	0584	4,218	0	4,218	20,500	0	4,218	
Governance Total		7,729	0	7,729	20,500	0	7,729	
Furniture & Office Equip. Total		7,729	0	7,729	20,500	0	7,729	
Plant , Equip. & Vehicles								
Governance								
Vehicle purchases - Office Staff	0544	0	0	0	0	0	0	
Governance Total		0	0	0	74,000	74,000	(74,000)	
Transport								
Purchase Of Plant	3564	133,110	0	133,110	312,000	312,000	(178,890)	
Loan Repayments L38	3604	0	0	0	0	0	0	
Transport Total		133,110	0	133,110	312,000	312,000	(178,890)	
Plant , Equip. & Vehicles Total		133,110	0	133,110	386,000	386,000	(252,890)	
Roads (Non Town)								
Transport								
Mowen Road	3130	0	0	0	0	0	0	
Local Road Construction	3170	281,409	0	281,409	1,109,126	1,109,126	(827,717)	
Footpath Program	3210	0	0	0	16,366	16,366	(16,366)	
Transport Total		281,409	0	281,409	1,125,492	1,125,492	(844,083)	
Roads (Non Town) Total		281,409	0	281,409	1,125,492	1,125,492	(844,083)	
Streetscapes								
Economic Services								
Mainstreet Upgrade	3264	0	0	0	218,590	218,590	(218,590)	
Economic Services Total		0	0	0	218,590	218,590	(218,590)	
Streetscapes Total		0	0	0	218,590	218,590	(218,590)	
Town Streets								
Town Streets Total		0	0	0	0	0	0	
Capital Expenditure Total		429,299	0	429,299	1,940,582	1,730,082	(1,300,783)	
Level of Completion Indicators								
Percentage YTD Actual to Annual Budget Expenditure over budget highlighted in red.								

31/10/2017

Attachment 12.7.1

List of Accounts Due & Submitted to Committee				
ACCOUNTS FOR PAYMENT - OCTOBER 2017				
EFT/ Cheque	Date	Name	Invoice Description	Amount
<u>Shire of Nannup Municipal Fund</u>				
EFT9854	04/10/2017	WARREN BLACKWOOD ALLIANCE OF COUNCILS	LOCAL TOURISM ORGANISATION DEVELOPMENT	21211.50
EFT9855	04/10/2017	GL & RK DICKSON	REMOVING OF TREES ON KING ROAD	742.50
EFT9856	04/10/2017	LORRAINE LEARMOND	16 HOURS HOME & GARDEN MAINTENANCE PROJECT OFFICER	598.00
EFT9857	04/10/2017	CITY & REGIONAL FUELS	FUEL EXPENSES	7591.72
EFT9858	04/10/2017	NANNUP DELI	FUEL EXPENSES	196.00
EFT9859	04/10/2017	REBECCA MCVICAR	2 HOURS SCHOOL HOLIDAY PROGRAM SUPERVISION	100.00
EFT9860	04/10/2017	JOHN BROUGH	NEW MOBILE FOR WORKS SUPERVISOR - REIMBURSEMENT OF EXPENSE	164.00
EFT9861	04/10/2017	STIHL SHOP REDCLIFFE	2 X PAIR OF CHAINSAW CHAPS	558.10
EFT9862	04/10/2017	AW ROADWORKS PTY LTD	TRAFFIC MANAGEMENT	3194.40
EFT9863	04/10/2017	BLACKWOOD CAFE	CATERING FOR FLOWER AND GARDEN FESTIVAL	138.20
EFT9864	04/10/2017	TAYLOR VOIGT	FUEL FOR SES LANDCRUISER	56.31
EFT9865	04/10/2017	PAUL PITTAWAY	FOOD FOR SES EVENT	32.64
EFT9866	04/10/2017	ARROW BRONZE	3 PLAQUES FOR ROBERT TAYLOR (MATHIAS DEAN, ANNIE DEAN AND ANNIE TAYLOR) - ON-COSTED	618.91
EFT9867	04/10/2017	BUNNINGS- BUSSELTON	1 X HEAVY DUTY SHELVING UNIT	652.65
EFT9868	04/10/2017	BELL FIRE EQUIPMENT	FIRESUIT EQUIPMENT AND FIRE RAKE HANDTOOL	341.00
EFT9869	04/10/2017	CUTTS ENGINEERING PTY LTD	REPAIRS TO PLANT TRAILER AS REQUESTED	2058.10
EFT9870	04/10/2017	DOBBIN DESIGN	PLANS & QUANTITY ESTIMATES FOR RIVERSIDE WALK PROJECT	5445.00
EFT9871	04/10/2017	WAYNE G H JOLLEY	HOME OFFICE & TRAVEL COSTS FOR JULY, AUGUST, AND SEPTEMBER 2017.	433.38
EFT9872	04/10/2017	NANNUP NEWSAGENCY	POSTAGE AUGUST 2017	1279.30
EFT9873	04/10/2017	NANNUP COMMUNITY RESOURCE CENTRE	4 FULL PAGES FOR SEPT TELEGRAPH	539.00
EFT9874	04/10/2017	NANNUP LIQUOR STORE	COUNCIL REFRESHMENTS	115.98
EFT9875	04/10/2017	FULTON HOGAN INDUSTRIES PTY LTD	1 PALLET EASY STREET COLD MIX 20 KG BAGS	1795.20
EFT9876	04/10/2017	ST JOHN AMBULANCE	ST JOHN AMBULANCE FUND MONTHLY SEPT 2017	267.00
EFT9877	11/10/2017	MJB INDUSTRIES	15 X 375MM SINGLE PIPE HEADWALL AND FREIGHT	4925.25
EFT9878	11/10/2017	NATURALISTE HYGIENE SERVICES	CONTRACT CHARGES FOR 12 MONTHS COMMENCING OCTOBER 2017	1135.29
EFT9879	11/10/2017	LGIS RISK MANAGEMENT	LGISWA SOUTH WEST REGIONAL RISK COORDINATION PROGRAMME PROJECT	2752.20
EFT9880	11/10/2017	NANNUP BRIDGE CAFE	DINNER FOR ORDINARY COUNCIL MEETING THURSDAY 28 SEPTEMBER 2017.	632.50
EFT9881	11/10/2017	BUSSELTON TOYOTA	SERVICE FOR NP 000	324.55
EFT9882	11/10/2017	PUBLIC LIBRARIES WA INC	PLWA MEMBERSHIP 2017/2018	165.00
EFT9883	11/10/2017	NORMAN STEER	COUNCILLOR COMMITTEE & MEETING FEES	585.00
EFT9884	11/10/2017	EDGE PLANNING & PROPERTY	PLANNING SERVICES	1362.90
EFT9885	11/10/2017	PHONOGRAPHIC PERFORMANCE COMPANY OF AUSTRALIA LTD	NANNUP REC CENTRE AND SHIRE ADMIN OFFICE	245.73
EFT9886	11/10/2017	ANNE SLATER	COUNCIL MEETINGS AND TRAVEL	472.40
EFT9887	11/10/2017	SCOPE BUSINESS IMAGING	PREVENTATIVE SERVICE PLAN CHARGE	824.11
EFT9888	11/10/2017	OFFICEWORKS	STATIONERY	290.40
EFT9889	11/10/2017	CLEANAWAY	RUBBISH & RECYCLING COLLECTION	6915.21
EFT9890	11/10/2017	LANDGATE	REVALUATION REPORTS	65.50
EFT9891	11/10/2017	DELL AUSTRALIA PTY LTD	SERVER HARDWARE & MEMORY MODULE	3916.00
EFT9892	11/10/2017	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL FOR 2017/18	2124.63
EFT9893	11/10/2017	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT CHARGES	61.39
EFT9894	11/10/2017	JASON SIGNMAKERS	REFUSE DISPOSAL FEES SIGNS	479.60
EFT9895	11/10/2017	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LG PROFESSIONALS ANNUAL STATE CONFERENCE 2017 - FULL CONFERENCE REGISTRATION	3370.00
EFT9896	11/10/2017	LGISWA	INSURANCES 2017/18	53891.07
EFT9897	11/10/2017	NANNUP COMMUNITY RESOURCE CENTRE	OCTOBER TELEGRAPH ADVERTISING, 1/4 PAGE AD IN TELEGRAPH	550.00
EFT9898	11/10/2017	SW PRECISION PRINT	2000 LETTERHEADS	642.00
EFT9899	11/10/2017	STEWART & HEATON CLOTHING CO. PTY LTD	2 X WABGFB JACKET, 2 X WABFB TROUSERS	1156.11
EFT9900	11/10/2017	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	LOCAL GOVERNMENT ELECTIONS 2017 COMPOSITE ADVERTISING	2205.50
EFT9903	18/10/2017	MJB INDUSTRIES	375 MM SINGLE PIPE HIGHBACK HEADWALL	3135.00
EFT9904	18/10/2017	ARBOR GUY	55 BLACKWOOD RIVER DRIVER TREE IN POWERLINE AND WILSON STREET TREE REMOVAL. 12 HOURS HIGH DENSITY VEGETATION CLEARING	3300.00
EFT9905	18/10/2017	LORRAINE LEARMOND	HOME AND GARDEN MAINTANCE PROJECT OFFICER	648.00
EFT9906	18/10/2017	LEWIS HORNE	2 X LEGO WORKSHOPS JULY SCHOOL HOLIDAYS 2017	200.00
EFT9907	18/10/2017	NANNUP SPORTS & RECREATION ASSOC (INC)	KIDSPORT KIDS FIT BIT	715.00
EFT9908	18/10/2017	RAMM SOFTWARE PTY LTD	RAMM ANNUAL SUPPORT AND MAINTENANCE FEE FOR THE PERIOD 1/7/17 - 30/6/18	6240.00
EFT9909	18/10/2017	SAMANTHA TRURAN	TEN PIN BOWLING SUPERVISION	100.00
EFT9910	18/10/2017	AW ROADWORKS PTY LTD	TRAFFIC MANAGEMENT	18041.10
EFT9911	18/10/2017	ELITE ROOF PLUMBING	CLEAN GUTTERS, SUPPLY AND INSTALL FIRE RATED GUTTER GUARD TO SHIRE ADMINISTRATION BUILDING.	5638.60
EFT9912	18/10/2017	AMD CHARTERED ACCOUNTANTS	COMPLETION OF THE ROADS TO RECOVERY ACQUITTAL AUDIT FOR THE YEAR ENDED 30 JUNE 2017	726.00
EFT9913	18/10/2017	BUNNINGS- BUSSELTON	6 X TRAYS OF SEEDLINGS	185.13
EFT9914	18/10/2017	NANNUP GARDEN VILLAGE COMMITTEE	MARQUEE HIRE FOR NEURAL KNITWORKS	695.00
EFT9915	18/10/2017	NANNUP HARDWARE & AGENCIES	SUNDRY ITEMS	644.40
EFT9916	18/10/2017	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS	221.48
EFT9917	18/10/2017	PRESTIGE PRODUCTS	HEAVY DUTY EXTENDABLE COBWEB BROOM - CLEANER	196.57
EFT9918	18/10/2017	STEWART & HEATON CLOTHING CO. PTY LTD	1 X GOLD JACKET AND 1 X GOLD TROUSERS	268.32
EFT9919	18/10/2017	LOUISE STOKES	REIMBURSEMENT FOR TEN PIN BOWLING CREDIT CARD PAYMENT - YOUTH ACTIVITY	180.00
EFT9920	18/10/2017	WORTHY CONTRACTING	NANNUP WASTE MANAGEMENT FACILITY AUGUST 2017	10716.93
EFT9921	18/10/2017	WORK CLOBBER	OUTDOOR STAFF MEMBER: 5 X HARD YAKKA LONG SLEEVE SHIRTS, 2 X KING GEE SHORTS	715.00

List of Accounts Due & Submitted to Committee				
ACCOUNTS FOR PAYMENT - OCTOBER 2017				
EFT/ Cheque	Date	Name	Invoice Description	Amount
EFT9922	30/10/2017	CIVIC LEGAL	LEGAL ADVICE	589.05
EFT9923	30/10/2017	VISIMAX SAFETY PRODUCTS	10 X FIRE PERMIT BOOKS	209.65
EFT9924	30/10/2017	ARBOR GUY	TREE REMOVAL, PRUNING AND STUMP GRINDING ALONG BALINGUP-NANNUP ROAD	102294.50
EFT9925	30/10/2017	SOUTH WEST ISUZU	LAMP MARKER FOR ISUZU FIRE TRUCK	60.19
EFT9926	30/10/2017	DEAN GUIA	ENVIRONMENTAL HEALTH OFFICER	3388.00
EFT9927	30/10/2017	COVS PARTS	2 X BAGS RAGS	50.01
EFT9928	30/10/2017	NAS SECURITY	NANNUP SES ALARM MONITORING 1/10/17 - 30/09/18	493.75
EFT9929	30/10/2017	PICKLE & O	MORNING TEA, LUNCH AND AFTERNOON TEA 25/10/17 AND 26/10/17 - FIRE SAFETY TRAINING	1132.00
EFT9930	30/10/2017	CITY & REGIONAL FUELS	FUEL EXPENSES	6113.41
EFT9931	30/10/2017	NANNUP HOT BREAD SHOP	CATERING FOR HOME MAINTENANCE PROGRAM	70.40
EFT9932	30/10/2017	LEARMOND CARPENTRY	INSTALL BBQ TO WALL AT REC CENTRE	211.80
EFT9933	30/10/2017	RED FEATHER BOOKS	HOME MAINTENANCE PROGRAM PROMOTION	50.00
EFT9934	30/10/2017	AW ROADWORKS PTY LTD	TRAFFIC CONTROL	4753.65
EFT9935	30/10/2017	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION ROADS CONGRESS	ALGA 2017 NATIONAL ROADS CONGRESS REGISTRATION FEES FOR MI	1040.00
EFT9936	30/10/2017	AUSTRALIAN TAXATION OFFICE	BUSINESS ACTIVITY STATEMENT JSEPTEMBER 2017 QUARTER	21565.00
EFT9937	30/10/2017	BUNNINGS- BUSSELTON	ANT INSECTICIDE GRANULES	140.56
EFT9938	30/10/2017	BUSSELTON PEST & WEED CONTROL	APPLY LIQUID ANT BAIT TO ANT NESTS IN FOOTPATHS IN THE CBD	1507.00
EFT9939	30/10/2017	BLACKWOODS BUNBURY	10 X CLAMP BANDS AND 1 X CLAMP BAND SCREW	281.97
EFT9940	30/10/2017	CID EQUIPMENT PTY. LTD.	OIL AND AIR FILTERS	793.52
EFT9941	30/10/2017	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	151.68
EFT9942	30/10/2017	INSIGHT CCS PTY LTD	OVERCALL FEES FOR MONTH OF SEPTEMBER 2017	149.44
EFT9943	30/10/2017	NANNUP HARDWARE & AGENCIES	SUNDRY SUPPLIES	271.95
EFT9944	30/10/2017	NANNUP LIQUOR STORE	REFRESHMENTS	329.09
EFT9945	30/10/2017	PRESTIGE PRODUCTS	CLEANING PRODUCTS	226.16
EFT9946	30/10/2017	SW PRECISION PRINT	STATIONERY SUPPLIES	297.00
EFT9947	30/10/2017	GT BRAKE & CLUTCH REPAIRS	REPAIRS TO SCANIA PTO	629.70
EFT9948	30/10/2017	SOUTHWEST TYRE SERVICE	PUNCTURE REPAIR LOADER TYRE, O RING	88.00
EFT9949	30/10/2017	STEWART & HEATON CLOTHING CO. PTY LTD	GOLD TROUSERS AND JACKET	359.25
EFT9950	30/10/2017	WORK CLOBBER	12 X RIGGERS GLOVES AND 1 X BARMAH HAT	160.00
Total EFT Payments for period:				<u>\$ 337,194.49</u>
20227	04/10/2017	PARMELIA HILTON	WALGA CONVENTION 2017 - CEO & COUNCILLORS	6247.95
20228	04/10/2017	BUSSELTON HYDRAULIC SERVICES	1 X HYDRAULIC HOSE	151.09
20229	11/10/2017	WESTERN AUSTRALIAN ELECTORAL COMMISSION	VOTING SCREENS AND BALLOT BOXES FOR LOCAL GOVERNMENT ELECTIONS 2017.	94.89
20230	18/10/2017	TONY DAVIES	RATES REFUND	243.37
20231	18/10/2017	JUSTINE FRAME	DONATION REQUEST - TIANA FRAME	250.00
20232	18/10/2017	TELSTRA	NORTH NANNUP V8FB TELEPHONE	53.75
20233	30/10/2017	TONY DEAN	5 X ORDINARY COUNCIL MEETING ATTENDANCE, 3 X COMMITTEE MEETING ATTENDANCE, 2016/2017 ANNUAL ALLOCATION FOR IT ALLOWANCE, ANNUAL ALLOWANCE FOR SHIRE PRESIDENT	10045.00
20234	30/10/2017	ASKINO PTY LTD	RETURN OF MAINTENANCE BOND	16381.43
20235	30/10/2017	BUSSELTON TELEPHONES & TECHNOLOGY	TECHNICIAN VISIT DUE TO PHONE NOT WORKING. SPARE DATA PORT USED.	220.00
Total Cheque Payments for period:				<u>\$ 33,687.48</u>
DD9973.1	11/10/2017	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	9252.77
DD9973.2	11/10/2017	FIRST WRAP PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	932.15
DD9973.3	11/10/2017	LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	595.46
DD9973.4	11/10/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	462.32
DD9973.5	11/10/2017	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	116.54
DD9974.1	25/10/2017	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	9252.78
DD9974.2	25/10/2017	FIRST WRAP PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	932.15
DD9974.3	25/10/2017	LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	595.46
DD9974.4	25/10/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	462.32
DD9974.5	25/10/2017	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	115.66
DD9985.1	31/10/2017	WESTNET	WESTNET OCTOBER 2017	184.84
DD9985.2	31/10/2017	SYNERGY	SYNERGY OCTOBER 2017	6745.25
DD9985.3	31/10/2017	BOC LIMITED	BOC LIMITED OCTOBER & SEPTEMBER 2017	134.05
DD9985.4	31/10/2017	BP AUSTRALIA	BP FUEL OCTOBER 2017	443.35
DD9985.5	31/10/2017	WATER CORPORATION	WATER CORPORATION OCTOBER 2017 STAFF & EMPLOYEE HOUSES	196.16
DD9985.6	31/10/2017	CORPORATE CREDIT CARD - SHIRE OF NANNUP	CORPORATE CREDIT CARD OCTOBER 2017	3427.70
DD9985.7	31/10/2017	ALLEASING PTY LTD	ALLEASING OCTOBER 2017	1411.37
DD9985.8	31/10/2017	TELSTRA	TELSTRA OCTOBER 2017	1628.74
DD9985.9	31/10/2017	CALTEX AUSTRALIA	CALTEX OCTOBER 2017	550.35
DD9985.10	31/10/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 37 OCTOBER 2017	1666.06
DD9985.11	31/10/2017	SGFLEET	SG FLEET OCTOBER 2017	231.87
Total Direct Debit Payments for period:				<u>\$ 39,337.35</u>
Shire of Nannup Trust Fund				
EFT9901	11/10/2017	BUILDING CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY SEPTEMBER 2017 SHIRE OF NANNUP	175.50
EFT9902	11/10/2017	BUILDING COMMISSION	BUILDING SERVICES LEVY SEPTEMBER 2017	929.28
Total Trust Payments for period:				<u>\$ 1,104.78</u>
TOTAL MUNICIPAL PAYMENTS FOR PERIOD			\$	410,219.32
TOTAL TRUST PAYMENTS FOR PERIOD			\$	1,104.78
TOTAL PAYMENTS FOR PERIOD:			\$	<u>411,324.10</u>

Attachment 12.7.2

SHIRE OF NANNUP			
ACCOUNTS FOR PAYMENT - OCTOBER 2017			
Date	Supplier	Description	Amount
12/10/2017	ROBBSHAW PTY LTD BLACKWOOD	LUNCH WITH AUDITORS	\$ 75.10
17/10/2017	SHIRE OF NANNUP	LICENSING FEES ASSOCIATED WITH NEW VEHICLE	\$ 449.70
17/10/2017	DPIRD - AGRICULTURE	NON-FARMING PROPERTY OPERATOR - BAM (IMSA) FORM 6	\$ 75.00
23/10/2017	APPLE ONLINE STORE	IPADS (1 COUNCILLOR, 1 CESM, 1 FIRE BRIGADE)	\$ 2,809.40
24/10/2017	NANNUP BRIDGE CAFÉ	COFFEE WITH LANDGATE REPRESENTATIVE	\$ 18.50
			\$ 3,427.70

Attachment 12.8.1

Nannup Shire Councillors

The Barrabup Conservation Group would like to put a proposal forward to the Shire of Nannup to support declaring Barrabup 03 forest as a National Park. We represent the 3,084 residents, concerned citizens and local businesses who have signed in support of a petition which was lodged in Parliament on the 14th September this year. We are opposing the logging of the Barrabup 03 forest due to its proximity to town and its high conservation value.

The Barrabup forest is less than 5km from the Nannup town-site and is on the main gateway to our tourism town. Declaring it as a National Park would enhance the visual entrance to Nannup by retaining a high landscape and showcasing the Shire's magnificent forests, for which Nannup is re-known. Due to the close proximity to town, the Barrabup forest is frequently enjoyed by the local community and some of the 60,000 annual visitors to Nannup.

The majority of this forest has minimal logging history. A recent Old Growth assessment has found that there are 43 hectares of previously unmapped Old Growth and an extra 16 hectares of diverse ecotype zones. This makes it a high conservation value forest. Barrabup 03 forest has the only mapped old growth this close to town.

The expansion of the Busselton-Margaret River Airport to international status may see a massive boost in tourism numbers to Nannup, opening up new opportunities to showcase our amazing town and its natural beauty. To have a National Park with such high conservation value right at the main gateway would be a natural asset that Nannup would be proud of. It would contribute economically and also to the health and well-being of the community for years to come.

The Barrabup forest holds significant aboriginal heritage. It is important to Nannup and Australians to protect and value the Aboriginal Heritage and Culture that remains in the local area. The Barrabup 03 forest could promote and aide in educating visitors and school groups by providing cultural walk trails with information boards and plaques explaining the uses of different plants and trees used by the Aboriginals years ago. Nannup was known as the place of good camping and a place to stop and rest for South West Aboriginal groups, there are numerous sites of significance in the forest which have been identified by local Aboriginal Elders from the Wardandl people. There are scarred trees which were used by Noongar people to show the trail leading from inland to Wonnerup on the coast.

The majority of the Barrabup forest is made up of ancient Jarrah and Marri trees. Due to the age of these old trees this forest has become a safe haven, a feeding ground and a breeding area for many of our native fauna species, some of which are on the endangered list. The Chuditch, Phascogale, Quokka, Pygmy Possum, Woylie, Forest Red-Tail, Baudin and Carnaby Black Cockatoos are some of those known about. These native species are fast diminishing due to habitat loss caused

by logging, wildfires, prescribed burning, clearing and climate change. The Barrabup forest forms part of the South-West Australia Biodiversity Hotspot which is globally significant due to its diversity of plants, animals and habitat types. The forest contains declared rare and priority flora and threatened fauna.

There are large sections of die back free areas in the Barrabup forest which should be protected as it is well known that dieback causes loss of biodiversity, extinctions of threatened plant and animal species that rely on susceptible plants for food and habitat. Future generations should have the opportunity to experience and enjoy what this rare and unique forest offers.

Tourism is a major industry in the Nannup Shire and the experiences which could take place in Barrabup if it was a National Park would have a huge beneficial impact on the town. The old golf course is adjoining the Barrabup 03 forest on the eastern side and it is in the current local planning document as a potential tourism/recreation area, this would mean that no clearing of forest would be needed to provide parking, information boards and signage etc. The nearest National Park to Nannup is over 26km from town.

The Shire of Nannup is 305,393 ha, of which only 28% is protected (as town, National Park etc). We only want a very small section retained close to the town.

The proximity to town makes it easily accessible to locals and visitors. The Munda Biddi off road cycle track runs from town alongside and through the Barrabup forest. This trail is the world's 5th best, longest, continuous off-road cycle trail with over 20,000 people using it annually. The Shire of Nannup is actively striving to become a trails hub, promoting and encouraging walking and cycling to reduce the demand from motor vehicles. It would be a wonderful forest to conserve to be used by townspeople and visitors, some who come from all over the state to experience what Nannup has to offer.

The Barrabup forest could offer picturesque walk and cycle trails through an ancient Jarrah and Marri forest, displaying amazing wildflowers in the spring, keeping an eye out for native animals and the three species of Black Cockatoos which inhabit the forest and incorporate cultural and heritage trails. This could create employment opportunities for local tour operators and Aboriginal tour guides to educate school children and visitors to the region.

The Barrabup Conservation Group would like to mention that the Nannup Timber Processing Mill has been going to close for many years and has had numerous partial closures in the past. Our campaign has nothing to do with their struggling business and throughout this process of saving Barrabup, there has been no mention of wanting the mill closed. The estimated 13,000 tonnes that NTP may have been getting from the Barrabup forest would have only kept it going for 6 months while creating trails and setting it up for tourism would mean an increase in visitor numbers, therefore injecting money into the local businesses as visitors will

stay in town longer. It could also provide opportunities for tour operators in the future. The timber industry and tourism can work side by side, but NTP's current reason for suspending works at the green mill highlights the fact that there are very few large treed forests left around Nannup as they have all been severely logged. Barrabup 03 is the last state forest standing this large and old this close to town. It will benefit the Nannup community left in its natural state and declared a National Park as if it were to be logged the wood will be going to mainly Bunbury and Busselton.

The Barrabup Conservation Group has been working tirelessly to bring attention to the community and to the state government that logging such a high conservation forest this close to town is unacceptable. We have had numerous meetings in Perth, tours in the forest with Ministers, meetings with parliamentary members, environmental groups and concerned residents to discuss Barrabup 03. All meetings and discussions with these groups have resulted in them agreeing that the proximity to town and the High Conservation of the forest is the major concern.

The Barrabup Conservation Group has been awarded the Len Howard Community Group Award. This state award recognises the commitment and demonstration of conserving West Australians environment. Minister of Environment, Stephen Dawson was present at the awards night is very aware of the Barrabup forest being a major issue due to its High Conservation.

The Barrabup Conservation Group and supporting residents of Nannup are asking the Shire of Nannup to support the campaign to save the Barrabup 03 forest from logging. We would like to kindly ask that the council write a letter of support to the parliamentary committee to declare Barrabup 03 a formal conservation park due to the benefits it will bring to the town now and into the future.

Thank you for your time

Barrabup Conservation Group