

## Attachment 8.1



# Minutes

Council Meeting held Thursday 25 January 2018

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# Minutes

## 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 4:29pm.

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

### ATTENDANCE:

Shire President: Cr A Dean

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

Peter Clarke – Chief Executive Officer

Tracie Bishop – Manager Corporate Services

Jane Buckland – Development Services Officer

### APOLOGIES:

Councillor N Steer

### LEAVE OF ABSENCE:

Nil

### VISITORS:

Carol, Pinkerton, Stefan Adorian, Julie Kay, Len Gilchrist, Ian Gibb, Rob Marshall, Alex & Jean Ross, Felicity Dear, Phaedra Watts, Martin Tinney, Lewis Horne.

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

Nil

## 4. PUBLIC QUESTION TIME:

### ***Stefan Adorian – Nannup Bowling Club***

Mr Adorian advised that the Nannup Bowling Club had intended to make a presentation to Council at this meeting on the Club's preferred option for a synthetic turf green and to advise Council of their preference of relocating to the Nannup Recreation Centre grounds however, due to other commitments of their members it was now the intention of the Club to present at Council's February 2018 Ordinary meeting and this was now merely a statement of the Club's future intent.



Prior to the February 2018 meeting, the Bowling Club wished to reiterate to Council the Club's preference to relocate to the Recreation Centre and would be contacting Councillors individually prior to the next meeting to further expand on the need for the Club to relocate to ensure its survival in the community.

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**6. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Mrs Carol Pinkerton requested permission to make an additional presentation to Council in support of the Music Festival following the Nannup Music Club's presentation.

The Shire President advised that he would accede to this request.

***Felicity Dear and Lewis Horne – Nannup Music Club***

Ms Dear and Mr Horne advised that they wished to inform Council of the organisation to date for the Festival which will be conducted over the 2018 March long weekend and indicated that an exciting Festival has been planned with a huge majority of Australian and West Australian acts.

Ms Dear mentioned the following points relating to this year's Festival:-

- An increase of 300 more ticket sales from the same time last year;
- Workshops will be conducted throughout the course of the Festival targeting Mental Health issues, especially in the areas of Men's Health, Suicide Prevention. Other workshops such as song writing, vocal harmonies and banjo lessons will be conducted;

Ms Dear and Mr Horne advised that the Festival Committee received a Tidy Towns Award last year for Waste Management Sustainability for the way in which the festival handled its waste practices, especially relating to the recycling of the waste generated throughout the Festival. The Festival was continuing with this practice in 2018 and the Committee will be managing their own waste removal and had purchased a number of trailers for this purpose.

To assist the Music Festival with these practices, Ms Dear and Mr Horne requested that Council imposes a flat fee of \$300.00 to dispose the waste at Council's Waste Management facility. It is envisaged that 25 trips to the site would be carried out over the course of the weekend.

Ms Dear and Mr Horne also advised that Festival Committee engages cleaners to clean the portable toilets and requested that their contractors be allowed to clean the Council Public Toilet facilities which would ensure significant savings for the Committee rather than Council passing on the cleaning costs.

Prior to closing Ms Dear advised that following the 2017 Music Festival, Ms Phaedra Watts received the prestigious Golden WAMI Award for Outstanding Achievement to the Music Industry, especially in the areas of emerging new talent and promotion of Indigenous Artists. Through the receiving of this Award, the Scotland Edinburgh Festival have extended an invitation to Phaedra to attend their 2018 Festival and the experience that she will gain from this visit will certainly assist future Nannup Music Festivals.

For clarification, the Shire President referred the requests for assistance, i.e., waste charges and cleaning of the Public Toilets to the CEO and Manager Corporate Services.

In respect to the waste charges and access to Council's Waste Management facility, the CEO advised that Council has a fee of \$57.00/trailer load to the site and access to the site out of ordinary hours would have to be negotiated with the Contractor who manages Council's Waste Site.

The Manager Corporate Services indicated that she would have reservations with external Contractors being responsible for Council's own facilities as complaints, whichever way they are received, would be referred back to Council as facilities are under the care and control of Council. The Manager Corporate Services indicated that Council's own cleaners have undertaken this role in the past and the costs for cleaning are charged back to the Music Club on a cost recovery basis.

The Shire President thanked Ms Dear and Mr Horne for their presentation and wished the Nannup Music Club a successful Festival in 2018. The Shire President further advised that Council would consider their requests and get back to them as soon as possible, considering that the Festival is close to being conducted.

***Carol Pinkerton – In Support of the Nannup Music Club***

Mrs Pinkerton advised that she had served as a Councillor for 10 years and is very aware of the tight financial constraints the Shire of Nannup operates under. Mrs Pinkerton also advised that she is aware of the extremely tight budget that the Nannup Music Club operates under to conduct the Nannup Music Festival and therefore, it needs local government support.

Mrs Pinkerton advised of the enormous benefits that the Festivals bring to the Nannup community and also the huge benefits to local businesses throughout the course of the two major Festivals held in Nannup.

Mrs Pinkerton indicated that rather than look at Festivals as opportunities to prosper, Council and the community should look instead at what the Festivals do for the town and the significant exposure that they bring to Nannup.

Mrs Pinkerton requested that Council support events with as much help as budgets will allow as it is the best money Council can spend. Mrs Pinkerton also noted that the Shire of Nannup's Community Strategic Plan highlighted the importance of the Festivals to the community and the numerous photos of the events in the Plan suggest that the Festivals are seen as integral to the Shire.

The Shire President thanked Mrs Pinkerton for her presentation.

**7. DECLARATIONS OF INTEREST**

Nil

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

**8.1 18001 LONGMORE/BUCKLAND**

*That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 23 November 2017 be confirmed as a true and correct record.*

**CARRIED (7/0)**

**8.2 18002 HANSEN/FRASER**

*That the Minutes of the Shire of Nannup Annual Electors Meeting held in Council Chambers on 14 December 2017 be confirmed as a true and correct record.*

**CARRIED (7/0)**

The CEO provided a response to two questions that had been raised by Mrs Rita Stallard at the Electors Meeting:-

1. Flooring of basketball court – An inspection had been undertaken of the small repair area on the floor that Mrs Stallard had indicated was a trip hazard and following the inspection, it was considered that the area is safe however, when the floor is due for a reseal, further works will be undertaken to address this previous repair.

2. Western Door – Mrs Stallard had advised the when the door is open the sun is an issue for players when shining on the floor and again is deemed unsafe. The CEO advised that Council had constructed a new verandah over the door area to combat the sun issue however, when the sun is lowering it will shine on the floor and it was suggested that during this period the door should be shut to avoid this problem. The Shire had installed air floor louvres on the western wall to improve ventilation for players and this should be sufficient until the sun has disappeared. Therefore, no further action is required from Council's perspective.

**8.3 18003 MELLEMA/STEVENSON**

**That the Minutes of the Special Council Meeting of the Shire of Nannup held in Council Chambers on 21 December 2017 be confirmed as a true and correct record.**

***CARRIED (7/0)***

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

**9.1 Business Initiative Group Nannup (BigN)**

That the Minutes of the BigN meetings held on 2 November and 7 December 2017 be received.

**9.2 Western Australian Local Government Association South West Zone**

That the Minutes of Western Australian Local Government Association - South West Zone meeting held 24 November 2017 be received.

**9.3 Local Tourism Organisation Steering Group**

That the Minutes of the Local Tourism Organisation Steering Group meeting held 29 November 2017 be received.

**9.4 Warren Blackwood Alliance of Councils**

That the Minutes of the Warren Blackwood Alliance of Councils meeting held 5 December 2017 be received.

**18004 BUCKLAND/FRASER**

***That the Minutes of Council Committees and other committees as presented be received by Council.***

***CARRIED (7/0)***

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

**11. REPORTS BY MEMBERS ATTENDING COMMITTEES**

<b>Date</b>	<b>Meeting</b>	<b>Councillor</b>
27/11/2017	TOMR Debrief	Longmore
5/12/2017	Warren Blackwood Alliance of Councils	Longmore, Hansen
6/12/2017	WALGA State Council Meeting	Dean
18/11/2017	Business Initiative Group – Nannup	Buckland
12/12/2017	Lower Blackwood Landcare AGM	Fraser, Longmore
12/12/2017	WALGA South West Zone	Dean
15/12/2017	Blackwood Basin Group	Longmore
25/01/2018	Asset Management Committee	Stevenson, Mellema

**12. REPORTS OF OFFICERS**

AGENDA NUMBER:	12.1
SUBJECT:	Donnelly River Huts – State Administrative Directions Hearing and Mediation Session
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Lower Donnelly River Conservation Association (LDRCA)
FILE REFERENCE:	RAT 9
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	13 January 2018

**BACKGROUND:**

Representatives acting on behalf of the LDRCA have for some time been objecting to Councils decision to raise rates on the Lessees of the Donnelly River Huts.

At the 28 September 2017 Ordinary meeting of Council the LDRCA submitted an objection to the rating of the Huts in accordance with Section 6.76 of the *Local Government Act 1995*. Council considered the objection raised at the above meeting and resolved the following: -

**17172 SLATER/LONGMORE**

***That Council advises Mr Tony Ryan, Chairman of the Lower Donnelly River Conservation Association (LDRCA), of the following decision of Council in respect to the objection raised on rating the Lessee's and the imposing of the Waste Management Levy under the Waste Avoidance and Resource Recovery Act 2007:-***

- 1. That in accordance with Section 6.76(1)(ii) of the Local Government Act 1995, Council has given due consideration to the objection of Council rates being imposed on the Donnelly River Huts and that Council dismisses the objection as it considers that the Leased properties are rateable in accordance with Section 6.26 of the Local Government Act 1995;***
- 2. That Council re-affirms its decision at the 20 October 2016 Ordinary meeting that the Waste Management Levy imposed under the Waste Avoidance and Resource Recovery Act 2007 on the Lessee's of the Donnelly River Huts is deemed to be an appropriate charge and should remain based on the precedent set to all other ratepayers in similar situations within the Shire of Nannup;***
- 3. That in accordance with Section 6.76(6) of the Local Government Act 1995 Mr Ryan be advised in writing of Council's decision in relation to the above; and***

- 4. That Council advises Mr Ryan of Section 6.77 of the Local Government Act 1995 which details the further processes of appeal to the State Administrative Tribunal if the Donnelly River Hut Lessee's are dissatisfied with Council's decision.**

**CARRIED BY ABSOLUTE MAJORITY (6/2)**

**Voting For the Motion; Crs Dean, Mellema, Slater, Steer, Stevenson, Longmore  
Voting Against the Motion: Crs Gilbert, Fraser**

Following the LDRCA being advised of the above decision, the LDRCA submitted an Application to the State Administrative Tribunal (SAT) objecting to Council's decision. Following the submission of this Application, SAT set down a Directions Hearing for Wednesday, 22 November at which LDRCA representatives attended in person and the CEO and Manager Corporate Services participated by telephone.

At the Directions Hearing the appointed Senior SAT Member directed that the parties undertake a Mediation Session and scheduled this to be conducted on Wednesday, 13 December at the Shire of Nannup's Offices. The Mediation Session was chaired by a Member of SAT with LDRCA representatives, the CEO, Manager Corporate Services and the Shire President, Cr Dean, in attendance.

At the Mediation Session the LDRCA presented their points of view in respect to the rating objection and other issues concerning the ESL and WARR Act levies imposed. The LDRCA also indicated that if the rating from Unimproved Values (UV) to Gross Rental Values (GRV) be implemented, that the dollar difference in the past two rating years between the Values be reimbursed to the Lessees. The Shire of Nannup representatives provided Council's opposing view with each party having private sessions with the SAT Member.

At the conclusion of the Mediation Session, the Shire of Nannup gave an undertaking to consider the following matters which would be referred to the January 2018 Council meeting for consideration:-

1. Consideration of the rating of the Donnelly River Hut Leases being changed from UV based to that of GRV; and
2. Consideration of the WARR Act levy being imposed on the Donnelly River Huts.

In respect to the above considerations, it was advised at the Mediation Session that a number of matters would need to be investigated to potentially progress these for consideration by Council. At the Mediation Session it was advised that Council could not negotiate on the ESL as this was a State Government based levy on all ratepayers and in respect to retrospectivity being applied if the rating base being changed from UV to GRV, Council would not support this however SAT may determine to uphold the LDRCA's claim.

At the Mediation Session the SAT Member, at the request of the LDRCA set a further Directions Hearing for Monday, 19 February 2018 at which the above issues would be further discussed. If the parties are unable to reach agreement at the 19 February Directions Hearing, it is likely that a full Hearing will be scheduled by SAT.

**COMMENT:**

When Council first initiated rating of the Donnelly River Huts, staff liaised with Landgate and the Department of Local Government to ascertain the preferred method of rating. Based on the advice received, Council introduced an Unimproved Value rating system. The LDRCA indicated at the Directions Hearing and Mediation Session that from their investigations with Landgate, the Leases should have been rated as GRV properties. Obviously both parties have received conflicting advice from Landgate however, it should be noted that Council can elect to change the rating from UV to GRV but there is a process that needs to be undertaken to achieve this which is as follows:-

- That in accordance with Section 6.28 of the *Local Government Act 1995*, Council to formally resolve and request the Minister for Local Government to change the rating of the Donnelly River Huts from UV to GRV effective from 1 July 2018.
- To assist the Minister in determining the above matter, Council provides the Minister with the individual Lease Plans as supplied by the Department of Biosecurity, Conservation and Attractions.
- That should the Minister approve of the rating change, the Lessees supply detailed Plans of the Buildings (Huts) to assist Landgate in determining the GRV of the Lease. (The Shire of Nannup only has on property files 12 of the 33 Donnelly River Hut's Building Plans)

**STATUTORY ENVIRONMENT:**

6.28. Basis of rates

(1) The Minister is to —

- (a) determine the method of valuation of land to be used by a local government as the basis for a rate; and
- (b) publish a notice of the determination in the *Government Gazette*.

(2) In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be —

- (a) where the land is used predominantly for rural purposes, the unimproved value of the land; and
- (b) where the land is used predominantly for non-rural purposes, the gross rental value of the land.



- (3) The unimproved value or gross rental value, as the case requires, of rateable land in the district of a local government is to be recorded in the rate record of that local government.
- (4) Subject to subsection (5), for the purposes of this section the valuation to be used by a local government is to be the valuation in force under the *Valuation of Land Act 1978* as at 1 July in each financial year.
- (5) Where during a financial year —
  - (a) an interim valuation is made under the *Valuation of Land Act 1978*; or
  - (b) a valuation comes into force under the *Valuation of Land Act 1978* as a result of the amendment of a valuation under that Act; or
  - (c) a new valuation is made under the *Valuation of Land Act 1978* in the course of completing a general valuation that has previously come into force,

the interim valuation, amended valuation or new valuation, as the case requires, is to be used by a local government for the purposes of this section.

*[Section 6.28 amended by No. 1 of 1998 s. 20.]*

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Currently the GRV Minimum rate is approximately \$200 less than the UV Minimum Rate and therefore this would equate to a \$6,600 reduction in rates in the 2018/2019 financial year if the rating values changed.

It should be noted that the difference between the UV and GRV Minimums could change in subsequent years when Council is determining its rates setting in the annual Budget process.

**STRATEGIC IMPLICATIONS:**

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

**RECOMMENDATION:**

That as a means of reconciling the ongoing objections by the Lower Donnelly River Conservation Association (LDRCA) in respect to the rating of the Donnelly River Huts, Council advises the LDRCA and the State Administrative Tribunal (SAT) at the Directions Hearing on Monday, 19 February 2018 that it is prepared to compromise on the following:-

1. That in accordance with Section 6.28 of the *Local Government Act 1995*, Council formally requests the Minister for Local Government to change the rating of the Donnelly River Huts from UV to GRV effective from 1 July 2018;
2. That to enable new values to be obtained from Landgate, Lessee's of the Donnelly River Huts that have not provided detailed plans of their Huts to Council to do so to assist in this process and that the LDRCA works with its members to provide this information to the Shire of Nannup; and
3. That Council informs the LDRCA and SAT that it is prepared to discontinue the Waste Management Levy imposed under the Waste Avoidance and Resource Recovery Act 2007 on the Lessee's of the Donnelly River Huts effective from 1 July 2018.

In respect to other claims submitted by LDRCA to SAT, Council instructs its representatives at the 19 February Directions Hearing to advise the following:-

4. That Council is unable to waive the Emergency Services Levy on the Donnelly River Hut Leases as this is a State Government imposed levy on all rateable properties in the State of Western Australia; and
5. That Council, in having the right to impose rates and levies on the Lessees over the previous rating periods, advises the LDRCA and SAT that it is not prepared to offer retrospective refunds on the difference in rating charges from UV to GRV, nor the retrospective refund on the Waste Management Levy previously imposed.

**VOTING REQUIREMENTS:**

Absolute Majority

**LONGMORE/BUCKLAND**

***That as a means of reconciling the ongoing objections by the Lower Donnelly River Conservation Association (LDRCA) in respect to the rating of the Donnelly River Huts, Council advises the LDRCA and the State Administrative Tribunal (SAT) at the Directions Hearing on Monday, 19 February 2018 that it is prepared to compromise on the following:-***

1. *That in accordance with Section 6.28 of the Local Government Act 1995, Council formally requests the Minister for Local Government to change the rating of the Donnelly River Huts from UV to GRV effective from 1 July 2018;*
2. *That to enable new values to be obtained from Landgate, Lessee's of the Donnelly River Huts that have not provided detailed plans of their Huts to Council to do so to assist in this process and that the LDRCA works with its members to provide this information to the Shire of Nannup; and*
3. *That Council informs the LDRCA and SAT that it is prepared to discontinue the Waste Management Levy imposed under the Waste Avoidance and Resource Recovery Act 2007 on the Lessee's of the Donnelly River Huts effective from 1 July 2018.*

*In respect to other claims submitted by LDRCA to SAT, Council instructs its representatives at the 19 February Directions Hearing to advise the following:-*

4. *That Council is unable to waive the Emergency Services Levy on the Donnelly River Hut Leases as this is a State Government imposed levy on all rateable properties in the State of Western Australia; and*
5. *That Council, in having the right to impose rates and levies on the Lessees over the previous rating periods, advises the LDRCA and SAT that it is not prepared to offer retrospective refunds on the difference in rating charges from UV to GRV, nor the retrospective refund on the Waste Management Levy previously imposed.*

#### **AMENDMENT TO THE MOTION**

##### **18005 MELLEMA/BUCKLAND**

*That as a means of reconciling the ongoing objections by the Lower Donnelly River Conservation Association (LDRCA) in respect to the rating of the Donnelly River Huts, Council advises the LDRCA and the State Administrative Tribunal (SAT) at the Directions Hearing on Monday, 19 February 2018 that it is prepared to compromise on the following:-*

1. *That in accordance with Section 6.28 of the Local Government Act 1995, Council formally requests the Minister for Local Government to change the rating of the Donnelly River Huts from UV to GRV effective from 1 July 2018;*
2. *That to enable new values to be obtained from Landgate, Lessee's of the Donnelly River Huts that have not provided detailed plans of their Huts to Council to do so to assist in this process and that the LDRCA works with its members to provide this information to the Shire of Nannup; and*

***In respect to other claims submitted by LDRCA to SAT, Council instructs its representatives at the 19 February Directions Hearing to advise the following:-***

- 3. That Council is unable to waive the Emergency Services Levy on the Donnelly River Hut Leases as this is a State Government imposed levy on all rateable properties in the State of Western Australia; and***
- 4. That Council, in having the right to impose rates and levies on the Lessees over the previous rating periods, advises the LDRCA and SAT that it is not prepared to offer retrospective refunds on the difference in rating charges from UV to GRV, nor the retrospective refund on the Waste Management Levy previously imposed.***

**AMENDMENT CARRIED**  
**AMENDMENT BECOMES THE SUBSTANTIVE MOTION**  
**THE MOTION WAS PUT AND DULY CARRIED BY ABSOLUTE MAJORITY (7/0)**

**REASON FOR ALTERATION TO RECOMENDATION**

Council considered that it would be setting an unwanted precedent if it waived the Waste Management Levy on the Lessees of the Donnelly River Huts as there were other ratepayers in the Shire who resided considerable distances from the town site of Nannup and who were still obligated to pay the Levy as a means of contributing to the ongoing maintenance and management of a Waste Disposal Facility in the Shire.

AGENDA NUMBER:	12.2
SUBJECT:	Shire of Nannup Audit Committee – Community Member Expressions of Interest
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT	13 January 2018

**BACKGROUND:**

At the Special Meeting of Council held on 23 October 2017 for the purpose of swearing-in of newly elected and returned Councillors and the appointment of representatives to various Council Committees, Council resolved to advertise locally seeking Expressions of Interest (EOI) in a member of the community being appointed to the Shire of Nannup Audit Committee.

Council considered that by appointing a community representative on its Audit Committee, it would afford the opportunity of a community representative being in direct contact with the Council and its Auditor and thereby being open and transparent in its financial dealings.

**COMMENT:**

An advertisement appeared in the November edition of the “*Telegraph*” Newsletter calling for EOI from community members for appointment to the Shire of Nannup’s Audit Committee with EOI’s closing on Friday, 24 November 2017.

At the expiration of the advertising period no EOI’s were received. It is disappointing that a member of the community did not take the opportunity of being appointed to the Audit Committee. This is something that Council could again offer in 2019 following the Council Election process

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Community Strategic Plan 2017-2027 – Our Community Leadership  
– Strategy 5.1, Listen and Partner with community leaders

**RECOMMENDATION**

That Council notes that no Expressions of Interest were received from community members to be a community representative on the Shire of Nannup's Audit Committee and that Council again offers this opportunity following the 2019 Council Elections.

**VOTING REQUIREMENTS:**

Simple Majority

**18006 STEVENSON/HANSEN**

*That Council notes that no Expressions of Interest were received from community members to be a community representative on the Shire of Nannup's Audit Committee and that Council again offers this opportunity following the 2019 Council Elections.*

**CARRIED (7/0)**

**18007 BUCKLAND/MELLEMA**

*That the above Motion to lay on the table to allow further opportunities for a community representative to be appointed on the Shire of Nannup Audit Committee.*

**CARRIED (7/0)**

AGENDA NUMBER:	12.3
SUBJECT:	Compliance Audit Return 2017
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Department of Local Government and Communities
FILE REFERENCE:	ADM 14
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT	16 January 2018
ATTACHMENT:	12.3.1 – 2017 Annual Compliance Audit Return

**BACKGROUND:**

Council is required by section 14 of the Local Government Audit Regulations 1996 to complete a Compliance Audit Return each year covering the period 1 January to 31 December. The Compliance Audit Return is to be:

1. Presented to Council at a meeting of the Council.
2. Adopted by the Council.
3. The adoption recorded in the minutes of the meeting at which it is adopted.
4. Signed by the Shire President and Chief Executive Officer and returned to the Department of Local Government with a copy of the Council minutes of the meeting at which it was received.
5. Submitted to the Department for Local Government by 31 March each year.

The Return must also be reviewed by the Audit Committee prior to its adoption by Council.

**COMMENT:**

The Annual Compliance Audit Return contains 94 questions of which:

- 54 were complied with;
- 40 were not applicable to the Shire of Nannup during the year under review, and
- no matters were detected to be non-compliant.

Whilst it is a requirement for the Return to be reviewed by the Audit Committee as per the *Local Government Audit Regulations 1996*, the Audit Committee for the Shire of Nannup consists of the whole of the Council and therefore it is not considered necessary to convene a meeting of the Audit Committee for this purpose.

**STATUTORY ENVIRONMENT:**

Section 14 of the *Local Government Audit Regulations 1996*

(3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

(3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —

- (a) presented to the council at a meeting of the council; and
- (b) adopted by the council; and
- (c) recorded in the minutes of the meeting at which it is adopted.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That Council adopts the Local Government Compliance Audit Report for the Shire of Nannup for the period 1 January 2017 to the 31 December 2017, noting that there were no areas of non-compliance, and therefore, Council authorises the Shire President and CEO to sign and submit the report to the Department of Local Government as required.

**VOTING REQUIREMENTS:**

Absolute Majority

**18008 MELLEMA/STEVENSON**

***That Council adopts the Local Government Compliance Audit Report for the Shire of Nannup for the period 1 January 2017 to the 31 December 2017, noting that there were no areas of non-compliance, and therefore, Council authorises the Shire President and CEO to sign and submit the report to the Department of Local Government as required.***

**CARRIED BY ABSOLUTE MAJORITY (7/0)**



AGENDA NUMBER:	12.4
SUBJECT:	Local Government Act Review
LOCATION/ADDRESS:	Whole of State
NAME OF APPLICANT:	Minister for Local Government and Western Australian Local Government Association
FILE REFERENCE:	DEP 14
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT	16 January 2018
ATTACHMENTS:	12.4.1 – WALGA Review of Local Government Act 12.4.2 – Department of Local Government Consultation Paper – WALGA Comments

**BACKGROUND:**

The Minister for Local Government has advised that the State Government will be undertaking a review of the *Local Government Act 1995* in two phases. The Department of Local Government and the Western Australian Local Government Association (WALGA) have produced a Discussion Paper and both organisations welcome comments and submissions from the local government sector on the issues raised within the Papers.

In June 2017, the Minister for Local Government, Hon David Templeman wrote to the Western Australian Local Government Association (WALGA) announcing the commencement of the review of the Local Government Act 1995.

The Minister has indicated that the review would consist of two stages comprising:

Phase 1: 'Modernising local government' – 2017

- Increasing participation in local government elections
- Strengthening public confidence in local government elections
- Making information available online • Restoring public confidence (includes the gift provisions)
- Reducing red tape
- Regional Subsidiaries

Phase 2: 'Services for the community' – 2018

- Increasing community participation
- Improving financial management
- Improving behaviour and relationships
- Reducing red tape

WALGA has identified the following key as priorities:

- a) Gifts
  - Exempt gifts received in a genuinely personal capacity
  - Gift declarations threshold to commence at \$500.00 with no upper limit
  - Gift provisions to apply to Elected Members and CEO only.
- b) Regional Subsidiaries
  - Amend Regulations to permit borrowings
  - Amend Regulations to permit dealing in land transactions
  - Amend Regulations to permit trading undertakings.
- c) Rating Exemptions:
  - Charitable Purposes provisions
  - Rate Equivalency Payments of Government Trading entities.
- d) Financial Management Issues:
  - Borrowings o Investments
  - Fees and Charges
  - Financial ratios.
- e) Administration:
  - Electors' General Meetings to be optional
  - Designated Senior Officer section to be reviewed
  - Public Notices (modernisation of the Act to acknowledge electronic means)
- f) Functions of Local Governments:
  - Tender Thresholds
  - Establish Council Controlled Organisations (Local Government Enterprises)
  - Regional Council provisions (review of compliance requirements) g)
- g) Poll Provisions relating to amalgamations and boundary adjustments.
  - The poll provisions contained in Schedule 2.1 of the Local Government Act should be extended to provide any community whose Local Government is undergoing a boundary change or amalgamation with the opportunity to demand a binding poll of electors.
- h) Sector Principles
  - Key foundations of the Act, which the sector would like considered, relate to the retention of the 'general competence' principle and consideration of a size and scale compliance regime. The Act review will incorporate regulatory amendments.

**COMMENT:**

Both the Department and WALGA have produced a discussion paper for Phase 1 and these have been circulated to Councillors previously. WALGA's Paper is based on existing policy positions.

The comments and positions taken by WALGA in the discussion paper have been made with regard to established WALGA policy which is typically based on feedback from the local government sector, either from the WALGA AGM, zone meetings, State council or from other individual Council advocacy.

During August to December 2017 WALGA and the Department engaged with the sector via Workshops, Zone meetings and all local governments have been encouraged to lodge a submission on the issues raised in the discussion papers.

Consultation is open until 9 March 2018 with WALGA requesting feedback on the Departments consultation paper by Thursday 1 February 2018 to allow submissions to be presented to the February 2018 round of Zone meetings and then a sector response established at the 7 March 2018 State Council meeting.

**STATUTORY ENVIRONMENT:**

*Local Government Act 1995 Review*

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That Council adopts the submissions as presented on the review of the Local Government Act 1995 and submits same to the Western Australian Local Government Association for inclusion and consideration as a sector submission to the Department of Local Government.

**VOTING REQUIREMENTS:**

Simple Majority

**18009 BUCKLAND/LONGMORE**

***That Council adopts the submissions as presented on the review of the Local Government Act 1995 and submits same to the Western Australian Local Government Association for inclusion and consideration as a sector submission to the Department of Local Government.***

***CARRIED (7/0)***

AGENDA NUMBER:	12.5
SUBJECT:	The Nannup Clock Tower Construction Phase – Use of Temporary Fencing
LOCATION/ADDRESS:	Pt 5 of Lot 4 Warren Road, Nannup
NAME OF APPLICANT:	Heather Walford and Rob Marshall
FILE REFERENCE:	
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT	13 January 2018

**BACKGROUND:**

Heather Walford and Rob Marshall write to Council to request support from the Shire to assist them as they move into the building phase of the Nannup Clock Tower Project. Ms Walford and Mr Marshall seek the use of the Shire of Nannup's temporary fencing to screen off the building site from the public and would require same from March until the end of June.

Ms Walford and Mr Marshall advise that they have now contracted a builder and will be commencing site preparations in February although they are still waiting for Western Power to move the power dome which held them up for 3 months.

**COMMENT:**

Ms Walford and Mr Marshall are seeking use of the Temporary Fencing free of charge.

Council does list in its Fees and Charges Schedule the following charges for the Temporary Fencing:-

Bond	\$ 525.00
Erected and Dismantled with Nannup town site	\$ 20.00/metre/week

This project is an important one for Nannup and the potential tourism opportunities that it will bring to the whole district. In providing the hire of the fencing free of charge it could be seen as one way in which Council provides support to the project.

Whilst Council's Policy BLD 1 refers to a *"not for profit"* community group/organisation seek the waiving of any fees and charges, it is considered that on this occasion the matter could be referred to this project which has significant implications for tourism in the Shire of Nannup.

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

Policy BLD 1 – Relating to Use/Hire of Community Facilities:

*“Council will charge all hirers of its facilities as per its list of fees and charges which is reviewed annually in line with the budget.*

*Should a “not for profit” community group/organisation seek the waiving of any fees and charges imposed for use/hire of a community facility, an application in writing is to be submitted and presented to Council for consideration”.*

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Community Strategic Plan 2017-2027 – Our Economy – Strategy 2.1, The Big Picture – Encourage and Support more industry, businesses and employment in our Shire

Shire of Nannup Community Strategic Plan 2017-2027 – Our Economy – Strategy 2.2, Tourism/Recreation – Support Tourism providers and promote our district

Shire of Nannup Community Strategic Plan 2017-2027 – Our Council Leadership – Strategy 6.2, We Are One – To do what is right for the people – for betterment of majority of community

**RECOMMENDATION**

That as a show of support for the Nannup Clock Tower Project, Council advises Ms Walford and Mr Marshall that it is prepared to provide its Temporary Fencing free of charge during the construction phase of the project (between March and June 2018) however, the developers will be required to pay the scheduled Bond of \$525.00 which will be reimbursed subject to no damage being incurred whilst on site.

**VOTING REQUIREMENTS:**

Simple Majority

**18010 MELLEMA/LONGMORE**

***That as a show of support for the Nannup Clock Tower Project, Council advises Ms Walford and Mr Marshall that it is prepared to provide its Temporary Fencing free of charge during the construction phase of the project (between March and June 2018) however, the developers will be required to pay the scheduled Bond of \$525.00 which will be reimbursed subject to no damage being incurred whilst on site.***

**CARRIED (7/0)**

AGENDA NUMBER:	12.6
SUBJECT:	Development Application for a Single Dwelling
LOCATION/ADDRESS:	Lot 90 (No. 26) on DP130080 Wilson St, Nannup
NAME OF APPLICANT:	Alex & Jean Ross
FILE REFERENCE:	A611
AUTHOR:	Jane Buckland – Development Services Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	9 January 2018
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	12.6.1 – Location map 12.6.2 – Information from applicant 12.6.3 – Submission 12.6.4 – Floodplain map 12.6.5 – Extract from <i>Local Planning Scheme No.3</i> 12.6.6 – <i>Residential Design Codes</i> checklist

**BACKGROUND:**

The Shire has received a Development Application from the owners, Alex & Jean Ross, for a single dwelling to be constructed at Lot 90 (No. 26) Wilson Street, Nannup.

The site, as shown in Attachment 12.6.1, is 1,012m<sup>2</sup> in area and currently contains a small storage shed at the rear of the property and a large garage/storage shed at the front of the property.

Details submitted by the applicant are provided in Attachment 12.6.2. The dwelling is proposed to be located entirely in the 1 in 25 year Average Recurrence Interval (ARI) flood plain and will be connected to deep sewer.

The dwelling is otherwise generally consistent with the *Shire of Nannup Local Planning Scheme No. 3* (LPS3) and the deemed-to-comply requirements of the *Residential Design Codes* (R-Codes). However, due to the requirement to raise the finished floor level of the dwelling 500mm above the 1 in 100 year flood level, the applicant is also requesting reduced setbacks to Ford Way and the northern lot boundary.

The Shire administration wrote to the Department of Water and Environmental Regulation (DWER), the adjoining landowner on Wilson Street and made the application available for viewing at the Shire office.

The Shire received 1 submission from DWER on the Development Application which is outlined in Attachment 12.6.3. The DWER considers that the proposed dwelling is not acceptable with regard to major flooding as the entire lot is subject to flooding of up to 0.5m during a 1 in 25 Annual Exceedance Probability (AEP) flood event, the

distance to higher ground above this level is greater than 100 metres, and the proposed dwelling has the potential to obstruct major flood waters.

An ARI and AEP flood event refer to the same risk, however DWER now use the term of AEP which refers to the probability of a flood event occurring in any year.

An extract from the *Blackwood River Flood Study* showing the extent of the 1 in 25 AEP and 1 in 100 AEP flood levels for the property is shown in Attachment 12.6.4.

In accordance with established practice, the Shire administration has provided the response from DWER to the applicant for their information. The Shire has not requested that the applicant make any changes to the submitted plans based on the advice from DWER.

#### Planning framework

The property is zoned "Residential R10/15" in LPS3. The R15 code applies to the property given the proposed dwelling can be connected to the reticulated sewer system. It is subject to the requirements of both the R-Codes and LPS3.

The property is also located within the Flood Risk Land Special Control Area of LPS3 and is located within a bushfire prone area as designated by the Fire and Emergency Services Commissioner.

"Dwelling – Single Dwelling" is a "P" use in the Residential Zone as set out in the LPS3 Zoning Table, however Clause 8.2(b) of LPS3 requires a Development Application to be submitted where the proposal:

- (i) requires the exercise of a discretion by the local government under the scheme to vary the provisions of the Residential Design Codes; or
- (v) is within the Flood Risk Land Special Control Area.

Clause 6.2.1 of LPS3 outlines the requirements for development on Flood Risk Land and is shown in Attachment 12.6.5.

#### **COMMENT:**

Following an assessment of the Development Application against the planning framework, submissions and information provided by the applicant, the Development Application is considered to be generally consistent with the R-Codes deemed-to-comply provisions, the R-Codes design principles (reduced setbacks to Ford Way and the northern lot boundary) and LPS3.

Lot 90 Wilson Street was created prior to the introduction of LPS3 and the imposition of the requirements of the Flood Risk Land Special Control Area. The Shire administration considers that while more intensive development/subdivision of flood risk land should be avoided, the owners of historical lots should be able to use their properties for the purposes of placing a single dwelling for their own use.



The advice received from DWER while acknowledged, does not prevent Council from approving the proposed single dwelling should it wish to do so. Clause 6.2.1.5 of LPS3 states that “the local government may consult with and take into consideration, the advice of the Department of Water, in relation to the delineation of flood ways and flood prone land, the effect of the development on a floodway, and any other measures to offset the effects of flooding.”

In addition, *Local Planning Policy LPP011 Development in Flood Risk Areas* states that “the local government will have regard to the Scheme, relevant State Planning Policies, the Blackwood River Flood Study, information provided by the applicant and as appropriate, advice from the Department of Water to determine applications.”

In this case, the applicant has taken all reasonable steps to design the proposed dwelling in such a way that the impacts both on the development itself and on floodwaters is minimised given:

- The proposed dwelling is a pole home with no walls proposed in the area below the dwelling;
- The finished floor level of the dwelling is proposed to be 570mm above the 1 in 100 AEP flood level;
- There is no opportunity for the dwelling to be constructed outside of the 1 in 25 AEP floodplain; and
- There is no opportunity for the dwelling to be constructed further forward on the property due to the location of the existing garage/storage shed.

Due to the requirement to raise the finished floor level of the dwelling a minimum of 500mm above the 1 in 100 AEP flood level, the applicant is also requesting reduced setbacks to Ford Way and the northern lot boundary.

The proposed design includes a verandah to all faces of the dwelling to enhance the elevations facing both Wilson St and Ford Way. The setback to Ford Way is proposed to be reduced from the required 1.5m to 1.0m so as to minimise the visual impact of the dwelling on the residential lot adjoining the northern boundary.

The setback to the northern boundary is proposed to be reduced from the required 4.0m to 3.12m. The applicant was requested to provide permanent privacy screens to the northern verandahs to help prevent overlooking of the adjoining residential lot which they have confirmed in the correspondence shown in Attachment 12.6.1.

The above setback and privacy elements of the proposed design have been assessed against the design principles contained in Clauses 5.1.3 and 5.4.1 of the R-Codes as shown in Attachment 12.6.6, and it is suggested that the proposed design:

- Reduces the impact of building bulk on adjoining properties;
- Provides adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and
- Minimises the extent of overlooking and resultant loss of privacy on adjoining properties.

It is therefore recommended that Council conditionally approve the Development Application including a notification on the title relating to flood risk.

**STATUTORY ENVIRONMENT:**

*Planning and Development Act 2005, State Planning Policy 3.1 Residential Design Codes, State Planning Policy 3.4 Natural Hazards and Disasters and LPS3.*

**POLICY IMPLICATIONS:**

*Local Planning Policy LPP011 Development in Flood Risk Areas* is relevant in assessing the Development Application. Local Planning Policies are non-statutory documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policy but is required to have regard to the policy in determining the Development Application.

**FINANCIAL IMPLICATIONS:**

Nil.

**STRATEGIC IMPLICATIONS:**

Nil.

**RECOMMENDATION:**

That Council approve the Development Application for single dwelling to be constructed at Lot 90 (No. 26) on DP130080 Wilson Street, Nannup subject to the following conditions:

1. This approval shall expire if the development hereby approved has not been substantially commenced within a period of two years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by the local government. Where the Development Approval has lapsed, no further development is to be carried out.
2. The development hereby approved must be carried out generally in accordance with the plans and specifications dated 22<sup>nd</sup> December 2017 submitted with the application and these shall not be altered and/or modified without the prior knowledge and written consent of the Shire.
3. Engineering certification is provided for the building, to the satisfaction of the Shire prior to the issue of a Building Permit, that the building has been designed to take account of potential forces of flood water.
4. The minimum floor level of the proposed building is at least 67.73m AHD (Australian Height Datum) with this level confirmed by a licensed surveyor and submitted for Shire endorsement upon completion of the stumping

network of the proposed building. No further works are to be commenced until Shire endorsement of the survey information.

5. The development is connected to the reticulated water system prior to occupation.
6. The development is connected to the reticulated sewer system prior to occupation.
7. The provision of details as to how stormwater will be addressed for the proposed development (including stormwater from roofs, driveways and other impervious areas) to the satisfaction of Shire. The Shire will require that all stormwater from roofed and impervious areas shall be collected, detained and suitably treated on site to the satisfaction of the Shire prior to occupation.
8. The crossover is designed, constructed (sealed) and drained at the applicants' cost to the satisfaction of the Shire prior to occupation.
9. Permanent privacy screens with 75% minimum blockout and to a minimum height of 1.65m are to be installed to the verandahs shown in pink on the approved plans, prior to occupation.
10. The development is to be constructed in accordance with BAL-19 standards pursuant to Australian Standard *AS3959 Construction of buildings in bush-fire prone areas*.
11. The findings and recommendations of the Bushfire Attack Level Assessment (dated 20 December 2017) must be implemented to achieve the BAL-19 rating, prior to occupation, and thereafter maintained for the life of the dwelling, including the provision of the asset protection zone, vegetation control, vehicle access ways and firebreaks.
12. The applicant arranges a notification, pursuant to Section 165 of the *Planning and Development Act 2005*, to be placed on the Certificate of Title stating 'This land is within a flood risk area'. The notification is finalised prior to occupation to the satisfaction of the Shire. The applicant is responsible for meeting the costs of preparing and executing the notification.

#### Advice

- A) This is not a Building Permit. A Building Permit must be obtained before any building works commence.
- B) In relation to Condition 4, the *Blackwood River Flood Study* shows that the entire lot is affected by flooding during major river flows with the 1 in 100 AEP flood level estimated to be 67.23 metres AHD. Based on requirements in the *Shire of Nannup Local Planning Scheme No.3*, the dwelling is required to meet a minimum floor level of 67.73 metres (incorporating a "freeboard" of 0.5 metres). In accordance with Clause 6.2.1.6 of the *Shire of Nannup Local Planning Scheme No.3* relating to flood risk land, the scheme states "Any

decision made by the Shire in pursuance of this clause is deemed to be a decision made in 'good faith' and the Shire is hereby forever indemnified against any claim made by any person and relating to any loss whatsoever arising from such a decision."

- C) In relation to Condition 7, stormwater is to be suitably detained on site (e.g. rainwater tanks, soakwells). The Shire will support stormwater run-off being connected to a Shire stormwater legal point of discharge provided it is appropriately designed via a soakwell/silt pit to the satisfaction of the Shire.
- D) The Shire encourages the applicants to develop an evacuation plan for flooding events larger than a 1 in 25 ARI event. The Department of Water and Environmental Regulation advises in part that:

"The entire lot is subject to flooding of up to 0.5m deep during a 1 in 25 AEP event. This depth is considered hazardous to some vehicles and to children and the elderly.

Flood depths in a 1 in 100 AEP event are expected to exceed 2.0 metres. This depth is considered hazardous to people, vehicles and buildings and would pose significant difficulties for evacuation and potential dangers to any people sheltering in the dwelling during an event".

- E) The property is near the Nannup Timber Mill where the property may at times be impacted by the mill's operations.
- F) Part 14 of the *Planning and Development Act 2005* provides the right to apply to the State Administrative Tribunal for review of some planning decisions and the proponent may wish to take professional advice to determine whether or not such a right exists in the present instance. The *State Administrative Tribunal Rules 2004* require that any such applications for review be lodged with the Tribunal.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **18011 HANSEN/STEVENSON**

***That Council approve the Development Application for single dwelling to be constructed at Lot 90 (No. 26) on DP130080 Wilson Street, Nannup subject to the following conditions:***

- 1. This approval shall expire if the development hereby approved has not been substantially commenced within a period of two years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by the local***

***government. Where the Development Approval has lapsed, no further development is to be carried out.***

- 2. The development hereby approved must be carried out generally in accordance with the plans and specifications dated 22nd December 2017 submitted with the application and these shall not be altered and/or modified without the prior knowledge and written consent of the Shire.***
- 3. Engineering certification is provided for the building, to the satisfaction of the Shire prior to the issue of a Building Permit, that the building has been designed to take account of potential forces of flood water.***
- 4. The minimum floor level of the proposed building is at least 67.73m AHD (Australian Height Datum) with this level confirmed by a licensed surveyor and submitted for Shire endorsement upon completion of the stumping network of the proposed building. No further works are to be commenced until Shire endorsement of the survey information.***
- 5. The development is connected to the reticulated water system prior to occupation.***
- 6. The development is connected to the reticulated sewer system prior to occupation.***
- 7. The provision of details as to how stormwater will be addressed for the proposed development (including stormwater from roofs, driveways and other impervious areas) to the satisfaction of Shire. The Shire will require that all stormwater from roofed and impervious areas shall be collected, detained and suitably treated on site to the satisfaction of the Shire prior to occupation.***
- 8. The crossover is designed, constructed (sealed) and drained at the applicants' cost to the satisfaction of the Shire prior to occupation.***
- 9. Permanent privacy screens with 75% minimum blockout and to a minimum height of 1.65m are to be installed to the verandahs shown in pink on the approved plans, prior to occupation.***
- 10. The development is to be constructed in accordance with BAL-19 standards pursuant to Australian Standard AS3959 Construction of buildings in bush-fire prone areas.***
- 11. The findings and recommendations of the Bushfire Attack Level Assessment (dated 20 December 2017) must be implemented to achieve***

*the BAL-19 rating, prior to occupation, and thereafter maintained for the life of the dwelling, including the provision of the asset protection zone, vegetation control, vehicle access ways and firebreaks.*

12. *The applicant arranges a notification, pursuant to Section 165 of the Planning and Development Act 2005, to be placed on the Certificate of Title stating 'This land is within a flood risk area'. The notification is finalised prior to occupation to the satisfaction of the Shire. The applicant is responsible for meeting the costs of preparing and executing the notification.*

**Advice:**

- A) *This is not a Building Permit. A Building Permit must be obtained before any building works commence.*
- B) *In relation to Condition 4, the Blackwood River Flood Study shows that the entire lot is affected by flooding during major river flows with the 1 in 100 AEP flood level estimated to be 67.23 metres AHD. Based on requirements in the Shire of Nannup Local Planning Scheme No.3, the dwelling is required to meet a minimum floor level of 67.73 metres (incorporating a "freeboard" of 0.5 metres). In accordance with Clause 6.2.1.6 of the Shire of Nannup Local Planning Scheme No.3 relating to flood risk land, the scheme states "Any decision made by the Shire in pursuance of this clause is deemed to be a decision made in 'good faith' and the Shire is hereby forever indemnified against any claim made by any person and relating to any loss whatsoever arising from such a decision."*
- C) *In relation to Condition 7, stormwater is to be suitably detained on site (e.g. rainwater tanks, soakwells). The Shire will support stormwater run-off being connected to a Shire stormwater legal point of discharge provided it is appropriately designed via a soakwell/silt pit to the satisfaction of the Shire.*
- D) *The Shire encourages the applicants to develop an evacuation plan for flooding events larger than a 1 in 25 ARI event. The Department of Water and Environmental Regulation advises in part that:*

*"The entire lot is subject to flooding of up to 0.5m deep during a 1 in 25 AEP event. This depth is considered hazardous to some vehicles and to children and the elderly.*

***Flood depths in a 1 in 100 AEP event are expected to exceed 2.0 metres. This depth is considered hazardous to people, vehicles and buildings and would pose significant difficulties for evacuation and potential dangers to any people sheltering in the dwelling during an event”.***

- E) The property is near the Nannup Timber Mill where the property may at times be impacted by the mill’s operations.***
  
- F) Part 14 of the Planning and Development Act 2005 provides the right to apply to the State Administrative Tribunal for review of some planning decisions and the proponent may wish to take professional advice to determine whether or not such a right exists in the present instance. The State Administrative Tribunal Rules 2004 require that any such applications for review be lodged with the Tribunal.***

**CARRIED (7/0)**

AGENDA NUMBER:	12.7
SUBJECT:	Development Application for a Single Dwelling and Oversize Outbuilding
LOCATION/ADDRESS:	Lot 93 (No. 30B) on DP130080 Wilson St, Nannup
NAME OF APPLICANT:	Martin Tinney
FILE REFERENCE:	A1580
AUTHOR:	Jane Buckland – Development Services Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	16 January 2018
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	12.7.1 – Location map 12.7.2 – Information from applicant 12.7.3 – Submission 12.7.4 – Floodplain map 12.7.5 – Extract from <i>Local Planning Scheme No.3</i> 12.7.6 – <i>Residential Design Codes</i> checklist

**BACKGROUND:**

The Shire has received a Development Application from the owner, Martin Tinney, for a single dwelling and oversize outbuilding to be constructed at Lot 93 (No. 30B) Wilson Street, Nannup.

The site, as shown in Attachment 12.7.1, is 1,012m<sup>2</sup> in area and currently contains two old storage sheds at the Wilson Street end of the property.

Details submitted by the applicant are provided in Attachment 12.7.2. Both the dwelling and the outbuilding are proposed to be located entirely in the 1 in 25 year Average Recurrence Interval (ARI) flood plain and will be connected to deep sewer.

The dwelling is otherwise generally consistent with the *Shire of Nannup Local Planning Scheme No. 3* (LPS3) and the deemed-to-comply requirements of the *Residential Design Codes* (R-Codes). However, due to the requirement to raise the finished floor level of the dwelling 500mm above the 1 in 100 year flood level, the applicant is also requesting a reduced setback to the southern lot boundary.

The outbuilding is considered both oversize and over-height under the Shire's Local Planning Policy *LPP022 Outbuildings* however is smaller in size than the maximum allowable floor area and lower in height than the maximum allowable height as outlined in this policy.

The Shire administration wrote to the Department of Water and Environmental Regulation (DWER), three adjoining and nearby landowners and made the application available for viewing at the Shire office.



The Shire received 1 submission from DWER on the Development Application which is outlined in Attachment 12.7.3. The DWER considers that the proposed dwelling is not acceptable with regard to major flooding as the entire lot is subject to flooding of over 0.5m during a 1 in 25 Annual Exceedance Probability (AEP) flood event, the distance to higher ground above this level is greater than 100 metres, and the proposed dwelling has the potential to obstruct major flood waters. No comments were made in regards to the proposed outbuilding.

An ARI and AEP flood event refer to the same risk, however DWER now use the term of AEP which refers to the probability of a flood event occurring in any year.

An extract from the *Blackwood River Flood Study* showing the extent of the 1 in 25 AEP and 1 in 100 AEP flood levels for the property is shown in Attachment 12.7.4.

In accordance with established practice, the Shire administration has provided the response from DWER to the applicant for their information. The Shire has not requested that the applicant make any changes to the submitted plans based on the advice from DWER however some changes will need to be made to the proposed design to bring the entire finished floor level of the dwelling above the 1 in 100 year AEP flood level as per the requirements of Clause 6.2.1.1(b)(i) of LPS3.

#### Planning framework

The property is zoned "Residential R10/15" in LPS3. The R15 code applies to the property given the proposed dwelling can be connected to the reticulated sewer system. It is subject to the requirements of both the R-Codes and LPS3.

The property is also located within the Flood Risk Land Special Control Area of LPS3 and is located within a bushfire prone area as designated by the Fire and Emergency Services Commissioner.

"Dwelling – Single Dwelling" is a "P" use in the Residential Zone as set out in the LPS3 Zoning Table, however Clause 8.2(b) of LPS3 requires a Development Application to be submitted where the proposal:

- (ii) requires the exercise of a discretion by the local government under the scheme to vary the provisions of the Residential Design Codes; or
- (vi) is within the Flood Risk Land Special Control Area.

Clause 6.2.1 of LPS3 outlines the requirements for development on Flood Risk Land and is shown in Attachment 12.7.5.

Outbuildings which are ancillary to a dwelling do not generally require the development approval of the local government if they are consistent with the R-Codes and LPP022, and are not located within a Special Control Area.

**COMMENT:**

Following an assessment of the Development Application against the planning framework, submissions and information provided by the applicant, the Development Application is considered to be generally consistent with the R-Codes deemed-to-comply provisions, the R-Codes design principles (reduced setback to the southern lot boundary), LPS3 and LPP022.

Lot 93 Wilson Street was created prior to the introduction of LPS3 and the imposition of the requirements of the Flood Risk Land Special Control Area. The Shire administration considers that while more intensive development/subdivision of flood risk land should be avoided, the owners of historical lots should be able to use their properties for the purposes of placing a single dwelling for their own use.

The advice received from DWER while acknowledged, does not prevent Council from approving the proposed single dwelling should it wish to do so. Clause 6.2.1.5 of LPS3 states that “the local government may consult with and take into consideration, the advice of the Department of Water, in relation to the delineation of flood ways and flood prone land, the effect of the development on a floodway, and any other measures to offset the effects of flooding.”

In addition, *Local Planning Policy LPP011 Development in Flood Risk Areas* states that “the local government will have regard to the Scheme, relevant State Planning Policies, the Blackwood River Flood Study, information provided by the applicant and as appropriate, advice from the Department of Water to determine applications.”

In this case, the applicant has taken a number of steps to design the proposed dwelling and outbuilding in such a way that the impacts both on the development itself and on floodwaters is minimised given:

- The proposed dwelling is a pole home with minimal walls proposed in the area below the dwelling;
- The finished floor level of the main part of the dwelling is proposed to be 500mm above the 1 in 100 AEP flood level;
- There is no opportunity for the dwelling to be constructed outside of the 1 in 25 AEP floodplain; and
- The dwelling is proposed to be constructed at the higher (Wilson Street) end of the property.

The proposed design of the dwelling indicates that the laundry is to be located at ground level, below the rest of the dwelling. Clause 6.2.1.1(b)(i) of LPS3 states that:

“the floor of any dwelling house or other habitable building is, or will be, raised a minimum of 500 millimetres (mm) above the 1 in 100 year flood level identified for the land.”

While a laundry is considered a non-habitable room under the R-Codes, it is a required element in a dwelling, which is a habitable building. The Shire administration considers that the finished floor level requirement of Clause 6.2.1.1(b)(i) of LPS3 applies to all rooms of any proposed dwelling and that a

condition should be added to any approval granted, requiring the laundry to be moved upstairs to the same level as the rest of the dwelling. The applicant was asked to consider relocating the laundry upstairs prior to the application being advertised however he declined, instead preferring to continue with the proposed design. This aspect of the proposed design is not considered significant enough to refuse the application for development approval altogether.

Due to the requirement to raise the finished floor level of the dwelling a minimum of 500mm above the 1 in 100 AEP flood level, the applicant is also requesting reduced setbacks to the southern lot boundary.

The proposed design situates the dwelling at the eastern end of the property rather than towards the primary street, Trapper Trail. The setback to the southern boundary is proposed to be reduced from the required 4.2m to 2.0m. The applicant recognises that the dwelling on the property immediately adjoining to the north is an old cottage which predates height requirements for dwellings in flood risk areas and therefore sits at ground level. By situating the proposed dwelling further back on the property and closer to the southern boundary, the applicant is minimising the visual impact on the property to the north.

The property which adjoins the subject lot to the south is a large residential property of approximately 6,900m<sup>2</sup> with the only dwelling on the property located more than 100m from the proposed dwelling. The impact of the reduced boundary setback on the amenity of this property would be limited.

The proposed outbuilding has been designed to complement the design of the dwelling and features the same skillion roof. This results in a wall height which is considered over-height under LPP022. The Shire administration considers that the higher side of the roof could be considered as the peak and therefore its maximum height at 4.0m is lower than the maximum allowable height of 5.0m. The outbuilding is considered oversize under LPP022 as it has a floor area of 101m<sup>2</sup> which is also the maximum permitted floor area for this property.

The above setback and privacy elements of the proposed design have been assessed against the design principles contained in Clauses 5.1.3 and 5.4.1 of the R-Codes as shown in Attachment 12.7.6, and it is suggested that the proposed design:

- Reduces the impact of building bulk on adjoining properties;
- Provides adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and
- Minimises the extent of overlooking and resultant loss of privacy on adjoining properties.

It is therefore recommended that Council conditionally approve the Development Application including a notification on the title relating to flood risk.

**STATUTORY ENVIRONMENT:**

*Planning and Development Act 2005, State Planning Policy 3.1 Residential Design Codes, State Planning Policy 3.4 Natural Hazards and Disasters and LPS3.*

**POLICY IMPLICATIONS:**

Local Planning Policies *LPP011 Development in Flood Risk Areas* and *LPP022 Outbuildings* are relevant in assessing the Development Application. Local Planning Policies are non-statutory documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policy but is required to have regard to the policy in determining the Development Application.

**FINANCIAL IMPLICATIONS:**

Nil.

**STRATEGIC IMPLICATIONS:**

Nil.

**RECOMMENDATION:**

That Council approve the Development Application for single dwelling and outbuilding to be constructed at Lot 93 (No. 30B) on DP130080 Wilson Street, Nannup subject to the following conditions:

1. This approval shall expire if the development hereby approved has not been substantially commenced within a period of two years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by the local government. Where the Development Approval has lapsed, no further development is to be carried out.
2. The development hereby approved must be carried out generally in accordance with the plans and specifications dated 16<sup>th</sup> January 2018 submitted with the application and notated by the Shire and these shall not be altered and/or modified without the prior knowledge and written consent of the Shire.
3. Engineering certification is provided for the building, to the satisfaction of the Shire prior to the issue of a Building Permit, that the building has been designed to take account of potential forces of flood water.
4. The minimum floor level of the proposed building, including the laundry, is at least 67.73m AHD (Australian Height Datum) with this level confirmed by a licensed surveyor and submitted for Shire endorsement upon completion of the stumping network of the proposed building. No further works are to be commenced until Shire endorsement of the survey information.

5. The development is connected to the reticulated water system prior to occupation.
6. The development is connected to the reticulated sewer system prior to occupation.
7. The provision of details as to how stormwater will be addressed for the proposed development (including stormwater from roofs, driveways and other impervious areas) to the satisfaction of Shire. The Shire will require that all stormwater from roofed and impervious areas shall be collected, detained and suitably treated on site to the satisfaction of the Shire prior to occupation.
8. The crossover is designed, constructed (sealed) and drained at the applicants' cost to the satisfaction of the Shire prior to occupation.
9. The development is to be constructed in accordance with BAL-19 standards pursuant to Australian Standard *AS3959 Construction of buildings in bush-fire prone areas*.
10. The findings and recommendations of the Bushfire Attack Level Assessment (dated 20 December 2017) must be implemented to achieve the BAL-19 rating, prior to occupation, and thereafter maintained for the life of the dwelling, including the provision of the asset protection zone, vegetation control, vehicle access ways and firebreaks.
11. The external walls and roof of the outbuilding are to be clad in timber and/or Colourbond colours to the satisfaction of the Shire.
12. The outbuilding is to be used for storage purposes only and is not to be used for residential, commercial or industrial purposes.
13. The applicant arranges a notification, pursuant to Section 165 of the *Planning and Development Act 2005*, to be placed on the Certificate of Title stating 'This land is within a flood risk area'. The notification is finalised prior to occupation to the satisfaction of the Shire. The applicant is responsible for meeting the costs of preparing and executing the notification.

#### Advice

- A) This is not a Building Permit. A Building Permit must be obtained before any building works commence.
- B) In relation to Condition 4, the *Blackwood River Flood Study* shows that the entire lot is affected by flooding during major river flows with the 1 in 100 AEP flood level estimated to be 67.23 metres AHD. Based on requirements in the *Shire of Nannup Local Planning Scheme No.3*, the dwelling is required to meet a minimum floor level of 67.73 metres (incorporating a "freeboard" of 0.5 metres). This includes the laundry which is part of the dwelling. In accordance with Clause 6.2.1.6 of the *Shire of Nannup Local Planning Scheme No.3* relating to flood risk land, the scheme states "Any decision

made by the Shire in pursuance of this clause is deemed to be a decision made in 'good faith' and the Shire is hereby forever indemnified against any claim made by any person and relating to any loss whatsoever arising from such a decision."

- C) In relation to Condition 7, stormwater is to be suitably detained on site (e.g. rainwater tanks, soakwells). The Shire will support stormwater run-off being connected to a Shire stormwater legal point of discharge provided it is appropriately designed via a soakwell/silt pit to the satisfaction of the Shire.
- D) The Shire encourages the applicants to develop an evacuation plan for flooding events larger than a 1 in 25 ARI event. The Department of Water and Environmental Regulation advises in part that:

"The entire lot is subject to flooding of up to 0.5m deep during a 1 in 25 AEP event. This depth is considered hazardous to some vehicles and to children and the elderly.

Flood depths in a 1 in 100 AEP event are expected to exceed 2.0 metres. This depth is considered hazardous to people, vehicles and buildings and would pose significant difficulties for evacuation and potential dangers to any people sheltering in the dwelling during an event".

- E) The property is near the Nannup Timber Mill where the property may at times be impacted by the mill's operations.
- F) Part 14 of the *Planning and Development Act 2005* provides the right to apply to the State Administrative Tribunal for review of some planning decisions and the proponent may wish to take professional advice to determine whether or not such a right exists in the present instance. The *State Administrative Tribunal Rules 2004* require that any such applications for review be lodged with the Tribunal.

#### **VOTING REQUIREMENTS:**

Simple Majority.

#### **18012 BUCKLAND/FRASER**

***That Council approve the Development Application for single dwelling and outbuilding to be constructed at Lot 93 (No. 30B) on DP130080 Wilson Street, Nannup subject to the following conditions:***

- 1. This approval shall expire if the development hereby approved has not been substantially commenced within a period of two years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by the local government. Where the Development Approval has lapsed, no further development is to be carried out.***

2. *The development hereby approved must be carried out generally in accordance with the plans and specifications dated 16<sup>th</sup> January 2018 submitted with the application and notated by the Shire and these shall not be altered and/or modified without the prior knowledge and written consent of the Shire.*
3. *Engineering certification is provided for the building, to the satisfaction of the Shire prior to the issue of a Building Permit, that the building has been designed to take account of potential forces of flood water.*
4. *The minimum floor level of the proposed building, including the laundry, is at least 67.73m AHD (Australian Height Datum) with this level confirmed by a licensed surveyor and submitted for Shire endorsement upon completion of the stumping network of the proposed building. No further works are to be commenced until Shire endorsement of the survey information.*
5. *The development is connected to the reticulated water system prior to occupation.*
6. *The development is connected to the reticulated sewer system prior to occupation.*
7. *The provision of details as to how stormwater will be addressed for the proposed development (including stormwater from roofs, driveways and other impervious areas) to the satisfaction of Shire. The Shire will require that all stormwater from roofed and impervious areas shall be collected, detained and suitably treated on site to the satisfaction of the Shire prior to occupation.*
8. *The crossover is designed, constructed (sealed) and drained at the applicants' cost to the satisfaction of the Shire prior to occupation.*
9. *The development is to be constructed in accordance with BAL-19 standards pursuant to Australian Standard AS3959 Construction of buildings in bush-fire prone areas.*
10. *The findings and recommendations of the Bushfire Attack Level Assessment (dated 20 December 2017) must be implemented to achieve the BAL-19 rating, prior to occupation, and thereafter maintained for the life of the dwelling, including the provision of the asset protection zone, vegetation control, vehicle access ways and firebreaks.*
11. *The external walls and roof of the outbuilding are to be clad in timber and/or Colourbond colours to the satisfaction of the Shire.*
12. *The outbuilding is to be used for storage purposes only and is not to be used for residential, commercial or industrial purposes.*

13. *The applicant arranges a notification, pursuant to Section 165 of the Planning and Development Act 2005, to be placed on the Certificate of Title stating 'This land is within a flood risk area'. The notification is finalised prior to occupation to the satisfaction of the Shire. The applicant is responsible for meeting the costs of preparing and executing the notification.*

**Advice**

- A) *This is not a Building Permit. A Building Permit must be obtained before any building works commence.*
- B) *In relation to Condition 4, the Blackwood River Flood Study shows that the entire lot is affected by flooding during major river flows with the 1 in 100 AEP flood level estimated to be 67.23 metres AHD. Based on requirements in the Shire of Nannup Local Planning Scheme No.3, the dwelling is required to meet a minimum floor level of 67.73 metres (incorporating a "freeboard" of 0.5 metres). This includes the laundry which is part of the dwelling. In accordance with Clause 6.2.1.6 of the Shire of Nannup Local Planning Scheme No.3 relating to flood risk land, the scheme states "Any decision made by the Shire in pursuance of this clause is deemed to be a decision made in 'good faith' and the Shire is hereby forever indemnified against any claim made by any person and relating to any loss whatsoever arising from such a decision."*
- C) *In relation to Condition 7, stormwater is to be suitably detained on site (e.g. rainwater tanks, soakwells). The Shire will support stormwater run-off being connected to a Shire stormwater legal point of discharge provided it is appropriately designed via a soakwell/silt pit to the satisfaction of the Shire.*
- D) *The Shire encourages the applicants to develop an evacuation plan for flooding events larger than a 1 in 25 ARI event. The Department of Water and Environmental Regulation advises in part that:*

*"The entire lot is subject to flooding of up to 0.5m deep during a 1 in 25 AEP event. This depth is considered hazardous to some vehicles and to children and the elderly.*

*Flood depths in a 1 in 100 AEP event are expected to exceed 2.0 metres. This depth is considered hazardous to people, vehicles and buildings and would pose significant difficulties for evacuation and potential dangers to any people sheltering in the dwelling during an event".*

- E) *The property is near the Nannup Timber Mill where the property may at times be impacted by the mill's operations.*



- F) *Part 14 of the Planning and Development Act 2005 provides the right to apply to the State Administrative Tribunal for review of some planning decisions and the proponent may wish to take professional advice to determine whether or not such a right exists in the present instance. The State Administrative Tribunal Rules 2004 require that any such applications for review be lodged with the Tribunal.***

***CARRIED (7/0)***

AGENDA NUMBER:	12.8
SUBJECT:	Third Party Appeal Rights in Planning
LOCATION/ADDRESS:	Whole of State
NAME OF APPLICANT:	Western Australian Local Government Association
FILE REFERENCE:	DEP 14
AUTHOR:	Jane Buckland – Development Services Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT	17 January 2018
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	12.8.1 – Outcomes of Consultation Third Party Appeal Rights in Planning

**BACKGROUND:**

In December 2016, WALGA State Council resolved to undertake research on third party appeals around Australia and consult with members regarding its current policy position.

The Association's current policy position is that Local Government does not support the introduction of Third Party Appeal rights.

It is considered that the current strategic and statutory planning process in WA, and consideration of applications by Local Governments, already takes into account the views of affected parties and the community generally. There is no justification for Third Party Appeals legislation and there are significant negative implications for Local Government, industry and the community, Local Government continues to be opposed to the introduction of third party appeal rights in Western Australia.

Following the State Council resolution of December 2016, the Association prepared a discussion paper which provided background on the development of WALGA's position and a review of the arguments both for and against third party appeals which was then circulated to the Local Government sector for comment and feedback.

Feedback was presented to State Council at its 8 September 2017 meeting, where it was resolved that:

- 1. State Council notes that there is increased support for the introduction of some form of Third Party Appeal rights.*
- 2. WALGA undertakes further consultation with members on Third Party Appeal Rights, including Elected Member workshops, discuss the various concerns and suggestions raised in response to the discussion paper, the form and scope of any such appeal right should include the appropriate jurisdiction including JDAPS, SAT and WAPC to determine a preferred model.*

3. *The findings to be distributed for comment and the Item then be reconsidered by State Council.*
4. *WALGA continue to advocate that an independent review of decision making within the WA planning system is required, including the roles and responsibilities of State and Local Government and other decision making agencies, Development Assessment Panels and the State Administrative Tribunal appeal process.*

The submissions received on the discussion paper were collated into four options which broadly capture the range of responses in support of Third Party Appeals. Two workshops and a webinar were held in November 2017 to review these options with members and determine a preferred model for any proposed rights. The workshops were attended by a total of 25 local governments and the report shown in Attachment 12.8.1 discusses the outcomes of this consultation process.

**COMMENT:**

The purpose of the consultation was to determine members' preferred model for any proposed appeal rights. Based on the outcomes of the workshops, the Association is requesting that members consider the following as the preferred model for Third Party Appeal Rights in Planning in Western Australia:

**Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels**

Applicants for development approval can opt to have their application assessed by a Development Assessment Panel when the value of the proposed development is between \$2 million and \$10 million, and are required to have their application assessed by a Development Assessment Panel when the value is greater than \$10 million. All other development applications are determined by the local government.

The preferred model is therefore unlikely to have any impact on the Shire of Nannup but will have an impact on the determination of development applications in metropolitan and larger regional local governments.

The Association requests the Shire of Nannup advise of their support or otherwise of this model of Third Party Appeal Rights by Council Resolution. Based on the outcomes of consultation included in Attachment 12.8.1, the Shire administration recommends that Council support the preferred model as stated above.

Upon receipt of the resolutions, a report will be presented to State Council for further consideration.

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That Council resolves to support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels and advises the Western Australian Local Government Association as such.

**VOTING REQUIREMENTS:**

Simple Majority

**18013 FRASER/STEVENSON**

***That Council resolves to support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels and advises the Western Australian Local Government Association as such.***

***CARRIED (7/0)***

AGENDA NUMBER:	12.9
SUBJECT:	Budget Monitoring – November and December 2017
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 15
AUTHOR:	Robin Prime – Corporate Services Officer
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	11 January 2018
ATTACHMENTS:	12.9.1 – Financial Statements for the period ending 30 November 2017 12.9.2 – Financial Statements for the period ending 31 December 2017

**BACKGROUND:**

Local Government (Financial Management) Regulation 34(1) requires that Council report monthly on the financial activity from all the various operating and capital divisions. Council has adopted a variance threshold of 10% or \$30,000, whichever is the greater on which to report. The statutory statements are appended at Attachment 12.9.1.

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

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

**COMMENT:**

Please refer to the attachment, Financial Statements for period(s) ending 30 November and 31 December 2017 for a detailed analysis of our end of year position, Note 2.

**STATUTORY ENVIRONMENT:**

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

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

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

**STRATEGIC IMPLICATIONS:**

Nil.

**RECOMMENDATION:**

Monthly Financial Statements for the period ending 30 November and 31 December 2017 be received.

**VOTING REQUIREMENTS:**

Simple Majority.

**18014 LONGMORE/FRASER**

*Monthly Financial Statements for the period ending 30 November and 31 December 2017 be received.*

***CARRIED (7/0)***

AGENDA NUMBER:	12.10
SUBJECT:	Monthly Accounts for Payment – November and December 2017
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Robin Prime – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT	11 January 2018
ATTACHMENTS:	12.10.1 – Accounts for Payment – November and December 2017 12.10.2 – Credit Card Transactions – November & December 2017

**BACKGROUND:**

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 November 2017 to 31 December 2017 as detailed hereunder and noted on the attached schedule are submitted to Council.

**COMMENT:**

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

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

**Municipal Account**

Accounts paid by EFT	9951 – 10155	590,386.41
Accounts paid by cheque	20236 – 20245	2,209.64
Accounts paid by Direct Debit	DD10000.1 – DD10032.11	83,347.39
<i>Sub Total Municipal Account</i>		<u>\$675,943.44</u>

**Trust Account**

Accounts paid by EFT	10016 – 10118	5,775.65
Accounts Paid by cheque	22806 – 22807	160.00
<i>Sub Total Trust Account</i>		<u>\$5,935.65</u>
<b>Total Payments</b>		<u><u>\$681,879.09</u></u>

**STATUTORY ENVIRONMENT:**

LG (Financial Management) Regulation 13

**POLICY IMPLICATIONS:**

None.

**FINANCIAL IMPLICATIONS:**

As indicated in Schedule of Accounts for Payment.

**STRATEGIC IMPLICATIONS:**

None.

**RECOMMENDATION:**

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$681,879.09 1 November 2017 to 31 December 2017 in the attached schedule be endorsed.

**VOTING REQUIREMENTS:**

Simple Majority

**18015 MELLEMA/BUCKLAND**

***That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$681,879.09 1 November 2017 to 31 December 2017 in the attached schedule be endorsed.***

***CARRIED (7/0)***



AGENDA NUMBER:	12.11
SUBJECT:	Budget Review 2017/18
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 3
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	18 January 2018
PREVIOUS MEETING REFERENCE:	Adoption of 2017/18 Budget FNC 3
ATTACHMENTS:	12.11.1 – Budget Review Statements 2017/18

**SUMMARY:**

As per the Financial Management Regulations 1996 Section 33A a review of a Local Governments annual budget must be completed between 1 January and 31 March each year. The following item allows the Shire of Nannup to reach compliance within this area.

There are variances expected from the original estimates of the Budget which was adopted at the June 2017 Ordinary Council Meeting. These are largely as a result of timely and prudent savings by officers and additional expenditure not known at budget adoption. Overall when each of the schedules is taken into consideration the outcome is expected to remain consistent with the original budget. The original budget resulted in a surplus of \$1,641. This revision anticipates that this surplus will reduce by \$572 to \$1,068. Given that there have been major cutbacks with the grant income originally anticipated, this is a welcomed outcome overall.

**COMMENT:**

The statutory requirement for the budgetary review is relatively limited and simply requires the Council to evaluate the likely position at the end of the current financial year. This report goes much further than this and presents an in depth review of the Council's finances covering:

- Performance on the previous year
- Current expectations on income and expenditure
- The sustainability of reserves
- The Council's exposure to financial risk

Outturn from 2017/18 Budget – Actual v Estimated

The Annual Report adopted by Council on 23 November 2017 showed a gross surplus carried forward of \$1,464,503. This varies to the estimated expected outturn that was

reported during the budgeting process for the 2017/18 financial year. At that point in time it was estimated that surplus carried forward would be \$696,391.

On analysis, it appears that the \$768,112 variance is a result of the timing differences relating to the budget adoption and end of year reporting. Given that the production of the Budget occurs within the early part of each calendar year, there is a need for an analysis which includes a projection of what expenses and income will be received within the final quarter of the financial year. Management made the decision to be conservative with these estimations in order to not place Council in the position of having overspent and have a deficit to carry forward into the new year. The surplus is as a result of various items including income streams being received and spending associated with this income not occurring within the same financial year, prior year income being recovered and savings wherever possible.

#### Anticipated Outturn for 2017/18

Council will see from the budget monitoring reported within the January 2018 Council meeting that as at 31 December 2017 a surplus for the year of \$1,068 is currently predicted. This is primarily as a result of savings being initiated wherever possible.

There are however variations expected from the original budget adopted in June 2017 to spending trends anticipated as at today.

Within each of the programs these are:

1. Governance – Reserve transfers from the Asset Management Fund of \$110,000 will no longer occur. This is as a result of grant funding not being successful and as a result the upgrade of the change rooms no longer being considered. There were also modest savings shown with monies available for the election process and overspends predicted within conference and legal expenses.
2. General Purpose Funding –Interest earnings are predicted to be higher than originally anticipated. This is a direct result of 50% of FAGS monies being received at the beginning of the year which has afforded Council of the opportunity to invest these funds for the first half of the year.
3. Law & Order – Monies held for the Rural Numbering project have had a small saving applied however there have been increases in the insurance costs of the bushfire fleet. Overall this should not impact the budget but will result in less funds being available for the actual brigade expenses. There were also overspends identified with the changeover of vehicle for the CESM position.
4. Health – an increase in available cash of \$2,639 as a result of fees and charges collected within this schedule being higher than budget.
5. Education & Welfare – While overspends have been identified within this schedule they will all be offset by additional grant funding received. There is therefore no budgetary impact expected from this schedule.
6. Housing – There will be a decrease in rent received due to the changing of CEO's however there are also savings identified within the maintenance of these assets with an anticipated nil effect overall.

7. Community Amenities – an increase in available cash of \$14,000. Fees and charges collected and expenses paid within waste management have differed from expectations.
8. Recreation & Culture – The largest change to this schedule is as a result of the capital project no longer being included in this year's budget. There are also savings as a result of the security contract being less than originally anticipated at the Recreation precinct and hall hire overall to all facilities being utilised more than expected.
9. Transport – Greatest impact to this schedule is with the reduction in grant funding to both Blackspot and Direct Grants. This has resulted in projects being revised and therefore savings within expenses to materials and contracts.
10. Economic Services – Building fees are higher than initially reported.
11. Other Property & Services – Savings expected within Fuels and Oils and Tyres and Batteries.

For a full breakdown of the individual components within each schedule that have moved since the budget was adopted please refer to the attachments.

#### Sustainability of Reserves

Council maintains a number of reserves to meet recurrent capital expenditure requirements and other liabilities. Overall, Council's reserve funds represent a strong and sustainable position going forward. The budgeted position of these reserves is as follows:

Reserve	Opening Bal 1.7.17 \$	Budgeted Additions \$	Budgeted Payments \$	Closing Bal 30.6.18 \$
Long Service Leave	188,371	26,500	(19,500)	214,871
Plant	408,229	155,000	(130,000)	433,229
Recreation Centre	535	0	(0)	535
Office Equipment	72,166	16,000	(20,500)	67,666
Main Street Upgrade	116,424	500	(63,940)	52,984
Land Fill Site	72,452	21,000	(0)	93,452
Gravel Pit	60,000	21,000	(0)	81,000
Emergency Management	55,248	1,000	(0)	56,248
Aged Housing	22,103	1,000	(0)	23,103
Asset Management	550,974	95,000	(138,000)	507,974
Infrastructure Asset Reserve	50,000	26,000	(0)	76,000
Community Bus	9,244	6,000	(0)	9,244
<b>Total</b>	<b>1,605,746</b>	<b>369,000</b>	<b>(352,440)</b>	<b>1,616,306</b>

### Anticipated changes to Reserve Balances 2017/18

Based on current modelling there are anticipated variances from the reserve transfers originally predicted. These are outlined below:

Asset Management Reserve – Built into the transfer out for this financial year was an amount of \$110,000 which was to make up the balance between scheduled refurbishment of the change rooms at the Recreation Centre. The remaining \$50,000 was to be sourced through grant funding. Council received notification from the Department of Sports and Recreation in December 2017 that the grant application lodged for this grant was unsuccessful. Based on this it is recommended that this project not be implemented at this point in time. Actual impact on the budget overall is nil if this recommendation is followed.

### Plant Reserve

Transfers out of this reserve fund are the changeover costs for the actual pieces of plant for the financial year. Included within the original budget figures was the sale of a Scania truck and the Pig Trailer associated to this truck. This sale should not have been included within the modelling for this financial year and has resulted in the need for a further \$10,000 transfer to cover the cost of changeover for the plant purchases this year. If this recommendation is followed there will be no impact to the budget overall however if Council decides not to increase reserve contribution, there will be a negative impact to the budget of \$10,000.

### Risks

The Council's immediate financial position is steady but this must be considered in the light of limited information on future expenditure needs and the impact that these would have on the rate liability.

As with previous years, there remains risk to Council's sustainability as a result of key funding streams being withdrawn and the overall impact that this has on rate revenue. Within the 2017/18 year there has been notification that funding in the form of direct grants has been reduced by \$47,000. While this loss was lessened by the reduction in costs associated with vehicle registrations anticipated by Council, there remains a \$17,000 deficit within the annual budget which needs to be included within this financial year. In general, this will mean upward pressure will be applied to the base budget in the upcoming budget, which in turn will mean that either pressure will be applied to the amount of rates revenue required each year or savings must be found. Similarly, there has been a reduction in Blackspot funding which has further increased pressure to Council's income streams.

A review of Council's Long Term Financial Plan (LTFP) is currently underway and once completed will help to illustrate what will need to be addressed in order to continue to meet the needs of the community while still being mindful of achieving financial sustainability. Findings relating to this annual review will be incorporated into Budget workshops scheduled to commence in February this year.

### Budget Timetable

The timetable for compiling the 2018/19 budget is set out on the following page. In an effort to provide Councillors with the information required to make informed decisions for the upcoming budget, a number of workshops and consultation times for discussion on the various components of the budgetary process have been arranged. This year's workshops will commence with an Asset Management workshop prior to this Council meeting and are scheduled to continue through to mid May 2018. This should then allow both the Budget and Rate in the Dollar to be finalised and ready to be brought to the June 2018 Council meeting for adoption.

<b>Financial Workshop Schedule 2018/19 Year</b>		
<b>Activity</b>	<b>Date</b>	<b>Description</b>
Asset Management Strategic Workshop	25/01/2018	Following in the same format as the 2017 workshop. This will provide Councillors with an opportunity to look at strategic planning for purchase of Assets to meet community expectations. This workshop will precede the January meeting. Councillors are asked to have completed the booklets that were handed out in December prior to the meeting to allow a more robust discussion to occur at this meeting.
LTFP Presentation	22/02/2018	Second presentation to Council based on the Integrated Planning reviews required. This workshop will provide a broad overview of Long Term Financial Plan (LTFP) implications and will be held within the information session preceding Council Meeting.
First Officer Workshop	8/03/2018	
Second Officer Workshop	15/03/2018	
Road Inspection	23/03/2018	
Business Continuity Workshop		
First Formal Councillor Base Budget Workshop	5/04/2018	First budget workshop for Councillors allowing Councillors to go over budget considerations put forward from officers.
Second Formal Councillor Base Budget Workshop	19/04/2018	2 <sup>nd</sup> budget workshop following on from queries raised within 1 <sup>st</sup> workshop.
First Rate in the Dollar Workshop – Councillor level	3/05/2018	It is anticipated that budget considerations will have been finalised ready for Council meeting in June and this meeting will be looking at the preferred Rate in the Dollar options for the 2018/19 year.
Second Rate in Dollar workshop – Councillor Level	17/05/2018	If required second Rate in Dollar workshop
- Special Meeting of Council	14/06/2018	Rate in Dollar and Budget for 2018/19 brought to Council
Formal Statements- 2018/18 budget	28/06/2018	
Budget statements sent through to DLG	29/06/2018	Compliance issue

	Councillor Workshops/Road trips
	Officer Workshops
	Council Meetings

### Conclusions

The variance that is shown between the actual and the estimated outturn for 2017/18 is primarily as a result of carried forward surplus being different from that reported within the budget statements.

Once the budget is amended to include unanticipated spending and savings within the individual schedules there is an overall surplus expected to the 2017/18 budget of \$1,068.

The Long Term Financial Plan will be updated and refined to inform the 2018/19 budget and to comply with the requirements of the Integrated Planning Framework. Consideration must be taken of the impact that the reduction of capital grants will have on the overall revenue required from rates in order to continue to maintain our cost base.

The overall reserve position is strong and supports Council's decision to ensure that it is in a good position to address potential capital projects identified by the community.

The work to complete the 2018/19 budget will commence early in the 2018 calendar year and Officers anticipate that with the inclusion of the various workshops arranged over the coming months that Council will be in a position to make an informed decision relating to the budget by the June 2018 Council meeting. This will enable officers to implement the budget and raise rates at the beginning of the 2018/19 financial year. This should place Council in a strong financial position moving forward.

### **STATUTORY ENVIRONMENT:**

Sub-section 2A of the Regulations requires the Council to:

- (a) Consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
- (b) Consider the local government's financial position as at the date of the review; and
- (c) Review the outcomes for the end of that financial year that are forecast in the budget.

### **POLICY IMPLICATIONS:**

None

### **FINANCIAL IMPLICATIONS:**

A potential surplus of \$1,068 for 2017/18.

### **STRATEGIC IMPLICATIONS:**

None

**RECOMMENDATION:**

That Council endorses all variances shown within this report and attachments as part of the annual Budget Review for the 2017/18 financial year required to remain compliant with statutory obligations.

**VOTING REQUIREMENTS:**

Absolute Majority.

**18016 MELLEMA/LONGMORE**

*That Council endorses all variances shown within this report and attachments as part of the annual Budget Review for the 2017/18 financial year required to remain compliant with statutory obligations.*

**CARRIED BY ABSOLUTE MAJORITY (7/0)**

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

**13.1 OFFICERS**

Nil

**13.2 ELECTED MEMBERS**

The Shire President indicated that he wished for new business of an urgent nature to be introduced for discussion and consideration, relating to the Blackwood Biosecurity Inc. proposal for a Declared Pest Rate to be imposed on landholders in the Shire of Nannup and the request by the Department of Finance's Office of State Revenue for the Shire of Nannup to supply names and addresses of affected ratepayers/landowners by 28 February, which was detailed in the February 2018 Information Booklet.

**18017 STEVENSON/LONGMORE**

*That Council allows the above new business to be introduced for discussion and consideration by Council.*

**CARRIED (7/0)**

## **BLACKWOOD BIOSECURITY INC. – PROPOSAL TO IMPLEMENT DECLARED PEST RATE**

As indicated above, the Shire President advised that the Office of State Revenue had advised the following:-

*The Commissioner of State Revenue has written to Council advising that under the Biosecurity and Agriculture Management Act 2007 he has the responsibility for issuing Declared Pest Rate (PDR) notices each year to landholders in areas prescribed by the Minister for Agriculture and Food.*

*The Blackwood Biosecurity Inc., which covers five Shires including the Shire of Nannup has been working with the Department of Primary Industries and Regional Development (DPIRD) to determine a rate in the group's area of operation. The group will use the funds to implement declared pest control activities within the Shires concerned.*

*To assist in issuing the notices, The Commissioner has sought the Shire of Nannup's assistance in supplying up-to-date postal addresses for the affected ratepayers/landowners, by February 2018. The ratepayers/landholder details are required for all properties excluding all industrial and commercial zoned land. The address and property details will subsequently be collated by DPIRD in the first instance as part of the assessment process.*

The Shire President advised that there had been little or no consultation by the Blackwood Biosecurity Inc., with the community of the Shire of Nannup regarding the proposed implementation of the Declared Pest Rate. The cost to ratepayers/landowners is significant with the proposed \$50 levy to rural landowners and \$40 levy to town residents. The impost on such a levy will impact upon Council's ability to raise rates in the coming year. Whilst the Shire President indicated that the control of feral pests and weeds is of concern to the community, he questioned the need for town ratepayers/landowners to contribute when they have little control over this issue.

### **18018 DEAN/MELLEMA**

***That Council advises the Department of Finance's Office of State Revenue that it will not be supplying the names and addresses of intended affected ratepayers/landholders until a thorough public consultation process is undertaken with the Nannup community and this information be also relayed to the Blackwood Biosecurity Inc., for their information.***

**CARRIED (7/0)**

## **14. MEETING CLOSED TO THE PUBLIC** (Confidential Items)

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



## CONFIDENTIAL ITEM

### PROCEDURAL RECOMMENDATION:

*That the meeting be closed to members of the public in accordance with Sections 5.23(2) (a), (b) and (c) of the Local Government Act 1995.*

*(The following report is confidential in accordance with Section 5.23(2)(a), (b) and (c) and of the Local Government Act 1995, being a matter effecting an employee, the personal affairs of a person and a contract that may be entered into by the Local Government)*

### 18019 STEVENSON/MELLEMA

*That the meeting be closed to members of the public in accordance with Sections 5.23(2) (a), (b) and (c) of the Local Government Act 1995.*

*(The following report is confidential in accordance with Section 5.23(2)(a), (b) and (c) and of the Local Government Act 1995, being a matter effecting an employee, the personal affairs of a person and a contract that may be entered into by the Local Government).*

**CARRIED (7/0)**

### SUSPENSION OF STANDING ORDERS

### 18020 STEVENSON/MELLEMA

*That Standing Orders be suspended to allow for discussion of the Agenda item presented.*

**CARRIED (7/0)**

AGENDA NUMBER:	14.1.
SUBJECT:	Contract of Employment – Chief Executive Officer Position
LOCATION/ADDRESS:	Nannup Town Site
NAME OF APPLICANT:	Mr David Taylor
FILE REFERENCE:	Personal
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT	16 January 2018
ATTACHMENT:	14.1.1 – Chief Executive Officer Contract of Employment

## RESUMPTION OF STANDING ORDERS

### **18021 STEVENSON/BUCKLAND**

*That Standing Orders be resumed.*

**CARRIED (7/0)**

## **PROCEDURAL RECOMMENDATION:**

*That the meeting be opened to the members of the public in accordance with Sections 5.23(1) (a) and (b) of the Local Government Act 1995.*

### **18022 STEVENSON/LONGMORE**

*That the meeting be opened to the members of the public in accordance with Sections 5.23(1) (a) and (b) of the Local Government Act 1995.*

**CARRIED (7/0)**

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

### **18023 HANSEN/LONGMORE**

*That Council notes the amendments to the Draft Contract of Employment for the Chief Executive Officer position that was originally presented to the Special Meeting of Council held on Thursday, 21 December 2017. In acknowledgement of these amendments, Council endorses the negotiations undertaken by the Shire President and current CEO and the signing and sealing of the Contract of Employment with the incoming CEO, Mr David Taylor.*

**CARRIED BY ABSOLUTE MAJORITY (7/0)**

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

**15.1 OFFICERS**

Nil

**15.2 ELECTED MEMBERS**

The Shire President advised that Council may wish to consider the matters raised by the Nannup Music Club at their presentation to Council, especially relating to the request for a flat fee of \$300.00 for waste disposal during the course of the Festival at Council's Waste Management Facility and their request for their cleaning Contractors to carry out cleaning of Council's Public Toilets over the Festival weekend.

**18024 STEVENSON/MELLEMA**

*That Council allows the above new business to be introduced for discussion and consideration by Council.*

**CARRIED (7/0)**

**SUSPENSION OF STANDING ORDERS**

**18025 STEVENSON/MELLEMA**

*That Standing Orders be suspended to allow for discussion of the requests by the Nannup Music Club for financial assistance in the conduct of the Nannup Music Festival presented to Council earlier in the meeting.*

**CARRIED (7/0)**

**RESUMPTION OF STANDING ORDERS**

**18026 MELLEMA/BUCKLAND**

*That Standing Orders be resumed.*

**CARRIED (7/0)**

**NANNUP MUSIC CLUB – 2018 MUSIC FESTIVAL FINANCIAL ASSISTANCE**

**18027 STEVENSON/FRASER**

*That Council advises the Nannup Music Club that as a means of providing financial assistance to the Club, Council donates \$2,000.00 in lieu of the charges that Council will impose for waste management and cleaning costs during the course of 2018 Music Festival.*

**CARRIED (7/0)**

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

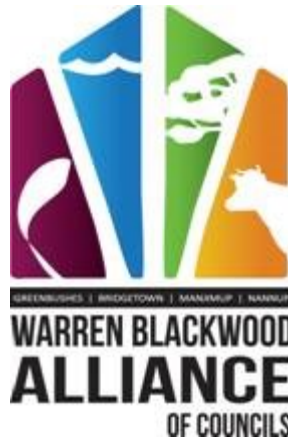
- 17. CLOSURE OF MEETING**  
The meeting was closed by the Shire President at 6.23pm.

# Business Initiative Group Minutes

**Attachment 9.1**

<b>Date:</b>	<b>Jan 18<sup>th</sup> 2018</b>	
<b>Venue:</b>	<b>Nannup Bowling Club</b>	
<b>Meeting Opened:</b>	6pm	
<b>Attendance:</b>	Di Ness, Isabel and Jim Green, Cheryle Brown, Chris Buckland, Heather Walford, Rob Marshall, Jean Peterson, Lorraine Raynel, Mark White, Felicity Dear, Phaedra Watts, Ian Gibb, Davina Gibb	
<b>Apologies:</b>	Grant Raynel, Tony Mitchell, Jean Vinicombe , Leanne White, Louise Stokes.	
<b>Business arising:</b>	<p><b>Gift Voucher:</b> CRC project – For sustainability of Nannup</p> <p><b>BIGN banner – Proposed to get quotes</b> To Value of \$150 Banner to be 3.m w x 0.76m H ( see general Business)</p> <p><b>“Find The Fun”</b> Mark reported the developers are willing to make a presentation at the next meeting. Tourism Activity Funding has been put aside through tourism SW for the application. Margaret River has a similar version but does not seem to be as successful. Local Businesses can advertise on the app. Major attractions are already proven to be receptive.</p> <p><b>Mango Money:</b> \$150 raised. To be decided what project to put money too.</p> <p><b>Stripes In The Forest Project:</b> Report tabled. Looking for help with IT, printing ,and Promotion of project (see General Business)</p> <p><b>Christmas Tree Lights:</b> Prize money was distributed between 6 winners. Noted:- difficulty in finding all participants as the registration was not being completed.</p>	<p><b>Moved</b> Cheryle Brown <b>Seconded</b> Di Ness</p> <p>To be addressed for 2018 season</p>
<b>Confirmation of previous minutes:</b>	<p><b>November Minutes</b> <b>Moved</b> Cheryle Brown <b>Seconded</b> Di Ness</p> <p><b>December Minutes</b> <b>Moved</b> Di Ness <b>Seconded</b> Ian Gibb</p>	
<b>Correspondence</b>		
<b>OUT:</b>	<p>Music Club and Flower and Garden Club Invited to attend meetings and become members</p> <p>Notice sent to all regarding change of meeting date including Flower and Garden and Music Clubs</p>	<b>Music Club took up the Offer no response to date from F and G Club</b>
<b>IN:</b>	<p>Letter: Nannup Shire Re- new council representative</p> <p>Email: Nannup Shire Re – TPS #3</p> <p>Email: Music Club Re- clarification on Award received (request for copy to be sent with Minutes)</p> <p>Email: CRC re- Membership renewal</p> <p>Email: Nannup Shire – Thank you for BIG N support of River Walk Proposal.</p>	<b>Moved</b> Di Ness <b>Seconded</b> Mark White

<b>Reports</b>		
<b>Chairpersons Report:</b>	<b>No Report:</b> Wish every success to all for coming Year. Looking at Nannup moving forward in the future, with several new projects on the horizon	
<b>Finance Report:</b>	Report Tabled Balance as at 18/1/2018                      \$4962.39 Debtors as at 18/1/2018                      \$ 455.00 Expenses to date                                \$ 829.25	
<b>General Business:</b>		
<b>1</b>	<b>Tourism Autumn Campaign:</b> Visitor Centre/ Nannup Shire TV Commercial promoting Autumn tourism to Nannup.to be aired from early March till June on GWN and WIN. Local retailers are invited to participate with additional ads Possibly have a stall at “Have a go” expo.	<b>To be discussed</b>
<b>2</b>	Visitor service will be moved to new building, Contract for visitor Centre due for renewal at end of year. Letter to Shire Re: renewal:- allow for local business comment for changes or improvements. Contract for 3 years. Hold up at moment with contract renewal as Shire is waiting for LTO	<b>Mark to draft letter</b>
<b>3</b>	Stripes in The Forest Stall at Music Festival in March ( Banner to be organised for this if Possible) Roster and Merchandise to be organised Stall ideas: Photo for donation or fee. Postcards, T Shirts, Limited Edition Prints Etc. Di to Manage stall with 1 BIG N member at stall plus 1 volunteer for Saturday and Sunday only 9-5pm	<b>Ian and Di to Action</b>
<b>4</b>	Clock Tower Update: Building will begin in next few months, electrical issues resolved. Major part of construction off site and trucked to location. Possibly finished by July and open for Flower and Garden Festival in August. Attraction will include Story boards, Audio, info on Nannup History, Indigenous History, Promotion, merchandise. Possible grants for extras, help with displays etc. Potential partners to talk to Heather Walford.	
<b>5</b>	Stripes in the Forest: Prospectus tabled. Business cards for Project manager tabled. QR code developer being sort. Request for help with IT on Project Story boards require volunteer to write, edit, Narrate for QR code, develop certificate of Achievement. Subcommittee -meeting to keep project moving.	<b>Agreed</b>
<b>6</b>	Business Breakfast: Shire to present	Next meeting
<b>7</b>	Business Visit: Real Estate – Invite either Ray White or Nannup Real Estate to next meeting.	
<b>Meeting Closed:</b>	9.05 pm	
<b>Next Meeting:</b>	Thursday 8 <sup>th</sup> March 2018	



## Attachment 9.2

### LOCAL TOURISM ORGANISATION STEERING GROUP 3PM, WEDNESDAY 31 JANUARY 2018 HOST: SHIRE OF NANNUP

**Meeting opened: 3.09pm**

**Attendance:**

Stuart Hutchinson (Chair)  
Heather Walford  
Leon Buckley  
Tracey Hodgkins  
Christine King  
Mark Hudson (3.14pm)  
Mark Exeter, SWDC  
Luke Bentley, DBCA  
Catrin Alsop, ASW  
Tim Clynch, SOBG

Paul Omodei, SOM  
Bob Longmore, SON  
Peter Clarke, SON  
Katie Drummond (WBAC)

**Apologies:**

Diane Ness  
Roger Purnell  
Wendy Eiby

#### 1. Minutes of last meeting (29.11.17) & matters arising

*The minutes are confirmed as true and correct.*

**Moved:** Paul Omodei

**Seconded:** Leon Buckley      **Carried**

#### 2. Action checklist

Actions from Meeting held on 29.11.17	Status
Bridgetown stakeholder information session, Wednesday 6 November 2018 at Nelsons	Completed
Katie to do feedback form for Bridgetown Stakeholder information session	Completed
Katie amend Stakeholder Management and Engagement Plan.	Completed
Katie to look at a comparison between booking systems, i.e. Expedia, Bookeasy, Wotif etc. to see the costs, benefits and commissions.	Completed

Katie speak to MRBTA to ask for their advice on developing a start-up budget, implementation budget and operational budget.	Completed
Katie speak with Shire of Manjimup about Greg Lockwood sitting on LTO budget subcommittee.	Completed
Katie to circulate MRBTA's membership structure and investigate other models.	Completed
Katie to speak to Charles Jenkins regarding Building better regions funding.	Completed
Katie speak to SFFC about sustainability of their tours.	Completed
Everyone to continue with updating Tourism database.	Ongoing
LTO budget subcommittee meeting on Wednesday 17 <sup>th</sup> January 2018 at the Shire of Manjimup.	Completed

### Feedback from group:

The Shire of Bridgetown-Greenbushes held an information session for the shire's tourism stakeholders on Wednesday 6<sup>th</sup> December 2018 which was predominantly attended by visitor centre supporters. The general discussion was around the name of the LTO and the role the visitor centre will have with the LTO. The community was quite negative and there was not much opportunity to highlight the functions of the LTO. The Shire will continue to keep the community informed.

Albany have recently released a series of promotional videos of the region that include Walpole. The Albany and Denmark region has significantly increase their tourism promotion.

The Blue Bus Company in Albany are offering full and half day bus tours of the region which includes day trips to Walpole. They are continuously expanding their services and tours which is great for the region.

Balingup operators are still very keen to be involved with our LTO however they need to show their LG where they want to be aligned. They are welcome to join our LTO but their town will not be actively marketed as the Shire of Donnybrook - Balingup financially support the Bunbury Tourism Partnership.

### 3. Financial report

There has been no change since the November meeting:

<b>Total Income</b>	\$ 30,000.00
<b>Total Expenditure</b>	\$837.25
<b>Funding Available</b>	\$ 29,162.75

### 4. Budget and implementation proposal

The budget subcommittee met on Wednesday 17<sup>th</sup> January, after much discussion they developed a budget for the LTO which does not include managing the visitor centres. This will allow each Local Government (LG) time to review their VC's.

The agreement with visitor centre would be that:

- The VC's continue to receive funding from the LG's
- The VC's continue to be run by their current organisations / businesses
- The VC's use one regional website which is managed by the LTO
- The VC's use one regional database which is managed by the LTO
- The VC's membership payments go through the LTO website
- An annual fee will be paid by each VC member to be part of the LTO
- The LTO will support VC's to apply for grants to improve their VC
- One person from each VC will sit on the Visitor Servicing subcommittee of the LTO



The draft budget it as followed:

Income - Local Governments					
	Year 1 2018.2019	Year 2 2019.2020	Year 3 2020.2021	Year 4 2021.2022	Year 5 2022.2023
Shire of Bridgetown - Greenbushes	\$ 106,880.00	\$ 82,720.00	\$ 67,680.00	\$ 66,320.00	\$ 64,280.00
Shire of Manjimup	\$ 160,320.00	\$ 124,080.00	\$ 101,520.00	\$ 99,480.00	\$ 96,420.00
Shire of Nannup	\$ 66,800.00	\$ 51,700.00	\$ 42,300.00	\$ 41,450.00	\$ 40,175.00
Membership Fees - through Visitor Centres	\$ -	\$ 6,000.00	\$ 6,000.00	\$ 9,000.00	\$ 13,500.00
Membership Fees - Direct to LTO	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 3,750.00	\$ 5,625.00
Advertisment in Publications	\$ -	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
Office Premises - in kind	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 334,000.00</b>	<b>\$ 312,000.00</b>	<b>\$ 265,000.00</b>	<b>\$ 265,000.00</b>	<b>\$ 265,000.00</b>
Expenditure					
	Year 1 2018.2019	Year 2 2019.2020	Year 3 2020.2021	Year 4 2021.2022	Year 5 2022.2023
<b>Staffing:</b>					
Executive Officer 1 FTE \$90K	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
Admin 0.5 FTE \$50K	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Admin & Finance 0.5 FTE \$50K	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Staff on costs	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00
Office Premises - in kind	\$ -	\$ -	\$ -	\$ -	\$ -
Office Costs	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Vehicle	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Staff Training & Travel	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Uniform	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
<b>Sub Total</b>	<b>\$ 196,500.00</b>	<b>\$ 196,500.00</b>	<b>\$ 196,500.00</b>	<b>\$ 196,500.00</b>	<b>\$ 196,500.00</b>
<b>Destination Development</b>					
Website	\$ 50,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
App	\$ -	\$ 50,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Publications	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Branding	\$ 30,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Industry Famils	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Product Development	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
<b>Sub Total</b>	<b>\$ 135,000.00</b>	<b>\$ 113,000.00</b>	<b>\$ 66,000.00</b>	<b>\$ 66,000.00</b>	<b>\$ 66,000.00</b>
<b>Stakeholder Management</b>					
Networking & Training	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
<b>Sub Total</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>
<b>Total</b>	<b>\$ 334,000.00</b>	<b>\$ 312,000.00</b>	<b>\$ 265,000.00</b>	<b>\$ 265,000.00</b>	<b>\$ 265,000.00</b>

The draft budget was reviewed by the Steering group and a number of suggestions were tabled:

- There will be one membership for the region which goes directly to the LTO, no membership money will be collected by or redirected to the VC's - all membership fees go to the LTO.
- Added to the VC agreement is that all marketing for the region is done by and through the LTO, the VC's are not to do individual marketing.
- Membership fee structures will need to be developed.
- The importance of one website for the region was reiterated to provide one brand, consistent messaging, professionalism for the region and so there is no confusion for visitors. All VC's must close their websites and use the LTO website.
- Staffing for the LTO needs to be reviewed; i.e. does there need to be a membership officer?

- The local government income needs to be reduced. Peter Clarke indicated that the proposed contribution by The Shire of Nannup would most likely be unable to be met based on future Budget estimates and the potential future financial commitment that the Shire has relating to the external contract for the provision of Visitor Services. An annual contribution of \$40,000 may be more palatable to Council however, this would be subject to Budget consideration.
- Reduced expenditure for year 1 as a start-up year then have an implementation phase.
- Need to include expenditure for branding of the region so there is consistent branding and signage.
- Katie to look at the LTO developing one of the current BeDigital / Bookeasy websites to become the LTO website.
- Is there the possibility of approaching the five of the big regional businesses that support the tourism industry and ask them to sponsor the LTO? These could be Talison Lithium, Forest Products Commission, RAC (Karri Valley Resort), DBCA.
- The budget already includes in-kind from the LG's for office space. The \$10,000 office costs are for a PC, phone etc.
- DBCA don't have any funding for promotion, they rely on external providers to do this. They have a booking system for their campsites which could be incorporated into the LTO website.
- No funding is available from the SWDC.
- There may be possible project funding available from Tourism WA.
- Based on the significant costs for the establishment of the LTO There is the option of the Alliance, on behalf of the LG's, getting a delegation together to meet with appropriate Ministers and their Departments for seed funding to assist in the initial establishment of the LTO.

## 5. Booking system

The following review of booking systems was made:

	Bookeasy	Expedia	Wotif Group	Booking.com
<b>Website(s) /</b>	www.bookeasy.com	<a href="http://www.expedia.com">www.expedia.com</a>	<a href="http://www.wotif.com">www.wotif.com</a>	www.booking.com
<b>Launched</b>	2002	1996	2000	1996
<b>Affiliations</b>	Bookeasy, ResOnline, bedigital, Room Manager, Roamfree, Tour Manager	Expedia.com, Hotels.com, Hotwire.com, trivago, Venere.com, Travelocity, Orbitz, and HomeAway.	www.lastminute.com.au, www.travel.com.au, www.asiawebdirect.com, www.latestays.com, www.godo.com.au	
<b>Country of Origin</b>	Australia	USA	Australia	The Netherlands
<b>Trip components that can be booked on the site</b>	Everything: Flights, hotels, rail, car hire, cruises, holiday packages, activities, tours,	Flights, hotels, rail, car hire, cruises, holiday packages, activities	Accommodation, flights, car rental, insurance, travel packages, activities or tours	Accommodation only
<b>Commission</b>	10-15%	20-25%	10% including tax and merchant fees	12%
<b>Booking Window (i.e. how far in advance can bookings be made)</b>	No limit	365 days	Customers can book accommodation up to 6 months in advance.	365 days
<b>Notes</b>	Bookeasy can also design websites. An example is www.bendigotourism.com. MRBTA use Bookeasy.	The Great Southern TA is looking to use an expedia model		

## 6. Website

Katie has spoken with Bookeasy who use their partner site, BeDigital, to develop websites then link their software to it for the booking function. Currently Pemberton, Bridgetown and Walpole VC's use this site and system.

The cost for them to develop the initial website is:

- Basic - \$15,000
- Intermediate - \$25,000
- Bespoke - \$40,000 +

To then link the Bookeasy system to the site is between \$15,000 and \$20,000. There is then a monthly fee based on bookings.

The VC's need to check if there are contracts in place with BeDigital and Bookeasy that would need to be paid out.

Katie to speak with BeDigital about redeveloping one of the current websites to become the LTO website.

Katie to get quotes from other companies for developing a website.

## **7. General Business**

The SWDC can gather statistics and data for our region which details the visitor numbers, estimated spend by visitors etc. Katie and Mark to investigate.

Luke Bentley, Warren Region manager for DBCA, explained that their aim is to get people to visit here and stay longer, they want to get people into the parks to increase revenue for the park and the local area. They are increasing marketing for the Gloucester Tree in Pemberton.

## **8. Next meetings**

### **Budget subcommittee**

Wednesday 14<sup>th</sup> February 2018, 4pm, Manjimup CIO office on Brockman Street.

- Stuart Hutchinson
- Heather Walford
- Tracey Hodgkins
- Tim Clynch
- Greg Lockwood (SOM)
- Katie Drummond
- Catrin Alsop (ASW) – apology

### **LTO meeting**

Wednesday 28<sup>th</sup> February, 3pm, Shire of Manjimup

- Apologies: Tracey Hodgkins & Catrin Alsop

**Meeting Closed: 4.42pm**

**Actions from 31.01.18 LTO meeting:**

- Budget subcommittee to meet on 14.02.18
- Katie to investigate further costing before subcommittee meeting.
- Katie investigate membership structures
- Katie to speak with BeDigital about redeveloping one of the current websites to become the LTO website.
- Katie to get quotes from other companies for developing a website.
- SWDC statistics and data for our region – Katie & Mark
- Continued work on Tourism Database
- Continued work on LTO constitution



# ***Shire of Nannup***

## **Bush Fire Advisory Committee Meeting**

Committee Meeting held  
Monday 5<sup>th</sup> February 2018  
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)  
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  
John Patman (JP) – Darradup FCO  
Carey Curtis (CC) – Nannup Brook FCO  
Paul Lamers (PL) – North Nannup FCO  
John Dunnet (JD) – Scott River FCO  
Peter Clarke (PC) – Shire of Nannup Chief Executive Officer  
Mark Moore (MM) - DPaW Forest Officer Blackwood  
Rob Bootsma (RB) – Community Emergency Services Manager  
Jonathon Jones (JJ) – Shire of Nannup Manager Infrastructure  
Mike Vasey (MV) – North Nannup BFB Training Officer

### **Apologies**

Jeff Bennett (JB) – DPaW Forest Officer Warren  
John Gaunt (JG) – Peerabeelup FCO  
Gerald Brown (GB) – Cundinup FCO  
Danny Mosconi (DM) – DFES DO Capes

## **3. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Mike Vasey presented the DFES Junior/Cadet Program to the committee. The purpose was to provide information with the formation of a Junior/Cadet program group in Nannup. Mike has experience with setting up and organising cadet programs from his involvement in the Navy. Mike has made preliminary enquiries to DFES regarding the procedure to start a cadet group and currently there is no funding from DFES but Lottery West can support the group once formalities are completed. There is some organising and administration requirements to complete but the shire has provided in-principle support together with the Nannup District High School. Mike's presentation was to see if the brigades were in support of the program and if possible some assistance with the administration and training. At times fund raising may be required to raise additional monies for extra activities. Parents would need to be involved together with qualified and approved personnel.

#### **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 7<sup>th</sup> August 2017 be confirmed as a true and correct record.

**Moved: John Dunnett**

***CARRIED***

**Seconded: Mark Scott**

#### **5. BUSINESS ARISING FROM THE PREVIOUS MINUTES**

(RM) asked (JP) if Steve Mulvaney will be attending the BFAC's from now on. (JP) replied may be next meeting or the one after.

(RM) asked (RB) about previous General Business 7.1, with regard to the Folly Plantation area. (RB) informed the committee there has been extensive work in the Folly Plantation liaising with the property manager and contractors to have the area better prepared and compliant with the shire notice.

The Folly Plantation had been visited by the Agricultural Department and given an order to manage the weed infestation by implementing a program to remove the weeds.

#### **6. REPORTS**

##### **6.1 Chief Bush Fire Control Officer**

- Fire 8 on Hayes Rd East Nannup received a few phone calls from Parks & Wildlife with smoke sightings from spotter plane. Liaised with East Nannup FCO and Craig Davies.
- Parks & Wildlife discussed the Marron season and possible camp fires and be on the alert for any smoke sightings and to contact PW&S.
- Augusta West Bay Fire Shire of Nannup provided two appliances the Nannup Brook LT and the Darradup 4.4BA
- Provide information to FCO's by SMS where possible.

##### **6.2 Deputy Chief Fire Control Officer**

- ROAC in two weeks' time
- Nothing else to report

##### **6.3 Community Emergency Services Manager/Training Coordinator – Report attached.**

##### **6.4 Councillor – No report**

##### **6.5 Brigade's FCO Report**

###### **6.5.1 Balingup Road FCO – Nothing to report**

###### **6.5.2 Carlotta FCO**

- Report of smoke/fire caused by lawnmowing in tall grass. Contacted the people to explain the importance of preparedness and or the time to cut grasses. They are not local people but come from the metropolitan area and did not realise the potential of fires escalating. They were very apologetic and now understand the situation which Ian explained to them.

6.5.3 Cundinup FCO - No report

6.5.4 Darradup FCO

- Darradup 4.4BA attended the Augusta - Margaret River West Bay Fire with the crew reporting a well-managed fire by the IMT.
- Training has been well attended with 18 members attending the last training session.

6.5.5 East Nannup FCO

- Fire 8 on Hayes Rd had a flare up even though 50mm of rain. Vic liaised with the property owner, (RM) and PW&S.
- The East Nannup shed is progressing slowly as time and labour is available. Further painting required but close to finishing.

6.5.6 Nannup Brook FCO

- Brigade received the HSV Heavy Tanker. The appliance required additional equipment to make safe and operational, thanks to (RB) for organising. (CC) stated it would be preferred to have a handover with the appliance from someone to work out beforehand any problems instead of trying to operate appliance with faults or lack of equipment
- Augusta-Margaret River – West Bay Fire there were numerous communication issues. Lunch was eventually delivered at 1530 (3:30pm).

6.5.7 North Nannup FCO – Nothing to report

6.5.8 Peerabeelup FCO - No report

6.5.9 Scott River FCO

- Fire at Keith Wilde's on Woodarburrup Rd this morning. Brigade was notified by neighbours and the Scott River LT attended together with a Parks & Wildlife Service Gang Truck . The fire was approx.. 100m2 caused by cutting Lucerne when a mower blade struck part of the mower framework causing a spark and igniting the Lucerne. The fire happened where centre pivot irrigators operate. The owner was concerned as the fire was spreading towards the house. Crews mopped completely and handed back to owner. (RB) notified ComCen the details and attending crews and also provided a summary of the incident so ComCen could close off the incident as completed.

6.6 Department of Fire and Emergency Services – No report

6.7 Department of Parks and Wildlife

- Donnelly – Report attached
- Blackwood – Report attached



(CS) asked if someone could move and second the reports are accepted as read and the committee to agree:

**Moved: John Patman**  
**Seconded: Ashley Kidd**

***CARRIED***

**7. GENERAL BUSINESS**

(JP) Darradup Brigade has implemented a system to authorise members to obtain PPC from suppliers. This has occurred and our brigade has decided to implement this procedure to eliminate any further confusion with the suppliers. (RB) said could he have a copy to amend and provide to all brigades this procedure. (JP) said he could not see any problems with doing that.

(JD) informed (RB) they have a BP fuel card only and could the Scott River LT have a Caltex fuel card as well.

(CC) asked about the Operational Items list and to save confusion with what is eligible could (RB) provide the ESL Manual Eligible List.

(JD) asked about the brigade slip-on that it needs \$3,000 to repair and that a new slip-on unit from Bellfire costs \$7,000. (RB) to organise the repairs to the slip-on be carried out.

(JD) informed the committee on the shire aide-memoire could his contact phone number be changed from landline to mobile phone number.

**8. DATE FOR NEXT MEETING PROPOSED**

Monday 5<sup>th</sup> May 2018 at 7:00pm

**9. CLOSURE OF MEETING – 8:15pm**

# NANNUP SHIRE LEMC MINUTES

Meeting held 7th February 2018

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## **CONFIRMATION OF MINUTES**

These minutes comprising pages 1 – 10 were confirmed by LEMC  
Chairperson 7<sup>th</sup> February 2018 is a true and accurate record.

.....

Cr Tony Dean (Shire President)

# SHIRE OF NANNUP

## Local Emergency Management Advisory Committee

Wednesday 7<sup>th</sup> February 2018  
Held at the Council Chambers

# MINUTES

### 1. OPENING

Tony Dean chaired the meeting and declared the meeting open at 3:06pm

### 2. ATTENDANCE & APOLOGIES

#### Attendance:

Cr Tony Dean (TD) – Nannup Shire President/Chairman  
Mr Peter Clarke (PC) – Nannup Chief Executive Officer  
Mr Rob Bootsma (RB) – Nannup CESM Executive Officer  
Ms Roma Boucher (Ms RB) – Department of Communities  
Mr Nathan Hall (NH) - Area Officer Leeuwin, DFES  
Mr Peter Thomas (PT) – District Officer Emergency Management DFES  
Cr Robin Mellema (RM) – Nannup Shire Councillor Deputy President  
**Mr Aaron?**  
Mr Simon Bickers (SB) – Nannup Police Sargeant  
Mrs Gloria Milward (GM) – Nannup Country Women's Association  
Mr Doug Fagerstrom (DF) – Water Corporation Blackwood  
Mr Jason Dearle (JD) - Dept of Primary Industries & Regional Development.

#### Apologies were received from:

Mr Ian Guthridge – Dept of Primary Industries & Regional Development.  
Mr Vik Cheema – Office of Emergency Management.  
Mrs Felicity Dear – Nannup District Senior High School Principle  
Mrs Judy Kemp – Country Women's Association  
**Leonnie Lynch?**

### 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 2<sup>nd</sup> August 2017 be confirmed as true and correct.

**5. BUSINESS ARISING FROM THE PREVIOUS MINUTES –**

(RB) commented on the previous meeting agenda item regarding an emergency exercise in that the shire has performed emergency exercises for bushfire and flood and would like an emergency exercise from a different agency. Water Corporation representative (DF) said he could provide an exercise based on a Chlorine gas spill. (Ms RB) said it should be an exercise relevant to the area with specialist vehicles transporting hazardous materials through towns sometimes without the knowledge of the community or agencies. (DF) said the water Corporation has an exercise ready from other areas and it could mean adjusting the scenario for the area/location. (PT) said he would like to discuss with (DF) and develop the exercise with the shire.

(RB) mentioned the review of the Emergency Management Plans and there have been some amendments from agencies and the shire had corrected in their local emergency management plans. (RB) will liaise with Louise Stokes to ensure the plans are up to date. Once plans are amended (RB) will send out copies to agency members.

**6. REPORTS**

6.1 (TD) discussed bio-security within the Shire of Nannup.

6.2 (JD) reported Queensland fruit fly has been identified in Fremantle area and staff are locating the fruit fly to contain and eventually eradicate. (TD) asked about the potatoe bacteria from the last meeting and (JD) said this was on the decline. (JD) said there was no bio-security threat in the South West at the moment.

6.3 (NH) report attached

6.4 (PT) & (NH) informed the committee two Singapore Firefighters visited the area and DFES LSW arranged visits to all the emergency agencies. Discussions regarding the emergency responders were mainly from volunteer members with their respective agencies, especially in the rural towns with career firefighters mostly based in the cities. The Singapore firefighters were impressed with the professional training and mobilisation under the management guidance provided by DFES LSW. The Singapore firefighters visited all emergency agencies in SW/LSW to look at facilities, volunteers, equipment and each units training and mobilisation procedures.

6.5 (Ms RB) report attached

- 6.6 (DF) said the Water Corporation is in the process with providing hydrants in town areas for DFES/LG firefighters to use. These hydrants will be key locked so DFES/LG firefighters can use and not interrupt/affect domestic water supply. The hydrants were not intended for bulk tanker water supply for extended use unless permission was granted. In the past large quantities of water had been taken from hydrants without knowledge or permission and the Water Corporation were experiencing excessive water consumption. Not knowing if there was a major leak or taking water without their knowledge.
- (RM) asked if Nannup was part of the program (DF) said at this initial stage no. (RB) stated that the shire has a quotation for a metered standpipe and overhead filling point complete with solar panel and credit card access for authorized users. This water fill up point setup was approximately \$20,000 but the shire did not have the money to have it installed. (RM) would like (DF) to liaise with the shire or (RM) with further developments if it was to be introduced in Nannup. (RM) stated it is important for volunteers especially after hours for filling up appliances.
- 6.7 (SB) said the WA Police has a new Commissioner Mr Dawson and currently reviewing business plans. No major changes in the regional areas. (SB) immediate focus will be on traffic.
- (SB) said Nannup Police has a eWatch newsletter that is posted monthly that he arranges and anyone can be on the email list simply by contacting them.
- (SB) informed the committee he posed the question of evacuation to the residents in town and they all said the Recreation Centre was the location. (SB) felt if there was an incident in town then the Recreation Centre may not be the appropriate location for evacuees. (Ms RB) said the decision for announcing the preferred Evacuation Centre will be determined on the day. (PC) indicated if people thought that the Recreation Centre was the Evacuation Centre at least they had an idea and measures could be put in place to notify residents of the change of location. (Ms RB) determining the best location for evacuation involves several factors and should not be advertised otherwise too many locations may become confusing for residents. (Ms RB) indicated her department was looking into evacuation centres with suitability and locations.
- 6.8 (GM) said the CWA was still active and current. She said had nothing else to report.
- 6.9 (RB) report attached
- Some discussion with the Mitigation Activity Fund awarded to Nannup from their submission. The funds and the treatment areas will provide some much needed work in areas of high fuel loads.
- 6.10 (PC) provided information with the telecommunication towers in the Shire of Nannup. (PC) explained Phase 1 of the project to install 5 towers with 3 towers installation completed and one currently being installed and one

other tower has not commenced with any site works. There will be a further two towers to be installed as part of Phase 2 of the project. (PC) indicated this will provide much improved communications in the Shire of Nannup with residents and the emergency services.

**7. GENERAL BUSINESS AROUND TABLE**

(NH) explained as a result of the West Bay Fire in Augusta some structures were burnt down or affected by the fire with asbestos present due to the age of the structures. The house that was burnt down was not insured and the WANDRRA (Western Australia Natural Disaster Relief and Recovery Assistance) funding was not available due to the value of the clean-up did not reach \$250,000. The shire decided to spend \$3,000 to secure broken asbestos sheeting in the area but was not in a position to fund the \$100,000 clean-up and removal of asbestos. Negotiations are still being pursued to resolve the issue of the health risk with all parties.

(TD) asked around the table for any other business; there being no further business.

**8. NEXT MEETING**

Wednesday 2<sup>nd</sup> May 2018 at 3:00pm.

**9. CLOSURE OF MEETING**

Meeting was closed at 4.00pm.

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**Shire of Nannup LEMC Meeting**  
**DFES LSW Region Report – 7 February 2018**

- **West Bay Creek Fire**

On the 29<sup>th</sup> & 30<sup>th</sup> January the Shire of Augusta Margaret River with the support of DBCA and DFES managed to control and coordinate a level 2 bushfire that destroyed one house, several sheds and vehicles.

DFES would like to acknowledge the support provided by the Shire of Nannup and its Bush Fire Brigades for providing assistance at the incident that had the potential of significant impact on the local community.

- **DFES 400 MHz Project**

As part of the recent 400 MHz spectrum changes completed by the Australian Communications and Media Authority (ACMA), the Department of Fire and Emergency Services (DFES) are required to make changes to UHF radio systems.

This project is currently being delivered to the Lower South West Region with the project expected to go live by the end of March 2018.

- **DFES Community Engagement Framework**

This framework provides a new tool in 'Engaging the Community' and delivers further support in working with local communities. Both of these publications are available at: <https://www.dfes.wa.gov.au/publications/Pages/default.aspx> or on the Volunteer Portal.

- **Meritorious Service Awards 2016 Waroona / Yarloop Bushfire**

Two types of meritorious service awards are open for nominations - the Certificate of Commendation and the Certificate of Distinction. The Certificate of Commendation is the highest DFES award for service of meritorious nature or outstanding actions. To be considered for this award it would be expected that the nominee has made a significant contribution to the community through their dedication to duty or significant act of bravery at the 2016 Waroona/Yarloop Bushfire.

The Certificate of Distinction is the second highest DFES award for service of a meritorious nature or outstanding actions. To be considered for this award it would be expected that the nominee has made a significant contribution to the organisation through their outstanding role at the 2016 Waroona/Yarloop Bushfire.

Applications are open until the 6<sup>th</sup> April and nomination forms can be obtained from DFES or the Volunteer Portal.

- **Driving Emergency Vehicles**

DFES has published a circular reminding fire fighters regarding the recommended requirements of Driving Emergency Vehicles, particularly the maximum speed specified in Section 9, of 20 kph over the posted speed limit, and the exceptions that may apply in the event of life involvement. More information is available in SOP 3.3.1 on the Volunteer Portal.

- **Mitigation Activity Fund**

I would like to acknowledge the work completed by the Shire of Nannup and its staff in securing \$145,420 of funding in the recently announced Mitigation Activity Fund. This funding will be a significant assistance in reducing bush fire risks within the Shire.

**Nathan Hall**  
**Area Officer Leeuwin**

**LEMC Meeting 7-02-2018**  
**Shire of Nannup**  
**CESM EO Report**

- 21/11/17 SWEMA had a meeting in Bunbury with Harvey Councillor - Tania Jackson presenting an overview of the Waroona/Harvey Fire 2016 with the recovery.
- 28/11/17 A prescribed burn at Water Corporation header tank property between Carey St & Dunnett Rd was performed by volunteer fire fighters from Nannup Brook Brigade.
- 13/12/17 A Mitigation Activity Fund 2017-2018 project was available for 15 shires from the original BRMP pilot project. The MAF project has conditions to be met with limited time to complete. The submission had to be submitted by 4<sup>th</sup> January 2018.
- 15/01/18 Mike Vasey and I presented bush fire training for four staff members at the Blackwood River Clinic on Balingup Rd. This was a requirement drawn up in the original Fire Management Plan. Staff were required to be trained by DFES/LG and be members of a local brigade. The FMP is currently being amended to remove DFES/LG requirement to provide training.
- 5/02/18 Nannup was successful with their submission and has approval to spend \$145,420 to the 8 areas detailed in their submission that requires variety of work to be performed. The project has to be completed and finalised by the 30<sup>th</sup> June 2018.
- 5/02/18 Mike Vasey addressed the Nannup BFAC meeting with the DFES Junior/Cadet Program. Mike has been approached by parents about possible programs for the youth in town. Mike has had experience with cadets in the Navy and made some enquiries for any programs they are available. He has made preliminary discussions with the relevant people and everyone is in support of the program. It is a matter of reading through the material forming a group of individuals to assist with the project.
- 5/02/18 SWEMA executive sent an email for a delegate from LG to attend a two day workshop for theory and practical aspects of the assessment of bushfire hazard and fuel loads. LG has decided that I should be the delegate to attend. The date has not been set for the workshop.

**Rob Bootsma**





# **Minutes**

## **WARREN BLACKWOOD ALLIANCE OF COUNCILS BOARD MEETING TUESDAY 13 FEBRUARY 2018, 5.30PM HOST: SHIRE OF MANJIMUP**

**Meeting opened: 5.30pm**

**Attendance:**

Cr Tony Dean (Chair)  
Cr Tony Pratico  
Cr Paul Omodei  
Cr Alan Wilson  
Cr Bob Longmore  
Cr Cliff Winfield  
Tim Clynch

Peter Clarke  
Andrew Campbell  
Billy Wellstead  
Katie Drummond (EO)  
Cr Vicki Hansen (observer)

**Apologies:**

None

Professor Wendell Ela gave a presentation on the Waterproof Regional Growth Cooperative Research Centre (WRGCRC) which is due to start in July 2019. All WBAC members are invited to a Consultation and Planning workshop for the (WRGCRC) on Friday 23<sup>rd</sup> February 2018 at Murdoch University.

### **1. Minutes of last meeting & matters arising**

***Minutes of WBAC board meeting on 05.12.17 confirmed as true and correct.***

**Moved:** Cr Tony Pratico  
**Seconded:** Cr Bob Longmore

**Carried 6/0**

## 2. Correspondence

### a) **Bunbury Geographe Tourism Brand Launch invitation, 27.02.2018**

Executive officer to ask the Chair and Vice Chair of the LTO committee if they would like to attend.

### b) **Busselton Airport Update**

WBAC received an update from the City of Busselton on their airport development for our information.

### c) **Request for letter of support - SWCC**

The South West Catchment Council has requested a letter of support from the WBAC for their Regional Land Partnership Tender for the South West Management Unit. Executive officer to write a letter of support from the WBAC.

***All correspondence received and to be actioned by the Executive officer as detailed above.***

**Moved:** Cr Alan Wilson

**Seconded:** Cr Tony Pratico

**Carried 6/0**

## 3. Financial report

- Noted by members that the accounts look healthy.
- The LTO funding from the LG's will be carried over into the 2018.2019 year if unspent within the current financial year.

**Moved:** Cr Bob Longmore

**Seconded:** Cr Paul Omodei

**Carried 6/0**

## 4. Executive Officer work report

Report received by all members.

## 5. Local Tourism Organisation

### a) **Meeting minutes of LTOSG meeting 31.01.18**

Within the minutes of the LTOSG meeting there is a proposed budget for the implementation of the LTO from 2018 – 2023.

- The Shire and Nannup are pessimistic of their ability to meet the proposed funding requirements.
- The LTO budget subcommittee are meeting on the 14.02.18 to review the budget and the new revised will be circulated to all WBAC members.
- Executive officer circulated the 'Current Estimated Tourism Impact' figures for the South West region which were received from the SWDC.

***The minutes of the WBAC LTO Steering Group meeting on 31.01.18 were received by the WBAC.***

**Moved:** Cr Cliff Winfield

**Seconded:** Cr Alan Wilson

**Carried 6/0**

It was reminded that once all LTO planning has been completed there needs to be Stakeholders Consultation in each LG town with the owners and operators.

It was proposed that the presidents and CEO's from each shire request a meeting with the Tourism minister to request financial support for the LTO.

***Executive officer to request meeting with the Hon Paul Papalia, Minister for Tourism.***

**Moved:** Cr Paul Omodei  
**Seconded:** Cr Tony Pratico

**Carried 6/0**

## **6. Regional Stock Route**

### **a) Stock Route update report**

- The project managers are meeting with DBCA regarding the Willow Springs Campsite and the route between Willow Spring and the Warren Equestrian Centre. After this meeting a special meeting of the WBAC is required to approve the route so the project managers can start the tender process.
- The Project managers to request a geographic boundaries map from DBCA so we know which campsite site in each DBAC region.

***The WBAC accepted the Warren Blackwood Stock Route project manager's report.***

**Moved:** Cr Tony Pratico  
**Seconded:** Cr Paul Omodei

**Carried 6/0**

### **b) Sign MOU**

In the absence of the MOU signed on 03.10.17, the CEO's resigned a subsequent copy.

## **7. WBAC revised Constitution**

A rewritten WBAC constitution to comply with the Associations Incorporations Act 2016 was circulated to all members.

***With the number reference throughout the document amended, the WBAC approve the revised constitution which will be adopted at a special meeting of the WBAC to be held on 06.03.18***

**Moved:** Cr Paul Omodei  
**Seconded:** Cr Tony Pratico

**Carried 6/0**

## **8. Economic Development Plan**

Building on the South West Regional Blueprint, the WBAC will develop an Economic Development Plan for the Region.

CEO's to extract their entries from the South West Regional Blueprint and present to the April WBAC meeting.

**9. General Business**

- a) Peter Clark was presented with a gift as this was his last WBAC meeting before leaving the Shire of Nannup.
- b) The Shire's of Bridgetown – Greenbushes and Manjimup will continue to work with the Nationals in regards to the Camp School closures.

**10. Date of next meeting**

- a) WBAC Special meeting: Tuesday 6 March 2018, Shire of Manjimup
- b) WBAC board meeting: Tuesday 3 April 2018, Shire of Bridgetown - Greenbushes

**Meeting closed: 7.22pm**



# Register of Delegations of Authority

*Reaffirmed Council meeting 22 February 2018*

<b><u>Delegation No</u></b>	<b><u>Subject</u></b>
1	Enforcement and Legal Proceedings
2	Tenders
3	Impounding Goods
4	Sale of Impounded/Seized/Confiscated Vehicles, Animals or Goods
5	Local Laws
6	Executive Functions – Duties
7	Certain Things to be Done in Respect of Land
8	Power of Entry
9	Register of Delegations to Committees
10	Annual Report
11	Forward Plan
12	Copies of Information
13	Council and Committee Meetings
14	Public Inspection of Documents Relating to Council Meetings
15	Creditors – Payment of
16	Rate Book
17	Financial Reports
18	Trust Fund
19	Investments
20	Payment of Accounts
21	Expenditure before Adoption of Budget
22	Temporary Closure of Thoroughfares to Vehicles
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24	Dangerous Excavation in or near Public Thoroughfare
25	Crossovers
26	Public Thoroughfares – Fixing Or Altering Levels or Alignments or Drainage onto Adjoining Land
27	Public Thoroughfares – Public Use
28	Buildings – Issue of Section 401 Notices
29	Buildings – Removal of Neglected and Dilapidated
30	Works – Unlawful
31	Buildings – Dangerous
32	License to Deposit Materials on or Excavate Adjacent to a Street
33	Award/Industrial Matters
34	Legal Advice
35	Contract Variations

<b><u>Delegation No</u></b>	<b><u>Subject</u></b>
36	Native Title
37	Telephones (Private) – Use by Employees for Council Business
38	Appointment of Consultants
39	Insurance – Public Liability Claims
40	Surplus Equipment, Materials, Tools etc
41	Conferences/Seminars/Training Courses – Expenses of Councillors and Staff
42	Budget Expenditure
43	Grants and Subsidies
44	Staff – Conferences, Seminars and Training Courses
45	Staff Housing
46	Suspension of Prohibited Burning Period
47	Burning – Prohibited and Restricted Times (Variations)
48	STRATA Titles
49	Building Permit Fees – Refunds and Exemptions
50	Offences – Bush Fires Act
51	Dog Act
52	Street Appeals
53	Execution of Documents
54	Donations
55	Liquor, Sale or Consumption – Council Property
56	Hall Hire
57	Contractors – Use on Works
58	Street Trees - Removal
59	Signs and Hoardings
60	Council Resources for Wild Fire Control
61	Study Leave
62	Street Stalls – Market Days
63	Overflow Camping Areas
64	Disposal of Verge Timber
65	Management of Roadside Vegetation
66	Use of Shire of Nannup Corporate Identity
68	Alternative Fire Breaks
69	Street Banners
70	Demolition Permits
71	Write Off of Debts

<b><u>Delegation No</u></b>	<b><u>Subject</u></b>
72	Extension of Council endorsed Leases or MOU's
73	Building – Extension of Time to Complete
74	Building Permits
75	Certificates of Classification
76	<i>Incorporated with Delegation 78</i>
77	Health (Miscellaneous Provisions) Act 1911 Parts V to IX
78	Setback and Building Envelope Variations
79	Planning Infringement Notices
80	Food Act 2008 (Part 5)
82	Public Interest Disclosure Act 2003
83	Authorised Officers



**DELEGATION NUMBER - 1**

LEGISLATIVE POWER	- Local Government Act 1995 (Section 9.10)
DELEGATION SUBJECT	- Enforcement and Legal Proceedings
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	- ADM 1
RECORDING REQUIREMENT	- Individual Personnel File

The Chief Executive Officer is delegated authority to appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 and Council's Local Laws. Further, the Chief Executive Officer is delegated authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions as specified by the Chief Executive Officer.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

**DELEGATION NUMBER - 2**

LEGISLATIVE POWER - Local Government Act 1995 (Sections 5.42/5.43(b))

DELEGATION SUBJECT - Tenders

DELEGATE - Chief Executive Officer

COUNCIL POLICY - ADM 4

RECORDING REQUIREMENT - 

- Relevant Tender File or
- The Purchase Order Document where the amount of the purchase is less than the \$150,000 Threshold Limit

1. The Chief Executive Officer is delegated authority to call tenders for any goods or services required where provision has been made in Council's budget and the amount exceeds, \$150,000 or where the expenditure is anticipated to be less than this sum, if the best interests of Council would be served by calling tenders.
2. The Chief Executive Officer is delegated authority to implement the requirements of Council policy ADM 4 in respect of authorising purchases on behalf of Council where provision has been made in Council's budget and the amount is less than \$150,000.

**3. Tender Exemption**

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11(2) of the Functions and General Regulations apply.

*Adopted at a Council Meeting on 22 July 1999.*

*Reviewed at a Council Meeting on 22 February 2018.*

**DELEGATION NUMBER - 3**

LEGISLATIVE POWER	- Local Government Act 1995 (Sections 3.39 to 3.48)
DELEGATION SUBJECT	- Impounding Goods
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- WRK 28

In respect of the Local Government Act 1995 the Chief Executive Officer is delegated authority to:

1. Authorise an employee in accordance with Section 3.39 to remove and impound any goods that are involved in a contravention that can lead to impounding.
2. Take appropriate action with respect to impounded non-perishable goods in accordance with Section 3.42.
3. Give notice in accordance with Section 3.44 to collect goods.
4. Refuse to allow goods to be collected until all costs have been paid in accordance with Section 3.46.
5. Take action to recover expenses in accordance with Section 3.48.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

**DELEGATION NUMBER - 4**

LEGISLATIVE POWER	- Local Government Act 1995 (Sections 3.47 and 3.58)
DELEGATION SUBJECT	- Sale of Impounded/Seized/Confiscated Vehicles, Animals or Goods
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- WRK 28

The Chief Executive Officer is delegated authority to dispose of any vehicles, animals or goods that have been impounded/seized/confiscated under the provisions of Section and 3.58 of the Local Government Act 1995.

The Chief Executive Officer may dispose of the above only after calling public tenders in accordance with the procedures as set out in Part 4 of the Local Government (Functions and General) Regulations. The Chief Executive Officer is authorised pursuant to Section 5.43(b) of the Local Government Act 1995 to accept any tender up to the value of \$10,000. Tenders for amounts exceeding \$10,000 shall be referred to the Council for consideration.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018*

**DELEGATION NUMBER - 5**

LEGISLATIVE POWER	- Local Government Act 1995 Sections 3.12 & 3.16)
DELEGATION SUBJECT	- Local Laws
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- ADM 5

The Chief Executive Officer is delegated authority to perform the following powers/duties in relation to local laws made under the Local Government Act 1995 and any other Act:

1. Give State-wide public notice and provide the appropriate Minister with a copy of the proposed local law and the State-wide public notice as required under Section 3.12(3).
2. After making a local law, publish it in the Gazette and give a copy to the appropriate Minister as required under Section 3.12(5).
3. After the local law has been published in the Gazette give State-wide public notice in accordance with Section 3.12(6).
4. Take reasonable steps to ensure that the inhabitants of the district are informed of the purpose and effect of all of its local laws as required under Section 3.15.
5. Give State-wide public notice stating an intention to review a local law as required under Section 3.16(2).
6. After the last day for submissions on the proposed review of a local law, consider the submissions and prepare a report for submission to Council as required under Section 3.16(3).
7. After the Council has made a determination in respect of the local law review, give State-wide public notice as required under Section 3.16(5).

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018*

**DELEGATION NUMBER        6**

LEGISLATIVE POWER	- Local Government Act 1995 (Section 3.21)
DELEGATION SUBJECT	- Executive Functions – Duties
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Infrastructure
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Relevant Property Assessment File

The Chief Executive Officer is delegated authority to perform the following duties, so far as is reasonable and practicable, on behalf of Council in regard to the performance of executive functions:

1. Ensure that the lawful use of any land, thoroughfare or premises is not obstructed, and any reasonable request that a person makes to avoid such obstruction is met.
2. Ensure that as little harm or inconvenience is caused and as little damage is done as is possible.
3. Ensure that danger to any person or property does not arise from anything done on land.
4. Ensure that anything belonging to the council, or to a person who has exercised a power of entry on its behalf, that has been left on any land, premises or thing entered is removed as soon as practicable unless the Act expressly allows it to be left there.
5. Ensure that buildings, fences, and other structures are not disturbed or damaged.
6. Ensure that when land that is fenced is entered, entry is through the existing and usual openings in the fence unless the opening of the fence has been expressly authorised.
7. Ensure that any physical damage done to any land, premises or thing, is immediately made good unless compensation has been or is to be paid.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

**DELEGATION NUMBER - 7**

LEGISLATIVE POWER	- Local Government Act 1995 (Section 3.24.)
DELEGATION SUBJECT	- Certain Things to be Done in Respect of Land
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Relevant Property Assessment File

The Chief Executive Officer is delegated authority to authorise any person to exercise on behalf of the local government the powers given to a local government by Subdivision 2 (Certain Provisions about Land) of the Local Government Act 1995.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

**DELEGATION NUMBER - 8**

LEGISLATIVE POWER	- Local Government Act 1995 (Section 3.28 to 3.36)
DELEGATION SUBJECT	- Power of Entry
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Infrastructure
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Relevant Property Assessment File

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the powers of entry upon land as contained in Section 3.28 to 3.36 inclusive of the Local Government Act 1995.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*



**DELEGATION NUMBER - 9**

LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.18)
DELEGATION SUBJECT	- Register of Delegations to Committees
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- ADM 22 & Register Of Delegations

The Chief Executive Officer is delegated authority to keep a Register of the delegations made by Council to Committees, the Register being required in accordance with the provisions of Section 5.18 of the Local Government Act 1995.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>10</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.53)
DELEGATION SUBJECT	- Annual Report
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Corporate Services
COUNCIL POLICY	-
RECORDING REQUIREMENT	- ADM 17

The Chief Executive Officer is delegated authority to prepare, each financial year, the Annual Report as required by Section 5.53(1) of the Local Government Act 1995.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

**DELEGATION NUMBER - 11**

LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.56) Local Government (Administration) Regulation 19
DELEGATION SUBJECT	- Integrated Planning
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- ADM 29

The Chief Executive Officer is delegated authority to prepare Council's Strategic Community Plan (Plan for the Future) as required by Section 5.56 of the Local Government Act 1995 and Local Government (Administration) Regulation 19C.

The Chief Executive Officer is delegated authority to submit for Council's consideration a review of the Strategic Community Plan every four years as required by Local Government (Administration) Regulation 19C(4).

The Chief Executive Officer is delegated authority to ensure that the electors and ratepayers of the district are consulted during the development of the Strategic Community Plan, and when preparing any modifications of the plan as required by Local Government (Administration) Regulation 19C(9).

The Chief Executive Officer is delegated authority to ensure that the Strategic Community Plan contains a description of the involvement by the electors and ratepayers in the development of the plan, and any modifications of the plan as required by Local Government (Administration) Regulation 19C(10).

The Chief Executive Officer is delegated authority to give local public notice of the adoption of, or modifications to the Strategic Community Plan as required by Local Government (Administration) Regulation 19D.

The Chief Executive Officer is delegated authority to prepare Council's Corporate Business Plan as required by Section 5.56 of the Local Government Act 1995 and Local Government (Administration) Regulation 19DA(1).

The Chief Executive Officer is delegated authority to submit for Council's consideration an annual review of the Corporate Business Plan as required by Local Government (Administration) Regulation 19DA(4).

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>12</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.96)
DELEGATION SUBJECT	- Copies of Information
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Corporate Services
COUNCIL POLICY	-
RECORDING REQUIREMENT	- ADM 7

The Chief Executive Officer is delegated authority to ensure copies are available to persons inspecting information made available for inspection under Division 7, Part 5 of the Local Government Act 1995 and ensure that the price at which the copies are sold does not exceed the cost of providing the copies.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018*

<b>DELEGATION NUMBER</b>	- <b>13</b>
LEGISLATIVE POWER	- Local Government (Administration) Regulations (Regulation 12)
DELEGATION SUBJECT	- Council and Committee Meetings
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	- ADM 8
RECORDING REQUIREMENT	- ADM 18

The Chief Executive Officer is delegated authority to perform the following duties:

1. At least once each year, give Local Public Notice of the dates on which and the time and place at which ordinary Council meetings, and, the Committee meetings that are required under the Local Government Act 1995 to be open to members of the public, are to be held.
2. Give Local Public Notice of any change to the date, time or place of a meeting which is open to the public.
3. Give Local Public Notice of the date, time, place and purpose of any special meeting of the Council that is to be open to members of the public.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>14</b>
LEGISLATIVE POWER	- Local Government (Administration) Regulations (Regulations 13 and 14)
DELEGATION SUBJECT	- Public Inspection of Documents Relating to Council Meetings
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Corporate Services
COUNCIL POLICY	- ADM 11
RECORDING REQUIREMENT	- ADM 18

The Chief Executive Officer is delegated authority to ensure that unconfirmed minutes of each Council meeting and each Committee meeting are available for inspection by members of the public within 10 and 5 business days respectively.

The Chief Executive Officer is delegated authority to ensure notice papers and agendas relating to any Council or Committee meeting, and which have been made available to members of the Council or Committee, are available for inspection by members of the public from the time the documents are made available to the members.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>15</b>
LEGISLATIVE POWER	- Local Government (Financial Management) Regulations 1996 (Regulation 13)
DELEGATION SUBJECT	- Creditors, Payment of
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Corporate Services
COUNCIL POLICY	-
RECORDING REQUIREMENT	- As Vouchers Kept In Sequential Order

The Chief Executive Officer is delegated authority to make payments from the Municipal Fund or the Trust Fund. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing:

- a) The payee's name
- b) The amount of the payment
- c) The date of the payment
- d) Sufficient information to identify the transaction.

The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>16</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 6)
DELEGATION SUBJECT	- Rate Book
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Corporate Services
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Item 1 - The Rate Book Items 2 to 9 - Individual Property Assessment Files

In accordance with the Local Government Act 1995 the Chief Executive Officer is hereby delegated the performance of the following functions of the Council:

1. Compile the necessary rate records as specified in Sections 6.39(1) and 6.39(2) of the Local Government Act 1995 and reassess rates payable in accordance with Section 6.40.
2. The service of rate notices referred to in Section 6.41.
3. Entering into an agreement in accordance with Section 6.49 for the payment of rates and service charges.
4. Determine the date that a rate or service charge becomes due and payable in accordance with Section 6.50.
5. The recovery of rates and service charges pursuant to the provisions of Sections 6.54 to 6.62.
6. Lodge caveats on land where the rates are in arrears and it is considered that the interests of the Council should be protected and the subsequent withdrawal of caveats once arrears of rates have been settled in accordance with Section 6.64(3).
7. Exercise discretion in regard to granting of any extension of time for service of objections to the Rate Book in accordance with Section 6.76(4).
8. Allow or disallow in accordance with Section 6.76(5) any objection to the rate record lodged under Section 6.76(1) and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection in accordance with Section 6.76(6).
9. Extend the period of time for receipt of a notice under Section 6.77 and to refer notices received under Sections 6.77 and 6.78 to a Land Valuation Tribunal.

*Adopted at a Council Meeting on 22 July 1999.*

*Reviewed at a Council Meeting on 22 February 2018.*



<b>DELEGATION NUMBER</b>	- <b>17</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 6.4)
DELEGATION SUBJECT	- Financial Reports
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Corporate Services
COUNCIL POLICY	-
RECORDING REQUIREMENT	- FNC 1

The Chief Executive Officer is delegated authority to prepare the annual financial reports and such other financial reports as prescribed in Local Government Act 1995 Section 6.4(1) and Local Government (Financial Management) Regulation 34.

Further, the Chief Executive Officer is delegated authority to submit the accounts and financial reports to the Council's auditors in accordance with Section 6.4(2) of the Local Government Act 1995.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>18</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 6.9)
DELEGATION SUBJECT	- Trust Fund
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Corporate Services
COUNCIL POLICY	-
RECORDING REQUIREMENT	- FNC 2

The Chief Executive Officer is delegated authority to manage the Trust Fund as required by Section 6.9 of the Local Government Act 1995.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>19</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 6.14)
DELEGATION SUBJECT	- Investments
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Corporate Services
COUNCIL POLICY	- FNC 7
RECORDING REQUIREMENT	- FNC 2

The Chief Executive Officer is delegated authority to invest any monies held in the Municipal Fund, Trust Fund or any Reserve Fund that is not, for the time being, required by the local government for any other purpose. In exercising this delegated authority the Chief Executive Officer shall observe Section 6.14 of the Local Government Act 1995.

Further, the Chief Executive Officer is delegated authority to establish and document internal control procedures to be followed by employees to ensure control over investments, as required by Local Government (Financial Management) Regulation 19. The control procedures are to enable the identification of:

- a) The nature and location of all investments, and
- b) The transactions related to each investment.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>20</b>
LEGISLATIVE POWER	- Local Government (Financial Management) Regulations 1996 (Regulation 11)
DELEGATION SUBJECT	- Payment of Accounts
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Corporate Services
COUNCIL POLICY	-
RECORDING REQUIREMENT	- FNC 8

The Chief Executive Officer is delegated authority to:

1. Develop procedures for the authorisation of and the payment of, accounts to ensure that there is effective security for, and properly authorised use of:
  - a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
  - b) petty cash systems.
2. Develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that:
  - a) the relevant debt was incurred by a person who was properly authorised to do so, and
  - b) the goods or services to which each account relates were provided in a satisfactory condition or to a satisfactory standard, as the case requires.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>21</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 6.8)
DELEGATION SUBJECT	- Expenditure Before Adoption of Budget
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- FNC 3

The Chief Executive Officer is delegated authority to authorise operating expenditure and appropriate capital expenditure that is included in Council's Corporate Business Plan from the Municipal Fund prior to the adoption of the annual budget.

The Chief Executive Officer in exercising this delegated authority shall ensure the proposed expenditure is included in the draft budget to be presented to Council.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>22</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Sections 3.50, 3.50A and 3.51)
DELEGATION SUBJECT	- Temporary Closure of Thoroughfares to Vehicles
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Infrastructure
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Relevant Road File

The Chief Executive Officer is delegated authority to give the necessary notices and take all appropriate actions to temporarily close any thoroughfare pursuant to the requirements of Section 3.50, 3.50A and 3.51 of the Local Government Act 1995.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>23</b>
LEGISLATIVE POWER	- Local Government (Uniform Local Provisions) Regulations 1996 (Regulation 9)
DELEGATION SUBJECT	- Gates Across Public Thoroughfares
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Relevant Road File and Council's Register of Gates and Devices if Applicable

The Chief Executive Officer is delegated authority to determine applications for permission to erect gates or other devices across public thoroughfares under Council control or management to enable traffic to pass across the public thoroughfare and prevent livestock from straying.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

**DELEGATION NUMBER - 24**

LEGISLATIVE POWER	- Local Government (Uniform Local Provisions) Regulations 1996 (Regulation 11)
DELEGATION SUBJECT	- Excavation in or near Public Thoroughfare
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Infrastructure
COUNCIL POLICY	-
RECORDING REQUIREMENT	- <ol style="list-style-type: none"><li>1. For excavation in a public thoroughfare, the relevant road or reserve file</li><li>2. For excavations on land adjoining a public thoroughfare, the relevant property assessment file</li></ol>

The Chief Executive Officer is delegated the authority to issue licences to deposit materials on a street, way or other public place and to excavate on land abutting or adjoining a street, way or other public place pursuant to Regulations 6 and 11 of the Local Government (Uniform Local Provisions) Regulations 1996. The Chief Executive Officer shall first obtain confirmation from appropriate staff that the proposed activity will not create undue interference with the operation of the street, way or public place. Licences are to be issued subject to the conditions detailed in Section 6 of the Local Government (Uniform Local Provisions) Regulations 1996 and such other conditions as considered relevant by the Chief Executive Officer.

The Chief Executive Officer is delegated authority to take all appropriate action in accordance with Local Government (Uniform Local Provisions) Regulation 11 to remove, or have removed, any dangerous excavation in a public thoroughfare or land adjoining a public thoroughfare.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*



**DELEGATION NUMBER - 25**

LEGISLATIVE POWER	- Local Government (Uniform Local Provisions) Regulations 1996 (Regulations 12 to 15)
DELEGATION SUBJECT	- Crossovers
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Infrastructure
COUNCIL POLICY	- WRK 7 & LPP013
RECORDING REQUIREMENT	- Relevant Property Assessment File

The Chief Executive Officer is delegated authority to determine applications for the construction of a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land and may agree to construct the crossing for the applicant.

The Chief Executive Officer is delegated authority to give notice to an owner or occupier of private land requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land. If the person fails to comply with the notice the Chief Executive Officer is delegated authority to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>26</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 3.51)
DELEGATION SUBJECT	- Public Thoroughfares – Fixing or Altering Levels or Alignments or Drainage Onto Adjoining Land
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Infrastructure
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Relevant Property Assessment File

In respect of the Local Government Act 1995 the Chief Executive Officer is delegated authority to give the required notices as specified in Section 3.51(3) and (4) of the Local Government Act 1995 before fixing or altering the level of, or the alignment of a public thoroughfare and before draining water from a public thoroughfare or other public place onto adjoining land.

Further, the Chief Executive Officer is delegated authority to consider any submissions received and proceed with the proposal if no objection is received.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>27</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 3.52)
DELEGATION SUBJECT	- Public Thoroughfares – Public Use
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Infrastructure
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Relevant Road File

The Chief Executive Officer is delegated authority to:

1. Ensure that public thoroughfares are kept open for public use as required under Section 3.52(2) of the Local Government Act 1995.
2. In fixing or altering the level of, or the alignment of a public thoroughfare, ensure that access by vehicles to land adjoining the thoroughfare can be reasonably provided.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>28</b>
LEGISLATIVE POWER	- Building Act 2011 (Section 110)
DELEGATION SUBJECT	- Buildings - Issue of Building Orders
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Building Surveyor
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Relevant Property Assessment File

The Chief Executive Officer is delegated authority to issue Building Orders pursuant to Part 8 of the Building Act 2011 where a breach of building requirements is considered by the Chief Executive Officer to be of a magnitude sufficient to warrant the issue of a notice.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>29</b>
LEGISLATIVE POWER	- Building Act 2011 (Section 112)
DELEGATION SUBJECT	- Buildings - Unfit for Human Occupation
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Building Surveyor
COUNCIL POLICY	-
RECORDING REQUIREMENT	- The Relevant Property Assessment File

The Chief Executive Officer is delegated authority to serve upon the owners and occupiers of buildings which are unfit for human occupation written notices under Section 112 of the Building Act 2011.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

**DELEGATION NUMBER - 30**

LEGISLATIVE POWER - Building Act 2011 (Section 112)

DELEGATION SUBJECT - Works - Unlawful

DELEGATE - Chief Executive Officer

ON DELEGATION BY CEO - Building Surveyor

COUNCIL POLICY -

RECORDING REQUIREMENT - The Relevant Property Assessment File

1. The Chief Executive Officer is delegated authority to issue Building Orders to stop work pursuant to Section 112 of the Building Act 2011 where a breach of building requirements is considered by the Chief Executive Officer to be of a magnitude sufficient to warrant the issue of a Building Order.
2. The Chief Executive Officer is delegated authority to withdraw Building Orders requiring works to be stopped pursuant to Section 112 of the Building Act 2011 where the breach for which the notice has been issued is corrected to the satisfaction of the Chief Executive Officer.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>31</b>
LEGISLATIVE POWER	- Building Act 2011 (Section 112)
DELEGATION SUBJECT	- Buildings - Dangerous
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Building surveyor
COUNCIL POLICY	-
RECORDING REQUIREMENT	- The Relevant Property Assessment File

The Chief Executive Officer is delegated the authority to carry out the following functions as provided in Section 112 of the Building Act 2011:

1. Issue a certificate which states that the subject building is in a dangerous state.
2. Serve written notice upon the owner or the occupier of the building requiring that the building be taken down, secured or repaired.

The Chief Executive Officer is delegated the authority to shore up or otherwise secure the building, as well as providing a hoarding or fence around the building to protect the public from danger in accordance with the Building Act 2011.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>32</b>
LEGISLATIVE POWER	- Local Government (Uniform Local Provisions) Regulations 1996 (Regulation 17)
DELEGATION SUBJECT	- Private works on, over, or under public places
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Infrastructure
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Relevant Property Assessment File

The Chief Executive Officer is delegated the authority to approve applications to undertake a construction on, over, or under a specified public thoroughfare or public place that is local government property.

The Chief Executive Officer shall first obtain confirmation from appropriate staff that the proposed activity will not create undue interference with the operation of the street, way or public place. Permission is to be issued subject to the conditions detailed in Regulation 17 of the Local Government (Uniform Local Provisions) Regulations 1996 and such other conditions as considered relevant by the Chief Executive Officer.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*



<b>DELEGATION NUMBER</b>	- <b>33</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.45)
DELEGATION SUBJECT	- Award/Industrial Matters
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- PSN 22

The Chief Executive Officer is delegated authority to provide Council's Industrial Service provider with consent to act on the Council's behalf in any general Industrial/Award matter and any Industrial dispute involving an employee/s of Council excepting matters relating to the CEO's contract.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>34</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.45)
DELEGATION SUBJECT	- Legal Advice
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	- ADM 1
RECORDING REQUIREMENT	- <ol style="list-style-type: none"><li>1. Where the matter relates to a private property – the relevant property assessment file</li><li>2. Where the matter relates to an issue not on private property, the relevant subject file for that particular matter</li></ol>

Subject to provision being made in the budget for legal expenses, the Chief Executive Officer is delegated authority to obtain from an appropriate solicitor such legal advice and opinions as is deemed necessary in the exercise of the management of the local government.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>35</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Contract Variations
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Infrastructure Manager Corporate Services
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Subject File Relevant to the Contract

The Chief Executive Officer is delegated authority to approve minor variations (up to the value of 10% of the contract value) to contracts entered into by Council, subject to the funds required to meet the cost of the variations being contained within the amount set aside in the budget adopted by the Council.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	-	<b>36</b>
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Native Title
DELEGATE	-	Chief Executive Officer
COUNCIL POLICY	-	
RECORDING REQUIREMENT	-	TPL 12

The Chief Executive Officer is delegated authority to register an interest in any Native Title Claim affecting Council in order for Council to have sufficient interest to become a party to the Native Title Application.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>37</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Telephones (Private) - Use by Employees for Council Business
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Personnel File of The Employee Involved

The Chief Executive Officer is delegated authority to make appropriate financial and other arrangements with all employees required to have a telephone installed in his/her principal place of residence within the Shire for some use on Council business.

The Chief Executive Officer is further delegated authority to make appropriate arrangements to reimburse any employee with any telephone expense incurred on Council business.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>38</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.45)
DELEGATION SUBJECT	- Appointment of Consultants
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Infrastructure Manager Corporate Services
COUNCIL POLICY	- ADM 4
RECORDING REQUIREMENT	- Subject File Created For The Task To Which The Consultancy Relates

The Chief Executive Officer is delegated authority to appoint consultants/contractors including architects, valuers, planning consultants and the like in accordance with Council's adopted purchasing policy ADM 4.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>39</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Insurance - Public Liability Claims
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Corporate Services
COUNCIL POLICY	-
RECORDING REQUIREMENT	- FNC 13

The Chief Executive Officer is delegated authority to consider claims against Council for property damage that do not exceed the insurance policy excess levels, and to accept or deny liability on behalf of Council.

In cases where liability is accepted, payment may only be made up to the value of Council's relevant insurance excess amount and then only upon receipt of an appropriate release form prepared by Council's Solicitors.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>40</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Surplus Equipment, Materials, Tools, etc.
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Infrastructure Manager Corporate Services
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Relevant Tender File

The Chief Executive Officer is delegated authority to hold a surplus goods sale at Council's depot or administration office, by tender or any other fair means, for items of surplus equipment, materials, tools, etc. which are no longer required.

The result of that sale must be reported to the next Council meeting, listing the items of surplus equipment sold, the successful tenderer and the price.

Any Council member or staff member who has placed a tender for any item must not be part of the tender award process.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*



<b>DELEGATION NUMBER</b>	- <b>41</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Conferences/Seminars/Training Courses - Expenses of Councillors and Staff
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	- ADM 6
RECORDING REQUIREMENT	- PSN 6

The Chief Executive Officer is delegated authority to reimburse all reasonable expenses to members and staff incurred whilst attending authorised conferences, seminars and training courses and during other absences from the district on any business deemed necessary by the Chief Executive Officer. Such expenses may include registration fees, accommodation, meals, refreshments, travel and other appropriate out-of-pocket expenses. Before exercising this delegated authority the Chief Executive Officer shall obtain from the Councillor or staff member receipts or other appropriate proof that the expense was incurred, along with a declaration that the expense was incurred wholly whilst on Council business.

This delegation also applies to the payment of expenses of partners when the Council has specifically resolved that it is appropriate for a Councillor or staff member to be accompanied by another person.

The Chief Executive Officer shall observe any Council policy in place from time to time.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>42</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Budget Expenditure
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- FNC 3

The Chief Executive Officer is delegated authority to approve expenditure on goods and/or services and programs/projects for which funds have been provided in the Annual Budget without further reference to the Council. In exercising this delegated authority the Chief Executive Officer shall:

1. Provide for appropriate internal control over all expenditure.
2. Ensure all statutory requirements are met.
3. Ensure all Council policies are observed.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>43</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Grants and Subsidies
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Infrastructure Manager Corporate Services Economic and Community Development Officer Community Emergency Services Officer
COUNCIL POLICY	- FNC 6
RECORDING REQUIREMENT	- FNC 6

The Chief Executive Officer is delegated authority to make submissions for grants and/or subsidies from State and Commonwealth Governments without prior approval of Council. In exercising this delegated authority the following conditions shall be observed:

1. The grant/subsidy shall be subject to Council's "Acceptance of Grant Funding Policy" FNC 6.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>44</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Staff - Conferences, Seminars & Training Courses
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	- ADM 6
RECORDING REQUIREMENT	- PSN 6

The Chief Executive Officer is delegated authority to approve the attendance by Council staff at conferences, seminars and training courses where, in the opinion of the Chief Executive Officer, attendance will enhance the professional development of the officer, provide benefits to the Council and is relevant to the duties and responsibilities of the officer.

The Chief Executive Officer is further delegated authority to meet “up front” or reimburse any appropriate expense involved. This delegation is to be exercised in accordance with any Council Policy on the issue that may be in force from time to time and shall be subject to funds being available for the purpose within Council’s budget.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>45</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Staff Housing
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- ADM 36

The Chief Executive Officer is delegated authority to make all arrangements in regard to occupancy and maintenance of all staff accommodation provided by Council. In exercising this delegation the Chief Executive Officer shall have regard to any Council policy in place from time to time.

In the event that any Council provided accommodation is, at any time, not required for Council employees, the Chief Executive Officer is delegated authority to rent the accommodation to persons other than Council employees, provided the tenancy arrangement is only on a month by month basis.

The Chief Executive Officer is further delegated authority to determine the level of bond to be applied to each occupancy arrangement.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>46</b>
LEGISLATIVE POWER	- Bush Fires Act (Sections 23 & 25)
DELEGATION SUBJECT	- Prohibited Burning Period
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- FRC 24

In the absence of a Bush Fire Control Officer of an area, the Chief Executive Officer be delegated authority to issue a permit to a landowner for the burning of bush on his land for the purpose of protecting a dwelling house or other building, or a stack of hay, wheat or other produce, from damage by fire in accordance with Section 23(2)(a)(i) of the Bush Fires Act 1954.

The Chief Executive Officer be delegated to publish a notice in the *Gazette* and in a newspaper circulating in the district, to prohibit the lighting of fires in the open air in the district for the purpose of camping or cooking for such period during the prohibited burning times as is specified in the notice, in accordance with Section 25(1a).

*Adopted at a Council Meeting on 22 January 2004.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>47</b>
LEGISLATIVE POWER	- Bush Fires Act 1954 (Sections 17 and 18)
DELEGATION SUBJECT	- Burning – Prohibited and Restricted Times (Variations)
DELEGATE	- Shire President and Chief Bushfire Control Officer jointly
COUNCIL POLICY	-
RECORDING REQUIREMENT	- FRC 24

That pursuant to Sections 17(10) and 18(5C) of the Bush Fires Act 1954, the Shire President and Chief Bush Fire Control Officer be jointly delegated Council's powers and duties under Section 17(7) & 17(8) and Section 18(5) of the Bush Fires Act 1954 in respect of varying the prohibited burning times and restricted burning times.

Administrative arrangements on any variation are to be carried out by the Chief Executive Officer or further delegated to the Manager Infrastructure and the Community Emergency Services Officer with the Department of Parks and Wildlife being consulted before the authority under this Delegation is exercised.

In any given year the Chief Executive Officer, Manager Infrastructure or Community Emergency Services Officer is to formally advise the Department of Parks and Wildlife when the Autumn restricted burning period ceases even if there is no change to the scheduled "opening" of the non-restricted burning period.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>48</b>
LEGISLATIVE POWER	- Building Act 2011
DELEGATION SUBJECT	- Strata Titles
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Relevant Property Assessment File

Pursuant to the provisions of Section 50 of the Building Act 2011, the Chief Executive Officer is authorised to issue the appropriate certificates in respect to buildings as may be shown on a strata plan to be lodged for registration under the Act, provided that the buildings shown on the strata plan are first inspected to ensure compliance with Town Planning, Health and other Council requirements and that the Chief Executive Officer is of the opinion that the buildings are of sufficient standard and suitable to be divided into lots pursuant to the Strata Titles Act 1985.

*(Note: This delegation is to be supported by an instrument in writing under the Common Seal of the Shire).*

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*



<b>DELEGATION NUMBER</b>	- <b>49</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 6.12)
DELEGATION SUBJECT	- Building Permit Fees - Refunds and Exemptions
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Building Surveyor
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Relevant Property Assessment File

The Chief Executive Officer is delegated authority to determine applications for the refund of building permit fees where a building project is abandoned after the issue of the building permit. Any refund shall not exceed 50% of the building permit fee paid and no refund is to be made when the building project is abandoned after the expiry of 12 months from the date of issue of the permit.

The Chief Executive Officer is further delegated authority to determine any applications from sporting, charitable and other community groups for exemption from payment of any building permit fees.

NOTE: This delegation applies only to that part of the Building Permit Fee retained by Council and not to that part collected as a Building Services Levy or a Building and Construction Industry Training Fund Levy.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>50</b>
LEGISLATIVE POWER	- Bush Fires Act 1954 (Section 59(3))
DELEGATION SUBJECT	- Offences - Bush Fires Act
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- FRC 24 (Fire Incidents) or FRC 7 (Firebreaks) as appropriate

The Chief Executive Officer is delegated general authority to consider allegations of offences alleged to have been committed against the Bush Fires Act within the district, and if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences. This delegation extends to the issue of infringement notices in accordance with the provisions of Section 59A of the Act.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>51</b>
LEGISLATIVE POWER	- Dog Act 1976 (Sections 10AA) Cat Act 2011 (Section44)
DELEGATION SUBJECT	- Powers under the Dog Act and Cat Act
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Corporate Services Ranger
COUNCIL POLICY	-
RECORDING REQUIREMENT	- WRK 28

Council delegates to the Chief Executive Officer, or any person appointed or authorised by the Chief Executive Officer, the authority to exercise and discharge all or any of the powers and functions as set out in the Dog Act 1976 and Cat Act 2011.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting 22 February 2018.*

**DELEGATION NUMBER - 52**

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT - Street Appeals

DELEGATE - Chief Executive Officer

COUNCIL POLICY -

RECORDING REQUIREMENT - Relevant Road File For The Street In Which  
The Appeal Will Be Conducted

The Chief Executive Officer is delegated authority to determine all applications for street appeals and may impose any conditions considered appropriate. The Chief Executive Officer shall have regard to any Council policy relating to street appeals that may be established by Council from time to time.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>53</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Execution of Documents
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Subject File Relevant To The Matter For Which The Contract Is Prepared

Where:

- a) the Council has authorised entering into a formal contract, or
- b) a formal contract is authorised under a delegated authority from the Council, or
- c) a formal contract is considered necessary by the Chief Executive Officer as part of the day-to-day operation of the Council,

the Chief Executive Officer is delegated authority to prepare the necessary documentation, taking into account any specific or policy requirements of Council, and arrange for execution of the contract documents without further reference to Council.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>54</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Donations
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- FNC 6

The Chief Executive Officer is delegated authority to determine requests for donation of monies up to the value of \$100 when a group or individual can demonstrate:

1. Significant direct benefit to the local community.
2. That the group is a community group or non-profit making organisation or running a non profit activity.
3. That the group's financial status is such as to justify a donation from Council.
4. Special circumstances or needs exist in the opinion of the Chief Executive Officer to warrant a donation, e.g. support of needy groups and individuals who bring credit to the municipality by achieving state or national representation or awards, which sees them requiring financial assistance for travelling, accommodation or other incidental expenses.
5. That available funding exists in Council's budget.

A maximum sum of \$1,000 may be allocated in this way within any one financial year.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>55</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Liquor, Sale or Consumption - Council Property
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Relevant Building Or Property Assessment File

The Chief Executive Officer is delegated authority to approve applications for the sale of liquor from property under the care, control and management of the Council and to approve applications to consume liquor on property under the care, control and management of Council. In exercising this delegation, the Chief Executive Officer shall have regard to the provisions of the appropriate State Legislation regarding consumption and sale of liquor and shall, when appropriate, consult with local Police.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>56</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Hall Hire
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Infrastructure Manager Corporate Services
COUNCIL POLICY	- ADM 7
RECORDING REQUIREMENT	- Relevant Building Or Property Assessment File For The Particular Council Facility

The Chief Executive Officer is delegated authority to accept or reject applications for the hire of Council owned facilities. In exercising this delegation, the Chief Executive Officer shall have regard to the following:

1. Council facilities are not to be made available to private entrepreneurs to be used for commercial retailing.
2. All hall equipment is to remain within the hall and is not to be made available for hire or use away from the hall.
3. Hirers are to pay a bond, which is set by Council at its annual budget, the bond being refundable upon clearance by the Chief Executive Officer.
4. The application of the bonds is at the discretion of the Chief Executive Officer and they are not to apply to meetings of recognised pensioner associations.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*



<b>DELEGATION NUMBER</b>	- <b>57</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.45)
DELEGATION SUBJECT	- Contractors - Use on Works
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Infrastructure
COUNCIL POLICY	- ADM 4
RECORDING REQUIREMENT	- Works Files Relevant to Construction or Maintenance

The Chief Executive Officer is delegated authority to engage private contractors to assist and compliment Council's works staff in carrying out any works and services. In exercising this delegated authority, the Chief Executive Officer shall have due regard to the following:

1. It must be demonstrated that by engaging the private contractors, it will be in the best interests of Council.
2. Appropriate funds are provided in the budget.
3. The engagement of private contractors shall only take place with due compliance with the Local Government (Functions and General) Regulations relating to tenders and council policy.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	<b>- 58</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Street Trees - Removal
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Infrastructure
COUNCIL POLICY	- WRK 2, WRK 5, WRK 9
RECORDING REQUIREMENT	- Road File Relevant To The Location Of The Tree

The Chief Executive Officer is delegated authority to authorise the removal of any tree on any townsite street or road reserve where the street or road is under the care, control and maintenance of the Council. This delegated authority shall only be exercised when the Chief Executive Officer, after obtaining technical advice when appropriate, is of the opinion that the tree is dead, diseased, structurally dangerous or is creating a traffic hazard by restricting the vision of motorists.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>59</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Signs and Hoardings
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	- LPP 018
RECORDING REQUIREMENT	- Relevant Property Assessment File Where The Sign Will Be Located

The Chief Executive Officer is delegated authority to approve the erection and where appropriate, the licensing and/or approval of signs and hoardings that comply with Council's Local Planning Policy 18 Signs and Advertisements of the Town Planning Scheme, any Local Laws or policy adopted by Council. Where an application does not comply with Council's Town Planning Scheme, any Local Laws or policy adopted by Council, the application is to be refused.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>60</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Council Resources for Wild Fire Control
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Infrastructure
COUNCIL POLICY	-
RECORDING REQUIREMENT	- FRC 24

The Chief Executive Officer is delegated authority to:

Authorise the allocation of resources for the control of wildfires provided that:

1. The resources requested are the result of a direct request from either the Chief Bush Fire Control Officer, or in his absence a Deputy Chief Bush Fire Control Officer.
2. The machinery is driven by a staff member competent in the use of the machine.
3. The machine operator being given total discretion to withdraw the machinery from use at any time if he/she considers the situation to be dangerous enough to put personal safety at risk, or inflict serious damage to the machine.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>61</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Study Leave
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	- PSN 3
RECORDING REQUIREMENT	- Individual Employee Personnel File

The Chief Executive Officer is delegated authority to approve applications for Study Leave in accordance with the following guidelines:

1. Council has allowed up to 50% of tuition time as paid study leave.
2. A maximum of 2 days paid study leave per course subject is permitted.
3. A maximum of 8 days paid study leave is permitted during any calendar year.

#### **Intensive Study Course**

Leave may be granted for up to 4 days per course for staff to attend an approved intensive course of study. Any leave so granted shall be split into equal portions of paid study leave, and accrued staff leave (i.e. Annual Recreation Leave, Rostered Days Off, etc.)

#### **Correspondence Course**

Leave may be granted for up to one half of the recognised full time equivalent tuition time associated with an approved correspondence course of study to be paid study leave. The balance of the time required to complete the course of study must be incurred in the officer's own time.

Approval for paid study leave will only be granted if the time away from the workplace does not adversely affect the normal operations of Council.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>62</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Street Stalls – Market Days
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	- HLT 2
RECORDING REQUIREMENT	- Relevant Road or Reserve File on Which The Function Will Be Held

The Chief Executive Officer is delegated authority to approve the use of Council owned land and Reserves for the purpose of Market Days subject to:

1. The user groups and organisations involved with the market days must nominate one person as official Council contact.
2. The site must at all times be kept free of litter.
3. Signs indicating the location of the market day must be removed promptly.
4. Recipients of donations from the stall organiser shall be bona fide charities, sporting associations or community groups.

Council reserves the right to cancel this approval should conditions 1 to 4 not be met or the market day's operations detract from the general amenity of the location.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>63</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Overflow Camping Areas
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Infrastructure
COUNCIL POLICY	- HLT 3
RECORDING REQUIREMENT	- REC 2

The Chief Executive Officer is delegated authority to approve applications from organisations/community groups for use of reserves in the townsite for camping caravans subject to it being clearly demonstrated by the proponents that both the Brockman Street and Balingup Road Caravan Parks are, or would be, fully booked due to seasonal factors or special events.

Should the proponents demonstrate full bookings then the Chief Executive Officer be authorised to permit camping on the Community Centre grounds subject to:

1. Camping may be allowed in the vicinity of the hockey grounds.
2. Bonds and Fees to be charged as resolved by Council (refer to Councils list of adopted Fees and Charges).
3. No campfires will be allowed.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

**DELEGATION NUMBER - 64**

LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Disposal of Verge Timber
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Infrastructure
COUNCIL POLICY	- WRK 2
RECORDING REQUIREMENT	- Relevant Road File Where The Timber Has Been Cleared.

The Chief Executive Officer is delegated authority to dispose of all surplus wood arising from roadside clearing in the following circumstances:

1. There is to be no consideration (money) paid for timber.
2. Council declines any liability in respect of people accessing timber utilising their own equipment and machinery.
3. Timber can be removed in an orderly manner on a first come first served basis under the direction of Council's Manager Infrastructure.
4. Any timber removed is to be removed from site by the person requesting.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*



**DELEGATION NUMBER - 65**

LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Management of Roadside Vegetation
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Infrastructure
COUNCIL POLICY	- WRK 5
RECORDING REQUIREMENT	- 1. Road File Relevant to the Cleared Area 2. Copy - Relevant Property Assessment File.

The Chief Executive Officer is delegated authority to approve proposals to clear vegetation on road reserves subject to:

1. All proposals to clear vegetation on a road reserve must be submitted to the Shire of Nannup in writing.
2. Each proposal should detail the location, amount and type of vegetation to be removed.
3. Approval may only be granted after an on-site inspection, for clearing for the installation of a new or replacement fence to a maximum width of one (1) metre.
4. Any dead or dying trees outside of the approved one (1) metre width may be removed with the authority of the Chief Executive Officer.
5. Landowners are to be mindful of existing natural vegetation when undertaking clearing activities to ensure that damage to such vegetation is minimised.
6. All timber pushed over is to be stacked in the landowner's paddock for disposal prior to full repair of the boundary fence by the applicant.
7. The road verge is to left in a clean and tidy state after clearing has been completed.
8. All other requests for clearing in excess of one (1) metre width are to be submitted to Council for consideration.
9. Trees to be removed from road reserves to provide for fence lines or public safety or to facilitate roadworks are the responsibility of Council and can be disposed of by Council in accordance with Council Delegation 64.

*Adopted at a Council Meeting on 22 July 1999.*

*Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>66</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Use of Shire of Nannup Corporate Identity
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- ASS 27

The Chief Executive Officer is delegated authority to approve the use of the Shire of Nannup Corporate Identity provided that such authority shall only be used where the application is for items which promote Nannup and do not denigrate the integrity of the design or the Shire.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

**DELEGATION NUMBER      -      67 - REVOKED**

*Revoked at a Council Meeting on 28 January 2016.*

<b>DELEGATION NUMBER</b>	- <b>68</b>
LEGISLATIVE POWER	- Bush Fires Act 1954 (Section 33)
DELEGATION SUBJECT	- Alternative Fire Breaks
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- FRC 7

The Chief Executive Officer is delegated authority to approve variations to fire breaks provided that applications are received by 1 November each year and that any such application must bear the signature of the Bush Fire Control Officer for the area indicating the agreement to the variation.

Applications must be renewed each year as circumstances can change from year to year, particularly in relation to weather, fuel loading and land condition.

*Adopted at a Council Meeting on 22 November 2001.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>69</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Street Banners
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	- LPP 018
RECORDING REQUIREMENT	- WRK 22

The Chief Executive Officer is delegated authority to approve the display of various community banners in the spaces provided on Warren Road.

*Adopted at a Council Meeting on 20 December 2001.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>70</b>
LEGISLATIVE POWER	- Building Act 2011 (Section 21)
DELEGATION SUBJECT	- Demolition Permits
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Building Surveyor
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Relevant Property Assessment File

The Chief Executive Officer is delegated authority to approve the issue of a demolition permit under Section 21 of the Building Act 2011 to take down a building or a part of a building and such permit may be subject to such conditions as the Chief Executive Officer considers necessary for the safe and proper execution of the work.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>71</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 6.12)
DELEGATION SUBJECT	- Write Off Of Debts
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Manager Corporate Services
COUNCIL POLICY	-
RECORDING REQUIREMENT	- FNC5

The Chief Executive Officer is delegated authority to write off debts to Council to a maximum value of \$5,000 per transaction.

*Adopted at a Council Meeting on 22 June 2006.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>72</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Extension of Council endorsed Leases or MOU's
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Relevant Property File

The Chief Executive Officer is delegated authority to agree to future extensions of existing Council endorsed leases or Memorandums of Understanding between the Nannup Shire Council and community organisations for the use of Council owned buildings within the terms and conditions of the existing Council endorsed document. If the community organisation as part of their request for extension requests any changes to the lease, then the approval of Council shall be sought for the extension.

*Adopted at a Council Meeting on 22 August 2002.  
Reviewed at a Council Meeting on 22 February 2018.*



<b>DELEGATION NUMBER</b>	- <b>73</b>
LEGISLATIVE POWER	- Building Act 2011 (Section 65)
DELEGATION SUBJECT	- Building – Extension of Time for Building or Demolition Permit
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Relevant Property Assessment File

That in accordance with Regulation 24 of the Building Regulations 2012 Council's Chief Executive Officer is delegated authority to approve of an extension of time where it was not possible to complete the building within the period specified in the building licence, subject to the payment of an additional building permit fee calculated in the following manner:

The fee payable is to be in accordance with Schedule 2 of the Building Regulations 2012.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>74</b>
LEGISLATIVE POWER	- Building Act 2011 (Section 20)
DELEGATION SUBJECT	- Building Permits
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Building Surveyor
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Relevant Property Assessment File.

That pursuant to Section 32 of the Building Act 2011, the Chief Executive Officer is delegated authority to approve or refuse to approve an application for a Building Permit but where an application so submitted conforms to:

1. all Local Laws, Regulations and Codes in force in the district or part of the district in respect of building matters, and the Council's pre-determined policy in respect of building matters; and
2. all Local Laws and schemes in force in the district or part of the district in respect of town and regional planning matters, and the Council's predetermined policy in respect of town and regional planning matters,

the Chief Executive Officer shall not refuse to approve that application.

Furthermore, the issuing of a building permit under Section 32 of the Building Act 2011 may be subject to such conditions as the Chief Executive Officer considers necessary.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>75</b>
LEGISLATIVE POWER	- Building Act 2011 (Part 4)
DELEGATION SUBJECT	- Occupancy Permit and Building Approval Certificates
DELEGATE	- Chief Executive Officer
ON DELEGATION BY CEO	- Building Surveyor
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Relevant Property Assessment File

The Chief Executive Officer is delegated authority to issue Occupancy Permits and Building Approval Certificates in accordance with the Building Act 2011 (Part 4).

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 22 February 2018.*

<b>DELEGATION NUMBER</b>	- <b>76</b>
LEGISLATIVE POWER	- Planning and Development Act 2005 (Section 72)
DELEGATION SUBJECT	- Planning (Development Applications) of a minor nature
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Relevant Property Assessment File

*Incorporated within Delegation 78.*

*Adopted at a Council Meeting on 27 September 2001.  
Incorporated within Delegation 78 at a Council Meeting on 23 May 2013  
Reviewed at a Council Meeting on 22 February 2018.*

**DELEGATION NUMBER - 77**

LEGISLATIVE POWER	- Health (Miscellaneous Provisions) Act 1911 (Section 26)
DELEGATION SUBJECT	- Health (Miscellaneous Provisions) Act 1911 Parts V to IX
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Relevant Property Assessment File

In accordance with the powers contained within Section 26 of the Health (Miscellaneous Provisions) Act 1911, Council delegates to the Chief Executive Officer, or any appropriately qualified person appointed by the Chief Executive Officer, the authority to exercise and discharge all or any of the powers and functions of the local authority in accordance with Part IV Division 4 Sanitary Provisions, Part V Dwellings, Part VI Public Buildings, Part VII Nuisances and Offensive Trades, Part VII (A) Animal Produce, Drugs, Medicines, Disinfectants, Therapeutic Substances and Pesticide Divisions 2, 3, 4 and 5, Part VIII Food Generally and Part IX Infectious Disease.

*Adopted at a Council Meeting on 2 May 2002.  
Reviewed at a Council Meeting on 22 February 2018.*

**DELEGATION NUMBER - 78**

LEGISLATIVE POWER	- Planning and Development Act 2005 (Section 72)
DELEGATION SUBJECT	- Town Planning
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	- Local Planning Policies
RECORDING REQUIREMENT	- Relevant Property Assessment File

The Chief Executive Officer has delegated authority as follows:

**1. Requirements for Public Notice**

- 1.1 Proceeding to advertise planning applications, scheme amendments, road closures or other proposals where the Local Planning Scheme or other legislation requires that such public notice be given.
- 1.2 Making a determination to require that public notice of planning applications or other proposals is given where such notice is considered to be in the public or adjoining/nearby landowner interest.

**2. Approval of Permitted “P”, Discretionary “D” and Advertised “A” Uses**

- 2.1 Making a determination on all “P”, “D” and “A” uses where a proposed development is accordance with the Local Planning Scheme, Local Planning Strategy, Local Planning Policies and is consistent with guiding precedent approvals.
- 2.2 The above is provided the application has not been the subject of objection or if the matter has become contentious in any way that cannot be addressed via conditions of approval.

**3. Exercising Discretion**

- 3.1 Determining planning applications involving:
  - (a) the variation of Scheme provisions (including setback and building envelope variations), Local Planning Policy or provisions of the *Residential Design Codes*; or
  - (b) the exercise of discretion under the Scheme, Local Planning Policy or the *Residential Design Codes*.
- 3.2 Before making a determination on planning applications which seek a variation to Scheme provisions, a Local Planning Policy or provisions of the *Residential Design Codes*, the application is to be subject to consultation with affected landowners as determined by the Chief Executive Officer.

- 3.3 The above is provided the application has not been the subject of objection or if the matter has become contentious in any way that cannot be addressed via conditions of approval.

#### **4. Residential Design Code Matters**

- 4.1 Making a determination on any matter required to be determined under the *Residential Design Codes* including where an exercise of discretion is required, provided that appropriate notice of the proposed development is given to adjoining properties where it is required or is considered to have the potential to adversely affect the amenity of an adjoining property.

#### **5. Minor Modification of Planning Determinations**

- 5.1 Making modifications to planning approvals where:
- (a) the modification conforms to the relevant Local Planning Scheme objectives and Local Planning Policies;
  - (b) the modification does not have a detrimental effect on the amenity of the locality; and
  - (c) the extension to a development approval is to a maximum of 2 years.

#### **NOTES:**

- Where consent of abutting landowners was required for the original application, then the modification should also be referred to abutting landowners for comment where the modification requires a substantial variation from the original application.
- Where the original application was required to be the subject of public notice under the relevant Local Planning Scheme or the *Residential Design Codes*, then (if the modification is considered substantial) the modification will need a new public notice re-advertised in accordance with the Local Planning Scheme or the *Residential Design Codes*.

#### **6. Dealing with Subdivisions**

- 6.1 Making recommendations to the Western Australian Planning Commission in respect of applications or other matters relating to Subdivision, Boundary Adjustment, Amalgamation and Strata Titling where such matters are in accordance with the Local Planning Scheme, Local Planning Strategy, Local Planning Policies and established precedent, including minor variations to approved subdivisions and clearance of conditions.

#### **7. Dealing with Scheme Amendments**

- 7.1 Requiring modifications to Local Planning Scheme Amendment documents to ensure that all documents are maintained at a consistent high quality and the information contained within the document addresses all issues considered

relevant and will enable the public and referral agencies to fully understand the Amendment.

- 7.2 Accepting modifications to Local Planning Scheme Amendment documents required by the Western Australian Planning Commission or the Minister for Planning at any stage throughout the Scheme Amendment process.
- 7.3 Respond in writing to scheme amendment requests.

## **8. Legal Proceedings**

- 8.1 Taking all necessary action against owners or occupiers of properties to cease illegal uses, comply with the Local Planning Scheme and/or comply with conditions of Development Approval, including instituting prosecution proceedings under the *Planning and Development Act*, in the Court in its summary jurisdiction.
- 8.2 Represent Council, or appoint appropriate representatives, where necessary at prosecutions, rights of review and enquiries pertaining to the enforcement of the provisions of the *Planning and Development Act* and the implementation of Council's Local Planning Scheme.

## **9. Miscellaneous Matters**

- 9.1 Electing to return or defer consideration of incomplete and unsatisfactory applications for planning consent.
- 9.2 Granting variations to relevant Local Planning Policies and provisions of the *Residential Design Codes* on Building Permit applications (where the application is exempt from the requirement to gain planning approval under the *Residential Design Codes* and/or the Local Planning Scheme).
- 9.3 Approve the use of street names where an approved street names list exists.
- 9.4 Provision of written and verbal responses to rights of review, mediated settlements resulting from rights of review and Western Australian Planning Commission requests for reconsideration.
- 9.5 Prepare submissions and correspondence to government agencies and other organisations where consistent with the Local Planning Scheme, Local Planning Strategy, Local Planning Policies and guiding precedent approvals.
- 9.6 Respond to referrals and correspondence from State Government agencies, servicing agencies and other organisations on matters including planning, land management, natural resource management and servicing where consistent with the Local Planning Scheme, Local Planning Strategy, Local Planning Policies and Council adopted documents.

## **10. Right to have matter heard By Council**

- 10.1 Where an applicant disputes or has issue with a planning determination made in accordance with this delegation, it will be a matter of right for the applicant to request that the matter be reconsidered by Council, provided the exercise of such right does limit any other right of appeal that exists in Law.



**11. Matters that may be of significant financial interest to Council**

11.1 It is required that any planning matter that may have significant impact on Council infrastructure is to be determined by the Council.

GUIDELINES - Nil

ON DELEGATION - Building Surveyor for *Residential Design Code* matters.

*Adopted at a Council Meeting on 23 September 2004.  
Reviewed at a Council Meeting on 22 February 2018.*

## Shire of Nannup Delegations of Authority Register

**DELEGATION NUMBER - 79**

LEGISLATIVE POWER	- Planning and Development Act 2005 (Section 234)
DELEGATION SUBJECT	- Planning Infringement Notices
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- Relevant Property Assessment File

The Chief Executive Officer shall be the Designated Person, as set out in Section 234 of the Planning and Development Act 2005 (the Act).

The Chief Executive Officer has delegated authority under the Planning and Development Act 2005 to:

1. Give an Infringement Notice pursuant to Section 228, whose contents shall comply with Section 229 of the Act.
2. Extend the time for the payment of any penalty pursuant to Section 230
3. Withdraw an Infringement Notice pursuant to Section 231.

*Adopted at a Council Meeting on 27 September 2012.  
Reviewed at a Council Meeting on 22 February 2018.*

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

Council delegates to the Chief Executive Officer, or any appropriately qualified person appointed by the Chief Executive Officer, the authority to exercise and discharge all or any of the powers and functions as set out in Part 5 of the Food Act 2008.

*Adopted at a Council Meeting on 22 May 2014.  
Reviewed at a Council Meeting on 22 February 2018.*

**DELEGATION NUMBER     -     81   REVOKED**

Revoked at Council Meeting of 28 January 2016

**DELEGATION NUMBER - 82**

LEGISLATIVE POWER	- Public Interest Disclosure Act 2003 (Section 23)
DELEGATION SUBJECT	- Principal Executive Officer
DELEGATE	- Chief Executive Officer
SUB DELEGATION BY CEO	- Manager Corporate Services (Section 23(1)(a))
COUNCIL POLICY	-
RECORDING REQUIREMENT	- ADM 6

Council delegates the Chief Executive Officer as the Principal Executive Officer in respect of the duties as set out in Section 23 of the Public Interest Disclosure Act 2003.

<b>DELEGATION NUMBER</b>	<b>- 83</b>
LEGISLATIVE POWER	- Public Health Act 2016 (Section 21)
DELEGATION SUBJECT	- Authorised Officers
DELEGATE	- Chief Executive Officer
COUNCIL POLICY	-
RECORDING REQUIREMENT	- HLT 4

Council delegates to the Chief Executive Officer, the authority to appoint and/or designate Authorised Officers under the provisions of Section 21 of the Public Health Act 2016.

*Adopted at a Council Meeting on 23 February 2017.  
Reviewed at a Council Meeting on 22 February 2018*







Thursday 7<sup>th</sup> December

SHIRE OF NUNUP			
RECEIVED			
Ref: A1335		No.	
- 7 DEC 2017			
CEO	AO	LA	FMO
MCS	EO	PUB	YO
WM	COO		RO
MDS	CIB		

Dear Sir/Madam

RE: DEVELOPMENT APPROVAL APPLICATION

I am writing to apply for approval to operate a home-based business from 42 Dunnet Rd, Nannup. I am a qualified massage therapist and counsellor seeking to establish a business to support the needs of the local community.

I have recently moved to the Shire, having successfully operated my business from my previous residence for the past twenty years. This current application applies to a room that measures approximately 12 metres square is accessible via an external door.

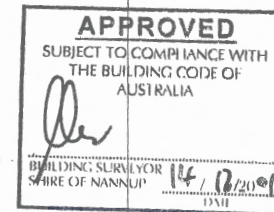
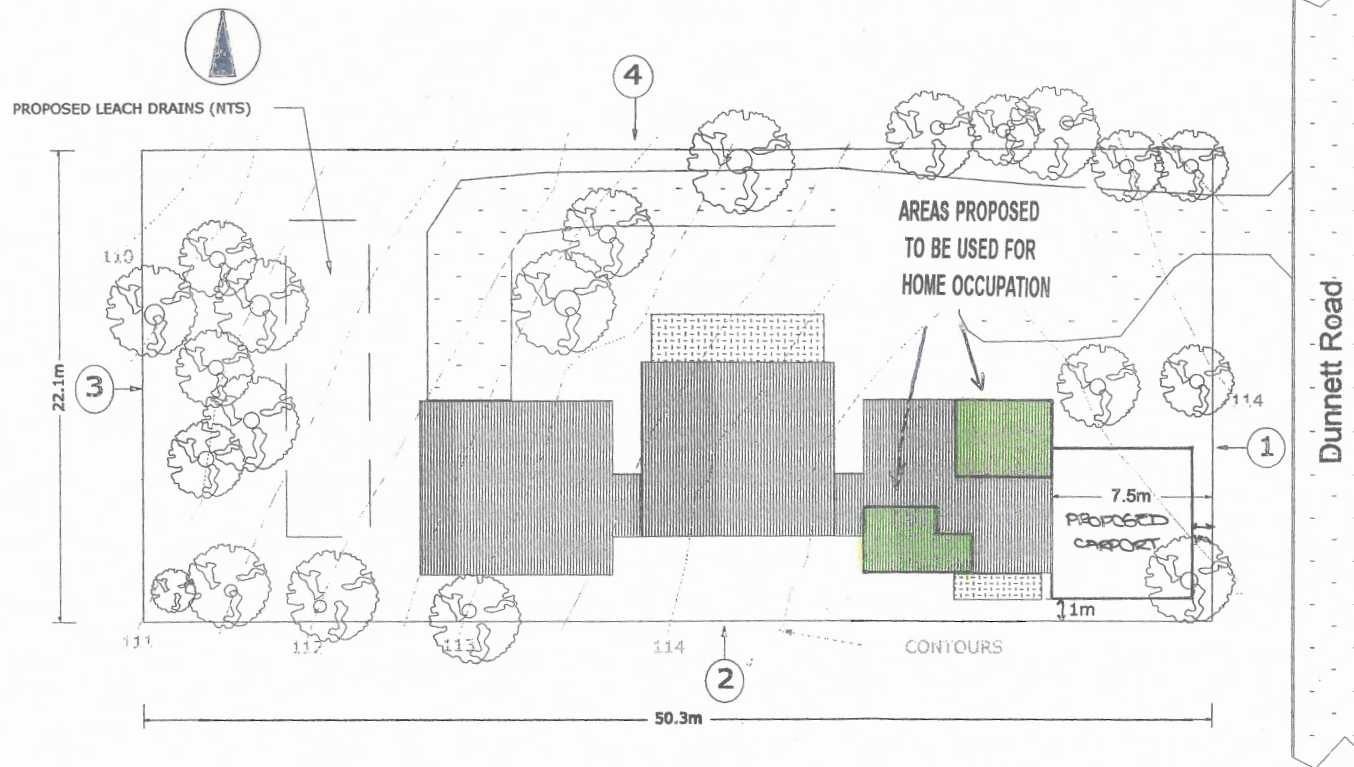
The room is situated to the eastern end of the building, making it ideally situated to operate the business without impacting upon the residential zones of the residence. The concurrent application to install a double carport will allow for a designated parking and access point for clients adjacent to the room. The provision of off-street parking space for clients is considered advantageous given the nature of the service provided, working predominantly with people suffering from ongoing recurrent pain, illness and general health and well-being concerns. This will contribute to ensuring ease of access as well as privacy. In addition to this, it will help to maintain the free flow of traffic along Dunnet Rd especially near the crest of the hill where our residence is situated.

Please feel free to call me on 0428742580 to discuss the application further.

Yours faithfully,



Robyn Sinclair



## SITE PLAN

SCALE 1:250

### DETAIL

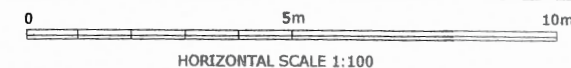
- HOUSE SITUATED 1m FROM LEFT (SOUTHERN) BOUNDARY, AND 7.5m FROM ROAD (EASTERN) BOUNDARY.

- PLANS FOR THE SEPTICS AND LEACH DRAINS TO BE SUBMITTED BY PLUMBER KERRY HARPER.

ABBIE CONSULTANTS' PM WILL APPROVE THESE DRAWINGS AS STRUCTURALLY SUFFICIENT SUBJECT TO THE WORK BEING COMPLETED IN ACCORD WITH: 1) ALL DIMENSIONS SHOWN HEREON; 2) THE ATTACHED ABBIE (S) BUILDING SPECIFICATION; AND 3) THE RELEVANT BCA CODES FOR MATERIALS AND CURRENT PRACTICE  
 DATED: 21/10/01  
 SIGNED: [Signature]  
 FILE NO: [Blank]

CLIENT	GORDON BLAKE & MAIR JONES, LOT 51 DUNNETT RD, NANNUP WA
PROJECT	NEW RESIDENCE @ LOT 51 DUNNETT RD NANNUP
TITLE	SITE PLAN
DRAWING No	2 OF 6

DESIGNED	DOBBIN design	DRAWN	GARY DOBBIN	DATE	31-Oct-01
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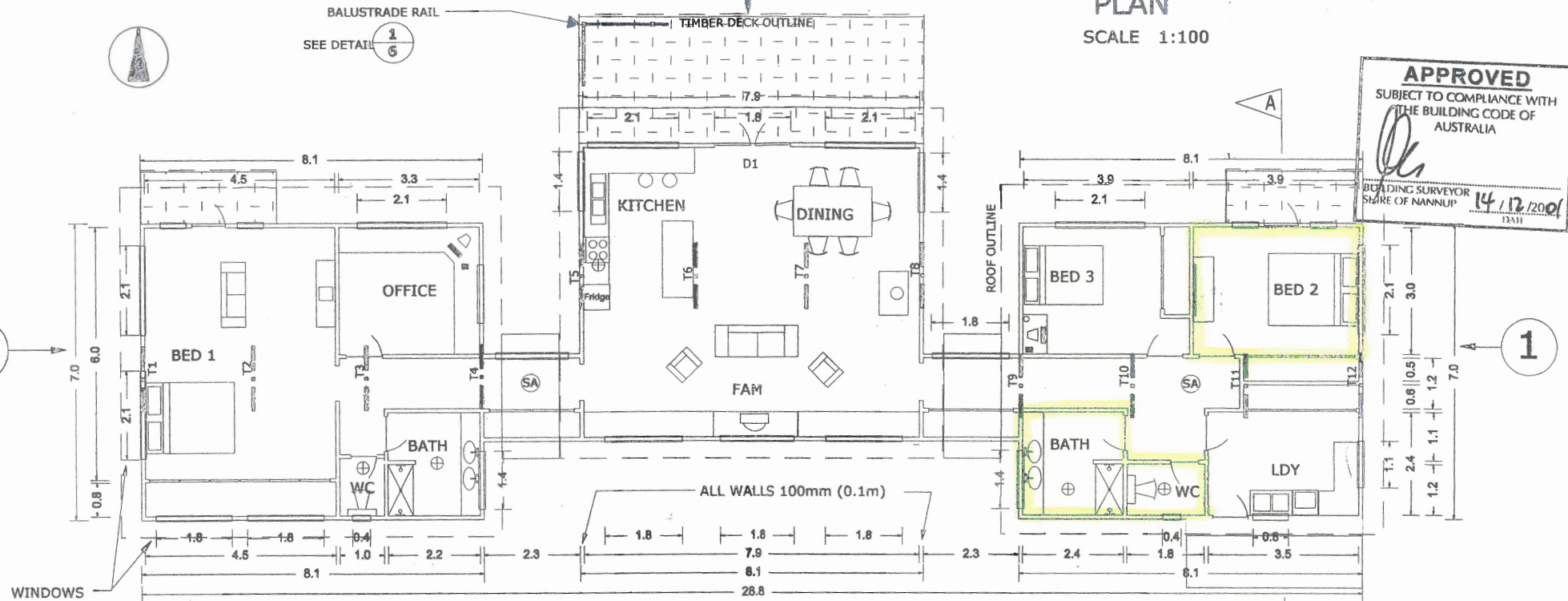


DOBBIN design

Box 22, NANNUP WA 6275 Ph 9756 0057 Fx 9756 1073 dobbindesign@westnet.com.au

ABBNEY CONSULTANTS P/L WILL APPROVE THESE DRAWINGS AS STRUCTURALLY SUFFICIENT SUBJECT TO THE WORK BEING COMPLETED IN ACCORD WITH: 1) ALL AMENDMENTS SHOWN HEREON; 2) THE ATTACHED ABBNEY STD BUILDING SPECIFICATION AND 3) THE RELEVANT BCA CODES FOR MATERIALS AND CURRENT PRACTICE  
 DATED: 26/11/01  
 SIGNED: [Signature] FILE NO: SR/Nannup/Dunnett  
 MIE Aust.

# PLAN SCALE 1:100



## MAIN HOUSE UNITS

- SUSPENDED PARTICLE BOARD FLOOR ON DURAGAL STEEL COLUMNS WITH CUSTOM ORB CLAD TIMBER FRAMED WALLS AND ZINC ALUM ROOF.
- ALUMINIUM WINDOWS, TIMBER FRAMED DOORS. DOOR D1 TO HAVE 2 FIXED LIGHTS SWING TYPE 2 X 820.
- WALLS CLAD WITH CUSTOM ORB OUTSIDE & 10 GYPROCK & PACKED WITH INSULATION. ALLOW 100 O/A WIDTH

## MATERIALS SCHEDULE

TRUSS 1 - 12 @ 2.666M C / C

PURLINS 76 X 38 X 1.6 RHS @ 1.2M C / C TO SPAN 2.666M

NOTE: TRUSSES TO BE DESIGNED BY MANUFACTURER FOR V=41M/SEC, T/CAT 2.5 AND PURLIN SPAN OF 2.66M

## LEGEND

⊕ FAN

SA SMOKE ALARM

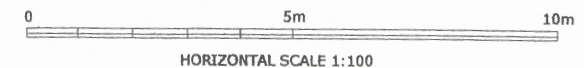
(Mechanical Ventilation Planned to be outside Air)  
 To AS 3786

## WINDOWS - ALUM SLIDING

- 2 @ 2170 X 1970mm
- 1 @ 2170 X 1029mm
- 4 @ 2170 X 1200mm
- 8 @ 2170 X 428mm
- 4 @ 1810 X 428mm
- 2 @ 1810 X 1200mm
- 3 @ 1450 X 1029mm
- 1 @ 1210 X 1029mm
- 2 @ 428 X 428mm
- 6 @ 610 X 1972mm

CLIENT	GORDON BLAKE & MAIR JONES, LOT 51 DUNNETT RD, NANNUP WA
PROJECT	NEW RESIDENCE @ LOT 51 DUNNETT RD NANNUP
TITLE	PLAN
DRAWING No	1 OF 6

DESIGNED	DOBBIN design	DRAWN	GARY DOBBIN	DATE	31-Oct-01
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DOBBIN design

Box 22, NANNUP WA 6275 Ph 9756 0057 Fx 9756 1073 dobbindesign@westnet.com.au

Policy Number:	LPP 013
Policy Type:	Local Planning Policy
Policy Name:	<b>Car Parking and Vehicular Access</b>
Policy Owner:	Chief Executive Officer

## OBJECTIVES

The objectives of this Policy are to:

1. complement the car parking and vehicular access provisions of the *Shire of Nannup Local Planning Scheme No. 3 (LPS3)*;
2. establish guidelines that will achieve the construction of well-designed car parking areas including providing appropriate access, circulation and manoeuvrability conditions, providing an appropriate number and adequate size of car parking bays to meet the needs of new development, and ensuring vehicular and pedestrian safety;
3. set out the requirements and standards for the development of vehicle parking areas associated with developments and land uses;
4. set out design and general construction standards for car parking spaces and manoeuvring aisles appropriate to differing situations;
5. provide for the management and convenience of vehicle parking for all developments and land uses at a scale and to a standard consistent with the amenity of a progressive town and district;
6. clarify when sealed crossovers are required for new subdivision and development;
7. improve the level of amenity and visual appearance of residential, commercial, industrial and other areas of the municipality through site development requirements;
8. outline the opportunities and limitations for variations to car parking and access requirements; and
9. set out the circumstances where landscaping for parking areas will be a requirement of planning approval.

## DEFINITIONS

In this Policy, the following definitions apply:

“Agriculture zone” – includes the Agriculture, Agricultural Priority 1 – Scott Coastal Plain, Agriculture Priority 2, Cluster Farming and Coastal Landscape zones.

“AS 2890 - Australian Standard AS/NZS 2890.1.2004 – Parking Facilities – Part 1 – Off Street Car Parking published by Standards Australia in 2004 and reissued incorporating Amendment No 1 in August 2005 (and any associated updates).

“Car Parking” - the provision of off-street parking spaces for cars in accordance with LPS3 and this Policy.



"Crossover" - a constructed traffic way connecting a public road to the private property boundary that connects with the internal site circulation driveway, parking manoeuvring aisle or domestic driveway and which may carry one or two-way traffic.

"Gross Floor Area" - in relation to a building means the aggregate of the total floor area of each level of the building including the thickness of external walls but excluding the space set aside for car parking or access thereto.

"Kerbed" - parking areas or spaces around which a barrier kerb is constructed to provide support for the surface of the car park and/or to separate parking areas from footpaths, landscaped areas or other spaces not designed to carry vehicles.

"Lined Out" - the marking out of each car parking space by painted lines and/or contrasting paving inserts or other means to identify each bay or the corners thereof to guide users as to manner in which the car park is intended to be used and to show the limits of each bay. The term also applies to the provision of directional arrows on the sealed surface denoting the direction of traffic movement within the car park.

"Manoeuvring Aisle" - the area at the rear of each car parking space used to manoeuvre vehicles into and out of such spaces all of which combined comprise an access driveway providing access to the individual bays.

"Off-Site Parking" - the provision of car parking accommodation on a different lot to that on which the new development that gives rise to the need for the parking accommodation is to occur.

"R Codes" - the *Residential Design Codes* adopted by the Western Australian Planning Commission including any updates.

"Reciprocal parking" - where parking facilities serve separate uses or a mixed use development and the parking demand generated by the various uses do not coincide.

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This Policy applies throughout the municipality and will be applied to Planning Applications and Subdivision Applications.

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

## Links to Local Planning Scheme and other documents

This Policy relates to various requirements set out in LPS3, the Shire\* of Nannup Local Planning Strategy, the R Codes and relevant Australian Standards.

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## POLICY

### 1. General

No development shall be occupied or a use commenced on a lot unless and until the on-site vehicle parking areas, associated access driveways and the crossover/s, as set out in the Planning Approval, have been constructed and completed, and the parking bays clearly defined or marked out to the specification and satisfaction of the local government. The local government will support performance bonds to assist in enabling earlier occupation for the development and/or use.

There is a presumption in this Policy in favour of parking areas and crossovers being sealed and suitably drained. Unless otherwise set out in this Policy or approved by the local government, car parking spaces, vehicular manoeuvring areas and access ways are to be sealed for new development within the Nannup townsite and in urban zones e.g. the Town Centre, Mixed Use, Industry, Residential and Future Development zones and for the Special Use Zone (within and adjoining the Nannup townsite).

There is a presumption in this Policy for crossovers to be sealed onto sealed roads in the Nannup townsite and for land zoned Residential and Special Residential outside the Nannup townsite.

Except for a single house and certain group dwelling proposals, all car parking spaces should be designed so vehicles can enter and leave the site in a forward direction. Additionally, car parking should be designed so that both ingress and egress from each space can be achieved in one movement.

Tandem car parking is not supported for commercial or industrial development. Although generally discouraged, the local government may permit tandem parking in some forms of residential development.

An existing building extended, with or without a change of land use, may be required to comply, wholly or partly, with the provisions of this Policy. The local government shall determine the extent of car parking required in each

case, having regard to the degree of extensions and the nature of the altered land use.

Where redevelopment of an existing approved building is proposed, then the gross floor area of the existing building will be deleted from the gross floor area of the new building for determining additional car parking requirements (i.e. provided that existing parking bay numbers are retained, additional parking is only required for new floor space established). This provision is therefore not intended as a control or means to achieve retrospective provision of car parking to service an existing development, provided the land use remains the same (there is no intensification of car parking and traffic).

An applicant shall have regard, as appropriate, for the on-site provision of parking for owners/operators, staff, customers, people with disabilities, in addition to loading spaces and special purpose bays.

The local government may through issuing planning approvals or making recommendations on subdivision applications, require applicants to provide reciprocal rights of access to facilitate parking and access arrangements with adjoining owners.

Where a Planning Application proposes access to a road under the control of Main Roads Western Australia (which means the State Government's lead agency that is responsible for managing highways and the primary road network should it be renamed), the location and standard of access are to be to the satisfaction of the local government and Main Roads Western Australia.

Stormwater from impervious surfaces is to be designed and managed in accordance with the *Decision process of stormwater management in Western Australia* (DoW 2009) using systems as outlined in the *Stormwater management manual for Western Australia* (DoW 2007-2009).

## 2. Location and Availability

In most situations, car parking will be provided on-site. On-site car parking should be situated in locations readily accessible to staff, clients, residents and visitors, as the case may be to the satisfaction of the local government.

The number of on-site car parking spaces required to be provided for a particular development/use is set out in Schedule 11 of LPS3 or in the R Codes. The local government reserves the right to define a car parking requirement for uses not detailed according to the merits of the particular development proposed.

Unless otherwise set out in LPS3, premises and/or proposals with more than one use will be determined on the basis of the floor area for the use.

Unless otherwise set out in LPS3, the car parking standard to be applied by the local government is gross floor area.



Car parking situated in yard areas or generally behind the front building line within the Industry Zone may be constructed to a suitable non-sealed standard e.g. gravel, subject to dust and drainage being effectively controlled. All car parking bays within front setbacks and/or associated with public use and/or showroom/front office use should be sealed and drained to the local government's satisfaction.

All car parking, vehicle access ways, loading and unloading bays and turning and manoeuvring areas in the Town Centre Zone and the Mixed Use Zone shall be sealed and drained to the specification and satisfaction of the local government.

Sealed car parking and vehicular access are required for home businesses and commercial uses in the Residential Zone or areas classified as "Residential" in the Special Use Zone.

Draining car parks may involve the provision of a sump connected to the local government's main drainage system or other arrangements to the satisfaction of the local government. The drainage design should seek to treat and detain water on-site so that as much water as possible will soak into the ground, with any surplus water being piped or directed off-site. The drainage shall not be connected to the local government's main drainage without the written authorisation of the local government and shall be constructed to the local government's satisfaction and standards.

Staff, resident and visitor car parking should be appropriately marked and/or signposted to the satisfaction of the local government.

For more detailed requirements on the construction of parking areas and width and construction of crossovers, these are set out in the adopted *Guidelines for Subdivisional Development* prepared by the Institute of Public Works Engineering Australia.

### 13. Pedestrian Movement between Parking Areas and Buildings

The local government will seek to ensure there are safe and convenient routes for pedestrians, including disabled persons, between car parks and buildings on each development site.

### 14. Vehicular Access/Crossovers

The local government requires that points of entry to and exit from properties/car parking areas onto the street suitably address the safety of all road users, road geometry, sight lines and visibility. The respective positions of street furniture such as poles, street lamps and street trees will also be taken into account.

The width of any such access ways/crossovers will be determined by matters including the numbers of vehicles proposed within the car park and the frequency of movements into and from the land in accordance with AS2890.



Generally, crossovers will be required to accommodate simultaneous traffic movements into and out of the land.

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

The local government will require crossovers to be suitably located (to maximise sight distances and safety), constructed and drained. Any gates and fencing are to be suitably located and designed to ensure there are sufficient areas to enable vehicles to park in the crossover and/or on the property without impeding traffic or compromising safety onto the adjoining road.

Where new development is proposed, the local government will require sealed crossovers onto existing sealed roads:

- within the Nannup townsite;
- for land zoned Residential and Special Residential outside the Nannup townsite; or
- for major development, in the opinion of the local government, and for commercial development outside of the Nannup townsite.

The above applies unless the proponent demonstrates exceptional circumstances to the satisfaction of the local government.

The local government will not require crossovers to be sealed for minor development from sealed roads in the Special Rural Zone and for areas outside the Nannup townsite, although there is a requirement for the crossover to be suitably located, constructed, drained and maintained.

If the road is gravel, the local government will allow an unsealed crossover which will need to be constructed and drained to the local government's satisfaction.

A vehicular driveway (ingress and/or egress) should:

- be located such that any vehicle turning from the street into the driveway or into the street from the driveway can be readily seen by the driver of an approaching vehicle and be clear of all obstructions which may prevent drivers from having a timely view of pedestrians/cyclists;
- have separate entry/exit if it is likely that it will be used simultaneously by vehicles both entering and leaving the site and obstruction to traffic in the street could occur;
- be located to the street with the lowest traffic volume; and
- be at least 6 metres from an intersection.



View towards property from across Dunnet Rd showing approximate location of proposed client parking area.



View south towards the crest of Dunnet Rd.



View north towards Kearney St.



1. Shed on property next door is in street setback. Many cars along Dunnet Rd park permanently in street setbacks. Property is approximately 200m from crest of hill & there is adequate safety distance to observe cars going along Dunnet Rd & for vehicles travelling on the road. Dunnet Rd has very few cars travelling along it as it is not a main thoroughfare for local traffic.
2. The old shed on adjacent property is on the same line as our existing fence line which has not posed a safety issue for us.
3. The large bushes on the reserve have not posed a major problem for us presently as we have adequate view of the road when reversing. Something all drivers need to do. There is a large truck using entries from both sides of property on adjacent land. The suggested entry is in far even better position as the big tree trunk on our verge has to be taken in as well when reversing out. Perhaps for safety reasons only trees not bushes should be placed on road verges.
4. Up until this time we have only been able to reverse out onto Dunnet Rd (as do 99% of residents in the street) and cannot understand why we need to be an exception. I

The solution you offer creates many difficulties:

- Retaining wall & steepness of current access.
- Alteration may cause more run off onto road.
- Entry to go parallel to house is extremely sharp & would pose a difficulty as driveway is narrow.
- There are 2-3 properties in Dunnet Rd that have 2 existing driveways.
- There is a very old large apricot tree which we intend to preserve & which may be destroyed.
- When we first checked with Shire to see if it was possible to have a second entry in view of having the carport the gentleman came to inspect our property & said there would be no trouble. On this advice we have proceeded to obtain professional help of time and effort to go ahead with our plans.

SHIRE OF NANNUP RECEIVED	
Ref: _____	No: _____
16 JAN 2018	
Officer: _____	





LOT 51 (42) DUNNET RD  
PROPOSED CARPORT



Thursday 7<sup>th</sup> December

SHIR...			
Ref: <u>A1335</u> No. _____			
- 7 DEC 2017			
CEO	AO	LIB	FMO
MCS	EO	PUB	YO
WIA	CDO		RO
MDS	CR:		

Dear Sir/Madam

RE: DEVELOPMENT APPROVAL APPLICATION

We are writing to apply for permission to build a double carport and extend the roof coverage of the decked area of 42 Dunnet Rd, Nannup.

This application seeks approval to build a double carport to the eastern end of the existing building in keeping with the design and overall character of the premises. The application to build the carport in this position supports our intention to continue living at the premise throughout our transition from semi-retirement to retirement.

In addition to the application to build the carport, please find enclosed the plans that include the addition of the carport and increase the roof coverage of the decked area on the northern side of the premise. Gary Dobbin has drafted the attached plans which are consistent with the building's original plans that were submitted and approved.

Please feel free to call me on 0428742580 to discuss the application further.

Yours faithfully,



Robyn Sinclair

# **PROPOSALS FOR DEVELOPEMENT CONSIDERATION @ 42 DUNNETT**

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

**Date:**  
24/11/2017

**Drawn by:**  
Gary Dobbin

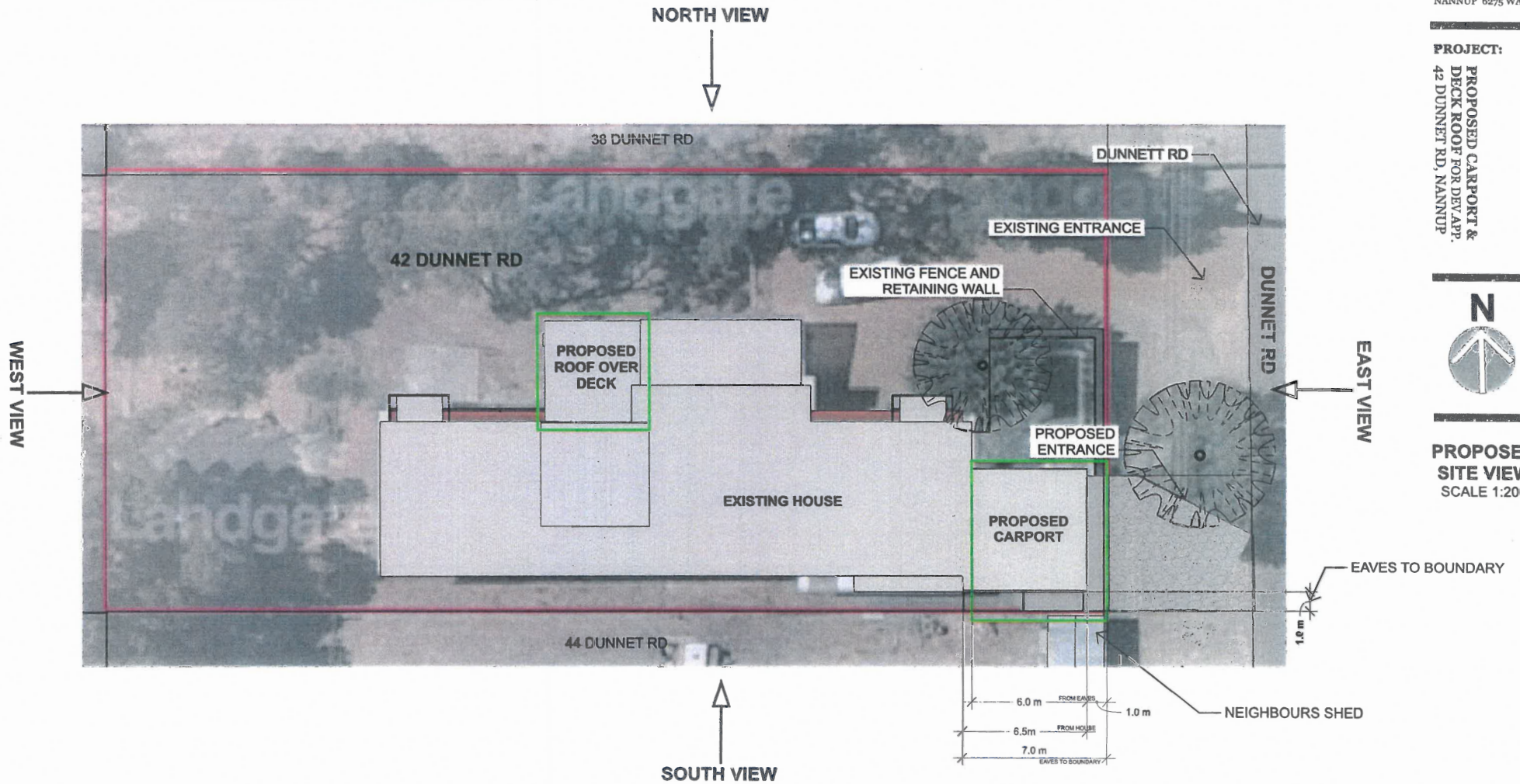
**Client:**  
SINCLAIRE  
42 DUNNET RD  
NANNUP 6275 WA

## **PROJECT:**

**PROPOSED CARPORT &  
DECK ROOF FOR DEV APP.**  
42 DUNNET RD, NANNUP



**PROPOSED  
SITE VIEW  
SCALE 1:200**

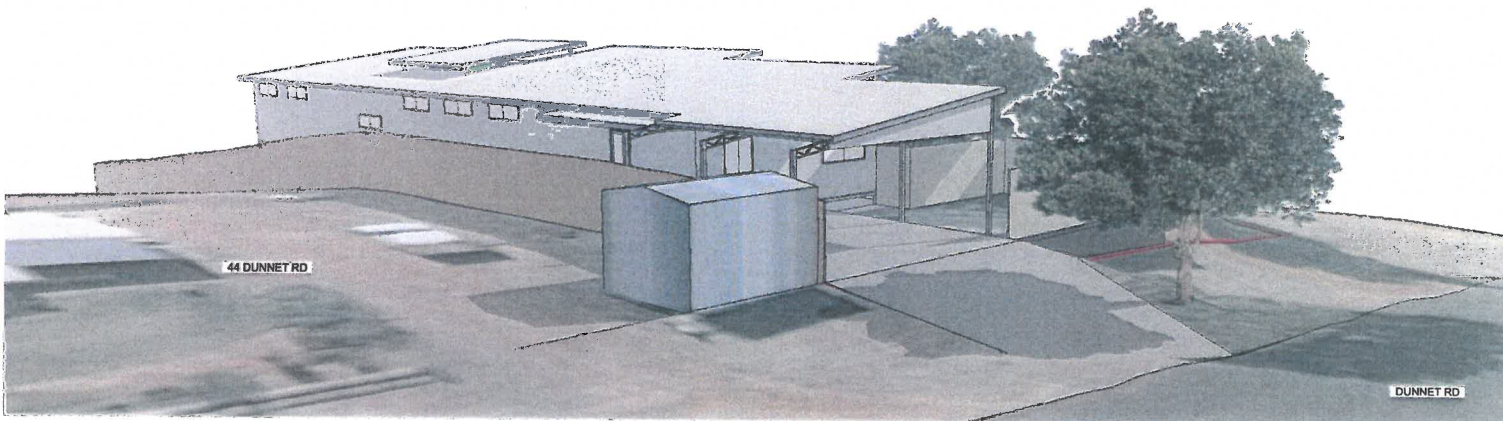
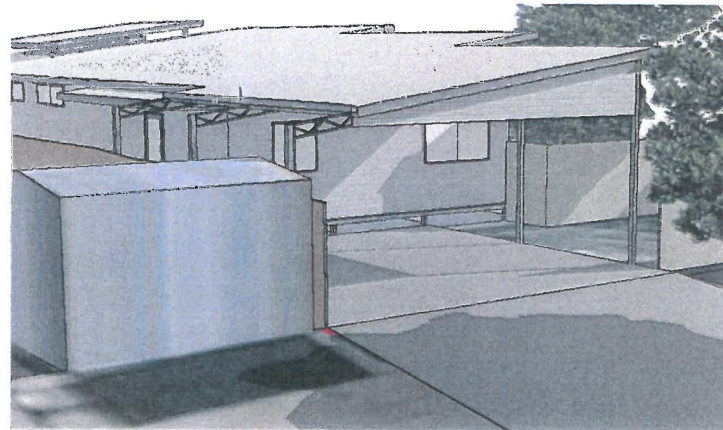
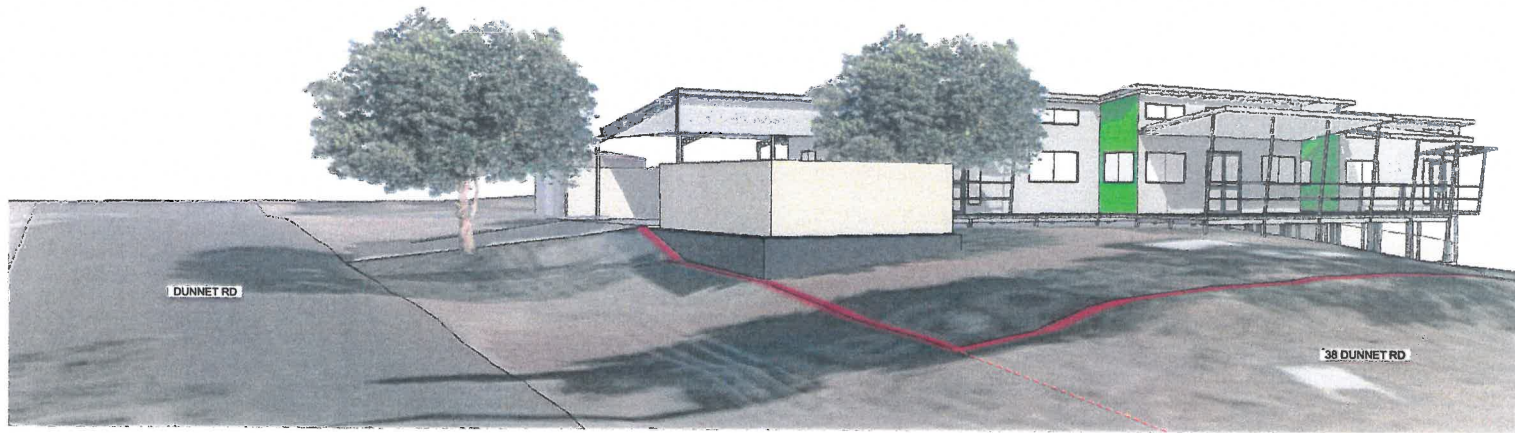


**PROPOSED SITE PLAN**

**SCALE 1:200**

**A2**





**PROJECT:**

**PROPOSED CARPORT &  
DECK ROOF FOR DEV APP.  
42 DUNNET RD, NANNUP**



**PERSPECTIVE  
N.T.S**

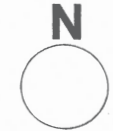
**PERSPECTIVE  
N.T.S.**

**A5**

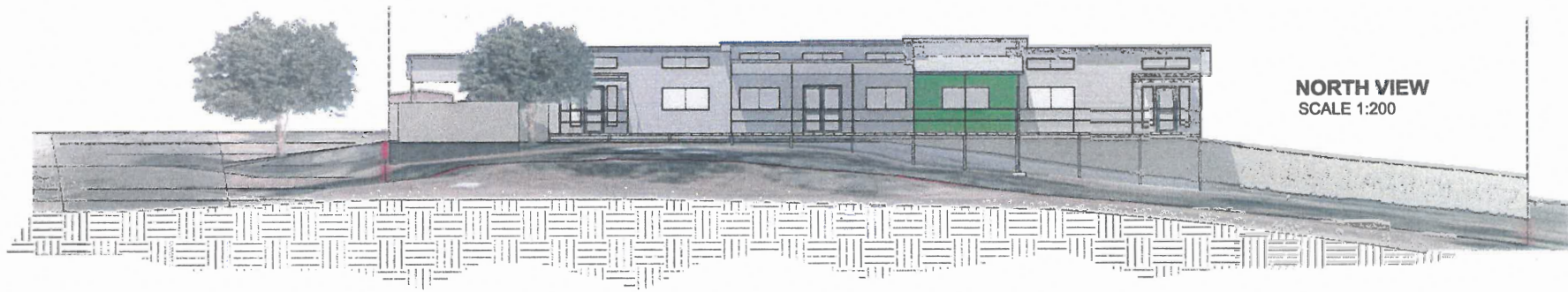


**PROJECT:**

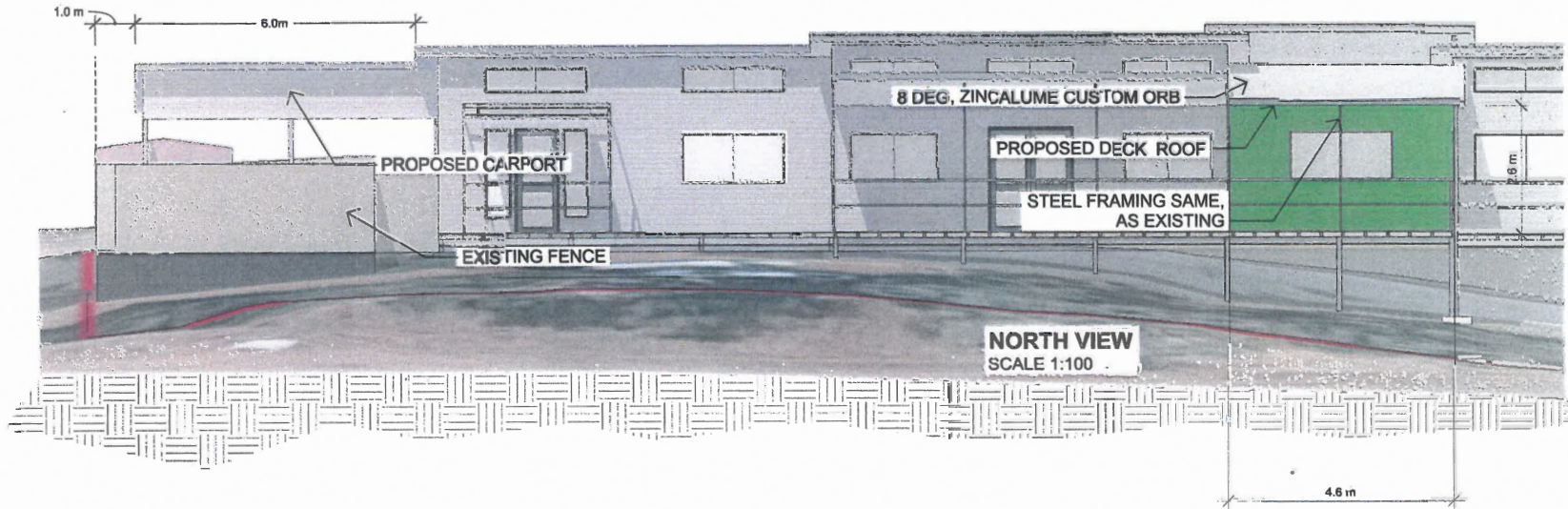
**PROPOSED CARPORT &  
DECK ROOF FOR DEV APP.**  
42 DUNNET RD, NANNUP



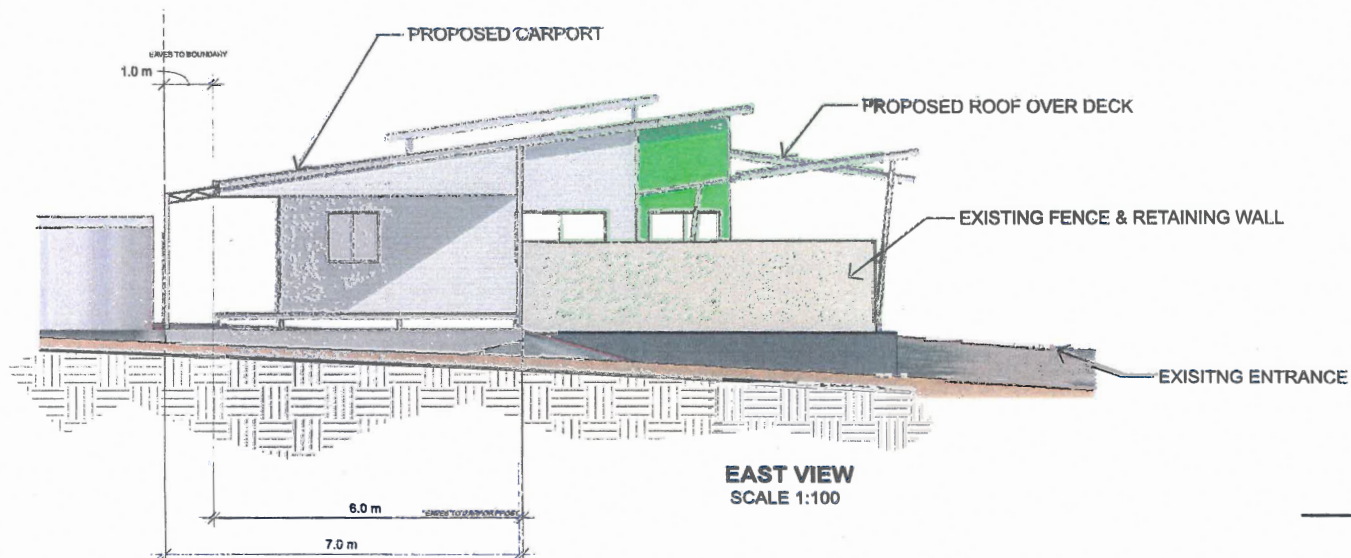
**ELEVATIONS 1**  
SCALE 1:100



**NORTH VIEW**  
SCALE 1:200



**NORTH VIEW**  
SCALE 1:100

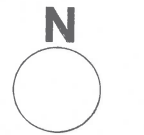


**EAST VIEW**  
SCALE 1:100

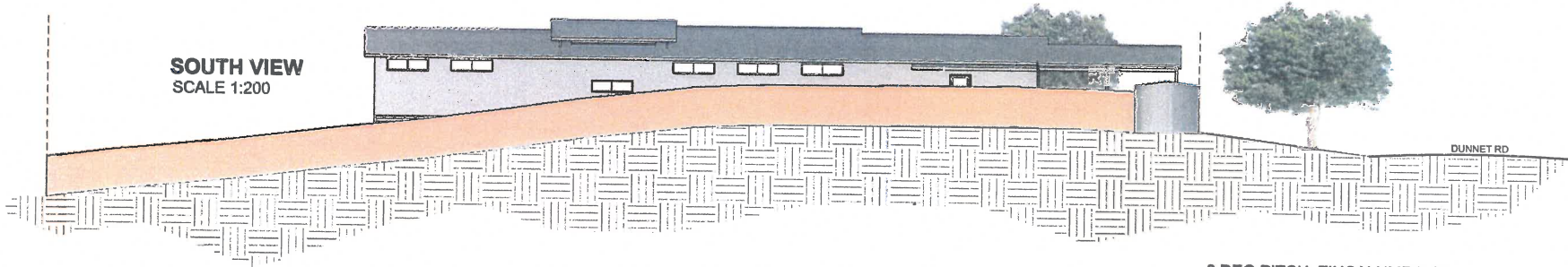
**ELEVATIONS 1**  
SCALE 1:100

**A3**





**SOUTH VIEW**  
 SCALE 1:200



8 DEG PITCH, ZINCALUME ROOF  
 TO MATCH EXISTING

STEEL FRAMING TO MATCH EXISTING

BOUNDARY

2.9 m

3.9 m

NEIGHBOURS SHED

EXISTING

PROPOSED  
 CARPORT

**SOUTH VIEW**  
 SCALE 1:100

8.0 m  
 7.0 m  
 6.45 m  
 1.0 m  
 EAVES TO BOUNDARY

8 DEG PITCH, ZINCALUME ROOF,  
 REVERSE PITCH TO EXISTING

PROPOSED ROOF OVER DECK

EXISTING CORNER POST

EXISTING

BOUNDARY TO 44 DUNNET RD

NEIGHBOURS SHED

STEEL FRAMING TO MATCH EXISTING

4.7 m

5.4 m

**WEST VIEW**  
 SCALE 1:100

Policy Number:	LPP 013
Policy Type:	Local Planning Policy
Policy Name:	<b>Car Parking and Vehicular Access</b>
Policy Owner:	Chief Executive Officer

## OBJECTIVES

The objectives of this Policy are to:

1. complement the car parking and vehicular access provisions of the *Shire of Nannup Local Planning Scheme No. 3 (LPS3)*;
2. establish guidelines that will achieve the construction of well-designed car parking areas including providing appropriate access, circulation and manoeuvrability conditions, providing an appropriate number and adequate size of car parking bays to meet the needs of new development, and ensuring vehicular and pedestrian safety;
3. set out the requirements and standards for the development of vehicle parking areas associated with developments and land uses;
4. set out design and general construction standards for car parking spaces and manoeuvring aisles appropriate to differing situations;
5. provide for the management and convenience of vehicle parking for all developments and land uses at a scale and to a standard consistent with the amenity of a progressive town and district;
6. clarify when sealed crossovers are required for new subdivision and development;
7. improve the level of amenity and visual appearance of residential, commercial, industrial and other areas of the municipality through site development requirements;
8. outline the opportunities and limitations for variations to car parking and access requirements; and
9. set out the circumstances where landscaping for parking areas will be a requirement of planning approval.

## DEFINITIONS

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"AS 2890 - Australian Standard AS/NZS 2890.1.2004 – Parking Facilities – Part 1 – Off Street Car Parking published by Standards Australia in 2004 and reissued incorporating Amendment No 1 in August 2005 (and any associated updates).

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case, having regard to the degree of extensions and the nature of the altered land use.

Where redevelopment of an existing approved building is proposed, then the gross floor area of the existing building will be deleted from the gross floor area of the new building for determining additional car parking requirements (i.e. provided that existing parking bay numbers are retained, additional parking is only required for new floor space established). This provision is therefore not intended as a control or means to achieve retrospective provision of car parking to service an existing development, provided the land use remains the same (there is no intensification of car parking and traffic).

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In most situations, car parking will be provided on-site. On-site car parking should be situated in locations readily accessible to staff, clients, residents and visitors, as the case may be to the satisfaction of the local government.

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Unless otherwise set out in LPS3, premises and/or proposals with more than one use will be determined on the basis of the floor area for the use.

Unless otherwise set out in LPS3, the car parking standard to be applied by the local government is gross floor area.

### 3. Residential Development

The R Codes, adopted into LPS3, specify parking and access requirements for residential development together with the requirement to provide landscaping for parking areas where the number of parking bays is 6 or more. The local government will require compliance with the 'deemed-to-comply' provisions or will provide a discretionary decision based on the 'design principles' of the R Codes.

The R Codes stipulate that provision be made on-site for vehicles to be able to leave a residential site without reversing onto the street where the driveway serves five or more dwellings.

For land subject to the R Codes, garages and carports are to be sited in accordance with the 'deemed-to-comply' provisions or the local government will provide a discretionary decision based on the 'design principles' of the R Codes.

All parking for residential development, whether free-standing or as a component of retail/commercial development, shall be provided on-site.

### 4. Non-Residential Development

LPS3 sets out the provision to be made for parking for various non-residential land uses. Except as otherwise provided in LPS3 and this Policy, the local government will expect compliance with these standards.

In the Town Centre and Mixed Use Zones, except for resident car spaces and staff car spaces expressly agreed to by the local government, all car parking areas must be freely available to the general public. Closure of car parks, at certain times, for reasons of security or other agreed reasons may be approved by the local government.

In the Nannup town centre, preference is given to creating a continuous commercial facade fronting the street (usually with a nil/zero setback from the front property boundary) making the use of the rear part of the site, behind the building, suitable for parking. Where rear service lanes are available, this arrangement is particularly convenient. Unless constrained by existing development, the local government expects that car parking will be located at the rear of commercial lots where a lot adjoins a service lane.

In the Town Centre and Mixed Use Zones, the local government will require the loading and unloading areas for new development to be designed to ensure that loading/unloading occurs on-site (not on the street) and vehicles are able to exit and re-enter the street both in a forward gear.

In the Industry Zone, where front setbacks are normally applied, parking areas combined with site landscaping can be provided close to the street for the convenience of visitors, customers and employees.



**RESIDENTIAL DESIGN CODES – SINGLE HOUSE ASSESSMENT**

Assessment Number:	<b>A1335</b>
Date:	<b>07/12/2017</b>
Applicant:	<b>Royston &amp; Robyn Sinclair</b>
Proposal:	<b>Carport located in the street setback</b>
Property Address:	<b>42 Dunnet Rd, Nannup</b>
Zoning: Town Planning Scheme No 3:	<b>Residential R10</b>
Use Class:	<b>Single House</b>
Permissibility (i.e.P, D, A, X):	<b>P</b>
Lot Area:	<b>1116m<sup>2</sup></b>

Residential Design Codes – Part 5 – Design Elements					
	Design Element	Deemed to Comply Requirements	Satisfies the 'Deemed to Comply' req's	Complies with the 'Design Principles'	Comments
5.1	Context				
5.1.1	Site Area				
C1.1	<u>Minimum Site Area</u> (Table 1)	Minimum / Average Site Area Required: 580/666m <sup>2</sup> Site Area Provided:	N/A	N/A	
Table 1	<u>Battleaxe Lots</u>	Minimum Site Area Required: Site Area Provided:	N/A	N/A	
Table 1	<u>Minimum Frontage</u>	Minimum Frontage Required: 12m Frontage Provided:	N/A	N/A	
5.1.2	Street Setback				
C2.1	<u>Primary Street Setback</u> (Table 1)	Minimum / Average Setback Required: 3.75m Minimum / Average Setback Provided: 1.0m	No	No	The proposed carport does not satisfy the deemed-to-comply requirements or demonstrate compliance with Design Principles 5.1.2 P2.1 or 5.1.2 P2.2.
C2.2	<u>Secondary Street Setback</u> (Table 1)	Minimum Setback Required: 1.5m Setback Provided:	N/A	N/A	
C2.3	<u>Truncation</u> (As per Secondary Street)	Minimum Setback Required: 1.5 Setback Provided:	N/A	N/A	
6.2.2	<u>Minor Incursions</u>	Maximum 1m if not more than 20% of frontage.	N/A	N/A	
5.1.3	Lot Boundary Setback				
C3.1	<u>Side Setbacks</u>	Minimum Side Setback Required: 1.0m southern side Setback Provided: 1.0m on southern boundary	Yes		
C3.1	<u>Rear Setback</u>	Minimum Rear Setback Required: 6m Setback Provided:	N/A	N/A	
C3.2	<u>Boundary Walls</u>	Maximum length / height permitted: Maximum length / height proposed:	N/A	N/A	
5.1.4	Open Space				



	Design Element	Deemed to Comply Requirements	Satisfies the 'Deemed to Comply' req's	Complies with the 'Design Principles'	Comments
C4	<u>Open Space</u> (Table 1)	Open Space Required: 50% of site Open Space Provided:	N/A	N/A	
C6	<u>Building Height</u> (Table 3)	Maximum wall / roof height: Wall 6m/Roof 9m Wall height / roof provided: <b>Wall 2.9m/Roof 3.9m</b>	Yes		
5.2	<b>Context</b>				
5.2.1	Garages and Carports				
C1.1	<u>Primary Street Garage Setback</u>	Setback Required: 7.5m Setback Provided:	N/A	N/A	
C1.2	<u>Carport Setbacks</u>	Setback Required: 3.75m Setback provided: <b>1.0m</b>	No	No	The proposed carport does not satisfy the deemed-to-comply requirements or demonstrate compliance with Design Principle 5.2.1 P1.
C1.3	<u>Manoeuvring Space</u>	6m minimum required if garage or carport fronts a private street or right of way	N/A	N/A	
C1.4	<u>Secondary Street Garage Setback</u>	Setback Required: Setback Provided:	N/A	N/A	
C1.5	<u>Maximum Carport Width</u>	Maximum width permitted: 11m Maximum width proposed: <b>7m</b>	Yes		
5.2.2	Garage Width				
C2	<u>Garage Width</u>	Where a garage is in front of or within 1m of the dwelling, facing the primary street, max 50% at the setback line. 60% where there is an upper level balcony and the dwelling entry is clearly visible.	N/A	N/A	
5.2.3	Street Surveillance				
C3.1	<u>Dwelling Entry</u>	Clearly definable entry point require, visible and accessed from the street.	N/A	N/A	
C3.2	<u>Major Openings</u>	At least one major opening from a habitable room faces the street or the pedestrian or vehicle approach.	N/A	N/A	
5.2.4	Street Walls and Fences				

	Design Element	Deemed to Comply Requirements	Satisfies the 'Deemed to Comply' req's	Complies with the 'Design Principles'	Comments
C4	<u>Front Fences</u>	Front fences within the primary street setback area to be visually permeable above 1.2m of natural ground level.	N/A	N/A	
5.2.5	Sight Lines				
C5	<u>Sight Lines</u>	Walls, fences and other structures truncated or reduced to no higher than 0.75m within 1.5m of where structures adjoin vehicles access points.	No	No	The existing fence does not satisfy the deemed-to-comply requirements or demonstrate compliance with Design Principle 5.2.5 P5.
5.3	Site Planning and Design				
5.3.1	<u>Outdoor Living Areas</u>				
C1.1	<u>Outdoor Living Area</u> (Table 1)	Minimum area required: No minimum Minimum area provided:  Behind the street setback area; Directly accessible from a habitable room; Min dimension of 4m; Min two-thirds without permanent roof cover.	N/A	N/A	
5.3.2	Landscaping				
C2	<u>Landscaping</u>	See provisions i. – x. in the R-Codes.	N/A	N/A	
5.3.3	Parking				
C3.1	<u>Resident Parking</u>	Number of spaces required: 2 Number of spaces provided: 4	Yes		The proposed carport will add an additional two parking spaces to the existing two spaces.
5.3.4	Design of Parking Spaces				
C4.1	<u>AS2890.1</u>	Spaces and manoeuvring designed in accordance with AS2890.1	N/A	N/A	
5.3.5	Vehicular Access				

	Design Element	Deemed to Comply Requirements	Satisfies the 'Deemed to Comply' req's	Complies with the 'Design Principles'	Comments
C5.1	<u>Access to On-Site Parking</u>	Where available from a ROW; Secondary street if no ROW; Primary street if no secondary street or ROW.	Yes		There is access to existing on-site parking from Dunnet Rd. Proposed carport will also be accessed from Dunnet Rd
C5.2	<u>Driveways</u>	4 dwellings or less, not narrower than 3m; None wider than 6m at the street boundary and 9m in aggregate.	Yes		4m at street, widening to dwelling. Aggregate of both driveways is less than 9m.
C5.3	<u>Driveway Location</u>	No closer than 0.5m to side boundary or street pole; No closer than 6m to a street corner; At right angles to the street; Avoid street trees or replace at applicant's cost.	Yes		Complies with all requirements.
5.3.7	Site Works				
C7.1	<u>Excavation or Fill in Street Setback</u>	Not exceeding 0.5m between the street and building or within 3 m of street alignment whichever the lesser.	N/A	N/A	
C7.2	<u>Excavation or Fill more than 1m from boundary</u>	Within site but more than 1m from boundary, must comply with building heights	N/A	N/A	
C7.3	<u>Excavation or Fill within 1m of side or rear boundary</u>	Behind street setback and within 1 m of common boundary – not more than 0.5 m.	N/A	N/A	
5.3.8	Retaining Walls				
C8.1	<u>Retaining more than 0.5m</u>	Setback from lot boundaries in accordance with Table 1.	N/A	N/A	
C8.2	<u>Retaining less than 0.5m</u>	Can be on or within 1m of lot boundaries.	N/A	N/A	
5.3.9	Stormwater				
C9	<u>Stormwater Retention</u>	Must be contained on site.	Yes		Standard condition of building approval.
5.4	Building Design				
5.4.1	Visual Privacy				



	Design Element	Deemed to Comply Requirements	Satisfies the 'Deemed to Comply' req's	Complies with the 'Design Principles'	Comments
C1.1	<u>Setbacks for Visual Privacy</u>	R50 or lower; 4.5m for bedrooms and studies, 6m for other habitable rooms, 7.5m for outdoor active habitable spaces.  R60 and above; 3m for bedrooms and studies, 4.5m for other habitable rooms, 6m for outdoor active habitable spaces.	N/A	N/A	
5.4.2	Solar Access				
C2.1	<u>Solar Access</u>	Shall not exceed 25% of adjoining site on R25 or lower, 35% for R30 and R40 and 50% for R50 and above.	Yes		
5.4.3	Outbuildings				
C3	<u>Outbuildings</u>	See provisions i. – viii of the R-codes.	N/A	N/A	
5.4.4					
C4.3	<u>Other External Fixtures</u>	Not visible from primary street, designed to integrate with building and not visually obtrusive.	N/A	N/A	
C4.4	<u>Antennas and Satellite Dishes</u>	Not visible from primary and secondary streets.	N/A	N/A	
5.4.5	Utilities and Facilities				
C5.3	<u>Clothes Drying</u>	Screened from primary and secondary streets	N/A	N/A	

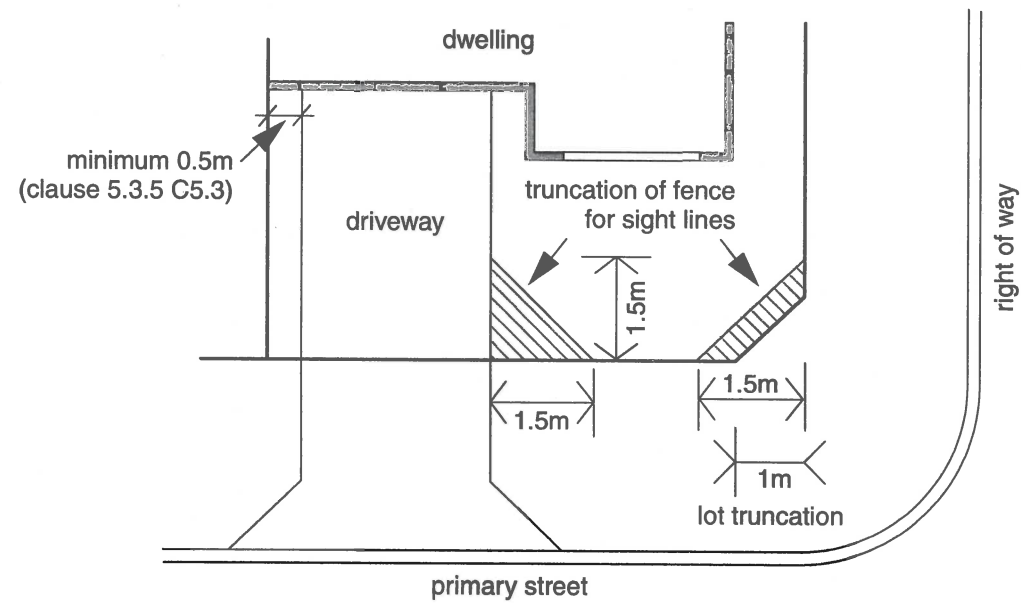
## Figure Series 9 – Sight lines

Page 76

### Intent

The purpose of Figure Series 9 is to illustrate areas to be kept clear for the purposes of clause 5.2.5 C5.

Figure 9a – Locations of truncations or reduced fence height





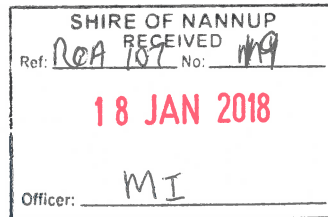
Your Ref:  
Our Ref:  
Inquiries:

**WESTERN AUSTRALIA POLICE FORCE  
NANNUP POLICE STATION**

55 WARREN ROAD  
NANNUP  
WESTERN AUSTRALIA 6275

TELEPHONE: (08) 9756 3555

Mr. Peter Clarke  
Shire of Nannup  
15 Adam Street  
NANNUP WA 6275



Dear Mr. Clarke

This letter is intended for your consideration and that of the Council of the Shire of Nannup, and concerns the management of the Balingup-Nannup Road (hereafter referred to as Balingup Road).

The Balingup Road commences at the intersection of Grange Road in Nannup and continues until it terminates at the intersection with Blackwood River Drive in Balingup. The road holds the designation of State Tourist Route 251 and is approximately forty (40km) kilometres in length. It is a sealed, single lane road.

The Balingup Road in part closely follows both the Balingup Brook and the Blackwood River. As a result the roadway is both very undulating and has a very high proportion of bends. Many of these bends are sharp with some of the advisory signs recommending a maximum speed of 45km/h. Along a considerable portion of the roadway significant vegetation exists adjacent to the road verge. Additionally a number of sharp drops and inclines are evident in close proximity to the road verge.

The current situation is that with the exception of a speed zone immediately prior to the intersection with Blackwood River Drive in Balingup (60km/h), the Balingup Road is subject to the state default speed limit of 110 km/h. Whilst there are advisory signs for a number of the sharper bends, and school bus route signs just out of Nannup, no enforceable speed limitations are placed on drivers or riders. In my opinion I believe the state default speed limit is manifestly unsuitable as a maximum speed for this road.

Anecdotal information exists that some segments of the community deliberately seek to travel this route at speed in an attempt to compete with others. At this time assuming such drivers or riders do not exceed 110 km/h they are not in breach of the Road Traffic legislation.

Upon request I have received information from the Saint John Ambulance Association on Monday the 15<sup>th</sup> of January 2018. This information supports my personal experience and data retained by the WA Police Force that shows the Balingup Road is over represented

in serious road crashes. Information I have received is that in the past four weeks alone Nannup Volunteer Ambulance Officers have attended three separate serious crashes requiring patients to be hospitalised. On two of these occasions multiple patients required emergency (helicopter) evacuation to medical facilities in Perth. I am aware of an additional two occasions in the same time period in which crashes on the Balingup Road resulted in persons requiring medical attention. This information also only relates to the portion of the Balingup Road that falls within the Nannup Shire. In four weeks as a result of crashes on the Balingup Road, eight persons needed hospitalisation.

From my attendance at these crashes I am able to advise that it is only luck, and the skill of our volunteer ambulance officers, that the injuries were not more serious. On each occasion it was very possible at least one person could have been killed. I am also able to advise on every occasion speed was a contributing factor in the occurrence of the crashes.

It is my request that efforts be made to impose a posted speed zone on the entire length of the Balingup-Nannup Road. I understand that responsibility for determining the speed zone rests with main roads however I believe a maximum speed of 80 km/h at the outset would have a positive effect in reducing crashes and road trauma on this section of road, whilst allowing for the free movement of persons travelling between Balingup and Nannup.

Should you wish to discuss this further please contact myself at the Nannup Police Station. I await your response.

Regards,

A handwritten signature in blue ink, appearing to be 'S. Bickers', with 'Sgt 9651' written below it.

Simon BICKERS  
Sergeant 9651  
OIC – Nannup Police Station  
15 January 2018

**Jonathan Jones**

**From:** PALANDRI Lou (PM-D) <lou.palandri@mainroads.wa.gov.au>  
**Sent:** Thursday, January 25, 2018 5:24 PM  
**To:** Jonathan Jones  
**Cc:** BROMLEY Peter (DSWO/A)  
**Subject:** Nannup Main Street (Vasse Highway) - Resurfacing - Forrest Street to Kearney Street

Jon,

As discussed at our recent meeting regarding the main street upgrade, Main Roads is currently planning to resurface the main street (Vasse Highway) from Forrest Street to Kearney Street next summer (2018/19) and a contribution from Council will be required.

The section between Forrest Street and Adam Street is currently asphalt, so the plan is to mill out the existing asphalt, apply a SAMI chip seal and then lay a 40mm thick layer of 14mm dense graded asphalt with A15E PMB. The function of a SAMI treatment is to resist the reflection cracking through the overlying asphalt surfacing and to ensure waterproofing of the pavement .

The section between Adam Street and Kearney Street is currently a chip seal, however Main Roads is prepared to consider an upgrade to asphalt for the resurfacing. For this section, the treatment will involve milling out around the gully pits (plus some additional milling adjacent to the kerbs), application of a SAMI seal and then 40mm thick layer of 14mm dense graded asphalt with A15E PMB.

The standard approach for LGA contributions to road resurfacing of main streets is that the LGA pay for the area outside of 1.5m from the edge of the through lane. Below are the estimated contributions required from Council for each section based on this approach.

Section	Treatment	Cost
Forrest St to Adam St	Mill out and replace existing asphalt.	\$30,000
Adam Street and Kearney Street	New asphalt overlay of existing surface.	\$38,500

These costs are preliminary at this stage and more detailed costs will be provided closer to the time of the works. What is required at this stage is Councils agreement to contribute to the works on the basis that I have outlined above.

Please do not hesitate to contact me if you have any queries.

Regards

**Lou Palandri** BEng, MIE(Aust), CPEng

**PROJECT MANAGER DEVELOPMENT**



Telephone: (08) 97245600 Mobile: 0419904090





Department of Biodiversity,  
Conservation and Attractions

Att 12.9.1



Your ref:

Our ref: 2015/004096

Enquiries: Nicola Mincham

Phone: 9219 8777

Email: Nicola.Mincham@dbca.wa.gov.au

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



### PROPOSED ADDITIONS TO VARIOUS STATE FORESTS.

The Department of Biodiversity, Conservation and Attractions writes to the Shire of Nannup regarding a letter our predecessor department sent to the Shire of Nannup in February 2017.

This letter was regarding the proposed addition of areas of unallocated Crown land to State forest to rationalise the boundaries of State forest within the Warren Region. We were seeking comment from the Shire of Nannup before progressing with the proposed additions.

Can you please advise you progress on considering the two proposed additions described in our letter dated 22 February 2017 (attached)?

If you have any questions regarding the proposed additions please contact Land Administration Officer Nicola Mincham on 9219 8777.

Nicola Mincham  
Land Administration Officer

12 October 2017

Parks and Wildlife Service

Locked Bag 104, Bentley Delivery Centre, Western Australia 6983

Phone: (08) 9219 8777 Email: Nicola.Mincham@dbca.wa.gov.au

Web: pws.dbca.wa.gov.au



Government of **Western Australia**  
Department of **Parks and Wildlife**  
Parks and Visitor Services

Your ref:  
Our ref: 2015/004096  
Enquiries: Nicola Mincham  
Phone: 9219 8777  
Email: Nicola.Mincham@dpaw.wa.gov.au

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

## PROPOSED ADDITIONS TO VARIOUS STATE FORESTS.

The Department of Parks and Wildlife are seeking to finalise a number of additions to State forest located in our Warren Region. Many of the areas proposed for addition are closed road reserve offered to Parks and Wildlife as an offset for land excised from State forest.

Of the six areas proposed for addition in the Warren Region (Attachment 1) two of these areas are located in the Shire of Nannup. The two areas are highlighted on the list at attachment 1 and are listed below.

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

Parks and Wildlife requests the Shire of Nannup's comments on the two proposed additions located within your jurisdiction. We are also seeking comment from the Shire of Manjimup and the Shire of Denmark. All areas included in this list are currently unallocated Crown land and the addition of these areas will rationalise the boundaries of the surrounding State forest.

Once your comments have been received Parks and Wildlife will request the approval of the Conservation and Parks Commission and then the support of the Minister for Environment to ensure the consideration of the proposal by the Governor under section 8 of the *Conservation and Land Management Act 1984*.

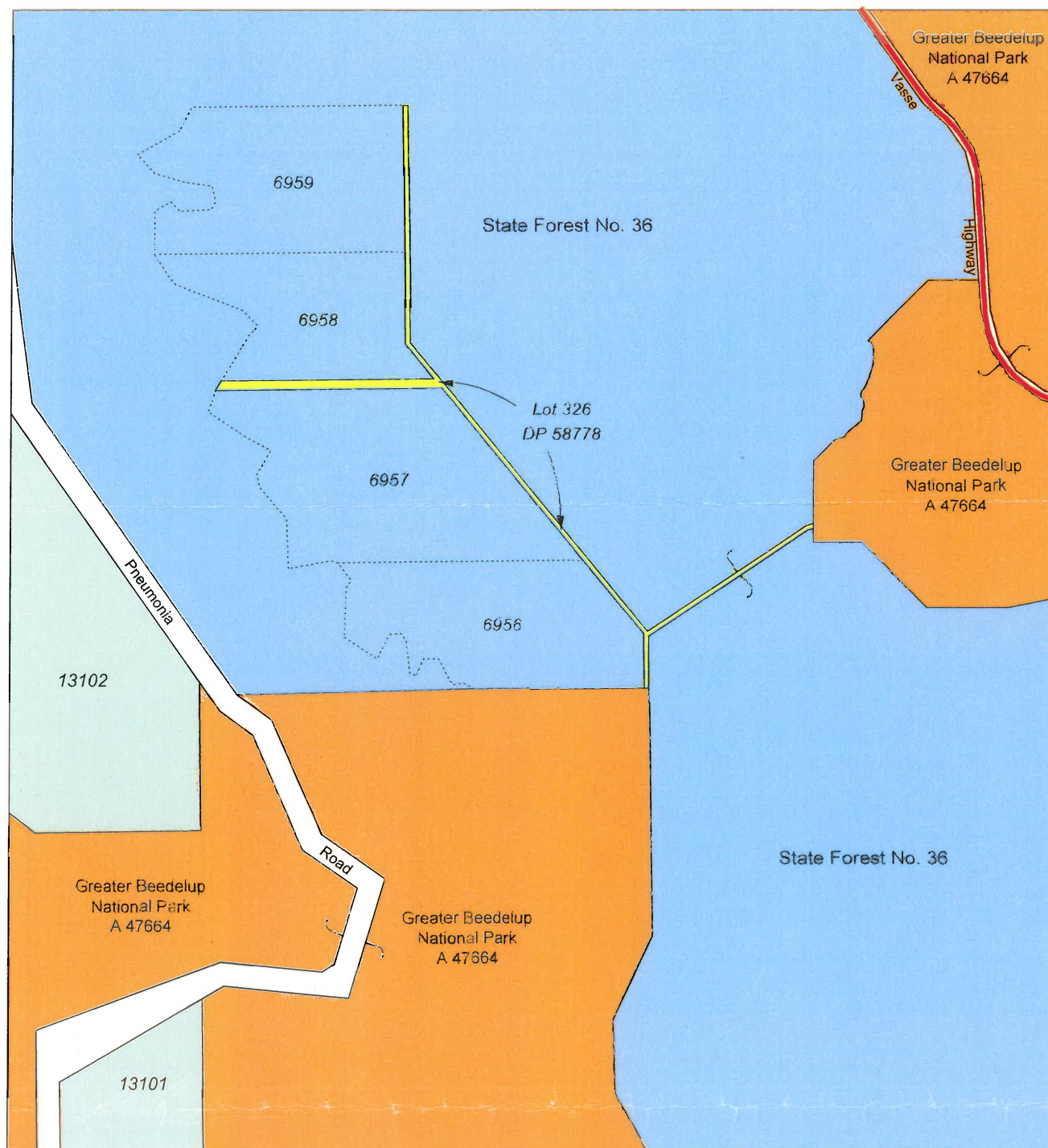
If you have any questions regarding the proposed additions please contact Land Administration Officer Nicola Mincham on 9219 8777.

Yours sincerely

Nicola Mincham  
Land Administration Officer  
22 February 2017

**SUMMARY OF PROPOSED ADDITIONS TO  
VARIOUS STATE FORESTS**

<b>WARREN Area No.</b>	<b>Proposed addition to State Forest No.</b>	<b>Lot No.</b>	<b>Plan/Diagram No.</b>	<b>Area</b>	<b>Locality</b>	<b>Local Government Authority</b>	<b>Comments</b>
1	36	Lot 326	DP 58778	11.152	26 kilometres west of Pemberton	Shire of Nannup	Closed unused road reserve, surrounded by State Forest No. 36.
2	38	Lots 3002 and 3003	DP 46997	4.1809	19 kilometres south- east of Manjimup	Shire of Manjimup	Realignment and widening of Muirs Highway resulted in an excision from State Forest No. 38 and 55 and the closure of a portion of redundant road reserve.
3	38	Lots 501 and 502	DP59696	8.9507	28 kilometres south- east of Manjimup	Shire of Manjimup	Realignment and widening of Muirs Highway resulted in an excision from State Forest 38 and 55 and the closure of portions of redundant road reserve.
4	57	Lot 13915	DP 39679	0.9823	19 kilometres west of Manjimup	Shire of Manjimup	Rationalisation of Graphite Road resulted in an excision from State Forest No. 57 and the closure of a portion of unconstructed, redundant road reserve.
5	57	Lot 11213	DP 204910	147.04	15 kilometres south of Nannup	Shire of Nannup	Portions of closed tramway and UCL continuous with State Forest No. 57 are proposed to be added surrounding State forest to rationalise management boundaries.
		PIN 471977		2.780			
		PIN 471979		1.2215			
6	64	Lot 1202	DP 409634	0.0402	8 kilometres north of Denmark	Shire of Denmark	Portion of closed road continuous with State forest is proposed to be added to rationalise management boundaries.



PROPOSED ADDITION TO STATE FOREST No. 36

LEGEND

1. Closed roads to be added to State Forest No. 36
2. State forest adjoining area subject to addition
3. National park adjoining area subject to addition
5. Freehold land
6. Public roads

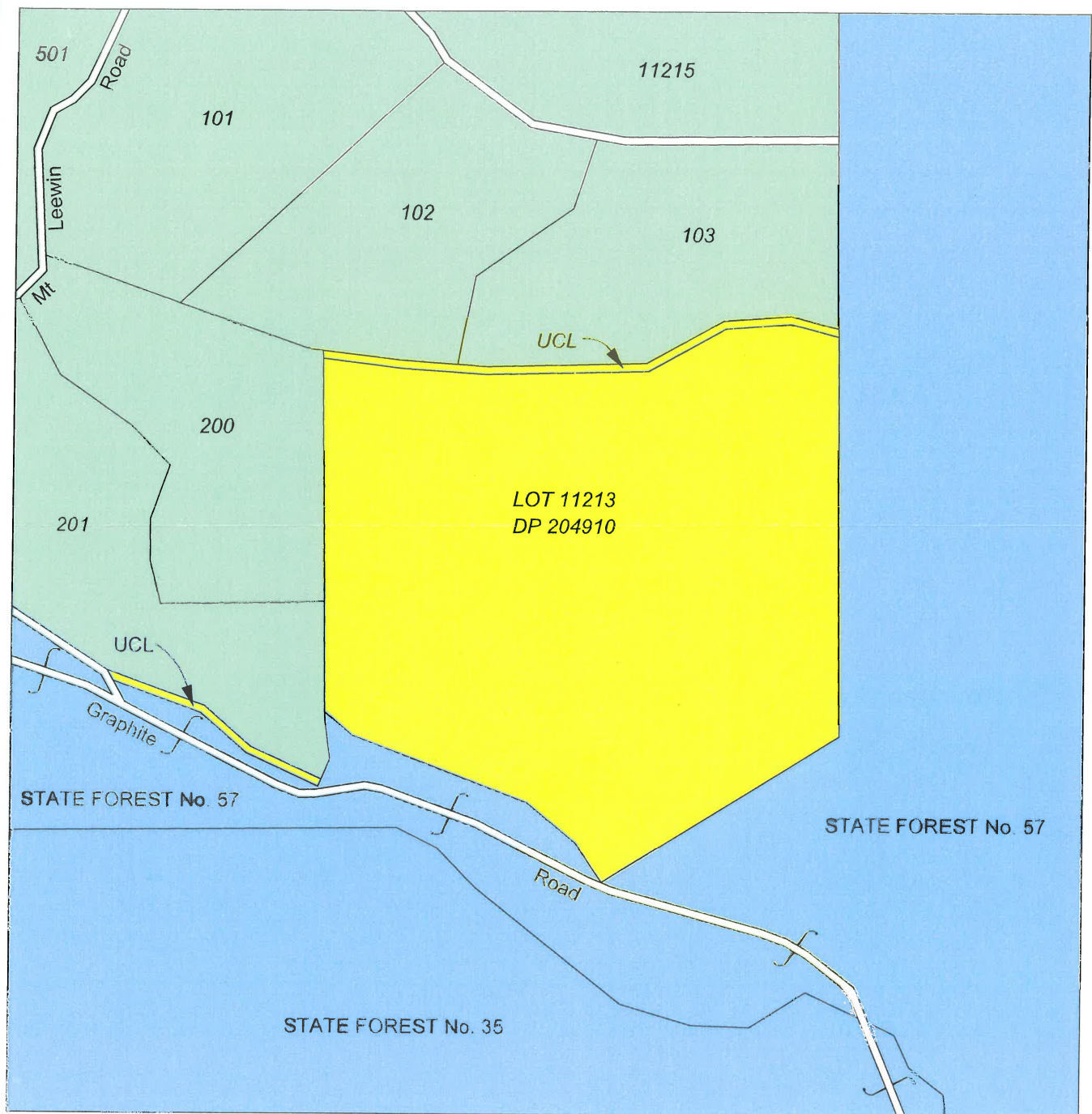


SCALE 1 : 25 000

On Landgate plan: CHARNWOOD N.W. (2029-II-NW & SW)

On Department of Parks and Wildlife plan: 2029 - 2 & 3





# PROPOSED ADDITION TO STATE FOREST No. 57

## LEGEND

1. Areas to be added to State Forest No. 57
2. State forest adjoining area subject of addition
3. Unallocated crown land
4. Public road



SCALE 1 : 15 000

On Landgate plan: CARLOTTA BROOK (2029-I-NW)  
On Department of Parks and Wildlife plan: 2029 - 1 & 4



**MONTHLY FINANCIAL REPORT  
(Containing the Statement of Financial Activity)  
For the Period Ended 31 January 2018**

**LOCAL GOVERNMENT ACT 1995**

**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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**SHIRE OF NANNUP**  
**Information Summary**  
**For the Period Ended 31 January 2018**

## 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 January 2018 of \$1,329,746.

### 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
<b>Significant Projects</b>				
<b>Grants, Subsidies and Contributions</b>				
Operating Grants, Subsidies and Contributions	47%	-\$ 921,296	-\$ 921,296	-\$ 433,200
Non-operating Grants, Subsidies and Contributions	28%	-\$ 1,394,950	-\$ 1,394,950	-\$ 397,141
	36%	-\$ 2,316,246	-\$ 2,316,246	-\$ 830,341
Rates Levied	101%	\$ 1,583,577	\$ 1,583,577	\$ 1,591,731

% Compares current ytd actuals to annual budget

Financial Position		Prior Year 30 June 2017	Current Year 30 June 2018	Note
Adjusted Net Current Assets		130% \$ 1,163,834	\$ 1,514,948	3
Cash and Equivalent - Unrestricted	FALSE	\$ 1,080,778	\$ 1,979,044	3 & 4
Receivables - Rates		107% \$ 281,283	\$ 302,211	3 & 6
Receivables - Other		19% \$ 77,170	\$ 14,964	3 & 6
Payables		0% \$ 41,750	\$ 0	3

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

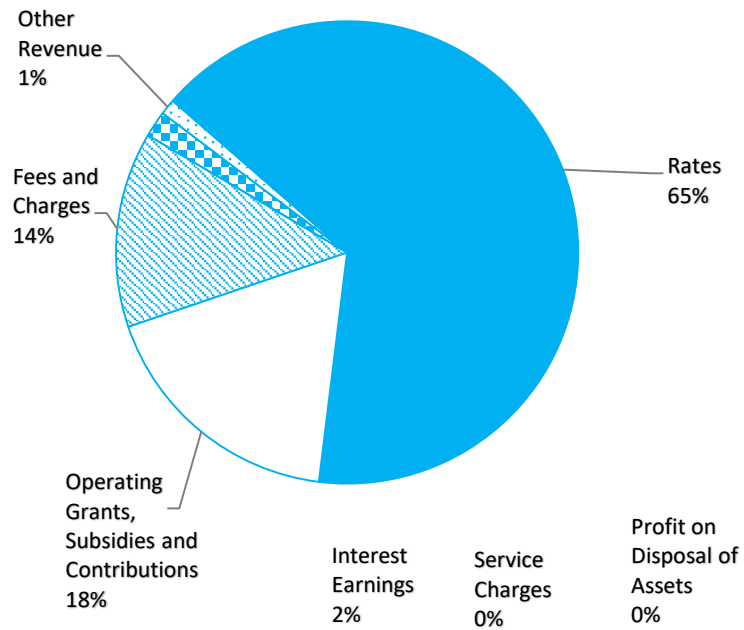
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

## Preparation

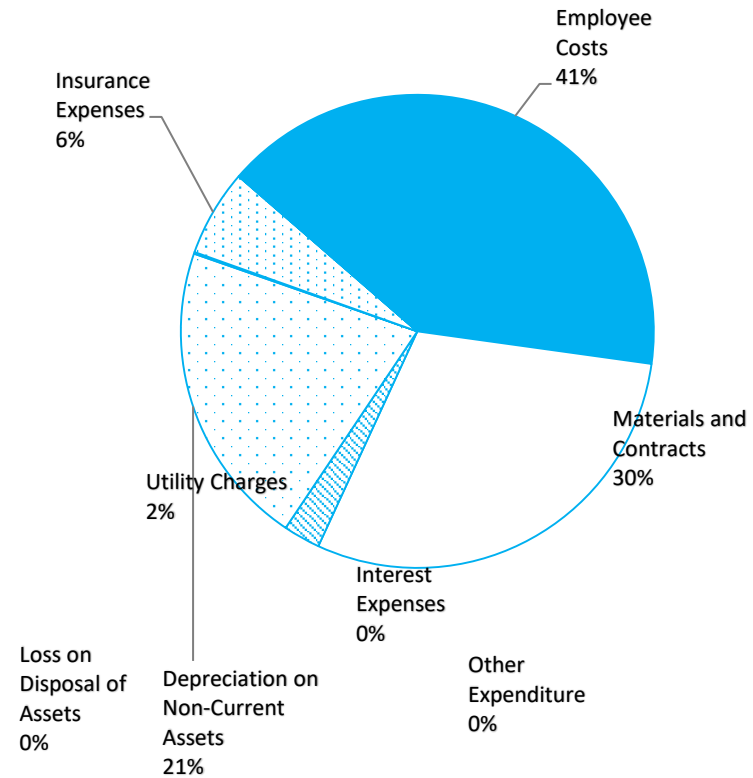
Prepared by: Robin Prime  
Reviewed by: Tracie Bishop  
Date prepared: 14/02/2018

SHIRE OF NANNUP  
Information Summary  
For the Period Ended 31 January 2018

Operating Revenue



Operating Expenditure





**SHIRE OF NANNUP**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 January 2018**

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>		696,391	696,391	<b>1,464,502</b>	768,111	110%	
<b>Revenue from operating activities</b>							
Governance		0	0	<b>0</b>	0		
General Purpose Funding - Rates	9	1,583,577	1,583,577	<b>1,591,731</b>	8,154	1%	
General Purpose Funding - Other		722,922	421,704	<b>389,917</b>	(31,787)	(8%)	
Law, Order and Public Safety		199,226	116,215	<b>127,449</b>	11,234	10%	
Health		8,750	5,104	<b>11,502</b>	6,398	125%	
Education and Welfare		29,775	17,369	<b>21,961</b>	4,592	26%	
Housing		21,320	12,437	<b>9,920</b>	(2,517)	(20%)	
Community Amenities		214,467	125,106	<b>227,405</b>	102,300	82%	
Recreation and Culture		25,082	14,631	<b>16,621</b>	1,990	14%	
Transport		111,784	65,207	<b>186</b>	(65,021)	(100%)	
Economic Services		24,328	14,191	<b>26,400</b>	12,208	86%	
Other Property and Services		35,000	20,417	<b>4,735</b>	(15,682)	(77%)	
		<b>2,976,230</b>	<b>2,395,958</b>	<b>2,427,828</b>			
<b>Expenditure from operating activities</b>							
Governance		(851,494)	(496,705)	<b>(532,855)</b>	(36,150)	(7%)	
General Purpose Funding		(74,441)	(43,424)	<b>(21,552)</b>	21,872	50%	
Law, Order and Public Safety		(377,786)	(220,375)	<b>(235,022)</b>	(14,647)	(7%)	
Health		(60,575)	(35,336)	<b>(32,593)</b>	2,743	8%	
Education and Welfare		(110,107)	(64,229)	<b>(76,277)</b>	(12,048)	(19%)	
Housing		(17,753)	(10,356)	<b>(8,493)</b>	1,863	18%	
Community Amenities		(413,632)	(241,286)	<b>(170,376)</b>	70,910	29%	
Recreation and Culture		(282,283)	(164,665)	<b>(140,224)</b>	24,441	15%	
Transport		(1,597,933)	(932,128)	<b>(596,435)</b>	335,693	36%	
Economic Services		(154,193)	(89,946)	<b>(108,733)</b>	(18,787)	(21%)	
Other Property and Services		(1,022,238)	(596,306)	<b>(495,828)</b>	100,478	17%	
		<b>(4,962,434)</b>	<b>(2,894,753)</b>	<b>(2,418,388)</b>			
<b>Financing Costs</b>							
General Purpose		0	0	<b>240</b>	240		
Community Amenities		(3,661)	(2,136)	<b>(2,947)</b>	(811)	38%	
Transport		0	0	<b>0</b>	0		
		<b>(3,661)</b>	<b>(2,136)</b>	<b>(2,707)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,535,198	895,532	<b>486,801</b>	(408,731)	(46%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	134,000	134,000	<b>4,529</b>	(129,471)	(97%)	▼
Adjust Provisions and Accruals		76,708	76,708	<b>58,951</b>	(17,757)	(23%)	
<b>Amount attributable to operating activities</b>		<b>(243,959)</b>	<b>605,309</b>	<b>557,014</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	11	1,392,850	812,496	<b>397,141</b>	(415,355)	(51%)	▼
Proceeds from Disposal of Assets	8	94,000	54,833	<b>157,747</b>	102,914	188%	▲
Land Held for Resale		0	0	<b>0</b>	0		
Land and Buildings	13	(190,000)	(110,833)	<b>(22,210)</b>	88,624	80%	▲
Infrastructure Assets - Roads	13	(1,344,082)	(784,048)	<b>(882,725)</b>	(98,677)	(13%)	▼
Infrastructure Assets - Public Facilities	13	0	0	<b>0</b>	0		
Infrastructure Assets - Footpaths	13	0	0	<b>0</b>	0		
Infrastructure Assets - Drainage	13	0	0	<b>0</b>	0		
Heritage Assets	13	0	0	<b>0</b>	0		
Plant and Equipment	13	(386,000)	(225,167)	<b>(304,381)</b>	(79,214)	(35%)	▼
Furniture and Equipment	13	(20,500)	(11,958)	<b>(10,907)</b>	1,051	9%	
<b>Amount attributable to investing activities</b>		<b>(453,732)</b>	<b>(264,677)</b>	<b>(665,335)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		0	0	<b>0</b>	0		
Proceeds from Advances		0	0	<b>0</b>	0		
Self-Supporting Loan Principal		16,415	9,575	<b>9,455</b>	(120)	(1%)	
Transfer from Reserves	7	371,941	216,966	<b>0</b>	(216,966)	(100%)	▼
Advances to Community Groups		0	0	<b>0</b>	0		
Repayment of Debentures	10	(16,415)	(9,575)	<b>(9,455)</b>	120	1%	
Transfer to Reserves	7	(369,000)	(215,250)	<b>(26,434)</b>	188,816	88%	▲
<b>Amount attributable to financing activities</b>		<b>2,941</b>	<b>1,716</b>	<b>(26,434)</b>			
<b>Closing Funding Surplus(Deficit)</b>	3	<b>1,641</b>	<b>1,038,739</b>	<b>1,329,746</b>			

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 January 2018**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>		696,391	696,391	<b>1,464,502</b>	768,111	110%	▲
<b>Revenue from operating activities</b>							
Rates	9	1,583,577	1,583,577	<b>1,591,731</b>	8,154	1%	
Operating Grants, Subsidies and Contributions	11	924,296	539,173	<b>433,200</b>	(105,972)	(20%)	▼
Fees and Charges		383,174	223,518	<b>331,971</b>	108,452	49%	▲
Service Charges		0	0	<b>0</b>	0		
Interest Earnings		45,761	26,694	<b>44,297</b>	17,603	66%	
Other Revenue		39,422	22,996	<b>26,627</b>	3,631	16%	
		<b>2,976,230</b>	<b>2,395,958</b>	<b>2,427,827</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(1,637,574)	(955,252)	<b>(949,094)</b>	6,158	1%	
Materials and Contracts		(1,514,453)	(883,431)	<b>(690,221)</b>	193,209	22%	
Contracts		0	0	<b>(95,414)</b>	(95,414)		
Utility Charges		(95,550)	(55,737)	<b>(58,577)</b>	(2,839)	(5%)	
Depreciation on Non-Current Assets		(1,535,198)	(895,532)	<b>(486,801)</b>	408,731	46%	▲
Interest Expenses		(3,661)	(2,136)	<b>(2,706)</b>	(571)	(27%)	
Insurance Expenses		(168,460)	(98,268)	<b>(137,834)</b>	(39,565)	(40%)	▼
Other Expenditure		(11,200)	(6,533)	<b>(448)</b>	6,085	93%	▲
		<b>(4,966,095)</b>	<b>(2,896,889)</b>	<b>(2,421,095)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,535,198	895,532	<b>486,801</b>	(408,731)	(46%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	134,000	134,000	<b>4,529</b>	(129,471)	(97%)	▼
Adjust Provisions and Accruals		76,708	76,708	<b>58,951</b>	(17,757)	(23%)	
<b>Amount attributable to operating activities</b>		<b>(243,959)</b>	<b>605,309</b>	<b>557,013</b>			
<b>Investing activities</b>							
Grants, Subsidies and Contributions	11	1,392,850	812,496	<b>397,141</b>	(415,355)	(51%)	
Proceeds from Disposal of Assets	8	94,000	54,833	<b>157,747</b>	102,914	188%	▲
Land Held for Resale		0	0	<b>0</b>	0		
Land and Buildings	13	(190,000)	(110,833)	<b>(22,210)</b>	88,624	80%	▲
Infrastructure Assets - Roads	13	(1,344,082)	(784,048)	<b>(882,725)</b>	(98,677)	(13%)	▼
Infrastructure Assets - Public Facilities	13	0	0	<b>0</b>	0		
Infrastructure Assets - Footpaths	13	0	0	<b>0</b>	0		
Infrastructure Assets - Drainage	13	0	0	<b>0</b>	0		
Heritage Assets	13	0	0	<b>0</b>	0		
Plant and Equipment	13	(386,000)	(225,167)	<b>(304,381)</b>	(79,214)	(35%)	▼
Furniture and Equipment	13	(20,500)	(11,958)	<b>(10,907)</b>	1,051	9%	
<b>Amount attributable to investing activities</b>		<b>(453,732)</b>	<b>(264,677)</b>	<b>(665,335)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		0	0	<b>0</b>	0		
Proceeds from Advances		0	0	<b>0</b>	0		
Self-Supporting Loan Principal		16,415	9,575	<b>9,455</b>	(120)	(1%)	
Transfer from Reserves	7	371,941	216,966	<b>0</b>	(216,966)	(100%)	▼
Advances to Community Groups		0	0	<b>0</b>	0		
Repayment of Debentures	10	(16,415)	(9,575)	<b>(9,455)</b>	120	1%	
Transfer to Reserves	7	(369,000)	(215,250)	<b>(26,434)</b>	188,816	88%	▲
<b>Amount attributable to financing activities</b>		<b>2,941</b>	<b>1,716</b>	<b>(26,434)</b>			
<b>Closing Funding Surplus (Deficit)</b>	3	<b>1,641</b>	<b>1,038,739</b>	<b>1,329,746</b>	<b>291,008</b>	<b>28%</b>	<b>▲</b>

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.

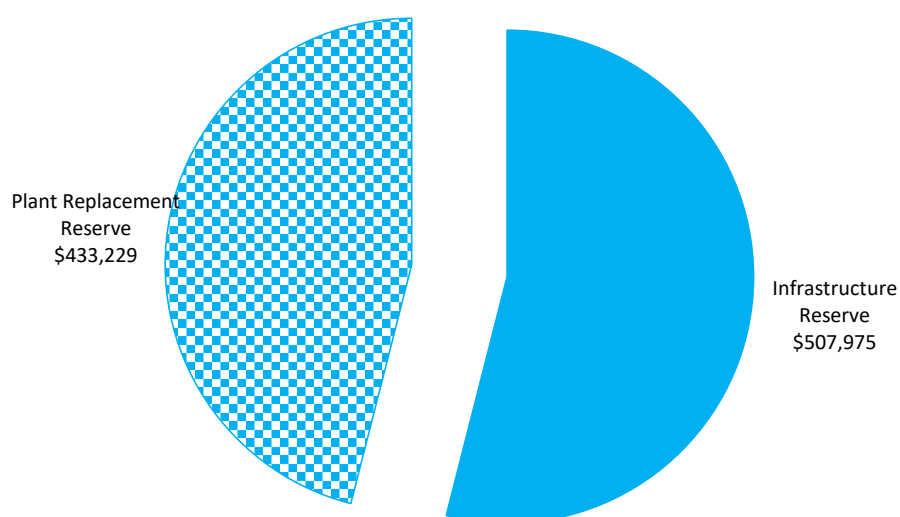
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF NANNUP**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 31 January 2018

**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	(22,210)	0	0	(190,000)	<b>(22,210)</b>	(22,210)
Infrastructure Assets - Roads	13	(882,725)	0	(1,344,082)	(1,344,082)	<b>(882,725)</b>	461,357
Infrastructure Assets - Public Facilities	13	0	0	0	0	<b>0</b>	0
Infrastructure Assets - Footpaths	13	0	0	0	0	<b>0</b>	0
Infrastructure Assets - Drainage	13	0	0	0	0	<b>0</b>	0
Heritage Assets	13	0	0	0	0	<b>0</b>	0
Plant and Equipment	13	(304,381)	0	(386,000)	(386,000)	<b>(304,381)</b>	81,619
Furniture and Equipment	13	(10,907)	0	0	(20,500)	<b>(10,907)</b>	(10,907)
<b>Capital Expenditure Totals</b>		<b>(1,220,223)</b>	<b>0</b>	<b>(1,730,082)</b>	<b>(1,940,582)</b>	<b>(1,220,223)</b>	<b>509,859</b>
<b>Capital acquisitions funded by:</b>							
Capital Grants and Contributions				<b>(284,510)</b>	<b>(284,510)</b>	<b>(119,226)</b>	
Borrowings				<b>0</b>	<b>0</b>	<b>0</b>	
Other (Disposals & C/Fwd)				<b>54,833</b>	<b>94,000</b>	<b>157,747</b>	
Council contribution - Cash Backed Reserves							
Infrastructure Reserve		<b>0</b>	<b>0</b>	\$507,975	19,500	<b>0</b>	<b>(507,975)</b>
Plant Replacement Reserve		<b>0</b>	<b>0</b>	\$433,229	(130,000)	<b>0</b>	<b>(433,229)</b>
Council contribution - operations				<b>(2,441,609)</b>	<b>(1,639,572)</b>	<b>(1,258,743)</b>	
<b>Capital Funding Total</b>				<b>(1,730,082)</b>	<b>(1,940,582)</b>	<b>(1,220,223)</b>	

## Capital



**SHIRE OF NANNUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**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 apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**Critical Accounting Estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**(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 local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

**(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 contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(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 Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**(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 that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**(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 goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**(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 business less the estimated costs of completion and the estimated costs necessary to make the sale.

**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, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(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 acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**(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 the future economic benefits embodied in those assets

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 arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

#### **(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 as follows:

##### *(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 amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

##### *(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 to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

#### **(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 recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

#### **Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

#### **(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 outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

#### **(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 to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**(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-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

**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 whether these amounts are received as capital grants, subsidies, contributions or donations.

**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, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and 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) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**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 interest on debtors.

**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, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**Materials and Contracts**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

**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 roadwork on behalf of these agencies.

**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 ratepayers on matters which do not concern specific council services.

**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 January 2018**

**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 2017/18 year is \$30,000 or 10% whichever is the greater.

Reporting Program	Var. \$		Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$			
Administration Charges - Rates Instalments	\$300	0361	Permanent	Fewer take-ups of instalment option
Interest on Overdue Rates	-\$5,000	0061	Permanent	Based on current outstanding rates debtors balance
Instalment Interest	\$210	0261	Permanent	Fewer take-ups of instalment option, therefore instalment interest budget not met
Interest on Deferred Rates	\$1,149	0271	Permanent	This account is a result of Pensioners deferment in our ledger and the Interest Rate that Office of State Revenue use; therefore this item is hard to predict. 2017/18 already claimed therefore gap in budgeted v received confirmed.
Department of Transport Commission	-\$2,000	0523	Permanent	Anticipating more DoT transactions by End of Financial Year.
Interest Earnings in Municipal Account	-\$10,000	4873	Permanent	Municipal interest earnings higher than expected due to early receipt of FAG's monies
Interest Earnings in Reserve Account / Term Deposits	-\$10,000	5381	Permanent	Reserve interest earnings higher than expected also due to early receipt of FAG's monies, term deposits were able to be secured early in 2017/18
FESA Operating Grant 2017/18	-\$5,800	0703	Permanent	This increase in grant funding directly covers the unexpected increase in Brigade Vehicle Insurances due to a revaluation of the VBFB Fleet. See Expenses COA 0642
Health - Licence Fees	-\$2,639	1383	Permanent	Higher than anticipated Food Registration Business Licenses
School Holidays - Fees & Charges	-\$1,038	1153	Permanent	Local School Holiday Programs Attendance Rating higher than anticipated
Rent for Dunnet Road Property	\$1,430	1723	Permanent	New CEO negotiated rental contract, unexpected budgetary impact
Waste Bin Collection	-\$1,443	1803	Permanent	Increase in predicted bin collection revenue via Rates
Reycle Bin Collection	-\$1,733	1805	Permanent	Increase in predicted bin collection revenue via Rates
Waste Management Facility Fees	-\$9,471	1813	Permanent	Increase usage of the Waste Management Facility than anticipated
WARR Income	-\$1,067	1817	Permanent	WARR Income based on number of rateable properties, where a subdivision occurs a new fee is created
Town Planning Fees & Charges	-\$1,842	2253	Permanent	Increase in Town Planning Fees due to Scheme Amendment Request.
Hire of Centre - Recreation Centre	-\$1,953	7043	Permanent	More events held at the Recreation Centre than anticipated, ie Tour of Margaret River
Blackspot Funding	\$93,973	3391	Permanent	Under receipt of Operating Grant anticipated
Main Roads Direct Grant	\$44,993	3221	Permanent	Under receipt of Operating Grant anticipated
Sale of Materials	\$2,477	4263	Permanent	Sale of Materials over-estimated in Budget
Lease Charges	-\$292	3933	Permanent	Caravan Park Lease Charges - agreement of Lease Payable is based on profits for Financial Year - adjustment always required due to income estimated
Building Control Fees & Charges	-\$5,000	4153	Permanent	More Building permits anticipated to be issued than anticipated
Heritage Books	-\$14	7574	Permanent	Small increase in income
	<u>\$85,240</u>			
<b>Operating Expense</b>				
Election Expenditure Savings	-\$2,000	0112	Permanent	Actual expenses lower than anticipated
Subscriptions	\$2,500	0182	Permanent	Subscription Fees higher than anticipated
Conference Expenses	\$7,000	0192	Permanent	Staff Annual Conference Fees higher than anticipated
Legal Expenses	\$4,000	0482	Permanent	Council expects further legal expenses associated with current matters
Postage expenses	\$1,000	0412	Permanent	Postage Expenditure higher than anticipated
Recruitment Expenses	\$4,000	0812	Permanent	Costs associated with staff turnover higher than anticipated
Interest & Debt Costs	-\$250	0080	Permanent	Write-Offs of interest on rates where interest not applicable
Utilities - VBFB	\$28	0862	Permanent	Small over-expenditure in utilities



**SHIRE OF NANNUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**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 2017/18 year is \$30,000 or 10% whichever is the greater.

Reporting Program	Var. \$		Timing/ Permanent	Explanation of Variance
Insurance - VBFB	\$5,800	0642	Permanent	VBFB Vehicles Fleet Insurance revalued - covered by increase in grant funding NIL Budget Impact see income 0703
Plant Operation Costs - Brigade Vehicles	\$2,615	0762	Permanent	Internal Recharge Overhead - Nil Budget Impact Non Cash
CESM Vehicle Running Costs	\$5,000	0632	Permanent	Over-budget due to costs associated with new vehicle
Maintenance of Brigade Vehicles	-\$234	0652	Permanent	Savings of this budgeted item Will be used to offset overspends within this area
Rural Numbering	-\$3,000	0942	Permanent	Rural Numbering expenditure finished, savings identified
Insurance - SES	\$230	0922	Permanent	Increase in Insurance Costs
Kidsport - Expenditure	\$838	1063	Permanent	Nil Budget Impact
Youth Activities - Expenditure	\$13,070	1642	Permanent	Grant Funding in Youth Activities, including Pump Track costs
CDO Grants	-\$13,070	1122	Permanent	Expenditure directly associated with this income item, therefore NIL budget impact. See 1642.
Insurance - Staff Housing	\$516	1712	Permanent	Increase in Insurance Costs
Pest Control - Staff Housing	-\$1,984	1712	Permanent	Savings made on Pest Control of buildings
Utilities - Staff Housing	-\$29	1712	Permanent	Small savings identified
Insurance - Refuse	\$140	1772	Permanent	Increase in Insurance Costs
WMF Contract	-\$923	1772	Permanent	Small savings identified
Wages Overhead - Rubbish Site	\$77	1772	Permanent	Wages overhead where no budget existed
Insurance - Planning Dept	\$15	2253	Permanent	Increase in Insurance Costs
Insurance - Public Conveniences	\$343	2322	Permanent	Increase in Insurance Costs
Materials - Public Conveniences	\$1,723	2322	Permanent	Over-budget by this amount as at 31 Dec 2017 - offset by savings in other areas
Insurance - Recreation Centre	\$937	2432	Permanent	Increase in Insurance Costs
Security Contract	-\$13,866	2432	Permanent	Error in original budget due to mis-reading of Chubb Contract
Insurance - Town Hall	\$497	2422	Permanent	Increase in Insurance Costs
Materials & Contracts - Town Hall	\$2,884	2422	Permanent	Expenditure nearly 100% at budget, however further works to Town Hall identified, estimated amount of further works shown
Fees & Charges - Hire of Town Hall	-\$1,492	7053	Permanent	Higher usage of the Town Hall than originally budgeted
Insurance - Community Room	\$743	2442	Permanent	Increase in Insurance Costs
Pest Control - Community Room	-\$500	2442	Permanent	Savings made on Pest Control of buildings
Insurance - Lesser Hall	\$196	2462	Permanent	Increase in Insurance Costs
Utilities - Old Roads Board	\$865	2472	Permanent	Will be offset by savings in Materials
Insurance - Old Roads Board	\$146	2472	Permanent	Increase in Insurance Costs
Pest Control & Window Repair - Old Roads Board	-\$1,000	2472	Permanent	Savings made on Pest Control of buildings, will be spent in utilities
Insurance - Bowling Club	\$599	2482	Permanent	Increase in Insurance Costs
Maintenance - Bowling Club	\$6,100	2482	Permanent	Carpentry Works to the Bowling Club identified, out of budget
Insurance - Cundinup Hall	\$95	2492	Permanent	Increase in Insurance Costs
Insurance - Carlotta Hall	\$84	2502	Permanent	Increase in Insurance Costs
Materials & Contracts - Carlotta Hall	-\$3,000	2502	Permanent	Removed expenditure for Carlotta Hall due to urgent works to Town Hall
Insurance - Community House	\$109	1732	Permanent	Increase in Insurance Costs
Utilities - Foreshore Park	\$37	7432	Permanent	Small over-expenditure in utilities
Materials - Parks & Gardens	-\$5,000	2642	Permanent	Parks and Gardens budget reduced to accommodate spending in other areas
Materials - Foreshore Park	-\$1,000	7432	Permanent	Foreshore park budget reduced to accommodate spending in other areas
Insurance - Foreshore Park	\$216	7432	Permanent	Increase in Insurance Costs
Materials - Local Road Construction	\$36,546	3170	Permanent	Materials costs under-estimated
Contractors - Local Road Construction	-\$110,735	3170	Permanent	Contractors - Savings made due to decrease of grant funding
Materials - Local Road Maintenance	-\$5,793	3380	Permanent	Anticipated under expenditure
Materials - Other Maintenance Costs	-\$1,266	3410	Permanent	Savings in Tree Pruning & General maintenance

**SHIRE OF NANNUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**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 2017/18 year is \$30,000 or 10% whichever is the greater.

Reporting Program	Var. \$		Timing/ Permanent	Explanation of Variance
Wages Overhead - Caravan Park	\$60	3932	Permanent	Unexpected works to Caravan park - Costs associated with wages
Insurance - Caravan Park	\$402	3932	Permanent	Increase in Insurance Costs
Materials - Caravan Park	\$1,939	3912	Permanent	No budget for Materials in Caravan Park
Maintenance - Caravan Park	\$456	3932	Permanent	No budget for Maintenance in Caravan Park
Private Works Overheads - Caravan Park	\$56	3932	Permanent	Unexpected works to Caravan park - Costs associated with wages
Electric Car Recharges	\$16	3824	Permanent	Electric Car Recharges - Overspend anticipated
Insurance - Tourism	\$62	3862	Permanent	Increase in Insurance Costs
Insurance - Building Control	\$31	4092	Permanent	Increase in Insurance Costs
Insurance Plant Operating Costs	\$730	4492	Permanent	Increase in Insurance Costs
Fuel & Oil	-\$15,000	4982	Permanent	Savings identified in Fuel & Oil - monies saved expended in other areas
Tyres & Batteries	-\$5,000	4482	Permanent	Savings identified in Tyres & Batteries - monies saved expended in other areas
Parts & External Works	\$8,065	6802	Permanent	Parts & External Works - overspend anticipated
Administrative Expenses	-\$1,000	4532	Permanent	Administrative Expenses- this budget item not expended
Recruitment	\$1,106	7672	Permanent	Increased costs associated with Recruitment
				Other Property & Services Programme bears costs of Overhead adjustments - Wages Overheads shown here as a savings
Wages Overheads Adjustment	-\$5,018	7422	Permanent	Adjustment
				Other Property & Services Programme bears costs of Overhead adjustments - Plant Overheads shown here as a savings
Plant Overheads Adjustment	-\$5,797	4512	Permanent	Adjustment
	-\$85,085			
<b>Capital Expenses</b>				
Recreation Centre - Capital Revenue - Grant Funding Department of Sport and Recreation	\$50,000	2453	Permanent	Capital Grant Funding was not approved, therefore project abandoned in 2017/18
Recreation Centre - Change Rooms Expense	-\$150,000	2574	Permanent	Change Rooms - project abandoned in 2017/18 due to non-receipt of Grant Funding
Reserve Fund - Asset Management - Change Room Contribution	\$100,000	0515	Permanent	Change Rooms - Reserve Contribution no longer required
Transfer From Plant Reserve	-\$10,000	3685	Permanent	Shortage in Plant due to error in original budet combined with higher than anticipated trade-in values
				Trade-in value of plant higher than anticipated, however the Scania Truck and Pig Trailer were listed as being sold, however the plant schedule did not match, therefore the income of \$56K offset this, causing a capital deficit
Asset Sales	\$18,211	8393	Permanent	
Plant	-\$7,793	3564	Permanent	Savings made in New Plant Purchases
	\$418			

Gross Deficit / (Surplus) Expected	2017/18	
Revenue	\$	85,240.00
Expenditure	-\$	85,085.00
Capital	\$	418.00
<b>Projected Deficit / (Surplus)</b>	<b>\$</b>	<b>573.00</b>

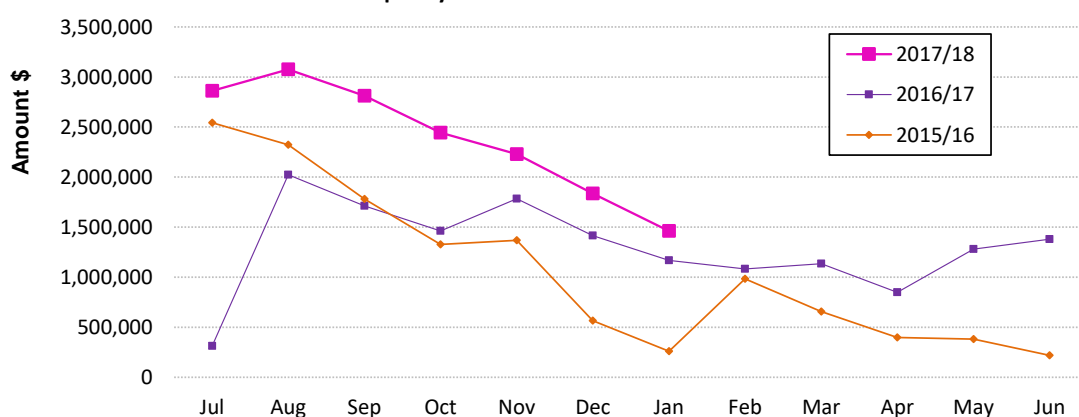
**SHIRE OF NANNUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2017	31 Jan 2017	31 Jan 2018
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	1,677,290	1,080,778	1,452,083
Cash Restricted - Conditions over Grants	11	0	0	0
Cash Restricted	4	1,605,747	1,481,196	1,979,044
Receivables - Rates & Rubbish		105,781	281,283	302,211
Receivables - Other	6	38,053	77,170	14,964
Interest / ATO Receivable/ Trust	6	30,915	28,886	47,878
Inventories		6,240	6,240	6,240
		<u>3,464,026</u>	<u>2,955,552</u>	<u>3,802,421</u>
<b>Less: Current Liabilities</b>				
Payables		(41,750)	(8,687)	(0)
Provisions		<u>(405,645)</u>	<u>(282,582)</u>	<u>(346,693)</u>
		(447,395)	(291,269)	(346,694)
<b>Less:</b>				
Cash Reserves	7	(1,605,747)	(1,481,196)	(1,979,044)
Restricted Assets		(35,110)	(34,333)	(5,052)
YAC Committee		(16,250)	(16,250)	(16,250)
ATO Liability		(0)	(51,140)	(57,197)
Loans receivable - Clubs/Institutions		<u>(30,919)</u>	<u>(15,460)</u>	<u>(15,460)</u>
		(1,688,027)	(1,598,379)	(2,073,003)
<b>Add:</b>				
Cash Backed Long Service Leave		<u>135,897</u>	<u>97,930</u>	<u>132,224</u>
		<u>135,897</u>	<u>97,930</u>	<u>132,224</u>
		<u><b>1,464,502</b></u>	<u><b>1,163,834</b></u>	<u><b>1,514,948</b></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 January 2018**

**Note 4: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>(a) Cash Deposits</b>							
Municipal Bank Account	251,833			251,833	CBA	Tiered	At Call
Reserve Bank Account		979,044		979,044	CBA	Tiered	At Call
Trust Bank Account			(57,544)	(57,544)	CBA	Tiered	At Call
Cash On Hand	250			250	N/A	Nil	On Hand
<b>(b) Term Deposits</b>							
Municipal	1,200,000			1,200,000	WBC	2.40%	23-Mar-18
Reserves		1,000,000		1,000,000	WBC	2.46%	23-May-18
<b>Total</b>	<b>1,452,083</b>	<b>1,979,044</b>	<b>(57,544)</b>	<b>3,373,583</b>			

**Comments/Notes - Investments**

**SHIRE OF NANNUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**Note 5: Budget Amendments**  
**Amendments to original budget since budget adoption. Surplus/(Deficit)**

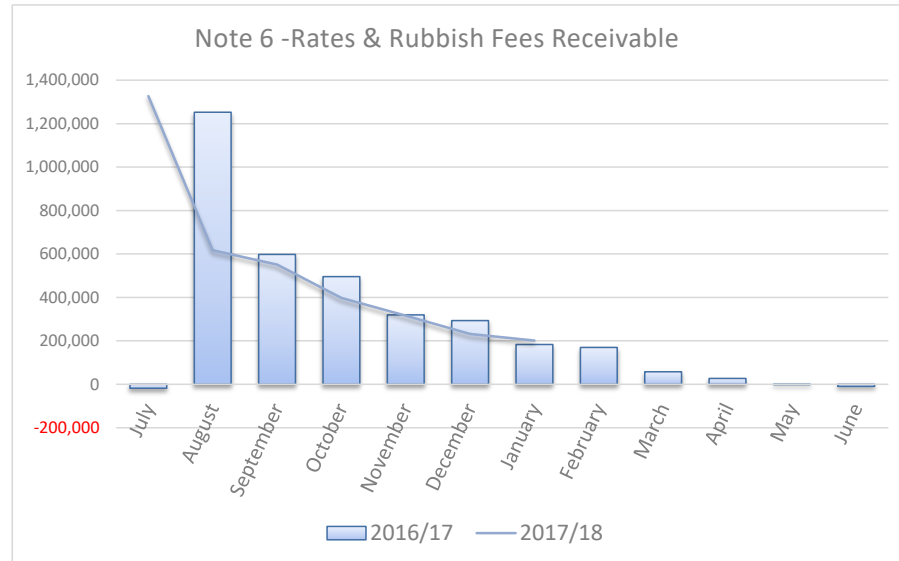
GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>	17215	Opening Surplus	(696,391)	(768,112)		(1,464,503)
	<b>Permanent Changes</b>						
	Opening surplus adjustment						1,641
	<b>Capital Expenditure</b>						1,641
	<b>Transport</b>						1,641
	Recreation Centre - Change Rooms - Savings on Building		Capital Expenses		150,000		151,641
	Town Hall Expenditure - Major Works cancelled		Capital Expenses		10,000		161,641
	Reserve Monies - Change Room Contribution		Capital Expenses			(100,000)	61,641
							61,641
	<b>Capital Income</b>						61,641
	Recreation Centre - Grant Funding		Capital Revenue			(50,000)	11,641
							11,641
	<b>General Purpose</b>						11,641
148730 - 156620	Interest Earnings		Capital Revenue				11,641
							11,641
	<b>Operating Income</b>						11,641
	Governance		Operating Revenue				11,641
	General Purpose		Operating Revenue		25,341		36,982
	Law & Order		Operating Revenue		5,800		42,782
	Health		Operating Revenue		2,639		45,421
	Education & Welfare		Operating Revenue		1,038		46,459
	Housing		Operating Revenue			(1,430)	45,029
	Community Amenities		Operating Revenue		15,556		60,585
	Recreation & Culture		Operating Revenue		1,953		62,538
	Transport		Operating Revenue			(159,654)	(97,116)
	Economic Services		Operating Revenue		5,292		(91,824)
	Other Property & Services						(91,824)
							(91,824)
	<b>Operating Expenditure</b>						(91,824)
	Governance		Operating Expenses			(16,500)	(108,324)
	General Purpose		Operating Expenses		250		(108,074)
	Law & Order		Operating Expenses			(10,439)	(118,513)
	Health		Operating Expenses				(118,513)
	Education & Welfare		Operating Expenses			(838)	(119,351)
	Housing		Operating Expenses		1,497		(117,854)
	Community Amenities		Operating Expenses			(1,375)	(119,229)
	Recreation & Culture		Operating Expenses		12,364		(106,865)
	Transport		Operating Expenses		89,041		(17,824)
	Economic Services		Operating Expenses			(3,022)	(20,846)
	Other Property & Services		Operating Expenses		21,914		1,068
							1,068
				(696,391)	342,685	(343,258)	1,068

**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 January 2018**

**Note 6: Receivables**

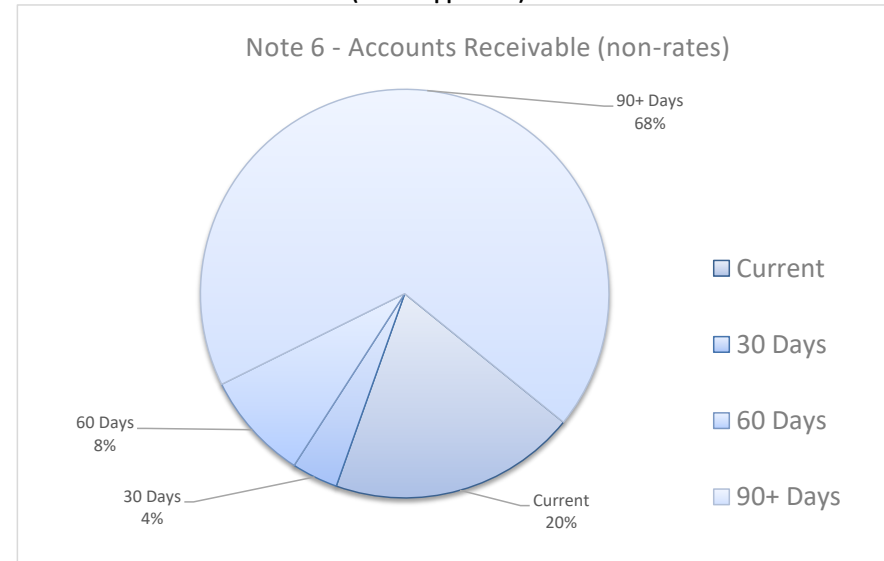
Receivables - Rates Receivable	31 Jan 2018	30 June 2017
	\$	\$
Opening Arrears Previous Years	68,506	78,115
Levied this year	1,591,731	1,534,244
<u>Less</u> Collections to date	(1,390,396)	(1,543,853)
<b>Equals Current Outstanding</b>	<b>269,841</b>	<b>68,506</b>
<b>Net Rates Collectable</b>	<b>269,841</b>	<b>68,506</b>
% Collected	87.35%	95.75%



**Comments/Notes - Receivables Rates**

Receivables - General	Current	30 Days	60 Days	90+ Days	90+Days
	\$	\$	\$	\$	\$
Receivables - General	2,934	548	1,283	10,199	14,965
<b>Balance per Trial Balance</b>					
Sundry Debtors					14,964
Receivables - Other					47,878
<b>Total Receivables General Outstanding</b>					<b>62,842</b>
				Error Check	0.00

**Amounts shown above include GST (where applicable)**

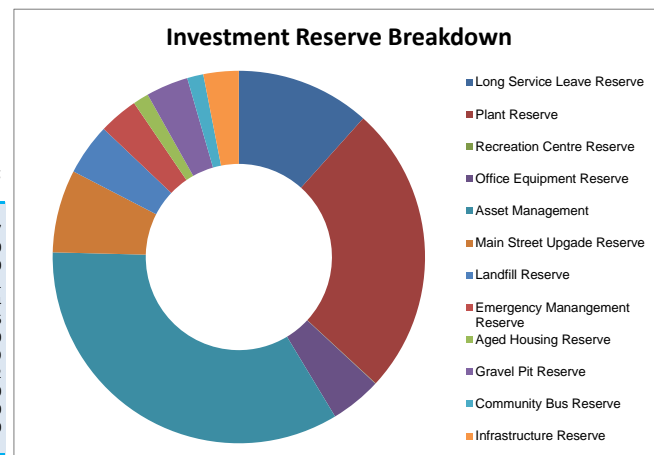


**Comments/Notes - Receivables General**

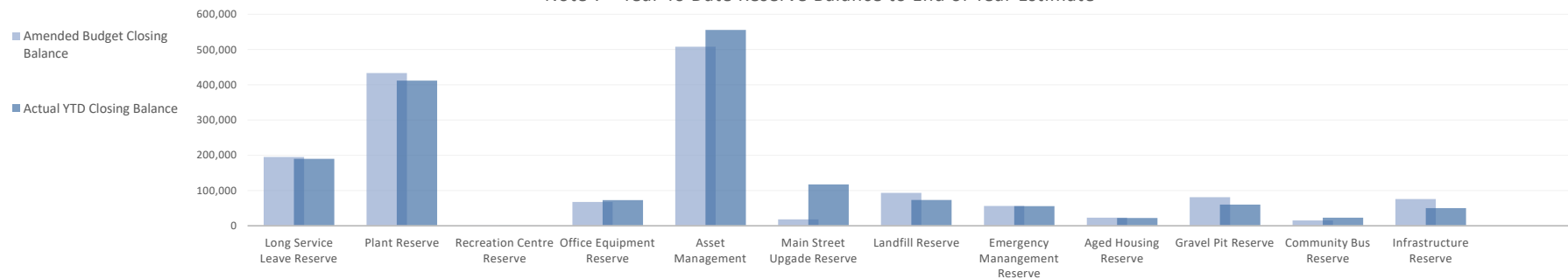
**SHIRE OF NANNUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**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	1,607	25,000	0	(19,500)	0	195,371	189,977
Plant Reserve	408,229	5,000	3,482	150,000	0	(130,000)	0	433,229	411,710
Recreation Centre Reserve	535	0	4	0	0	0	0	535	540
Office Equipment Reserve	72,166	1,000	615	15,000	0	(20,500)	0	67,666	72,781
Asset Management	550,975	6,000	4,699	89,000	0	(138,000)	0	507,975	555,674
Main Street Upgrade Reserve	116,423	500	993	0	0	(98,590)	0	18,333	117,416
Landfill Reserve	72,452	1,000	618	20,000	0	0	0	93,452	73,070
Emergency Manangement Reserve	55,248	1,000	471	0	0	0	0	56,248	55,719
Aged Housing Reserve	22,103	1,000	188	0	0	0	0	23,103	22,292
Gravel Pit Reserve	60,000	1,000	0	20,000	0	0	0	81,000	60,000
Community Bus Reserve	9,244	1,000	79	5,000	13,677	0	0	15,244	23,000
Infrastructure Reserve	50,000	1,000	0	25,000	0	0	0	76,000	50,000
	<b>1,605,746</b>	<b>20,000</b>	<b>12,756</b>	<b>349,000</b>	<b>13,677</b>	<b>(406,590)</b>	<b>0</b>	<b>1,568,156</b>	<b>1,632,180</b>



**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 January 2018**

**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)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and Equipment</b>					362,000	228,000		(134,000)
P171	Toyota Prado	41,494	36,965		4,529				
P226	Courier Ute	3,569	6,364	(2,794)					
P244	Bobcat Ride On Mower	2,549	4,600	(2,051)					
P257	Nissan Navara RX	13,549	23,455	(9,905)					
P261	Toyota Hilux	26,479	31,818	(5,339)					
P262	Toyota Hilux	17,162	32,727	(15,565)					
P240	Ford Ranger	15,000	21,818	(6,818)					
		<b>119,802</b>	<b>157,747</b>	<b>(42,473)</b>	<b>4,529</b>	<b>362,000</b>	<b>228,000</b>	<b>0</b>	<b>(134,000)</b>



**SHIRE OF NANNUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**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
<b>RATE TYPE</b>	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV	8.1670	416	6,626,996	541,227	5,013	0	546,240	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
<b>Sub-Totals</b>		<b>627</b>	<b>126,514,996</b>	<b>1,051,590</b>	<b>5,013</b>	<b>0</b>	<b>1,056,603</b>	<b>1,051,590</b>	<b>0</b>	<b>0</b>	<b>1,051,590</b>
<b>Minimum Payment</b>	<b>Minimum</b>										
	\$										
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
<b>Sub-Totals</b>		<b>520</b>	<b>28,869,938</b>	<b>490,200</b>	<b>0</b>	<b>0</b>	<b>490,200</b>	<b>490,200</b>	<b>0</b>	<b>0</b>	<b>490,200</b>
		<b>1,147</b>	<b>155,384,934</b>	<b>1,541,790</b>	<b>5,013</b>	<b>0</b>	<b>1,546,803</b>	<b>1,541,790</b>	<b>0</b>	<b>0</b>	<b>1,541,790</b>
Concession							0				0
<b>Amount from General Rates</b>							<b>1,546,803</b>				<b>1,541,790</b>
Ex-Gratia Rates							44,928				44,928
Specified Area Rates							0				0
<b>Totals</b>							<b>1,591,731</b>				<b>1,586,718</b>

**Comments - Rating Information**

**SHIRE OF NANNUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**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
			\$	\$	\$	\$	\$	\$
<b>Governance</b>								
Loan 37 NCRC	67,975		9,455	9,455	58,520	58,520	2,947	2,947 *
							-	0
					-	0	-	0
	67,975	0	9,455	9,455	58,520	58,520	2,947	2,947

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 January 2018**

**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)
				\$	\$	\$				\$	\$	\$
<b>General Purpose Funding</b>												
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)	(195,246)	195,246	(476,923)
Grants Commission - Roads	WALGGC	operating - Tied	(255,634)	(204,122)	0	(204,122)	(204,122)		(204,122)	(107,414)	107,414	(255,634)
<b>Law, Order and Public Safety</b>												
FESA LEVY DFES	Dept. of Fire & Emergency Serv.	Operating	0	(87,000)	0	(87,000)	(87,000)		(87,000)	(56,685)	56,685	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)	(11,315)	11,315	(4,215)
CESM MOA Grant	Dept. of Fire & Emergency Serv.	Operating	0	(83,126)	0	(83,126)	(83,126)		(83,126)	(53,131)	53,131	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)
<b>Education and Welfare</b>												
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	(1,500)	1,500	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)	(7,910)	7,910	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)
<b>Recreation and Culture</b>												
Grants - Recreation and Culture	LotteryWest	Non-operating	0	0	(50,000)	(50,000)	(50,000)		(50,000)	0	0	0
<b>Transport</b>												
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	(444,000)	(444,000)	(444,000)		(444,000)	0	0	0
MRD Grants - Capital Projects	Regional Road Group	Operating	0	(109,284)	0	(109,284)	(109,284)	47,000	(62,284)	0	0	0
		Non-operating	0	0	(550,000)	(550,000)	(550,000)		(550,000)	(220,000)	220,000	0
Grant - Regional Road Group	Regional Road Group	Non-operating	0	0	0	0	0		0	(64,291)	64,291	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
<b>Economic Services</b>												
Main Road Heart of Nannup	Main Roads WA	Non-operating	0	0	(110,000)	(110,000)	(110,000)		(110,000)	0	0	0
FM Tower	South West Development Comm	Non-operating	0	0	(28,850)	(28,850)	(28,850)		(28,850)	(28,850)	28,850	0
			<b>(872,435)</b>	<b>(921,296)</b>	<b>(1,394,950)</b>	<b>(2,316,246)</b>	<b>(2,316,246)</b>	<b>47,000</b>	<b>(2,269,246)</b>	<b>(830,341)</b>	<b>830,341</b>	<b>(872,435)</b>
<b>SUMMARY</b>												
Operating	Operating Grants, Subsidies and Contributions		0	(284,510)	0	(284,510)	(284,510)	47,000	(237,510)	(119,226)	119,226	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		(854,883)	(636,786)	0	(636,786)	(636,786)	0	(636,786)	(313,974)	313,974	(854,883)
Non-operating	Non-operating Grants, Subsidies and Contributions		(17,552)	0	(1,394,950)	(1,394,950)	(1,394,950)	0	(1,394,950)	(397,141)	397,141	(17,552)
<b>TOTALS</b>			<b>(872,435)</b>	<b>(921,296)</b>	<b>(1,394,950)</b>	<b>(2,316,246)</b>	<b>(2,316,246)</b>	<b>47,000</b>	<b>(2,269,246)</b>	<b>(830,341)</b>	<b>830,341</b>	<b>(872,435)</b>

**SHIRE OF NANNUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**Note 12: Trust Fund**


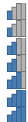
Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2017	Amount Received	Amount Paid	Closing Balance 31 Jan 2018
	\$	\$	\$	\$
BCITF Levy	0	5,855	5,855	0
BRB Levy	0	6,753	6,568	185
Bonds	39,859	18,200	(700)	57,359
Nomination Deposit	0	560	(560)	0
Donation Rec Centre Deposit	0	0	0	0
Nannup Community Bus	0	0	0	0
	<b>39,859</b>	<b>31,367</b>	<b>11,162</b>	<b>57,544.23</b>

57,544  
Error 0.00

SHIRE OF NANNUP  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 January 2018

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			egic Refer ence
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
 Level of completion indicator, please see table at the end of this note for further detail.								
<b>Buildings</b>								
<b>Economic Services</b>								
Caravan Park	4025	0	0	0	10,000	0	0	
<b>Community Amenities Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	
<b>Governance</b>								
Administration Building	0564	10,355	0	10,355	10,000	0	10,355	
<b>Governance Total</b>		<b>10,355</b>	<b>0</b>	<b>10,355</b>	<b>10,000</b>	<b>0</b>	<b>10,355</b>	
<b>Law, Order And Public Safety</b>								
East Nannup Fire Shed	0751	0	0	0	0	0	0	
Buildings	0754	0	0	0	0	0	0	
<b>Law, Order And Public Safety Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Recreation And Culture</b>								
Capital Works Recreation Centre	2574	(3)	0	(3)	150,000	0	(3)	
Town Hall	2422	11,857	0	11,857	20,000	0	11,857	
<b>Recreation And Culture Total</b>		<b>11,854</b>	<b>0</b>	<b>11,854</b>	<b>170,000</b>	<b>0</b>	<b>11,854</b>	
<b>Buildings Total</b>		<b>22,210</b>	<b>0</b>	<b>22,210</b>	<b>190,000</b>	<b>0</b>	<b>22,210</b>	
<b>Furniture &amp; Office Equip.</b>								
<b>Governance</b>								
Shire Office	0254	6,689	0	6,689	0	0	6,689	
Shire Offices	0584	4,218	0	4,218	20,500	0	4,218	
<b>Governance Total</b>		<b>10,907</b>	<b>0</b>	<b>10,907</b>	<b>20,500</b>	<b>0</b>	<b>10,907</b>	
<b>Furniture &amp; Office Equip. Total</b>		<b>10,907</b>	<b>0</b>	<b>10,907</b>	<b>20,500</b>	<b>0</b>	<b>10,907</b>	
<b>Plant , Equip. &amp; Vehicles</b>								
<b>Governance</b>								
Vehicle purchases - Office Staff	0544	0	0	0	74,000	74,000	(74,000)	
<b>Governance Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>74,000</b>	<b>74,000</b>	<b>(74,000)</b>	
<b>Transport</b>								
Purchase Of Plant	3564	304,381	0	304,381	312,000	312,000	(7,619)	
Loan Repayments L38	3604	0	0	0	0	0	0	
<b>Transport Total</b>		<b>304,381</b>	<b>0</b>	<b>304,381</b>	<b>312,000</b>	<b>312,000</b>	<b>(7,619)</b>	
<b>Plant , Equip. &amp; Vehicles Total</b>		<b>304,381</b>	<b>0</b>	<b>304,381</b>	<b>386,000</b>	<b>386,000</b>	<b>(81,619)</b>	
<b>Roads (Non Town)</b>								
<b>Transport</b>								
Mowen Road	3130	0	0	0	0	0	0	
Local Road Construction	3170	877,725	0	877,725	1,109,126	1,109,126	(231,401)	
Footpath Program	3210	4,805	0	4,805	16,366	16,366	(11,561)	
<b>Transport Total</b>		<b>882,531</b>	<b>0</b>	<b>882,531</b>	<b>1,125,492</b>	<b>1,125,492</b>	<b>(242,961)</b>	
<b>Roads (Non Town) Total</b>		<b>882,531</b>	<b>0</b>	<b>882,531</b>	<b>1,125,492</b>	<b>1,125,492</b>	<b>(242,961)</b>	
<b>Streetscapes</b>								
<b>Economic Services</b>								
Mainstreet Upgrade	3264	194	0	194	218,590	218,590	(218,396)	
<b>Economic Services Total</b>		<b>194</b>	<b>0</b>	<b>194</b>	<b>218,590</b>	<b>218,590</b>	<b>(218,396)</b>	
<b>Streetscapes Total</b>		<b>194</b>	<b>0</b>	<b>194</b>	<b>218,590</b>	<b>218,590</b>	<b>(218,396)</b>	
<b>Town Streets</b>								
<b>Town Streets Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Capital Expenditure Total</b>		<b>1,220,223</b>	<b>0</b>	<b>1,220,223</b>	<b>1,940,582</b>	<b>1,730,082</b>	<b>(509,859)</b>	
<b>Level of Completion Indicators</b>								
 <div> <div>0%</div> <div>20%</div> <div>40%</div> <div>60%</div> <div>80%</div> <div>100%</div> <div>Over 100%</div> </div>								
<div>Percentage YTD Actual to Annual Budget</div> <div>Expenditure over budget highlighted in red.</div>								

31/01/2018

# Attachment 12.11.1

List of Accounts Due & Submitted to Committee				
ACCOUNTS FOR PAYMENT - JANUARY 2018				
EFT/ Cheque	Date	Name	Invoice Description	Amount
<b>Shire of Nannup Municipal Fund</b>				
EFT10157	03/01/2018	B & B STREET SWEEPING PTY LTD	STREET SWEEPING EXPENSES - CBD AND GENERAL OF TOWNSITE	1430.00
EFT10158	03/01/2018	SQUIRE PATTON BOGGS	NATIVE TITLE CLAIMS: SNC #1 AND SNC #2	186.96
EFT10159	03/01/2018	COVS PARTS	PLANT - MAINTENANCE AND REPAIR - SMALL PARTS	69.65
EFT10160	03/01/2018	DRACOM SERVICES	FIRE BREAK INSPECTION EXPENSES	1620.00
EFT10161	03/01/2018	PICKLE & O	STAFF & COUNCILLOR FUNCTION CATERING	1638.00
EFT10162	03/01/2018	AFGR	PLANT - MAINTENANCE AND REPAIR - SMALL PARTS	153.23
EFT10163	03/01/2018	LEANNE WHITE	TERM 3 RHYME TIME	400.00
EFT10164	03/01/2018	STIHL SHOP REDCLIFFE	1 X CHAINSAW, SAW CASE AND FUEL CONTAINER	1000.00
EFT10165	03/01/2018	BUSSELTON HYDRAULIC SERVICES	PLANT - MAINTENANCE AND REPAIR - SMALL PARTS	522.79
EFT10166	03/01/2018	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT CHARGES	111.08
EFT10167	03/01/2018	SOUTHWEST TYRE SERVICE	TYRE FITTING EXPENSES	152.50
EFT10168	03/01/2018	SHIRE OF MANJIMUP	SOUTHERN FORESTS & VALLEYS SCHOOL HOLIDAY CALENDAR MANJI-BRIDGETOWN TIMES ADVERTISEMENT	266.67
EFT10169	03/01/2018	WORTHY CONTRACTING	NANNUP WASTE MANAGEMENT FACILITY	13805.73
EFT10170	08/01/2018	MARKETFORCE PTY LTD	2 X ADVERTISEMENTS IN BUSS/DUNS TIMES AND MANJI/BTOWN TIMES FOR LIBRARIAN ROLE	363.01
EFT10171	08/01/2018	FIRE & SAFETY WA	BUSH FIRE BRIGADE EQUIPMENT	3912.04
EFT10172	08/01/2018	OFFICEWORKS	FREIGHT CHARGES	5.95
EFT10173	08/01/2018	CLEANAWAY	DOMESTIC WASTE BIN COLLECTION	6955.58
EFT10174	08/01/2018	NANNUP HARDWARE & AGENCIES	6.4M OF FLASHING AND 40.25M OF CUSTOM ORB Z/A	2528.07
EFT10175	08/01/2018	WORK CLOBBER	PURCHASE OF PROTECTIVE CLOTHING	509.00
EFT10176	11/01/2018	LORRAINE LEARMOND	LDAG PROJECT OFFICER	672.00
EFT10177	11/01/2018	SOUTH WEST ISUZU	PLANT - MAINTENANCE AND REPAIR	260.28
EFT10178	11/01/2018	DRACOM SERVICES	FIREBREAK INSPECTIONS EXPENSES	1125.00
EFT10179	11/01/2018	ROB BOOTSMA	REIMBURSEMENT OF EXPENSES	47.90
EFT10180	11/01/2018	CITY & REGIONAL FUELS	FUEL EXPENSES	5732.94
EFT10181	11/01/2018	NANNUP DELI	REFRESHMENTS WITH GST	41.80
EFT10182	11/01/2018	OFFICEWORKS	2 X STATIONERY CUPBOARDS - CESM OFFICE	739.95
EFT10183	11/01/2018	BUNBURY TOYOTA	VEHICLE PURCHASE - INCLUDING TRADE-IN OF PREVIOUS	20490.50
EFT10184	11/01/2018	AFGR	FASTCAT PRO RIDE ON LAWN MOWER	9900.00
EFT10185	11/01/2018	ANNE-MARIE JEFFS	MAINTENANCE OF SES BUILDING	50.00
EFT10186	11/01/2018	NATURALISTE GARAGE DOORS	REPAIR ROLLER DOOR AT NORTH NANNUP VBF	352.00
EFT10187	11/01/2018	SUNWISE ENERGY	SOLAR PANEL INSTALLATION	9391.00
EFT10188	11/01/2018	NANNUP LIQUOR STORE	REFRESHMENTS	65.98
EFT10189	11/01/2018	ADDPRINT AUSTRALIA PTY LTD	4 X DATE STAMPS FOR RECORD KEEPING/INVOICING - OFFICE STAFF	356.50
EFT10190	11/01/2018	SARAH WAUGH	MANI/PEDI WORKSHOP FOR JAN 2018 SCHOOL HOLIDAY PROGRAM	105.00
EFT10191	11/01/2018	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT CHARGES - LIBRARY	57.62
EFT10192	11/01/2018	INSIGHT CCS PTY LTD	OVERCALL FEES FOR NOVEMBER	65.07
EFT10193	11/01/2018	WAYNE G H JOLLEY	HOME OFFICE AND TRAVEL COSTS FOR BUILDING SURVEYOR	665.58
EFT10194	11/01/2018	NANNUP NEWSAGENCY	STATIONERY & POSTAGE	255.97
EFT10195	11/01/2018	NANNUP COMMUNITY RESOURCE CENTRE	TELEGRAPH AD - FULL PAGE FOR JANUARY	121.00
EFT10198	15/01/2018	BUSSELTON BEARING SERVICES	PLANT - MAINTENANCE AND REPAIR - SMALL PARTS	172.70
EFT10199	15/01/2018	COVS PARTS	PLANT - MAINTENANCE AND REPAIR - SMALL PARTS	75.27
EFT10200	15/01/2018	BUNBURY TRUCKS	PLANT - MAINTENANCE AND REPAIR - SMALL PARTS	350.13
EFT10201	15/01/2018	ROB BOOTSMA	REIMBURSEMENT - VBF SHED EXPENSES	330.00
EFT10202	15/01/2018	HESKETH QUARRY'S PTY LTD	CRUSHING OF LATERITE	130170.70
EFT10203	15/01/2018	LOMAX MEDIA	BALANCE OF PAYMENT FOR PRODUCTION FOR TVC FOR AUTUMN IN NANNUP	508.75
EFT10204	15/01/2018	NANNUP LIQUOR STORE	REFRESHMENTS	360.87
EFT10205	15/01/2018	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT CHARGES - SIGNAGE	16.10
EFT10206	15/01/2018	NANNUP HARDWARE & AGENCIES	SUNDRY SUPPLIES	2843.97
EFT10207	15/01/2018	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS AND CLEANING	27.82
EFT10208	15/01/2018	SOUTHWEST TYRE SERVICE	TYRE EXPENSES	3030.00
EFT10209	15/01/2018	STEWART & HEATON CLOTHING CO. PTY LTD	PROTECTIVE CLOTHING	445.72
EFT10210	22/01/2018	LORRAINE LEARMOND	REIMBURSEMENT OF EXPENSES	52.60
EFT10211	22/01/2018	BUSSELTON BEARING SERVICES	SMALL PARTS PURCHASE - BOLTS	124.52
EFT10212	22/01/2018	SCOPE BUSINESS IMAGING	PREVENTATIVE SERVICE PLAN NOVEMBER 2017	835.56
EFT10213	22/01/2018	OFFICEWORKS	STATIONERY	401.94
EFT10214	22/01/2018	LOWER BLACKWOOD LCDC	CONTRIBUTION TOWARDS FERAL PIG ERADICATION 2017/18.	5500.00
EFT10215	22/01/2018	PETER CLARKE	REIMBURSEMENT FOR CASH FOR FLOATS FOR FAMILY FUN DAY 2018	300.00
EFT10216	22/01/2018	AUSTRALIAN TAXATION OFFICE	DECEMBER 2017 BAS	8957.00
EFT10217	22/01/2018	AMD CHARTERED ACCOUNTANTS	AUDIT COMMITTEE MEETING ON 23/11/17 - AUDIT FEES	726.00
EFT10218	22/01/2018	BUNNINGS- BUSSELTON	SUNDRY SUPPLIES	108.30
EFT10219	22/01/2018	BUNBURY CEMETERY BOARD	CEMETERY PLAQUE BASES	280.50
EFT10220	22/01/2018	CUTTS ENGINEERING PTY LTD	MAKE NEW ATTACHMENTS FOR GUIDE POST INSTALLATION AND REPAIR CRACKS IN FRONT OF TRAILER	1326.72
EFT10221	22/01/2018	LANDGATE	GRV INTERIM VALS COUNTRY FULL VALUE	683.05
EFT10222	22/01/2018	DO YOUR BLOCK CONTRACTING	DRIVEWAY EAST NANNUP FIRE BRIGADE	902.00
EFT10223	22/01/2018	CHARLES GILBERT	COUNCILLOR ALLOWANCE	495.00
EFT10224	22/01/2018	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT CHARGES	21.36
EFT10225	22/01/2018	METAL ARTWORK CREATIONS	2 X NAME BADGES	24.48
EFT10226	22/01/2018	MANIIMUP TOYOTA	NP00 - NEW PLANT PURCHASE INCLUDING TRADE-IN	15150.00
EFT10227	22/01/2018	NANNUP EZIWAY SELF SERVICE STORE	GAS BOTTLE FOR MI HOUSE	289.40
EFT10228	22/01/2018	THE PAPER COMPANY OF AUSTRALIA PTY LTD	STATIONERY	115.50
EFT10229	22/01/2018	STEWART & HEATON CLOTHING CO. PTY LTD	PROTECTIVE CLOTHING	177.40
EFT10230	22/01/2018	LOUISE STOKES	REIMBURSEMENT FOR FAMILY FUN DAY PROMOTION	144.96
EFT10231	31/01/2018	NANNUP MUSIC FESTIVAL	2018 MUSIC FESTIVAL FINANCIAL ASSISTANCE	2000.00
EFT10232	31/01/2018	ROBERT LONGMORE	COUNCILLOR ALLOWANCE AND REIMBURSEMENT OF EXPENSES	220.00
EFT10233	31/01/2018	RODNEY LAWS	BUS DRIVING AND SUPERVISION FOR SCHOOL HOLIDAY PROGRAM XSCAPE TRIP	175.00
EFT10234	31/01/2018	A TASTE OF NANNUP	2 X DVDS	33.00
EFT10235	31/01/2018	EDGE PLANNING & PROPERTY	PLANNING SERVICES	421.85
EFT10236	31/01/2018	BUSSELTON MULTI SERVICE	ENGRAVE AUSTRALIA DAY MEDALS	118.50
EFT10237	31/01/2018	DEAN GUJA	ENVIRONMENTAL HEALTH OFFICER EXPENSES	2454.00
EFT10238	31/01/2018	CITY & REGIONAL FUELS	FUEL EXPENSES	2263.47
EFT10239	31/01/2018	BLUE VANE SCOREBOARDS PTY LTD	2 X NEW CONTROLLERS FOR SCORE BOARD	346.50
EFT10240	31/01/2018	NANNUP MEN'S SHED INC.	CONSTRUCTION OF 2 PARK BENCHES FOR RIVERSIDE TRAIL PROJECT	1500.00
EFT10241	31/01/2018	WENDY SLEE	ORGANIZE FAMILY FUN DAY ENTERTAINMENT	250.00
EFT10242	31/01/2018	LEANNE WHITE	WORKSHOP	300.00
EFT10243	31/01/2018	CHUBB FIRE & SECURITY	FIRE DETECTION SYSTEMS FOR JANUARY 2018	276.49
EFT10244	31/01/2018	THOMPSON SURVEYING CONSULTANTS	LINE MARKING CUNDINUP ROAD	1320.00
EFT10245	31/01/2018	AW ROADWORKS PTY LTD	TRAFFIC MANAGEMENT	5306.40
EFT10246	31/01/2018	MARTIN TINNEY	HOLE BORING FOR PICNIC TABLES	180.00
EFT10247	31/01/2018	LASER MAYHEM AT MARANUP FORD	LASER TAG FOR FAMILY FUN DAY	900.00
EFT10248	31/01/2018	WIN TELEVISION WA PTY LTD	ADVERTISING	1650.00
EFT10249	31/01/2018	ARROW BRONZE	MEMORIAL PLAQUE - CEMETERY EXPENSES	323.07
EFT10250	31/01/2018	BELL FIRE EQUIPMENT	MISC. SMALL PARTS PURCHASE	874.50
EFT10251	31/01/2018	BUSSELTON PEST & WEED CONTROL	SPRAY ENTRY SIGN BOARDS TO TOWN SITE	176.00
EFT10252	31/01/2018	BLACKWOODS BUNBURY	15 X WHITE FLAGGING TAPE	113.36
EFT10253	31/01/2018	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT CHARGES	46.44
EFT10254	31/01/2018	INSIGHT CCS PTY LTD	OVERCALL FEES FOR DECEMBER 2017	196.63

List of Accounts Due & Submitted to Committee				
ACCOUNTS FOR PAYMENT - JANUARY 2018				
EFT/ Cheque	Date	Name	Invoice Description	Amount
EFT10255	31/01/2018	JASON SIGNMAKERS	2 X SIGNS EMERGENCY SERVICES	87.12
EFT10256	31/01/2018	NANNUP HARDWARE & AGENCIES	FIREFIGHTER BOOTS DARRADUP VBFB	874.95
EFT10257	31/01/2018	NORM FLYNN SMASH REPAIRS	EXCESS PAYMENT	500.00
EFT10258	31/01/2018	NANNUP COMMUNITY RESOURCE CENTRE	5 FULL PAGE ADVERT DECEMBER 2017 TELEGRAPH	1055.07
EFT10259	31/01/2018	NANNUP MUSIC CLUB INC	COMMUNITY SHED TRAILER LICENSE REIMBURSEMENT	134.70
EFT10260	31/01/2018	SUGAR MOUNTAIN ELECTRICAL SERVICES	WORKS AT SES BUILDING	7611.46
EFT10261	31/01/2018	STEWART & HEATON CLOTHING CO. PTY LTD	PROTECTIVE CLOTHING NORTH NANNUP VBFB	268.32
Total EFT Payments for period:				<u>\$ 293,051.50</u>
20246	15/01/2018	HARVEY NORMAN AV/IT SUPERSTORE BUSSELTON	1 X LENOVO PC	1015.00
20247	22/01/2018	HARVEY NORMAN AV/IT SUPERSTORE BUSSELTON	SES - SMALL EQUIPMENT PURCHASE	995.00
20248	22/01/2018	SHIRE OF NANNUP	F CLASS LICENSE	142.40
20249	22/01/2018	TELSTRA	NORTH NANNUP VBFB - TELEPHONE EXPENSES	113.26
20250	31/01/2018	SHIRE OF DARDANUP	SHAREPOINT ONLINE PLAN RECOUP MARCH 2017- AUGUST 2017	306.38
20251	31/01/2018	FLYNN WATTS	SUPERVISION OF SCHOOL HOLIDAY PROGRAM TRIP TO YSCAPE	105.00
20252	31/01/2018	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	LICENSE RENEWAL FOR LAND MOBILE SYSTEM AT CALM/POLICE SITE ADJACENT TO CARLOTTA FIRE TOWER	109.00
Total Cheque Payments for period:				<u>\$ 2,786.04</u>
DD10046.1	03/01/2018	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	8929.64
DD10046.2	03/01/2018	FIRST WRAP PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	831.92
DD10046.3	03/01/2018	LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	595.46
DD10046.4	03/01/2018	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	462.31
DD10046.5	03/01/2018	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	52.33
DD10047.1	17/01/2018	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	9036.45
DD10047.2	17/01/2018	LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	595.46
DD10047.3	17/01/2018	FIRST WRAP PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	980.75
DD10047.4	17/01/2018	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	462.31
DD10047.5	17/01/2018	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	155.83
DD10047.6	17/01/2018	SUNSUPER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	51.55
DD10048.1	31/01/2018	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	8704.01
DD10048.2	31/01/2018	ASGARD ELEMENTS - SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	432.40
DD10048.3	31/01/2018	LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	595.46
DD10048.4	31/01/2018	FIRST WRAP PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	932.15
DD10048.5	31/01/2018	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	462.32
DD10048.6	31/01/2018	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	97.17
DD10048.7	31/01/2018	SUNSUPER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	183.86
DD10054.1	31/01/2018	WESTNET	WESTNET JANUARY 2018	184.84
DD10054.2	31/01/2018	SYNERGY	SYNERGY JANUARY 2018	2995.65
DD10054.3	31/01/2018	BOC LIMITED	BOC JANUARY 2018	68.12
DD10054.4	31/01/2018	BP AUSTRALIA	BP FUEL JANUARY 2018	559.38
DD10054.5	31/01/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 37 JANUARY 2018	1897.31
DD10054.6	31/01/2018	CORPORATE CREDIT CARD - SHIRE OF NANNUP	CORPORATE CREDIT CARD JANUARY 2018	1611.00
DD10054.7	31/01/2018	ALLEASING PTY LTD	ALLEASING JANUARY 2018	2298.60
DD10054.8	31/01/2018	TELSTRA	TELSTRA JANUARY 2018	1663.29
DD10054.9	31/01/2018	CALTEX AUSTRALIA	CALTEX JANUARY 2018	503.13
DD10054.10	31/01/2018	SGFLEET	SGFLEET JANUARY 2018	1897.37
Total Direct Debit Payments for period:				<u>\$ 47,240.07</u>
<b>Shire of Nannup Trust Fund</b>				
EFT10196	11/01/2018	BUILDING CONSTRUCTION INDUSTRY TRAINING FUND	DECEMBER 2017 BCITF LEVY	965.25
EFT10197	11/01/2018	BUILDING COMMISSION	DECEMBER 2017 BUILDING SERVICES LEVY	915.30
Total Trust Payments for period:				<u>\$ 1,880.55</u>
TOTAL MUNICIPAL PAYMENTS FOR PERIOD				<u>\$ 343,077.61</u>
TOTAL TRUST PAYMENTS FOR PERIOD				<u>\$ 1,880.55</u>
TOTAL PAYMENTS FOR PERIOD:				<u>\$ 344,958.16</u>

## Attachment 12.11.2

SHIRE OF NANNUP			
ACCOUNTS FOR PAYMENT - JANUARY 2018			
Date	Supplier	Description	Amount
15/01/2018	Shire of Nannup	NP00 MI vehicle registration	\$ 915.10
23/01/2018	Paypal Mac Addict	2 iPad Covers for Bush Fire Brigade Services	\$ 339.90
23/01/2018	Nannup Bridge Café	CEO MCS and MI Lunch Meeting	\$ 80.50
25/01/2018	Nannup Hotel	Councillor Meeting Dinner	\$ 275.50
			\$ 1,611.00