

Attachment 8.1



Minutes

Council Meeting held Thursday 24 May 2018

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**Shire of Nannup
Ordinary Council Meeting Minutes: 24 May 2018**

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Minutes

1. DECLARATION OF OPENING

The Shire President declared the meeting open at 4.32pm.

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

ATTENDANCE:

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

David Taylor – Chief Executive Officer
Jon Jones – Manager Infrastructure
Jane Buckland – Development Services Officer

APOLOGIES:

Cr Mellema
Tracie Bishop – Manager Corporate Services

LEAVE OF ABSENCE:

Nil

VISITORS: Rita Stallard, Julie Kay, Charles Gilbert and Cheryle Brown.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Rita Stallard – East Nannup Road

Mrs Stallard took the Public Question Time as an opportunity to clarify that the questions asked by her at the April Ordinary Council meeting pertained to a letter she had sent to the Shire administration office. The Chief Executive Officer advised Mrs Stallard that she would be provided with a written response to this letter in due course.

Charles Gilbert – Adam Street

Mr Gilbert supplied the Council with a copy of a letter already sent to the Shire administration in April. The Shire President took his letter as questions on notice and advised that Ms Bishop, Manager Corporate Services; would provide a written response in due course.

5. APPLICATION FOR LEAVE OF ABSENCE:

Nil

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

7. DECLARATIONS OF INTEREST

The Shire President will read out any declarations received relating to financial, proximity or impartiality interests and ask for any further declarations to be made.

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 18076 STEER/BUCKLAND

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 26 April 2018 be confirmed as a true and correct record.

CARRIED (7/0)

8.2 18077 STEVENSON/FRASER

That the Minutes of the Local Emergency Management Committee meeting held 7 February 2018 be confirmed.

CARRIED (7/0)

8.3 18078 STEVENSON/FRASER

That the Minutes of the Nannup Shire Bush Fire Advisory Committee meeting held 7 May 2018 be confirmed.

CARRIED (7/0)

9. MINUTES OF COUNCIL COMMITTEES

9.1 18079 FRASER/BUCKLAND

That the Minutes of the BIG N meetings held in 12 April and 10 May 2018 be received.

CARRIED (7/0)

9.2 18080 FRASER/BUCKLAND

That the Minutes of the WALGA South West Zone meeting held 27 April 2018 be received.

CARRIED (7/0)

9.3 18081 FRASER/BUCKLAND

That the Minutes of the WALGA State Council meeting held 4 May 2018 be received.

CARRIED (7/0)

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

11. REPORTS BY MEMBERS ATTENDING COMMITTEES

Date	Meeting	Councillor
7/5/18	Bush Fire Advisory Committee	Cr Fraser, Cr Stevenson

AGENDA NUMBER:	12.1
SUBJECT:	Room Hire Concession
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	Lower Blackwood Vertebrae Pest Management Group
FILE REFERENCE:	ASS 5
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	17 May 2018
ATTACHMENTS:	Nil

BACKGROUND:

The Lower Blackwood Vertebrae Pest Management Group (LBVPMG) was formed by members of the community many years ago for the purpose of sourcing and executing funding for the control of vertebrae pests within the Shire of Nannup, with a focus on feral pig control.

COMMENT:

This group was historically formed for the purpose of sourcing and executing funding for the control of vertebrae pest within the Shire of Nannup, with a focus on feral pig control. The Group has been inactive and operating under the Lower Blackwood LCDC.

This group actively seeks funding in order to conduct their activities. An example being a \$55,000 grant was received from the State Natural Resource Management (NRM) from July 2016 – December 2016 with an in-kind contribution from the group of \$111,733 towards a control program. This particular program focused on feral pig control in the Scott River area. The program resulted in over 450 feral pigs being despatched during the period. The NRM considered this a great achievement considering the large area that the officers were responsible.

Historically, this group has convened meetings in the Shirley Humble room at the Shire of Nannup Administration offices as support to the group. Over the years, the Shire has made two contributions of \$5,000 (GST Exc) to the Group through Lower Blackwood LCDC); the first being September 2016 and the second being January 2018.

The Group has not met for some time and approached the Shire in April 2018 to have use of the Shirley Humble room. As this group was not an Advisory Committee of Council they were asked to utilise the community room at the Nannup Recreation Centre which attracted a room hire charge of \$52 (half day hire).

This group is not an Advisory Committee of Council, however, as many other committees/groups within the Nannup community there is a Councillor representative attending the meetings. Cr Fraser is the designated representative on this group.

A request has been made to Council asking that they are able to utilise the Shirley Humble room at the Shire of Nannup Administration buildings as ongoing support to the Group.

The Council Chambers and Shirley Humble room are utilised for Council driven activities such as Advisory Committees and formal Council meetings. Community groups have found and utilised their own resources to conduct their activities.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

FNC 3 – Community Group Grants and Donations

FINANCIAL IMPLICATIONS:

Full charge per Fees and Charges ½ day room hire - \$52
Fee waiver applied to Lower Blackwood Vertebrae Pest Management Group for the future use of the Community Room at the Nannup Recreation Centre.
Lost Income - \$52 per room hire

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2017 -2027

Focus point 5.1 - Listen

To listen and partner with our community leaders and all our diverse groups.

Strategies

Support of existing and emerging community groups.

Action

Provide community funding and support for events and community groups.

Responsibility

Facilitator

Focus point 4.1 – Our Sanctuary

We will protect our amazing nature, magnificent forests, managed bush land, rivers, agriculture and our pristine coastline.

Strategies

Improve awareness and increase public responsibility for our environment.

Action

Work with Government agencies to provide balance between natural and managed bushland, forests, rivers, agriculture and coast.

Responsibility

Advocate

RECOMMENDATION

That Council approve a fee waiver for room hire fees to the Lower Blackwood Vertebrae Pest Management Group when hiring the community room at the Nannup Recreation Centre in support of their initiatives.

VOTING REQUIREMENTS:

Simple Majority

18082 STEER/LONGMORE

That Council approve a fee waiver for room hire fees to the Lower Blackwood Vertebrae Pest Management Group when hiring the community room at the Nannup Recreation Centre in support of their initiatives.

CARRIED (5/2)

Voted Against the Motion: Cr Dean and Cr Steer

AGENDA NUMBER:	12.2.
SUBJECT:	Nannup Men Shed Land Clearing
LOCATION/ADDRESS:	Nannup Men Shed site
NAME OF APPLICANT:	Nannup Men Shed
FILE REFERENCE:	ASS 28
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	16 May 2018
ATTACHMENTS:	Nil

BACKGROUND:

The Department of Lands wrote to Council in January 2017 advising of the decision to make available a portion of Reserve 26684 being past Lot 232 on Deposited Plan 168946 previously set aside for the purpose of ‘School site’ and not proposed Nannup Men’s Shed.

The Department advised that the land will be made available subject to all costs being paid. The Shire of Nannup provide indemnification against costs and claims and that a Management Order be issued to either the Nannup Men’s Shed or the Shire of Nannup.

The Nannup Men’s Shed wrote to Council advising that it had resolved that they will gladly accept responsibility for the Management Order over the land.

In relation to the surveying and other incidental costs, resolution 17007 was passed in the January 2017 Council meeting as follows;

‘17007 STEER/LONGMORE

That Council advises the Department of Lands that it will cover surveying and other incidental costs associated with securing land for the Nannup Men’s Shed and also indemnify the Department of Lands against costs and claims.

Council also advises the Department that it supports the Management Order being issued to the Nannup Men’s Shed Inc., for management and control of the land.

CARRIED (7/0)’

These survey and incidental costs to date have not been received, however \$5,000 has been set aside in the 2017/18 budget.

The Nannup Men’s Shed have written to Council advising that the Management Order has now been executed by the Nannup Men’s Shed.

Within this letter a request has been made for Council to provide assistance in the form of clearing the parcel of land and provided a quoted amount from a contractor of \$1,683 to complete the works. Resolution 16113 was passed in August 2016 Council meeting as follows;

16113 LONGMORE/STEVENSON

That Council support the Nannup Men's Shed in acquiring portion of Reserve 26684 for Men's Shed operations. In respect to financial support, Council indicates that assistance would be provided in clearing the required land for buildings but infrastructure costs would have to be grant driven.

CARRIED (7/0)

On the 16th of May a Development Application has been submitted for the development of the parcel, within this application it was requested if Council to consider waiving the application fee associated.

COMMENT:

In summary there are the three requests;

- a. Assistance in clearing the parcel of land where the Nannup Men's Shed is to be located.

It is believed that the original intention of Council in assisting with the clearing was via the use of the Shire's own resources (employees and machinery). The Works Manager and the CEO conducted a site visit to determine the type of work and material that was involved in performing the clearing. The site is completely covered in tall timber of which the Shire's machinery is not suitable to perform the work. Further to this, Shire staff are unable to fell trees as a matter of Occupational Health and Safety and the associated risks involved in performing such tasks.

This was advised to the Nannup Men's Shed of which a further letter was written advising of a quote they received from a contractor detailing the total cost to conduct the clearing would be \$1,683. Nannup Men's Shed have requested Council to fund this cost, or a significant part thereof.

\$1,300 has been identified as available within the current 17/18 budget if Council wish to grant this contribution.

- b. Allowing part (a) be included within their application as in-kind contribution within their applications to various funding bodies.

The CEO discussed the intent of this with Nannup Men's Shed and advised that this would need to be included as a contribution from the Shire of Nannup towards the project.

- c. Waiving of the development application fee.

The development application fee is \$147, which represents the minimum fee applicable to a development application. This would be an insignificant amount if Council wished to waive this fee.

Further discussion with the Nannup Men's Shed identified that funding of \$12,000 has been received for the project. The quotation received for site works is approximately \$15,000, which includes \$1,683 in clearing costs. The costs associated with constructing any buildings does not form part of this agenda item. Nannup Men's Shed have advised they have \$18,000 of their own money of which is anticipated to go towards construction costs.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

FNC 3 – Community Group Grants and Donations

FINANCIAL IMPLICATIONS:

Contribution towards the land clearing at Lot 251 on DP 412171 - \$1,300
Waiver of Development Application Fee (In-Kind) - \$147
Total Contribution is \$1,447

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2017 -2027

Focus point 5.1 - Listen

To listen and partner with our community leaders and all our diverse groups.

Strategies

Support of existing and emerging community groups.

Action

Provide community funding and support for events and community groups.

Responsibility

Facilitator

RECOMMENDATION:

That Council:

1. Approve a contribution of \$1,300 to the Nannup Men's Shed towards the contractor costs of clearing the Nannup Men's Shed site.
2. Allow this contribution to be included as one from the Shire of Nannup towards the Nannup Men's Shed project for any future funding applications associated with the Nannup Men's Shed project.
3. Waive the Application Fee of \$147 attached to the Development Approval of the Nannup Men's Shed site.

VOTING REQUIREMENTS:

Simple Majority

18083 HANSEN/FRASER

That Council:

- 1. Approve a contribution of \$1,300 to the Nannup Men's Shed towards the contractor costs of clearing the Nannup Men's Shed site.***
- 2. Allow this contribution to be included as one from the Shire of Nannup towards the Nannup Men's Shed project for any future funding applications associated with the Nannup Men's Shed project.***
- 3. Waive the Application Fee of \$147 attached to the Development Approval of the Nannup Men's Shed site.***

CARRIED (7/0)

AGENDA NUMBER:	12.3
SUBJECT:	Proposed partial closure of the old East Nannup Road reserve adjoining Lots 11184 & 11185 Hayes Road, East Nannup
LOCATION/ADDRESS:	Lot 11184 Hayes Road, East Nannup
NAME OF APPLICANT:	Sharyn Gibellini
FILE REFERENCE:	A1727
AUTHOR:	Jane Buckland – Development Services Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	14 May 2018
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	12.3.1 - Correspondence and plan from applicant 12.3.2 - Location map 12.3.3 – Email from Department of Planning, Lands and Heritage

BACKGROUND:

An application has been made to permanently close a portion of the old East Nannup Road reserve which adjoins Lots 11184 and 11185 Hayes Road, East Nannup and once closed, for it to be amalgamated into Lot 11184 on Plan 204907. The applicant's request is outlined in Attachment 12.3.1.

The location of the road reserve is shown in Attachment 12.3.2. The area is approximately 12 kilometres southeast of the Nannup Townsite.

The new alignment of East Nannup Road to the west of Lot 11184 was gazetted on 2nd August 1963 following a resolution of Council to resume land for the purpose of a new road in December 1955. The old East Nannup Road reserve to the east of Lot 11184 was believed by the previous owner, and the applicant, to have been closed at this time however enquiries to the Department of Planning, Lands and Heritage have confirmed that this did not occur as shown in Attachment 12.3.3.

Since purchasing Lot 11184, the applicant has constructed a substantial dam which is located across the old East Nannup Road reserve and into the adjoining Lot 11185. The dam is utilised by the owners of both properties and the applicant does not seek to prevent access to this water supply by the owner of Lot 11185.

The constructed gravel road previously contained within the old East Nannup Road reserve no longer exists and has been converted to pasture.

COMMENT:

It is suggested that the Council initiates permanent partial road closure of the old East Nannup Road reserve and agrees that it be amalgamated into adjoining Lot 11184 on

Plan 204907. The superfluous road reserve has been in place since the realignment of East Nannup Road approximately 55 years ago and the land has been converted to farmland.

The applicant has ensured that the owner of Lot 11185 will retain legal vehicular access to their property with a section of the old East Nannup Road reserve to remain between Hayes Road and the proposed closed section. The applicant has also advised that they do not intend to prevent the owner of Lot 11185 from accessing water from the dam however it is suggested that Council should recommend to the applicant that any arrangement for water access should be legally formalised either through the creation of an easement or via a deed.

If Council agrees, the Shire administration will advertise the resolution to initiate a partial road closure in a newspaper circulating in the district for a period of 35 days, write to and invite comments from stakeholders and government agencies, place public notices on community noticeboards, place details on the Shire website and at the Shire office. Following the close of the consultation period, the Council and the Shire administration will consider the submissions and determine whether to request the Minister to close the unnamed road reserve.

The road reserve closure and acquisition process usually takes considerable time to complete, often in the order of years, with most of the process and associated time associated with State Government agencies.

STATUTORY ENVIRONMENT:

Land Administration Act and Land Administration Regulations. A Council resolution is required to initiate the road closure process.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The applicant has paid the application fee in accordance with the Council's fees and charges and will meet all costs associated with the process including survey, land acquisition, State Government administration fees and land amalgamation fees.

STRATEGIC IMPLICATIONS:

Nil

RECOMMENDATION:

That Council:

1. Agree to initiate a request for permanent partial road reserve closure action of the section of old East Nannup Road adjoining Lots 11184 and 11185 Hayes Road, East Nannup, under section 58 of the Land Administration Act 1997 subject to the closed partial road reserve being amalgamated into adjoining Lot 11184 on Plan 204907.
2. Recommend that the owners of Lots 11184 & 11185 legally formalise access to the dam via easements and/or a deed.

VOTING REQUIREMENTS:

Simple Majority

18084 HANSEN/FRASER

That Council:

1. ***Agree to initiate a request for permanent partial road reserve closure action of the section of old East Nannup Road adjoining Lots 11184 and 11185 Hayes Road, East Nannup, under section 58 of the Land Administration Act 1997 subject to the closed partial road reserve being amalgamated into adjoining Lot 11184 on Plan 204907.***
2. ***Recommend that the owners of Lots 11184 & 11185 legally formalise access to the dam via easements and/or a deed.***

CARRIED (7/0)

AGENDA NUMBER:	12.4
SUBJECT:	Budget Monitoring – April 2018
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 15
AUTHOR:	Robin Lorkiewicz – Corporate Services Officer
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	15 May 2018
ATTACHMENTS:	12.4.1 - Financial Statements for the period ending 30 April 2018

BACKGROUND:

Local Government (Financial Management) Regulation 34(1) requires that Council report monthly on the financial activity from all the various operating and capital divisions. Council has adopted a variance threshold of 10% or \$30,000, whichever is the greater on which to report. The statutory statements are appended at Attachment 12.4.1.

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

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

COMMENT:

Please refer to the attachment, Financial Statements for period(s) ending 30 April 2018 for a detailed analysis of our end of year position, Note 2.

STATUTORY ENVIRONMENT:

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

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

Nil.

RECOMMENDATION:

Monthly Financial Statements for the period ending 30 April 2018 be received.

VOTING REQUIREMENTS:

Simple Majority.

18085 STEVENSON/STEER

Monthly Financial Statements for the period ending 30 April 2018 be received.

CARRIED (7/0)

AGENDA NUMBER:	12.5
SUBJECT:	Monthly Accounts for Payment - April 2018
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Robin Lorkiewicz –Corporate Services Officer
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT	15 May 2018
ATTACHMENT:	12.5.1: Accounts for Payment – April 2018

BACKGROUND:

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 April 2018 to 30 April 2018 as detailed hereunder and noted on the attached schedule, are submitted to Council.

COMMENT:

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

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

Municipal Account

Accounts paid by EFT	10419 – 10517	420,366.39
Accounts paid by cheque	20266 – 20271	4,161.23
Accounts paid by Direct Debit	DD10124.1 – DD10136.7	36,598.65
<i>Sub Total Municipal Account</i>		\$461,126.27

Trust Account

Accounts paid by EFT	10458-10459 & 10518	4,165.21
Accounts Paid by cheque		0.00
<i>Sub Total Trust Account</i>		\$4,165.21
Total Payments		\$465,291.48

STATUTORY ENVIRONMENT:

Local Government (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 \$465,291.48 1 April 2018 to 30 April 2018 in the attached schedule be endorsed.

VOTING REQUIREMENTS:

Simple Majority.

18086 STEVENSON/LONGMORE

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$465,291.48 1 April 2018 to 30 April 2018 in the attached schedule be endorsed.

CARRIED (7/0)

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

Nil

13.1 OFFICERS

13.2 ELECTED MEMBERS

14. MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

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

Nil

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

Nil

17. CLOSURE OF MEETING

The Shire President declared the meeting closed at 5.07pm.

Attachment 8.2



Minutes

PUBLIC COPY

Special Council Meeting

Thursday 21 June 2018

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Any advice provided by an employee of the Shire of Nannup on the operation of a written law, or the performance of a function by the Shire of Nannup, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire of Nannup. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire of Nannup should be sought in writing and should make clear the purpose of the request. Any plans or documents in Agendas and Minutes may be subject to copyright.

Minutes

1. **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Shire President declared the meeting open at 4.00pm.

2. **RECORD OF ATTENDANCE**

Councillors: Dean, Stevenson, Buckland, Fraser, Hansen and Steer

David Taylor – Chief Executive Officer

Tracie Bishop – Manager Corporate Services

Robin Lorkiewicz – Corporate Services Officer

3. **APOLOGIES**

Councillors Mellema and Longmore

4. **LEAVE OF ABSENCE**

Nil

5. **PUBLIC QUESTION TIME**

Len Gilchrist - 150 Blackwood River Drive

Q1. Has Council considered what will happen if The Nannup Music Club are unable to meet repayments for the proposed Self Supporting Loan included within the 2018/19 Budget?

Q2. Will Ratepayers be required to cover these repayments and if so will they be reimbursed these amounts once the property is sold?

A1 & A2. The Chief Executive responded:

There have been put in place certain mitigating factors that should result in any default of loan repayments being covered. Prior to the funds being released for the purchase of the property, a legal agreement will be drawn up which details that if repayments cannot be made by the Nannup Music Club then the property will be

placed on the market. There is also within the endorsed Item taken to Council in April this year that a term deposit be held and proof of this term deposit be given to the Shire of Nannup for the amount of \$22,000 or total amount of 6 months' repayments of the loan, whichever is the greater. Council considers that these two components should result in no financial pressure applied to the ratepayers of Nannup in regards to this self-supporting loan.

Q3. Was the Chief Executive Officer aware of what the loan was for when he initially started at this Council?

A3.The Chief Executive Officer responded to Mr Gilbert that he was aware of what the loan was for when he initially started employment at the Council.

6. REPORTS OF OFFICERS

6.1 Rate in the Dollar 2017/18

6.2 Budget 2017/18

SUSPENSION OF STANDING ORDERS

18087 STEVENSON/BUCKLAND

That Council suspend Standing Orders to allow Manager Corporate Services to present an overview of the budgetary process completed in the lead up to this draft budget.

CARRIED (6/0)

The Manager Corporate Services then presented a Power Point Presentation to allow Councillors and any community members in attendance an opportunity to understand everything that had been considered within this Budgetary process for 2018/19.

RESUMPTION OF STANDING ORDERS

18088 STEER/STEVENSON

That Council resume Standing Orders.

CARRIED (6/0)

7. CLOSURE OF MEETING

AGENDA NUMBER:	6.1
SUBJECT:	Rate in the Dollar 2018/19
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC3
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	18 June 2018
ATTACHMENTS:	6.1.1 - Chart Showing Rate Increases – All Properties 6.1.2 - Chart Showing Rate Increases – UV Properties 6.1.3 - Chart Showing Rate Increases – GRV Properties

BACKGROUND:

Section 6.32 of the Local Government Act 1995 requires that:

When adopting the annual budget, a local government —

- (a) *in order to make up the budget deficiency, is to impose a general rate on rateable land within its district, which rate may be imposed either —*
 - (i) *uniformly; or*
 - (ii) *differentially;*
- (b) *may impose on rateable land within its district —*
 - (i) *a specified area rate; or*
 - (ii) *a minimum payment; and*
- (c) *may impose a service charge on land within its district.*

A minimum rate can only be imposed in conjunction with a general rate and if the minimum rate is more than \$200 it cannot be imposed on more than 50% of rated properties. This limit applies separately to those properties classed as Gross Rental Value (GRV) or Unimproved Value (UV).

The draft budget is included elsewhere on today’s agenda. The proposed budget requires a sum of \$1,695,348 to be raised from rates, giving an average increase of 6.50%. If Council changes the total required yield from rates as a result of the adoption of the 2018/19 budget, then the recommendation in this report will need to be amended in line with that resolution.

COMMENT:

Council's rating model for 2017/18 was:

	Rate in the Dollar	Minimum Rate	Yield	Minimums
GRV	0.08360	\$870	\$820,440	42.05%
UV	0.004284	\$1,050	\$780,994	49.88%
			\$1,509,754	

Principles for Rate Modelling

The rating methodology to be followed is set out in Council resolution 8946 from the meeting of 18 April 2013.

This states:

In preparing rate models for Council consideration officers should:

- *adopt the principle that future rate increases should be at or above CPI and more closely linked to the LGCI (Local Government Cost Index) given that the latter has more relevance to local governments' costs; and*
- *the current balance of payment between UV and GRV properties be maintained; and*
- *the rate in the dollar for UV and GRV properties be adjusted up or down, as the case may be, to compensate for general increases or reductions in rateable values for each class of property before applying new rate models.*

Revaluation

Unimproved Valuations (UV):

UV Valuations are adjusted annually to reflect what the current market price of land within the local government. In making these valuations different trends are analysed to arrive at the final valuation figure for a locality. According to Mr John Benson, a former local Landgate Valuer, for this land type these trends vary from soil type, land usage and market value.

For the upcoming 2018/19 financial year this assessment is that overall land values within the Shire have fallen by 0.042% overall. Upon analysis of the UV roll issued for 2018/19, valuation changes have only effected 35 properties all of which are currently rated within our minimum classification. From a gross valuation standpoint, values within the UV class have fallen by \$661,500 to new valuation of 155,064,560, however,

as all effected properties are currently rated within our minimum rated category there is no adjustment required to the base rate in the dollar figure prior to calculating the 2018/19 rate in the dollar required for this class.

For the upcoming 2017/18 financial year this annual assessment shows that overall land values within the shire have dropped by 0.43% overall. In monetary terms a drop of \$661,500.

All Valuations	
UV Valuations 2017/18	155,726,060.00
UV Valuations 2018/19	155,064,560.00
Percentage Change	-0.43%

Gross Rental Valuations (GRV):

GRV valuations are only completed within the Shire of Nannup on a three yearly basis. For the upcoming 2018/19 year this means that there is no increase shown as land values within this class were last valued within the 16/17 financial year. Within this upcoming financial year, properties within this class will be revalued which will require adjusting for once modelling for the 2019/20 financial year is undertaken.

Workshop Outcomes

During workshops completed this year, three models were submitted for Councillor consideration. After looking at the merits of each of these models the following was considered by Council to demonstrate the most equitable to the majority of land owners while also addressing Council's rating methodology above.

<i>Model</i>	GRV	UV	GRV	UV	GRV	UV
	Up to 5%		5 - 7%		7% +	
Model 1	0.00%	0.005%	99.998%	99.995%	0.0014%	0.00%
Model 2	41.33%	0.005%	58.67%	99.995%	0.00%	0.00%
Model 3	50.00%	100.00%	3.50%	0.00%	46.50%	0.00%

The three models considered by Council within the workshops were:

- Model 1 – Equal rate increase per category;
- Model 2 – Equal dollar increase per category;
- Model 3 – Ensuring that 50% of all properties were within the minimum category.

Based on the three models the first model was considered to be the 'best fit' in terms of the overall rate increase. In this model, no assessment has a rate increase above 7% and all classes, both those on general rates and those within the minimum classes, have similar rate increases. This is unusual for rates modelling. In most years there is a higher percentage change to the valuation dollar figure which then results in a need to firstly adjust the rate in the dollar base figure used in the previous period to ensure that the same dollar amount could be achieved using current valuations and then have the increase applied to both categories. As mentioned above this was not required this year due to an almost nil effect on movement within the categories.

The following observations are made in regards to the preferred model:

- The Shire of Nannup has 1145 rateable properties;
- Of these rateable properties, 1001 properties which will have a rate increase between \$0 - \$100;
- All ratepayers have a rate increases of between 6.48% to 6.68% regardless of which rating class their property is in;
- Minimum ratepayers in both classes will have dollar increases of between \$58-\$68 per assessment.

Based on the summary above the following proposed model is put forward for adoption.

Model 1 - Equal Increase per class and minimum							
	Budget Increase		6.50%			%	Previous Yr
						Inc	
Rate in Dollar	2018/19	GRV	0.086979		0.08167	6.50%	0.8167%
		UV	0.004534		0.00426	6.50%	0.00426%
Minimum Rate	2018/19	GRV	928	43.36%	OK	6.67%	\$ 870.00
		UV	1118	49.14%	OK	6.48%	\$ 1,050.00
Target Yield	1,695,348						1,695,049
Actual Yield GRV	887,553						832,935
Actual Yield UV	807,872						758,689
Actual Yield	1,695,425						
Variance	77	Surplus					

The impact of these proposals on rate bills has been modelled and is shown graphically in Attachments 1-3.

Waste Avoidance and Resource Recovery Act

2014/15 saw the introduction of the Waste Avoidance and Resource Recovery Act 2007 (WARR Act) as a way of recouping costs associated with running our Waste Management Facility. This has been well accepted by the community at large and officer recommendation is for this to continue.

It is proposed that for the 2018/19 year the WARR Act levy imposed should be \$77 per applicable assessment. This will see the burden imposed on rates income as a result of expenses relating to waste management reduced. Officer recommendation is that this levy be increased by 20% annually until such time as full recovery is achieved.

For all waste management users who do not reside within the Shire of Nannup the option to purchase an out of town Waste Management Pass applies for their domestic waste disposal.

Conclusion

It is noted that the increase in rates each year is a burden felt by the whole community however as costs increase it is inevitable that the Rate in the Dollar must also rise. Council needs to show that wherever possible it is taking steps to be sustainable.

The following observations are noted as impacting on the rate requirement this year:

- An additional impost as a result of cut to Capital Grants overall. Budgeted Capital Grants for 2018/19 are down \$800,000 from the previous period. The impact that this has on Council's overall budget can be lessened, to a degree, by less capital works being scheduled. However, a portion of Council's employee costs are accounted for within this program and as such, regardless of whether works completed by staff are operational or capital, these employee costs are incurred. Where capital funding is not available for our infrastructure network, these costs are transferred to operational which inevitably results in a higher portion of own source (i.e. rating) funding being required to cover this shortfall.
- Utility increases introduced within the State budget have been noted as including a 7% increase in electricity expenses. For local governments this not only increases overall administration and running costs but also is impacted heavily with street lighting provision.
- Costs associated with compliance continue to increase. As at 2018/19 auditing requirements will be completed by the Office of the Auditor General. This is in an effort to ensure greater transparency within the industry. Actual cost implications for the change in auditors is yet to be disclosed however it has been an industry suggestion that all Council's double their current costs. For Nannup this represents a budget percent increase of approximately 1%.

STATUTORY ENVIRONMENT:

Local Government Act 1995 Section 6.32.

Waste Avoidance and Resource Recovery Act 2007

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The resolution on the rate in the dollar is required to fund the 2018/19 budget.

STRATEGIC IMPLICATIONS:

Nil

NOTE:

No recommendation provided as included in Item 6.2

AGENDA NUMBER:	6.2
SUBJECT:	Draft Budget 2018/19
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:	Nil
DATE OF REPORT:	18 June 2018
ATTACHMENTS:	6.2.1 – Draft Budget Statements 2018/19 6.2.2 – Budgeted Reserves 6.2.3 – Community Requests 6.2.4 – Budgetary Considerations 2018/19 6.2.5 – Anticipated Surplus carried forward 6.2.6 – Fees & Charges

BACKGROUND:

This recommended draft budget is the product of numerous budget workshops completed by both Councillors and staff members. These workshops have examined all areas of committed and uncommitted income and expenditure and the output from this process provided guidance to officers on which items should be included or excluded from the draft budget. The result of the process described above is the draft budget presented to Council today as summarised at Attachment 1.

A model of the projected budgetary position over the next 10 years has been developed as part of the Integrated Planning process, annual consideration of the budget can take into account cost pressures that will arise over the medium and long term. The updated projections in the Long Term Financial Plan were presented to Council during the first budget workshop for the 2018/19 financial year.

The budget format classifies income and expenditure into three groups:

- Base income/expenditure – the cost of carrying out the same level of activity in the new financial year as was undertaken in the old financial year.
- Committed income/expenditure – unavoidable changes to the base, such as contracts entered into in the old financial year which will have a cost impact on the new financial year.
- Uncommitted income/expenditure – items of income or expenditure where there is a choice over whether it should be included in the Draft Budget.

COMMENT:

Budget Assumptions

In compiling the base budget an assessment of probable levels of inflation and interest rates has been taken. Reasonable account has been taken of known or anticipated price increases and other committed expenditure. Inflation of 2.0% has been added to the base level of expenditure where confirmed price increases are not known.

Council has a degree of control over the main areas of uncertainty in the budget and should therefore be able to moderate its exposure to significant variations through the decisions taken during the budget process. However, the unpredictability of many of the factors influencing the Council's budget remains a risk and this is addressed through prudent estimates.

There are three major factors affecting the revenue budget:

- The base budget for 2018/19 includes income from fees and charges of approximately \$421,204 however these are not guaranteed revenue streams.
- Council receives income from investment interest. Interest rates are fluid and can fluctuate. In this regard Council has no control over actual income received through investment interest. For the 2018/19 period, an analysis has been undertaken based on current year interest received. As it is proposed that 50% of Federal Assistance Grants will be received within the current year it is feasible to assume that the following year interest will be similar. Included within the current budget is an amount of \$16,000 based on this analogy.
- Council does not maintain a general level of working balances which can absorb unexpected fluctuations in its income and expenditure. In the event that there are significant adverse variations during the year money would need to be released from other earmarked reserves to cover any shortfall.

In the light of the assumptions made in compiling these estimates and reflected in the recommendation it is considered that the budget as presented is sufficient to meet the liabilities facing the Council during 2018/19.

Changes to the Base Budget

Initially, at the beginning of the budgeting workshops Council looked at the cost of carrying out the same level of activity as in 2017/18. After taking into account the costs associated with the removal of capital grant income and including inflationary increases for this financial year the base budget income required increased significantly to an increase that could not be considered feasible. As a result, there have been considerable cuts to the operational budget in order to arrive at a more palatable budget increase from previous year.

Significantly, Reserve contributions for the upcoming year have been withheld from the draft budget.

Overall, within the budget for 2018/19 there have been savings made wherever possible. Taking all factors into consideration there is a net committed increase of 6.50%. All items that have been considered within the budgetary workshops for inclusion as well as items considered but not included are summarised in Attachment 4.

Reserves

The budget process provides an opportunity for Council to assess the adequacy of its reserves. Council maintains a number of Reserves set up for specific purposes. The table in Attachment 2 details the Reserve position as reflected in the recommended budget.

While it is always considered important to be including Reserve contributions within a financial budget, given the particularly tight income streams currently available to the Shire of Nannup it is considered that a 12-month hiatus from these contributions is sustainable. The issue for Council will be in ensuring that this does not become the norm. If Reserve contributions are not resumed in upcoming financial periods, there is a danger that when contributions are required from these reserves (to ensure our Assets are well maintained and capital projects completed) there will be insufficient funds to proceed.

Funding Corporate Priorities

Funding priorities for the 2018/19 year were analysed within the budget workshops. Priorities identified during this process include:

Increased legislative requirements have been included within this budget the following amounts will be used for this purpose:

- Annual Auditing Costs - \$25,000
 - Other auditing requirements - \$ 8,500
 - Integrated Planning requirements - \$12,000
 - Regulation 17 Review - \$ 8,500
- \$54,000

Biosecurity was an area that was again considered within the 2018/19 budget. This was particularly relevant with the recent request for the Shire of Nannup to be included within the State Government's Declared Pest Rate Levy. While the consensus from ratepayers who responded to Council's survey was that overall respondents did not wish to be included in this initiative, there still is a need to look at Biosecurity for our

local government. Council has included a figure of \$3,000 for this purpose to go towards the Feral Pig Eradication Program.

The refurbishment of the Recreation Centre change rooms has been included in this budget. The current change rooms are dated and detract from groups using these facilities. Funding opportunities are currently being explored to help source the funding required to complete these works. Should this funding not be available the refurbishment will be held over until funding can be sourced. Council contribution will be from an Asset Management contribution of \$50,000.

There were numerous Community group requests for contributions to ensure that their service could be continued these have all been considered on a case by case basis and wherever possible funding to continue to support these groups has been included within the budget. These are shown within Attachment 3.

There was also a request from the Nannup Music Club for a Self-Supporting Loan to enable this club to purchase their own premises. Council considered this request and at the April 2018 Ordinary Council Meeting and endorsed the following:

18073 STEVENSON/LONGMORE

That Council endorse and pursue the application for a self-supporting loan on behalf of the Nannup Music Festival Inc. for the sum of \$350,000 on the following conditions:

- ***The loan period is for a 10-year period;***
- ***All costs associated with the setup of both the loan and legal agreement surrounding this loan are recoverable expenses recoverable from the Nannup Music Festival Inc.;***
- ***That a condition of the loan be that a term deposit be held and proof of this term deposit be given to the Shire of Nannup for the amount of \$22,000 or total amount of 6 months' repayments of the loan, whichever is the greater;***
- ***That the implications of this loan application be included within the Annual Budget for the 2018/19 financial year.***
- ***That Council authorise the CEO to implement necessary conditions to ensure security for the loan over assets owned by NMF.***

CARRIED BY ABSOLUTE MAJORITY (7/0)

On the proviso that all of the conditions shown above are met, there is a budgetary item to support this loan. Actual impact of this loan on Council will be nil as a result of Point 2 above.

Waste management is a topic that is particularly relevant both nationally and globally in today's climate. There continues to be a lot of concern about how waste management is conducted and what will happen in the future with this waste material. The Shire of Nannup has, for a number of years, sub-contracted out the provision of this service provided at the waste management facility. This contract is due for review and/or renewal as at 1 October 2018. After considerable debate, Council has decided that for the 2018/19 year this service will be taken back to become an internally run facility. It is hoped that by doing this Council will be better placed to understand the true costs associated with providing this service as well as having a better understanding of the site lifespan and the maintenance costs and income streams.

An Economic Feasibility Study of the Scott River area is being commissioned as a joint project between Augusta Margaret River and the Shire of Nannup. The aim of this project is to gain a better understanding of the infrastructure requirements of this region moving forward. Within the 2018/19 budget an amount of \$5,000 has been included as Council's contribution.

A number of smaller items are included in the proposed budget to support existing council services and details of all the proposed changes to the budget are set out in the attachment. After taking these requests into account the overall increase in the budget is 6.50%.

Prospects for the Future

The revised model underpinning the Long Term Financial Plan (LTFP) demonstrated that rates would need to increase by 6.50% in 2018/19. It is anticipated that further increases will be required annually if the Shire of Nannup is to become fully sustainable without the dependence on external capital grant funding. The actual level of increase will continue to be monitored and adjusted wherever possible. All projections are made with the assumption that current levels of Federal and State funding for our Roads Programs and Financial Assistance Grants remain as expected.

Conclusion

The proposed rate requirement is \$1,695,348, an increase of 6.50% on 2017/18. The budget presented for adoption overall assumes a balanced budget, with a surplus brought forward of approximately \$799,634. This surplus has been included within the budget for 2018/19 to offset total budgetary requirements. It is made up of budgeted items brought forward (to be completed within the upcoming period), savings made wherever possible and the early payment of grant funding. A full breakdown of this surplus is included within Attachment 5.

Current predictions of actual outcomes for the current year suggest that there may be modest savings above that currently shown within our draft budget. The final surplus

figure brought forward will not be known until the Annual Financial Statements have been completed and audited by our external auditors. The reason for the uncertainty is as a result of actual spending for the current year still occurring and outstanding purchase orders that will be completed within this timeframe. As with all other unknown outcomes at this point, any savings identified will be included within the budget review process. It is Officer recommendation that should savings above those known come to fruition that these savings be placed in to our Reserve accounts.

The proposed 2018/19 budget is considered, after taking all the above factors into account, sufficient to meet the liabilities facing the Council during 2018/19.

STATUTORY ENVIRONMENT:

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

Section 6.2 of the Local Government Act 1995 stipulates that no later than 31 August each financial year or such extended time as the Minister allows each local government is to prepare and adopt by absolute majority in the form and manner prescribed a budget for its municipal fund for the financial year ending on the next following 30 June.

POLICY IMPLICATIONS:

None.

FINANCIAL IMPLICATIONS:

A rate requirement for 2018/19 of \$1,695,348.

STRATEGIC IMPLICATIONS:

The adoption of the proposed 2018/19 budget is the cornerstone of developing the long term financial sustainability of the Shire.

VOTING REQUIREMENTS:

Simple Majority

RECOMMENDATION:

That the following proposed recommendations be endorsed by Council at its Ordinary Meeting of Council on the 28 June 2018.

Recommendation One – Rate in the Dollar and Minimum rates applied:

That Council impose the following Rates & Charges

Rate Type	Minimum Rate in \$	Rate in \$	Yield
GRV	\$928	0.086979	887,553
UV	\$1,118	0.004534	807,872
			\$1,695,425

18089 STEVENSON/BUCKLAND

That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 28 June 2018.

CARRIED (6/0)

Recommendation One – Rate in the Dollar and Minimum rates applied:

That Council impose the following Rates & Charges

Rate Type	Minimum Rate in \$	Rate in \$	Yield
GRV	\$928	0.086979	887,553
UV	\$1,118	0.004534	807,872
			\$1,695,425

Recommendation Two – Dates for payments in full and by instalments

Pursuant to Section 6.45 of the Local Government Act 1995 and regulations 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following due dates for payment in full by instalments:

Instalment options	Date due
Option one	
Single Full Payment	18/08/2017
Option two	
First Instalment	18/08/2017
Second Instalment	18/10/2017
Third Instalment	18/12/2017
Fourth Instalment	19/02/2018

18090 STEER/FRASER

That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 28 June 2018.

CARRIED (6/0)

Recommendation Two – Dates for payments in full and by instalments

Pursuant to Section 6.45 of the Local Government Act 1995 and regulations 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following due dates for payment in full by instalments:

<i>Instalment options</i>	<i>Date due</i>
<i>Option one</i>	
<i>Single Full Payment</i>	<i>18/08/2017</i>
<i>Option two</i>	
<i>First Instalment</i>	<i>18/08/2017</i>
<i>Second Instalment</i>	<i>18/10/2017</i>
<i>Third Instalment</i>	<i>18/12/2017</i>
<i>Fourth Instalment</i>	<i>19/02/2018</i>

Recommendation Three – Interest and Penalties

- Council charge an 11% penalty charge per annum, calculated by simple interest on rates paid after the 35th day of service of the rates notice in accordance with the Local Government Act 1995;
- Council charge a \$5 Administration Fee per remittance notice, per instalment, for rates levied in the 2018/19 financial year in accordance with the Local Government Act 1995;
- Council charge a 5.5% interest charge per annum, calculated by simple interest on instalment payments for rates levied in the 2018/19 financial year in accordance with the Local Government Act 1995;
- Council charge a 5.4% interest charge per annum, calculated by simple interest on deferred rates held after 1 July 2018 in accordance with the requirements stipulated by the Office of State revenue.

18091 STEVENSON/STEER

That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 28 June 2018.

CARRIED (6/0)

Recommendation Three – Interest and Penalties

- ***Council charge an 11% penalty charge per annum, calculated by simple interest on rates paid after the 35th day of service of the rates notice in accordance with the Local Government Act 1995;***
- ***Council charge a \$5 Administration Fee per remittance notice, per instalment, for rates levied in the 2018/19 financial year in accordance with the Local Government Act 1995;***
- ***Council charge a 5.5% interest charge per annum, calculated by simple interest on instalment payments for rates levied in the 2018/19 financial year in accordance with the Local Government Act 1995;***
- ***Council charge a 5.4% interest charge per annum, calculated by simple interest on deferred rates held after 1 July 2018 in accordance with the requirements stipulated by the Office of State revenue.***

Recommendation Four – Waste Management Levy

- That Council set the following rate under S66 of the Waste Avoidance and Resource Recovery Act 2007 to cover costs associated with management of the Waste Management Facility for 2018/19:

	Rate in the Dollar	Minimum Rate
GRV	0.000324	\$77
UV	0.000082	\$77

18092 HANSEN/BUCKLAND

That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 28 June 2018.

CARRIED (6/0)

Recommendation Four – Waste Management Levy

- ***That Council set the following rate under S66 of the Waste Avoidance and Resource Recovery Act 2007 to cover costs associated with management of the Waste Management Facility for 2018/19:***

	<i>Rate in the Dollar</i>	<i>Minimum Rate</i>
<i>GRV</i>	<i>0.000324</i>	<i>\$77</i>
<i>UV</i>	<i>0.000082</i>	<i>\$77</i>

Recommendation Five – Rubbish Service Charges:

That Council set rubbish service charges at \$250.00 per service for the 2018/19 year and recycling service charge at \$150.00 per service for the 2018/19 year for all users within the Shire of Nannup. This represents a 10% increase for waste recycling services.

18093 HANSEN/STEER

That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 28 June 2018.

CARRIED (6/0)

Recommendation Five – Rubbish Service Charges:

That Council set rubbish service charges at \$250.00 per service for the 2018/19 year and recycling service charge at \$150.00 per service for the 2018/19 year for all users within the Shire of Nannup. This represents a 10% increase for waste recycling services.

Recommendation Six – Fees & Charges:

That Council adopts the 2018/19 Shire of Nannup Schedule of Fees and Charges as per Attachment 6.

18094 STEVENSON/FRASER

That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 28 June 2018.

CARRIED (6/0)

Recommendation Six – Fees & Charges:

That Council adopts the 2018/19 Shire of Nannup Schedule of Fees and Charges as per Attachment 6.

Recommendation Seven – Reserve Fund Name Change:

That Council changes the current long Service Leave Reserve name to Leave Reserve Fund. This will then better reflect the use of this fund to cover any leave requirements of Council going forward.

18095 HANSEN/BUCKLAND

That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 28 June 2018.

CARRIED (6/0)

Recommendation Seven – Reserve Fund Name Change:

That Council changes the current long Service Leave Reserve name to Leave Reserve Fund. This will then better reflect the use of this fund to cover any leave requirements of Council going forward.

18096 STEER/STEVENSON

That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 28 June 2018.

CARRIED (6/0)

Recommendation Eight – Elected Members Fees and Allowances for 2018/19

- **Pursuant to Section 5.99 of the Local Government Act 1995 and Regulations 34 of the Local Government (Administration) Regulations 1996, Council adopts the following sitting fees for individual meeting attendance:**

- **Shire President \$150 per Council meeting**
- **Shire President \$65 per Committee meeting**
- **Councillors \$130 per Council meeting**
- **Councillors \$65 per Committee meeting**

- **Pursuant to Section 5.99A of the Local Government Act 1995 and regulation 34A and 34AA of the Local Government (Administration) Regulations 1996, Council adopts the following annual allowances for elected members:**

- **Travel Allowance**

Regular Car	Cents / Km
Up To 1600cc	0.51
1601cc – 2600cc	0.654
Over 2600 Cc	0.91

- **IT Allowance \$1,300 per annum**

- **Pursuant to Section 5.98(5) of the Local Government Act 1995 and Regulation 33 of the Local Government (Administration) Regulations 1996, Council adopts the following annual Local Government Allowance to be paid in addition to the meeting attendance fees:**

- **Shire President \$8,000**
- **Deputy Shire President \$2,000**

Recommendation Nine – Statutory Compliance:

That Council confirms that it is well satisfied with the services and facilities it provides. Council will continue to:

- a) Integrate and co-ordinate, as far as practicable, with any provided by the Commonwealth, State or any other public body;
- b) Will not duplicate, to an extent that the Local Government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private and;
- c) Be managed efficiently and effectively.

In accordance with Section 3.18(3) of the Local Government Act 1995.

18097 STEVENSON/STEER

That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 28 June 2018.

Recommendation Nine – Statutory Compliance:

That Council confirms that it is well satisfied with the services and facilities it provides. Council will continue to:

- a) Integrate and co-ordinate, as far as practicable, with any provided by the Commonwealth, State or any other public body;***
- b) Will not duplicate, to an extent that the Local Government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private and;***
- c) Be managed efficiently and effectively.***

CARRIED (6/0)

Recommendation Ten – Material Variance Reporting 2018/19:

In accordance with Regulation 34(5) of the Local Government Financial Management Regulations 1996 and AASB 1031 Materiality, the level to be used in statements of financial activity in 2018/19 for reporting material variances shall be +/- 10% or \$30,000, whichever is greater.

18098 HANSEN/BUCKLAND

That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 28 June 2018.

Recommendation Ten – Material Variance Reporting 2018/19:

In accordance with Regulation 34(5) of the Local Government Financial Management Regulations 1996 and AASB 1031 Materiality, the level to be used in statements of financial activity in 2018/19 for reporting material variances shall be +/- 10% or \$30,000, whichever is greater.

CARRIED (6/0)

Recommendation Eleven – Budget Document:

That Council adopt the 2018/19 Shire of Nannup budget as presented. Financial implications being a cash budget inflow of \$1,695,425 and represents a 6.50% increase from previous year.

18099 DEAN/BUCKLAND

That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 28 June 2018.

Recommendation Eleven – Budget Document:

That Council adopt the 2018/19 Shire of Nannup budget as presented. Financial implications being a cash budget inflow of \$1,695,425 and represents a 6.50% increase from previous year.

CARRIED (6/0)

7. CLOSURE OF MEETING

There being no further business to discuss the Shire President declared the meeting closed at 4:54 pm.

MINUTES

Risk Management Advisory Committee

Minutes for a meeting of the
Shire of Nannup Risk Management Advisory Committee Meeting
To be held at 2.30pm, Tuesday 20 March 2018
in Council Chambers

CONFIRMATION OF MINUTES

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

.....

Cr R Longmore

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Chair Cr Bob Longmore, Council Representative, declared the meeting open at 2.20pm

Visitors:

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

Tracie Bishop – Manager Corporate Services
Robin Lorkiewicz – Office Representative
Jonathon Jones – Manager Infrastructure
John Brough – Depot Supervisor
Cr Bob Longmore – Council Representative
Lincoln Kay – Depot staff

Apologies

Neroli Logan – Regional Risk Coordinator
Cr Norm Steer – Council Representative

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

BISHOP / JONES

The Minutes of the Risk Management Advisory Committee held on the 17 November 2017 be confirmed as a true and correct record.

CARRIED 6/0

7. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

9. REPORTS BY MEMBERS ATTENDING COMMITTEES

Nil

10. REPORTS OF OFFICERS

MINUTES NUMBER:	10.1.
SUBJECT:	Receipt of all Site Checklists and Incident/Hazard Forms
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 26
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	20 March 2018
ATTACHMENTS:	10.1.1 Site Checklists 10.1.2 Incident/Hazard Forms

BACKGROUND:

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

COMMENT:

LGIS Checklist issued by Neroli is still being worked through at the Depot. One Incident Report, Outdoor staff member injured during work, a compactor hit a hard edge on the road, and the machine bounced onto the worker's foot. Workers Compensation Claim pending, wages reimbursement pending.

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Simple Majority

RECOMMENDATION:

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

MINUTES NUMBER:	10.2.
SUBJECT:	Business from Previous Meeting
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 26
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	20 March 2018
ATTACHMENTS:	

COMMENT:

Nil.

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Simple Majority

RECOMMENDATION:

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

MINUTES NUMBER:	10.3.
SUBJECT:	Review of Strategic Risks
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 22
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	20 March 2018
ATTACHMENTS:	10.3.1 Strategic Risk Register 10.3.2 Potential Consequences/Impacts – Laminated Copy provided to all Risk Management members.

BACKGROUND:

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

The Risk Management Policy states that:

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

COMMENT:

This meeting:

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

State Government Devolvment of Responsibilites:

Current: Likelihood 3, Impact 3
Target: Likelihood 2, Impact 3
DBCA Land Management: Current: Likelihood 5, Impact 3
Target: Likelihood 5, Impact 2
Structural Reform of the Shire: Current: Likelihood 2, Impact 4
Target: Likelihood 3, Impact 3
Sustainability of the Shire: Current: Likelihood 3, Impact 4
Target: Likelihood 2, Impact 4
Workforce Capacity & Capability: Current: Likelihood 3, Impact 2
Economic Development: Current: Likelihood 3, Impact 3
Target: Likelihood 2, Impact 3

To be reviewed, with possible movement in scoring

Ineffective Governance: Current: Likelihood 2, Impact 3
Target: Likelihood 2, Impact 3
Natural Disaster: Current: Likelihood 3, Impact 3
Target: Likelihood 3, Impact 3
Cyber Security: Current: Likelihood 2, Impact 3
Target: Likelihood 2, Impact 2

STATUTORY ENVIRONMENT: Nil.

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

FINANCIAL IMPLICATIONS: Nil

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

VOTING REQUIREMENTS: Simple Majority.

RECOMMENDATION:

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

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

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

- (a) OFFICERS
- (b) ELECTED MEMBERS

12. GENERAL BUSINESS

12.1 Business Continuity Plan

Fire devastation – Information Disk collection + Responsibility at what point?
Travel with Disk an option for senior staff member
Mark as a permanent item

12.2 Tree Call out - Nighttime

Duty of care for staff a concern
Risk factor potentially extreme
Crew to be gathered for tree removal / traffic change over
How do other Shire's manage? Hazard Kit?
Influence Call Centre, get sufficient info regarding tree's whereabouts, required equipment, etc.
Does the Shire need to put something in the Telegraph?
Chain = Public > Call Centre > MI / WS / CEO

12.3 Unauthorised Depot Visits

Walkways and Parking Zone
There are regular visitors to the Depot, these visitors need to be made aware unauthorised visits will not be tolerated, Neroli to consult
Should we include a statement in the Information Booklet, on the website, social media?

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

Nil

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

Nil

15. NEXT MEETING

~~1st of May 2018 at 2.30pm~~ 12 June 2018 at 2.30pm

16. CLOSURE OF MEETING

Cr Longmore declared the meeting closed at 3.42pm

STRATEGIC RISK REGISTER REPORT

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

Risk Owner: **Chief Executive Officer**

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

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

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

Mitigating Actions/Controls Already in Place: Community information, surveys, media releases, newspaper advertisements, mail drops, reference groups, newsletter Council Action Plan, Reporting on Community Strategic Plan Operational inspections and procedures, Rates book Community aspirations and wish list.		
Further Mitigating Actions Required to Reach Target Risk Score: Set clearer standards and expectations for service levels Inform community of what we don't do Investigate alternative information channels (social media) Cost and inform community of implications of meeting expectations Analyse community feedback for trends	Responsibility for Action: CEO CEO CDO MCS CEO	Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

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

Risk Owner: **Manager Corporate Services**

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

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

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

Mitigating Actions/Controls Already in Place: Lobbying Identification of available grants Acquitting grants on time Long Term Financial Planning		
Further Mitigating Actions Required to Reach Target Risk Score: Develop shared services and assets Identify alternative income sources Promote financial performance	Responsibility for Action: SMT MCS MCS	Action by:

TOLERATE:

TREAT: ✓

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

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

Risk Owner:

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

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

C = Current Risk Score

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

Mitigating Actions/Controls Already in Place:

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

Further Mitigating Actions Required to Reach Target Risk Score:

Responsibility for Action:

Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

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

Risk Owner: Chief Executive Officer

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

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

C = Current Risk Score

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

Mitigating Actions/Controls Already in Place:

Lobbying
Meetings with local management
LEMC representation
Blackwood Biosecurity Incorporated influence

Further Mitigating Actions Required to Reach Target Risk Score:

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

Responsibility for Action:

CEO
CEO Shire President
CEO Shire President
CEO/MI
MI

Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

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

Risk Owner: **Chief Executive Officer**

Likelihood	5						Triggers. What could cause this risk to materialise?	The state government could reorganise this tier of government to force local governments to amalgamate.	
	4								
	3			T			Consequence/Impact:	Shire ceases to be an independent entity.	
	2				C				
	1								
			1	2	3	4	5		
		Impact							

C = Current Risk Score

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

Mitigating Actions/Controls Already in Place:

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

Further Mitigating Actions Required to Reach Target Risk Score:

Determine preferred position/partners for structural reform

Responsibility for Action:

CEO/Council

Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

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

Risk Owner: **Chief Executive Officer**

Likelihood	5						Triggers. What could cause this risk to materialise?	Failure to address long term financial position. Failure to deliver priorities.	
	4								
	3				C		Consequence/Impact:	Council forced into amalgamation or seeks voluntary amalgamation. Shire ceases to exist as an independent entity.	
	2				T				
	1								
			1	2	3	4	5		
	Impact								

C = Current Risk Score

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

Mitigating Actions/Controls Already in Place:

Continued communication with Minister LG for future updates

Further Mitigating Actions Required to Reach Target Risk Score:

Review Long Term Financial Plan
Communication Minister LG

Responsibility for Action:

CEO
MCS
MCS

Action by:

TOLERATE:

TREAT: ✓

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

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

Risk Owner: **Chief Executive Officer**

Likelihood	5						Triggers. What could cause this risk to materialise?	Increase in statutory responsibilities without sufficient additional funding Inability to compete for experienced staff.
	4							
	3		C				Consequence/Impact:	Services reduced to align with capacity of staffing structure Errors and omissions in statutory processes result in liability claims, poor reputation and increased costs.
	2							
	1							
			1	2	3	4	5	
	Impact							

C = Current Risk Score

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

Mitigating Actions/Controls Already in Place:

Workforce plan is in place

Further Mitigating Actions Required to Reach Target Risk Score:

Continually review workforce plan

Responsibility for Action:

MCS

Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

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

Risk Owner: **Chief Executive Officer**

Likelihood	5						Triggers. What could cause this risk to materialise?	Fractured industry, financial constraints, resource constraints, lack of iconic feature, lack of sustainable employment	
	4								
	3			C			Consequence/Impact:	Increased unemployment Greater demand for Shire support Reduced rate base More closed stores on main street	
	2			T					
	1								
			1	2	3	4	5		
	Impact								

C = Current Risk Score

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

Mitigating Actions/Controls Already in Place:

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

Further Mitigating Actions Required to Reach Target Risk Score:

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

Responsibility for Action:

CDO
CDO
CEO
CDO
CDO

Action by:

TOLERATE:

TREAT: ✓

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

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

Likelihood	5						Triggers. What could cause this risk to materialise?	Inconsistent project management, reliance on external expertise, inconsistent risk management practices	
	4								
	3								
	2			C T				Consequence/Impact:	Legal liabilities and increased insurance claims. Budget overspends, higher running costs. Increased staff turnover.
	1								
			1	2	3	4	5		
	Impact								

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

Mitigating Actions/Controls Already in Place:

Polices & procedures in place and reviewed

Further Mitigating Actions Required to Reach Target Risk Score:

Consider implementing contract management training & Risk Management with LGIS

Responsibility for Action:

CEO
MCS
MI

Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

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

Risk Owner: **Manager Infrastructure**

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

C = Current Risk Score

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

Mitigating Actions/Controls Already in Place:

LEMC

SWMA

BCP

Internal Management Procedures

DFES Funded Fire Mitigation works 201718

Further Mitigating Actions Required to Reach Target Risk Score:

Review and update emergency management plans.

Responsibility for Action:

MI

Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

Risk: Cyber Attack – Loss or compromising of data

Risk Owner: CEO

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

C = Current Risk Score

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

Mitigating Actions/Controls Already in Place:

Internet security/Firewall protection

Education to all users on risks associated with usage of internet

Insurance coverage

Further Mitigating Actions Required to Reach Target Risk Score:

Annual reviews of security in place

Monitoring of website

Responsibility for Action:

MCS

Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

Risk: NAN 11 Business Continuity
Risk Owner: Manager Corporate Services

Likelihood	5						Triggers. What could cause this risk to materialise?	Loss of critical services such as power. Mass absence of staff due to sickness or other cause. Loss of administrative building through fire or other event.	
	4								
	3								
	2		T	C				Consequence/Impact:	Shire services severely disrupted or discontinued for a period of time.
	1								
		1	2	3	4	5			
		Impact							

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

Mitigating Actions/Controls Already in Place: Internet security/Firewall protection Education to all users on risks associated with usage of internet Insurance coverage		
Further Mitigating Actions Required to Reach Target Risk Score: Annual reviews of security in place Monitoring of website	Responsibility for Action: MCS	Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

Attachment 10.3.2

POTENTIAL CONSEQUENCES / IMPACT

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

Attachment 10.3.2

LIKELIHOOD

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

MINUTES

Risk Management Advisory Committee

Minutes for a meeting of the
Shire of Nannup Risk Management Advisory Committee Meeting
To be held at 2.30pm, Tuesday 12 June 2018
in Council Chambers

CONFIRMATION OF MINUTES

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

.....

Cr R Longmore

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Chair Cr Norm Steer, Council Representative, declared the meeting open at 2.30pm

Visitors:

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

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

Apologies

Cr Bob Longmore – Council Representative

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Steer/Bishop

The Minutes of the Risk Management Advisory Committee held on the 20 March 2018 be confirmed as a true and correct record.

CARRIED 7/0

7. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

9. REPORTS BY MEMBERS ATTENDING COMMITTEES

Nil

10. REPORTS OF OFFICERS

MINUTES NUMBER:	10.1.
SUBJECT:	Receipt of all Site Checklists and Incident/Hazard Forms
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 26
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	12 June 2018
ATTACHMENTS:	10.1.1 Site Checklists 10.1.2 Incident/Hazard Forms

BACKGROUND:

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

COMMENT:

It has been noted that Depot Works Supervisor to receive a copy of the Checklist in email form.

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Simple Majority

RECOMMENDATION:

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

MINUTES NUMBER:	10.2.
SUBJECT:	Business from Previous Meeting
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 26
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	12 June 2018
ATTACHMENTS:	

COMMENT:

Nighttime call outs were raised in the previous meeting as being an area identified for further managerial oversight. Given this analysis Management will write a Safe Working Method Statement or Safe Operating Procedure for guidance in the event of night time call outs (fallen trees, blocked drains etc).

Discussions surrounding this topic suggest best practice include a “emergency response vehicle” has all the available equipment. Management agreed, and noted our Council does indeed have this available in the event of emergency works. Introduction of a 2 person rule, where emergency services are required, no less than 2 staff are to be called out to the site. If only a single person is available, restrictions would apply to the work performed.

Management identified the need to meet with the local Police Department in regards to the shared responsibility for taking information and ensuring the safety of the public where hazardous conditions are to be remedied.

It was also discussed that perhaps an informal roster system could help in seasons of bad weather, where a crew could be called in where needed.

A write-up in the local telegraph would assist in making the public aware of the issues experienced by the Shire and how they could assist. i.e. Calling our office/after hours number and detailing what is required for fallen trees. As well as advising which roads are Main Roads responsibility.

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Simple Majority

RECOMMENDATION: That items will be progressed to any further meetings until such time as they have been completed.

MINUTES NUMBER:	10.3.
SUBJECT:	Review of Strategic Risks
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 22
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	20 March 2018
ATTACHMENTS:	10.3.1 Strategic Risk Register 10.3.2 Potential Consequences/Impacts – Laminated Copy provided to all Risk Management members.

BACKGROUND:

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

The Risk Management Policy states that:

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

COMMENT:

This meeting:

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

State Government Devolvment of Responsibilites:

Current: Likelihood 3, Impact 3
Target: Likelihood 2, Impact 3

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

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

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

Workforce Capacity & Capability: Current: Likelihood 3, Impact 2
Economic Development: Current: Likelihood 3, Impact 3

Target: Likelihood 2, Impact 3

To be reviewed, with possible movement in scoring

Ineffective Governance: Current: Likelihood 2, Impact 3
Target: Likelihood 2, Impact 3

Natural Disaster: Current: Likelihood 3, Impact 3
Target: Likelihood 3, Impact 3

Cyber Security: Current: Likelihood 2, Impact 3
Target: Likelihood 2, Impact 2

STATUTORY ENVIRONMENT: Nil.

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

FINANCIAL IMPLICATIONS: Nil

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

VOTING REQUIREMENTS: Simple Majority.

RECOMMENDATION:

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

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

AGENDA NUMBER:	10.4.
SUBJECT:	Review of Continuity Plan
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 22
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	12 June 2018
ATTACHMENTS:	10.4.1 Business Continuity Plan.

COMMENT: Still in Draft

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Simple Majority

RECOMMENDATION:

The Business Continuity Plan be discussed each meeting until such time the document can be formally endorsed by Council.

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

- (a) OFFICERS
- (b) ELECTED MEMBERS

12. GENERAL BUSINESS

12.1 Emergency Management Procedures - LGIS

It has been decided by this committee to endorse in principle the copy provided by Neroli Represented LGIS. With a few minor adjustments to details of local suppliers and the Name to fit with current set up of our OHS manual.

See attachment 12.1.1

Jones/Brough

CARRIED 7/0

12.2 Signage – Quannup

Signage has been identified as being required for installation at the Quannup Lease site. This signage will basically identify the beach via a number for any emergency services or location services required by beach-goers or any authority. This committee acknowledges the request and endorses the plan to place signage at locations identified by the relevant state authority.

Kay/Steer

CARRIED 7/0

12.3 SWMS – Draft Version

Manager of Infrastructure, Jon Jones has authored a Safe Working Method Statement for Construction work performed in the Shire.

The committee moves to endorse the SWMS in its current form and its ongoing review and development. See attachment 12.3.1

Steer/Bishop

CARRIED 7/0

12.4 Youth Supervision Policy

A new policy has been introduced, given the nature of the policy this committee has been nominated to review and endorse the Policy.

Having read the Policy, Committee moves to endorse the Youth Supervision Policy for adoption into Council's current Policy Manual.

See attachment 12.4.1

Lorkiewicz/Steer

CARRIED 7/0

12.5 Desktop Audit

Results as attached 12.5.1

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

Nil

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

Nil

15. NEXT MEETING

14 August 2018 2018 at 2.30pm

16. CLOSURE OF MEETING

Cr Steer declared the meeting closed at 4.15pm

STRATEGIC RISK REGISTER REPORT

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

Risk Owner: **Chief Executive Officer**

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

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

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

Mitigating Actions/Controls Already in Place: Community information, surveys, media releases, newspaper advertisements, mail drops, reference groups, newsletter Council Action Plan, Reporting on Community Strategic Plan Operational inspections and procedures, Rates book Community aspirations and wish list.		
Further Mitigating Actions Required to Reach Target Risk Score: Set clearer standards and expectations for service levels Inform community of what we don't do Investigate alternative information channels (social media) Cost and inform community of implications of meeting expectations Analyse community feedback for trends	Responsibility for Action: CEO CEO CDO MCS CEO	Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

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

Risk Owner: **Manager Corporate Services**

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

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

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

Mitigating Actions/Controls Already in Place: Lobbying Identification of available grants Acquitting grants on time Long Term Financial Planning		
Further Mitigating Actions Required to Reach Target Risk Score: Develop shared services and assets Identify alternative income sources Promote financial performance	Responsibility for Action: SMT MCS MCS	Action by:

TOLERATE:

TREAT: ✓

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

Risk: State Government Devolvement of Responsibilities - Inability to fund and fulfil additional requirements from State Government devolvement of responsibility.

Risk Owner:

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

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

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

Mitigating Actions/Controls Already in Place: Involvement in pilot projects Lobbying at Local Government level and at WALGA level		
Further Mitigating Actions Required to Reach Target Risk Score:	Responsibility for Action:	Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

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

Risk Owner: Chief Executive Officer

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

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

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

Mitigating Actions/Controls Already in Place: Lobbying Meetings with local management LEMC representation		
Further Mitigating Actions Required to Reach Target Risk Score: Investigate Biosecurity Act 2007 options Increase political lobbying with local politicians Work with WBAC & WALGA to promote action at State Government level Meet with local DBCA managers Lead by example – improve our own management of weeds Implement Spray Program – manage quantities & types of chemicals	Responsibility for Action: CEO CEO Shire President CEO Shire President CEO/MI MI	Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

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

Risk Owner: **Chief Executive Officer**

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

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

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

Mitigating Actions/Controls Already in Place: Identified and working with strategic partners Identified key relationships and influencing factors Attend industry briefings		
Further Mitigating Actions Required to Reach Target Risk Score: Determine preferred position/partners for structural reform	Responsibility for Action: CEO/Council	Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

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

Risk Owner: **Chief Executive Officer**

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

Triggers. What could cause this risk to materialise?	Failure to address long term financial position. Failure to deliver priorities.
Consequence/Impact:	Council forced into amalgamation or seeks voluntary amalgamation. Shire ceases to exist as an independent entity.

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

Mitigating Actions/Controls Already in Place:		
Continued communication with Minister LG for future updates		
Further Mitigating Actions Required to Reach Target Risk Score:	Responsibility for Action:	Action by:
Review Long Term Financial Plan Communication Minister LG	CEO MCS MCS	

TOLERATE:

TREAT: ✓

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

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

Risk Owner: **Chief Executive Officer**

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

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

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

Mitigating Actions/Controls Already in Place:		
Workforce plan is in place		
Further Mitigating Actions Required to Reach Target Risk Score:	Responsibility for Action:	Action by:
Continually review workforce plan	MCS	

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

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

Risk Owner: Chief Executive Officer

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

Triggers. What could cause this risk to materialise?	Fractured industry, financial constraints, resource constraints, lack of iconic feature, lack of sustainable employment
Consequence/Impact:	Increased unemployment Greater demand for Shire support Reduced rate base More closed stores on main street

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

Mitigating Actions/Controls Already in Place: Economic development workshops held. Area being promoted as tourist destination Support for festivals and events Community Bus		
Further Mitigating Actions Required to Reach Target Risk Score: Trail development Investigate a relationship with foreign town Improve the occupancy of Main Street – discuss options with owners Produce Economic Development Strategy Increase attractiveness of operating rural smallholdings Community	Responsibility for Action: CDO CDO CEO CDO CDO	Action by:

TOLERATE:

TREAT: ✓

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

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

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

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

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

Mitigating Actions/Controls Already in Place:		
Policies & procedures in place and reviewed		
Further Mitigating Actions Required to Reach Target Risk Score: Consider implementing contract management training & Risk Management with LGIS	Responsibility for Action: CEO MCS MI	Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

STRATEGIC RISK REGISTER REPORT

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

Risk Owner: **Manager Infrastructure**

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

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

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

Mitigating Actions/Controls Already in Place: LEMC SWMA BCP Internal Management Procedures		
Further Mitigating Actions Required to Reach Target Risk Score: Review and update emergency management plans.	Responsibility for Action: MI	Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

Attachment 10.3.2

POTENTIAL CONSEQUENCES / IMPACT

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

Attachment 10.3.2

LIKELIHOOD

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



Shire of
Nannup
rest • connect • grow

Emergency Management Procedures

Shire of Nannup

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Version History

Version	Date	Comments

Distribution List

Name	Position	Role

References

Documentation
AS/NZS ISO 31000:2009 <i>Risk Management Principles & Guidelines</i>
AS 3745-2010 <i>Planning for emergencies in facilities</i>
ISO 22320 Societal Security – <i>Emergency Management – Requirements for Incident Response</i>
AS 2700 <i>Colour Standards for general purposes</i>
AS/NZS 1841 <i>Portable fire extinguishers, 1841.1Part 1: General requirements</i>
Australian Bomb Data Centre, Bombs, Defusing the Threat
National Construction Code of Australia
Commonwealth Disability Discrimination Act 1992 (DDA)

Section 1: Scope and General

Scope

The management of the Shire of Nannup will strive to adhere to the principles and guidelines set out in Australian Standard AS 3745-2010 (May 2014) 'Planning for emergencies in facilities'. This Standard outlines the minimum requirements for the Shire of Nannup to validate and implement an emergency plan for all of the Shire's facilities and to provide for the safety of occupants and visitors within the facility leading up to and during an evacuation.

It includes the following:

- The formation, purpose, responsibility and training of the Emergency Planning Committee (EPC);
- Emergency identification;
- The development of an emergency plan;
- The development of emergency response procedures;
- The establishment, authority and training of an Emergency Control Organisation (ECO);
- The testing and validation of emergency response procedures; and
- Emergency related training.

This document does not cover facility operational incidents, community disaster management, business continuity, security management or major environmental impacts beyond Shire facilities.

Application

This **Shire of Nannup: Emergency Management Procedures**, has been developed primarily to establish early intervention, command and control actions for emergencies that may potentially impact the staff, visitors, operations or assets of the Shire.

This plan outlines the strategies to prevent, prepare for, respond to and recover from emergency incidents that could negatively impact on the Shire of Nannup.

The Shire's success is dependent in part upon our continued commitment to safety, by ensuring site emergencies are prevented, or if they do occur, are promptly and effectively managed.

In addition this plan provides:

- A response procedure for trained staff in the event of an emergency incident within the site(s);
- Methods and procedures to manage an evacuation; and
- Action plans for foreseeable emergency incident types.

Overview

An 'incident' is defined as a localised event, either accidental or deliberate, which may result in a near miss, injury, death or damage to property. Most incidents are managed by using standard operating procedures, however for the purposes of this plan, an incident is deemed to be an emergency if it requires a significant and coordinated response by private or public agencies.

This '**Emergency Management Proceduresw**' establishes the groundwork for an efficient and coordinated approach in the event of an emergency or situation where staff, operations, contactors, visitors and assets are at risk.

This plan defines the procedures to be followed by Managers, Supervisors, staff and the officers that have been delegated 'Emergency Control Organisation' (ECO) responsibilities.

The information contained within this document should be observed by all staff employed at the Shire of Nannup and will be acted upon within current management guidelines. For all staff employed by the Shire of Nannup, this plan and its contents shall form an integral component of their induction process. For all key management, emergency and response staff (including staff who may be designated the responsibility in the event of the normal incumbent's absence), are to be thoroughly conversant with the contents of this emergency plan to ensure that the response measures are implemented in a uniform and timely manner.

Although this emergency plan is not prescriptive for every form of incident that may arise, it does address a number of potential incidents that may occur, as well as offering generic advice to all who seek it. ECO members have a responsibility to apply the guidelines sensibly and flexibly, allowing for specific variations pertinent to the Shire of Nannup sites and activities, or the unique circumstances of a particular incident.

In all emergencies, management (including the Chief Executive Officer), must be advised of the situation and of the actions taken to restore control and commence recovery. The emphasis must be to obtain the quickest, most efficient remedy to the emergency, while placing the safety of occupants and visitors as the first priority. This emergency plan provides guidance in identifying and putting into place those remedies.

Purpose of this Plan

The purpose of this plan is to:

- Define the responsibilities of the Emergency Planning Committee (EPC) and the Emergency Control Organisation (ECO);
- Contribute towards the effective minimisation of risk to the Shire of Nannup, by enhancing safety and security;
- Prescribe minimum standards of response performance in the treatment of emergency incidents;
- Provide a framework for the efficient, effective and coordinated response to any emergencies at the Shire of Nannup;
- To ensure a supportive and caring response that considers the health and continued safety of Shire employees, contractors, visitors and the nearby community;
- Minimise the adverse effects of such an event on the Shire of Nannup's internal and external stakeholders;
- Assist in recovery to operational normalcy as soon as possible;
- Outline appropriate recovery strategies to maintain continuity of the Shire of Nannup capabilities;
- Define the responsibilities of any persons charged with command of the Shire of Nannup in times of crisis; and
- Meet the Shire's legislative obligations.

Site (s) Information

1. Nannup Administration Office, Adam Street, Nannup
2. Nannup Shire Depot, Kearney Street, Nannup
3. Nannup Recreation Centre, Warren Road, Nannup

Modes of Operation

For the purposes of emergency management planning, two modes of operation each site is considered:

- Administration, maintenance, construction services and community facilities are fully or partially operational.
- Administration, maintenance, construction services and community facilities are not operational.

Overview of Emergency Systems

The following systems are installed in some but not all of the Shire's structures. This list represents only a cross section of facilities and not all systems are present in each Shire facility;

- Emergency Lighting
- Building Alarms
- Fire Detection and Alarm Systems
- Fire Extinguishers
- Fire Hydrant System
- Fire Indicator Panel (Recreation Centre)

Evacuation Philosophy

The evacuation design is based on the principle of early notification provided by the Shire of Nannup to allow occupants to commence evacuation initially to assembly areas then away from further harm with suppression systems in place to maintain tenable conditions for the evacuation.

Definitions

Assembly Area

The designated place or places where people are expected to assemble during the course of an evacuation.

Australian Standard

Published documents that set out specifications and procedures designed to ensure products, services and systems are safe, reliable and consistently perform the way they were intended to. They establish a common language which defines quality and safety criteria.

Area Warden

Member of the Emergency Control Organisation (ECO) who assists the Chief Warden and Deputy Chief Warden and is responsible for a designated area under the control of the Chief Warden.

Business Continuity Plan

Documented procedures that guide organisations to respond, recover, resume, and restore to a pre-defined level of operation following disruption.

Chief Warden

The team member appointed to control the emergency evacuation on behalf of the Emergency Control Organisation (ECO) and liaise with Emergency Services. This position has been delegated to the Manager Corporate Services.

Communications Officer

A person or person(s) assigned to assist Area Wardens, Deputy Chief Warden and Chief Warden in providing time critical-information through the operational structure. A communications officer may also be required to liaise with combat agencies, hirers, transport and others – excluding media. This position has been delegated to the Corporate Services Officer.

Competent Person

A person who through relevant training, education, qualification and experience has the necessary knowledge and skills to enable him/her to advise on human behaviour, fire safety systems, evacuation methodology, emergency preparedness and response, and the development of an emergency plan.

Emergency

An event that can arise internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and requires an immediate response.

Emergency Control Organisation (ECO)

A person or persons appointed by the Emergency Planning Committee (EPC) to direct and control the implementation of the facility's emergency response procedures. This position has been delegated to the Manager Corporate Services.

Emergency Mitigation

Measures taken to decrease the likelihood of emergencies and the associated impacts on people, the facility and the environment from occurring.

Emergency Plan

The written documentation of the emergency arrangements for a facility generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.

Emergency Planning Committee (EPC)

The Risk Management Committee at the Shire of Nannup will assume the responsibility of the Emergency Planning Committee.

Emergency Response Team (ERT)

Specialist personnel appointed to attend specific incidents, to contain, control or eliminate the emergency using emergency response equipment. In local government, where that organisation has the responsibility under the Bush Fires Act 1954, is responsible to manage, equip and train its brigades. These brigades are by default, the local government Emergency Response Team (ERT).

Evacuation

The orderly movement of people from a place of danger.

Evacuation Diagram

The emergency and evacuation information about the facility. The diagram typically comprises of a pictorial representation of a floor or area and relevant emergency response information.

Evacuation Exercise

An emergency response exercise in which the exercise simulates an emergency that requires an evacuation.

Facility

A building, structure or workplace that is, or may be, occupied by people (occupants).

Incident Controller

The person appointed by the local government based on organisational knowledge and skill. The Incident Controller will understand the progress of the Emergency Control Organisation but be planning and communicating the strategic needs of the local government.

Occupant

A person attending a facility on a permanent or temporary basis, such as an employee, contractor, student or resident. Visitors are not included within this definition.

Occupant/visitor with a disability

A person who requires–

- (a) More time or different forms of communication, compared with other occupants, to respond to an emergency; or
- (b) Assistance to respond to an emergency or evacuate from a facility.

Personal Emergency Evacuation Plan (PEEP)

An individualised emergency plan designed for an occupant with a physical or communication disability who may need assistance during an emergency.

Public Building

A building or place where persons may assemble for (including but not limited to): civic, theatrical, social, political, religious, educational, entertainment, recreational, sporting or business purposes.

Refuge

An area on a floor or area that is specifically designed to protect people from heat, smoke, toxic gases and provides direct access to an exit. An area of refuge is intended to facilitate a safe delay in egress from the floor or area, thus constituting a space for people to await assistance for their evacuation.

Site

As referred to in the context of this plan, a site will imply all buildings on the Shire of Nannup sites and surrounding forecourts.

Staging Area

An area in a facility where occupants and visitors are intended to gather in preparation for an evacuation.

Structure

A building (fixed or transportable), mast, tower, a steel or reinforced concrete construction, structural cable or telecommunications structure, underground works (including shafts and road, rail telecommunications and interconnecting tunnels)

A railway line, airfield, dock or harbour, water storage or supply system, electricity or gas generation facility, transmission or distribution facility; or production, storage or distribution facilities for heavy industries; or fixed plant.

Test

Confirmation of the correct function or performance of a component or system.

Visitor

A person within a facility who is temporarily visiting the facility and is not—

- (a) Employed at or for the facility, either on a permanent casual, temporary or contracting basis;
- (b) A resident / inmate; or
- (c) Studying at the facility.

Warden

An employee designated to help move patrons, employees, contactors and visitors to safety in case of an incident or emergency in the facility.

Warden Intercommunication Point (WIP)

The location on a floor or evacuation zone that includes a handset which instructions can be received from the intercommunication panel via the emergency intercom system.

Workplace

Any place where work is, or is to be, performed by—

- (a) A person engaged for work for gain or reward, or on a voluntary basis;
- (b) A person conducting a business or undertaking; or
- (c) As defined by the relevant Commonwealth, State and Territory Workplace Health and Safety statutes for the definition of 'workplace'.

Abbreviations

ABDC	Australian Bomb Data Centre
AFP	Australian Federal Police
AIIMS	Australasian Inter-service Incident Management System
AW	Area Warden
BCMP	Business Continuity Management Plan
CALD	Culturally and Linguistically Diverse
CO	Communications Officer
CW	Chief Warden
DCW	Deputy Chief Warden
DFES	Department of Fire & Emergency Services
ECO	Emergency Control Organisation
ECP	Emergency Control Point
EMP	Emergency Management Plan
EOC	Emergency Operations Centre
EOD	Explosive Ordnance Disposal
EOR	Explosive Ordnance Reconnaissance
EPA	Environmental Protection Agency
EPC	Emergency Planning Committee
ERT	Emergency Response Team
EWIS	Emergency Warning Intercommunications System
FEDB	Fire Engineering & Design Brief
FIP	Fire Indicator Panel
HMA	Hazard Management Agency
IC	Incident Controller
IED	Improvised Explosive Device
MCP	Manual Call Point
MP	Muster Point
NCC	National Construction Code

PPRR	Prevention (Mitigation), Preparedness, Response and Recovery
VESDA	Very Early Smoke Detection Device
WAP	Western Australian Police
WIP	Warden Intercommunication Point

Section 2: Preparedness, Prevention, Response & Recovery

The Shire of Nannup's organisational planning to prevent, prepare for, respond to and recover from emergencies is consistent with the following principles:

Leadership	Our Management Team retains responsibility for emergency management
Safety	Individual safety, wellbeing and protection of life are paramount
Response	Incident response is adapted in accordance with the level dictated by the circumstances at the time of an incident
Support	Support is coordinated, integrated, timely, equitable, culturally appropriate and enhances resilience
Communication	Communication is based on verified information and is timely and appropriate
Ongoing risk identification	Risk identification efforts are continuous to ensure the mitigation of negative risks
Support agencies	The roles and responsibilities of external support agencies are understood and respected
Confidentiality	The principles of confidentiality are respected

The management of the Shire of Nannup will strive to adhere to the principles and guidelines set out in **AS 3745-2010 (May 2014) 'Planning for emergencies in facilities'** by:

- Using risk management and workplace inspections to identify potential risks to Shire operations, and developing mitigation strategies to deal with them;
- Implementing these strategies to eliminate or reduce the likelihood of emergencies;
- Ensuring employees are aware of the preparedness strategies;
- Ensuring the Emergency Control Organisation is trained, conversant with Shire of Nannup's plan, response equipment and possess advanced knowledge of site grounds;
- Ensuring the Emergency Control Organisation are aware of the specific types of response required for all emergencies;
- Ensuring employees are aware of the standard response to emergencies as identified in this Emergency Evacuation Management Plan;
- Communicating and consulting with external support agencies regarding response and recovery strategies;
- Ensuring the relevant plans are circulated and communicated to the Management Team;
- Providing ECO employees with First Aid Certification;

- Providing regular refresher training to managers and supervisors to raise awareness of the impact of emergencies on staff;
- Reviewing and updating internal and external emergency responders' contact details;
- Ensuring evacuation procedures and evacuation routes are publicly accessible and communicated to employees; and
- Conducting minimum bi-annual Emergency Evacuation exercises or as directed by the specific facility relator mandate.

Pre-Emergency Preparedness

Emergency preparedness source: **AS 3745-2010 (May 2014) 'Planning for emergencies in facilities'**

The arrangements made to ensure that, should an emergency occur, all those resources and services that are needed to cope with the effects can be efficiently mobilised and deployed.

Note: Examples of emergency preparedness are:

- The membership, structure and duties of the Emergency Planning Committee (EPC)
- Emergency identification
- The appointment of an Emergency Control Organisation (ECO)
- Development and maintenance of emergency procedures
- Training
- Organizing the temporary removal of people and property from a threatened location
- Facilitating timely and effective rescue

Emergency Planning Committee (EPC)

Overview

The EPC where necessary in collaboration with facility owners, managers, occupiers and employers shall be responsible for the development, implementation and maintenance of the emergency plan, emergency response procedures and related training. This may be undertaken in conjunction with relevant external organisations.

If the EPC becomes aware of features of the facility that could jeopardise the evacuation of the occupants and visitors, the EPC should notify the persons responsible for the facility.

The EPC will meet regularly, at a minimum of an annual frequency.

Duties

The duties of the EPC include the following:

- Identifying events that could reasonably produce emergency situations;
- Ensuring the ongoing development and maintenance of the emergency plan;
- Ensuring that the emergency response procedures remain viable and effective by reviewing and testing the emergency response procedures at least annually;
- Ensuring that resources such as time, finance, equipment and personnel are provided to enable the development and implementation of the emergency plan;
- Ensuring that the emergency plan is reviewed at the end of the validity period, after an emergency, an exercise, or any changes that affect the emergency plan such as any major change to the facility;
- Ensuring that the emergency plan is readily identifiable and available to the appropriate persons;
- Establishing an emergency control organisation to operate in accordance with the emergency plan;

- Promoting awareness of the emergency response procedures to occupants in suitable format;
- Developing and maintaining a training schedule based on the emergency response procedures for ECO members and facility occupants;
- Testing and reviewing the emergency procedures and rectifying any deficiencies or inaccuracies identified;
- Maintaining suitable arrangements to ensure the continuing operation of the ECO by replacing members' timeously after resignations and by training nominated deputies for periods of absence;
- Ensuring that the register of ECO members is current and readily available;
- Establishing strategies to ensure visitors are made aware of emergency response procedures;
- Ensuring that a permanent record of events for each emergency is compiled and retained;
- Identifying and rectifying deficiencies and opportunities for improvement in the emergency plan and emergency response procedures; and
- Ensure all staff are aware of the identity and location of trained workplace First Aid Officers.

Membership

Membership of the Shire of Nannup Emergency Planning Committee comprises the following key management positions:

EPC Position	Name	Role
Chief Warden	Tracie Bishop	Manager Corporate Services
Deputy Warden	Jon Jones	Manager Infrastructure
Communications Officer	Robin Lorkiewicz	Corporate Services Officer
Depot Warden	John Patman	Mechanic
Deputy Depot Warden	John Brough	Works Supervisor
Area Warden	Robert Bootsma	Community Emergency Services Manager

Meetings

The EPC will meet at least annually and records are retained in accordance with the relevant legislative requirements (OSH Act and Regulations and Health Act Regulations).

External contractors, consultants or others engaged by the Shire of Nannup to provide specialist advice are not considered members of the EPC but may attend EPC meetings.

Indemnity

The Shire of Nannup and LGIS indemnifies EPC members in the normal course of their duties as responsible members of the Emergency Planning Committee.

Emergency Control Organisation (ECO) Risk Management Committee

Overview

The primary role of the ECO (Risk Management Committee) is to give priority to the safety of the occupants in a Shire facility. Life will take precedence over asset protection.

Duties and responsibilities: Pre-emergency

Chief Warden:

- Maintain a current register of ECO members.
- Replace ECO members when a position becomes vacant.
- Conduct regular exercises.
- Ensure the emergency response procedures are kept up-to-date.
- Attend meetings of the EPC.
- Attend training and emergency exercises, as required by the EPC.
- Ensure personal ECO identification is available.

Communications Officer:

- Ensure personal proficiency in the operation of facility communication equipment.
- Maintain records and logbooks and make them available for emergency response.
- Ensure that ECO members are proficient in use of the facility communication equipment.
- Ensure that emergency communication contact details are up-to-date.
- Attend training and emergency exercises, as required by the EPC.

Area Warden:

- Confirm sufficient wardens for area of responsibility.
- Coordinate the completion of PEEP documentation.
- Report on deficiencies of emergency equipment.
- Ensure that wardens have communicated the emergency response procedures to all occupants within their nominated areas.
- Ensure that occupants are aware of the identity of their wardens.
- Coordinate safety practices (i.e. clear egress paths, clear access to first-attack equipment, etc.) throughout their area of responsibility.
- Attend training and emergency exercises, as required by the EPC.
- Ensure personal ECO identification is available.

Wardens:

- Ensure that all occupants are aware of the emergency response procedures.
- Carry out safety practices (i.e. clear egress paths, clear access to first-attack equipment, etc.).
- Ensure personal ECO identification is available.
- Attend training and emergency exercises, as required by the EPC.

First Aid Officers:

- Ensure they are aware of the locations of first aid equipment in their workplace.
- Ensure staff is aware of the identity and location of trained workplace first aid officers.

It is important that regular inspections of first aid equipment are conducted to ensure:

- First aid equipment is maintained free of obstruction
- First aid equipment has had the contents assessed for completeness within the previous six months

Membership details:

Every member of the ECO will have and maintain in good condition:

- A safety helmet or hat of the appropriate colour and markings for their role.
- A high visibility vest.
- A current list of emergency contact numbers, both internal and external.
- A means of recording details of events and actions taken.
- A means of identifying all current occupants in their area of responsibility

Membership of the ECO consists of personnel who are present on site during operating hours and have the following attributes:

- Are physically capable of performing the requirements of the role.
- Have good communications skills.
- Have leadership qualities and command presence and authority.
- Are familiar with their area of authority.
- Are capable of remaining calm under pressure.
- Maintain their skills and knowledge via training and exercises.

ECO members will be identified by the wearing of their coloured hat and/or vest at the first signal of potential activation of an emergency response:

ECO Position	Vest	Hat/Helmet
Chief Warden	Yellow	White
Deputy Chief Warden	Yellow	White
Communications Officer	Yellow	White
Area Warden/Deputy Area Warden	Yellow	Yellow
Warden	Yellow	Red
Traffic Warden	Yellow	Red
First Aid Officers	Green vest with White Cross	Green

Pre-Emergency Prevention

Emergency prevention source: **AS 3745-2010 (May 2014) 'Planning for emergencies in facilities'**

"The measures taken to eliminate the incidence of emergencies".

These include the regulatory and physical measures to ensure that emergencies are prevented.

Note: Examples of emergency prevention are

- The implementation of suitable policies and procedures.
- Regular maintenance and servicing of appliances, alarm systems, plant and equipment.
- Training in the safe use of installed equipment.
- Correct storage practices.
- Good housekeeping measures such as the reduction or removal of excessive fuel loads.

The Shire of Nannup management will use the following measures in an effort to ensure that emergencies are prevented:

- Ongoing identification of potential hazards and causal factors that may create emergency situations and reference these in the Operational Risk Register and in Safety procedures;
- Implementing risk mitigation strategies;
- Cooperation with Hazard Management Agencies (e.g. DFES), to jointly assess potential risks associated with particular situations;
- Ongoing development of management plans to address foreseeable risks;
- Ongoing training of key employees;
- Regular testing and reviewing of plans;
- Regular maintenance and testing of safety appliances;
- Maintaining safe work practices during operations and performing regular workplace safety inspections throughout the site;
- Addressing inadequate workplace inspection outcomes;
- Ensuring regular reviews of Standard Operating Procedures;
- Promoting ongoing risk management awareness and conducting regular evacuation exercises, exercise simulations and worker training programs including worker induction programs;
- Reviews of procedural manuals and checklists;
- Regular Emergency Management Planning;
- Where appropriate, the issuing of Personal Emergency Evacuation Plans (PEEP's); and
- Regular validation of the Business Continuity Plan.

Emergency Response: Emergency Response Plan

Emergency response procedures Source: AS 3745-2010 'Planning for emergencies in facilities' (May 2014)

An emergency response plan is a documented scheme of assigned responsibilities, actions and procedures within a designated section of the emergency plan, to respond to and manage emergencies.

During emergencies, instructions given by the emergency control organisation (ECO) personnel shall take precedence over the normal management structure.

This authority is acknowledged by the Shire of Nannup, as it is intended to ensure that during an emergency situation, life safety takes precedence over asset protection, environmental considerations, operations and business continuity.

Incident Management Structure (AIMS)

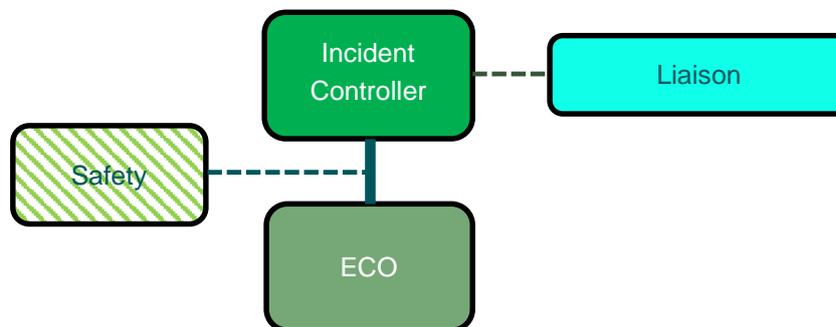
The Incident Controller holds overall responsibility, ensuring that the Emergency Control Organisation can manage all activities to resolve an incident without interference. In the Shire of Nannup, the Incident Controller is the person in charge of the local government organisation. The Chief Warden manages the operation during an emergency or exercise until handover to a responding emergency service. The diagrams below represent a Shire structure only.

The Local Government Incident Controller has established an appropriate Emergency Control Organisation structure to manage the incident through the Emergency Planning Committee.

The size of the team should reflect the area of operations being affected and the complexity and scale of the incident and local government structure.

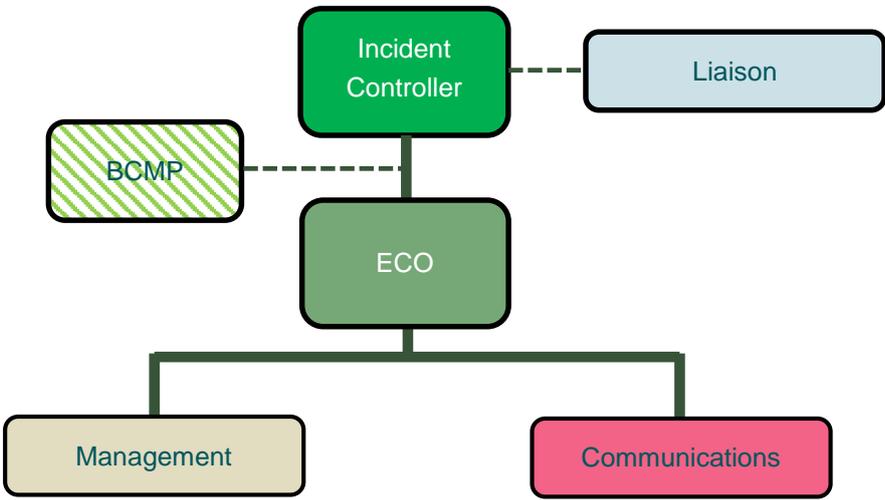
During a small incident or in the early phases of a large incident, the Incident Controller will manage all functions after evacuation (if safe to do so):

Level 1 Incident



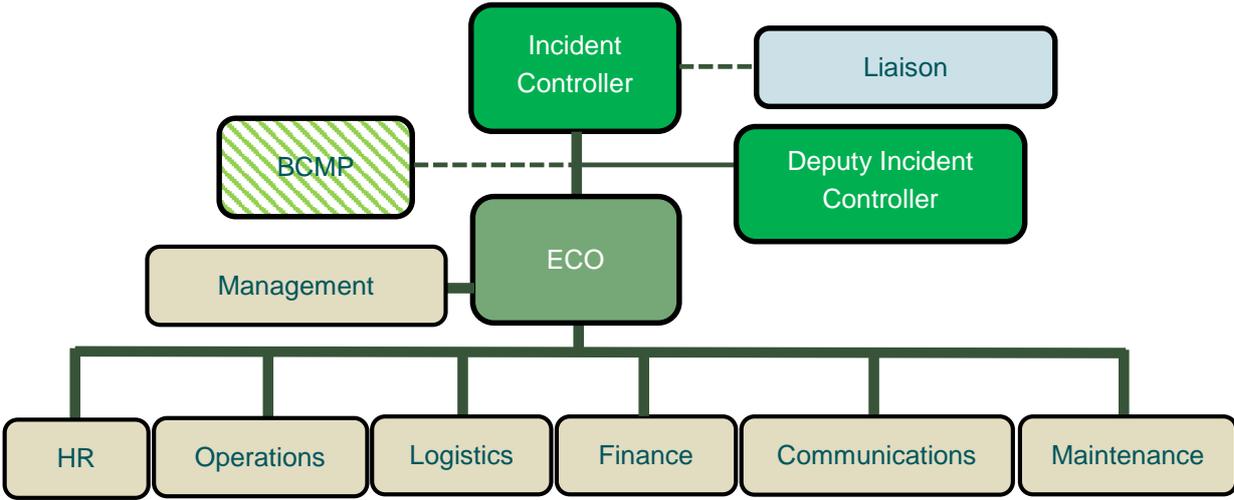
As the incident develops in size or complexity, the Incident Controller may choose to delegate the responsibility for managing some functions to other people while the ECO is managing the incident:

Level 2 Incident



In a large or complex incident, the Incident Controller may expand delegation to entire sections of the organisation and may appoint a Deputy Incident Controller to assist in the Chief Warden in the operational management of the incident:

Level 3 Fully Expanded Incident Management Structure



Duties and responsibilities: Emergency Response

Chief Warden:

- Assume control of the emergency until arrival of emergency services.
- Ascertain the nature of the emergency and determine appropriate action. If necessary, initiate evacuation to the Assembly Area and ensure that all offices, storerooms, toilets and meeting rooms have been cleared.
- Ensure that the appropriate Emergency Services have been notified.
- Ensure that Area Wardens are advised of the situation.
- Control entry to the affected areas and keep people at a safe distance from the scene.
- Ensure that all personnel are accounted for i.e. roll call
- Monitor the progress of the evacuation and record any action taken in an incident log, including the source/s of information. Refer to [Appendix 1](#).
- If safe to do so, take appropriate site-safety precautions such as turning off gas, water and electricity.
- Brief the emergency services personnel upon arrival on type, scope and location of the emergency, the location of any significant switchboards, hazardous substances or dangerous goods that may be present, and the status of the evacuation. Thereafter, act on the senior Emergency Services officer's instructions.
- Conduct an investigation and debrief to management after any evacuation or evacuation drill.

Deputy Chief Warden:

- Assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable, and otherwise assist as required.

Communications Officer:

- Confirm that the appropriate Emergency Service has been notified.
- Notify ECO members.
- Transmit instructions and information.
- Record a log of the events that occurred during the emergency.
- Act as directed by the chief warden.
- Prepare and deliver an appropriate statement to the relevant external stakeholders (suppliers, customers, insurance company).
- Prepare a statement to inform employees of the facts and support available to them.
- Provide regular updates of the situation to all stakeholders.

Wardens:

- Implement emergency response procedures for their area (including evacuation if the circumstances in their area or site warrant this).
- Clearly identify themselves through the wearing of a Warden vest and hat.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and any action taken.

- Ensure that the appropriate Emergency Service has been notified.
- If it is safe to do so, check to ensure that fire doors are properly closed – (NB in case of a Bomb, doors are left open to reduce the potential blast effect).
- Search their area of responsibility, including toilets, to ensure that all persons have evacuated.
- Ensure the orderly flow of persons into protected areas.
- Assist persons with disabilities.
- Act as the leader of groups moving to nominated Assembly Areas.
- Co-opt persons as required to assist during the emergency.
- Ensure that all personnel are accounted for i.e. roll call
- Confirm activities have been completed and report this to the Chief Warden.
- Ensure that clear access is maintained for any arriving emergency services equipment.
- Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site.
- Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements. (Vehicles may be removed from the Car Park only after personnel have been evacuated and only with the approval of the senior Emergency Services Officer or Police).

Persons Refusing to Comply with Warden's Directions

Should a person refuse to comply with the directions given by a Warden, the Warden shall:

- Ensure the person has been clearly advised (twice) that they are to evacuate the building.
- Notify the Chief Warden, who shall advise the senior Emergency Services Officer who, at their discretion, may take the appropriate action under law to remove the person.

First Aid Officers:

- Provide for the initial care of ill or injured persons by rendering first aid treatment in accordance with their approved training. If there are any casualties, the First Aid Officer or an assistant must immediately call for an Ambulance by dialling 000.
- Take any portable first aid kits, defibrillator(s) and other first aid related equipment to the designated Assembly Area and prepare to treat the ill and injured as well as take instruction from Ambulance Officers once they arrive on scene
- Remain with the casualty until no further treatment or assistance is required, or until the casualty is handed over to ambulance or other medical personnel.

Activation

The coordinated emergency response plans may be activated by the Chief Warden by any of the following means:

Verbal Notification

A staff member, contractor or visitor may report an incident face to face or by telephone that requires the immediate response of the Chief Warden and ECO.

Manual Alarm Activation

Verbal notification is the chosen method of raising notice on all listed Shire of Nannup facilities with the exception of the Nannup Recreation Centre.

In all cases, an officer nominated by the Chief/Deputy Chief Warden will call 000 to notify the respective emergency service. The Chief Warden is then to be notified that they have been alerted.

Two-Way Radio

Shire UHF CB radio network and DFES VHF and UHF radio network.

Evacuation

All Shire of Nannup Evacuation Diagrams outline the principal external evacuation route, which lead evacuees to their predetermined or risk assessed assembly areas.

General Evacuation Information

Personal Emergency Preparation

As emergency situations can lead to disorientation (there may be smoke, noise, or other distractions present), all staff should ensure that they;

- Familiarise themselves with the emergency exits in the building and ensure that these are kept free of obstructions.
- Plan an escape route from their workstation to each exit and to the designated muster point.
- Note the locations of fire extinguishers or other emergency equipment and ensure that these are kept free of obstructions.
- Note the locations of first aid stations and ensure that these are kept free of obstructions.
- Familiarise themselves with the names and contact numbers of their Wardens and First Aid Officers.

Signal to Evacuate

When the signal to evacuate is received (either via a suitable instruction from Chief Warden or by warden voice command), all personnel, visitors and contracted services providers present should proceed in an orderly manner, under the direction of their Wardens, to the nominated Exit Points shown on colour coded evacuation plans strategically located on the walls throughout the sites.

If staff, contractors and visitors are in a location other than their normal work area, they shall fall under the direction and control of the Warden for the area that they are currently in and should under no circumstance return to their normal work area while an emergency situation exists.

Assembly Areas

Building principle assembly areas have been defined for the Shire of Nannup sites, which are located on the list below:

1.Nannup Administration Office, Nannup	Caravan Van Turn around across from main office
2. Nannup Depot, Kearney Street	Crn Kearney and North Street
3.Nannup Recreation Centre, Warren Road,	Grassed area at entrance

Action at Assembly Areas

Once Wardens and occupants have exited the building and gathered at the Assembly Area, the following actions are to be followed;

- If wind is blowing chemicals or smoke in the direction of the assembly area, the Wardens will move the assembly area further up the road or a reserve area.
- Occupants will assist Wardens in determining if any occupants are missing from the Assembly Area and could be in danger.
- Wardens will inform the Chief Warden of any persons who have refused to evacuate the premises.
- First Aid Officers will attend to any injured persons.
- The Chief Warden will communicate directly with Emergency Services on their arrival and advise them of the situation, including the locations and quantities of any hazardous substances, or any persons still unaccounted for.
- Designated Traffic Wardens will ensure that no traffic, apart from Emergency Services, enters the site. It should be ensured that there is clear access for attending Emergency Services personnel, including clear access to external fire hydrants.
- Staff should remember that Assembly Areas are designated non-smoking areas.

Search and Rescue

Search and rescue will only be carried out by the relevant responding Emergency Service.

Re-entry into Building

No one may re-enter an evacuated building until the **ALL CLEAR** has been given.

The Chief or Deputy Chief Warden may nominate persons to guard entry points to prevent anyone from re-entering the building before the all clear is given.

Persons with a Disability

Special consideration may be required to identify and facilitate evacuation of disabled / mobility-impaired persons from the building. Such persons may include those who require more time or different forms of communication (compared with other occupants), to respond to an emergency or who require assistance to respond to an emergency or evacuate from the facility. This includes:

- People temporarily disabled, such as recovering from an operation
- Have a vision or hearing impairment
- Are easily fatigued
- Easily experience acute anxiety in an emergency
- Easily experience extreme confusion in an emergency

In instances where occupants require special consideration and assistance due to disability, a personal emergency evacuation plan shall be prepared in consultation with the disabled occupant and disseminated to all persons responsible for the implementation of the plan.

The Chief Warden shall maintain a current list of the names and other necessary information about occupants with a disability and this shall be kept at the location where the Chief Warden exercises control.

Personal Evacuation Management Plan (PEEP)

Occupants Name:

Location:

Building / Facility:

Floor:

Room Number:

Is an Assistant Animal involved? Yes No

Are you trained in the emergency response procedures including the evacuation procedures?

Yes No

Preferred method of receiving updates to the emergency response procedures: (Circle or add)

Fax Email Braille Text Staff Circular

Preferred method for notification of emergency: (Circle or add)

Visual Alarm Personal Vibrating Devise SMS

Type of assistance required?

List procedures necessary for assistance:

.....
.....
.....
.....
.....
.....
.....

Equipment required for evacuation:

.....
.....
.....
.....

Egress procedure:

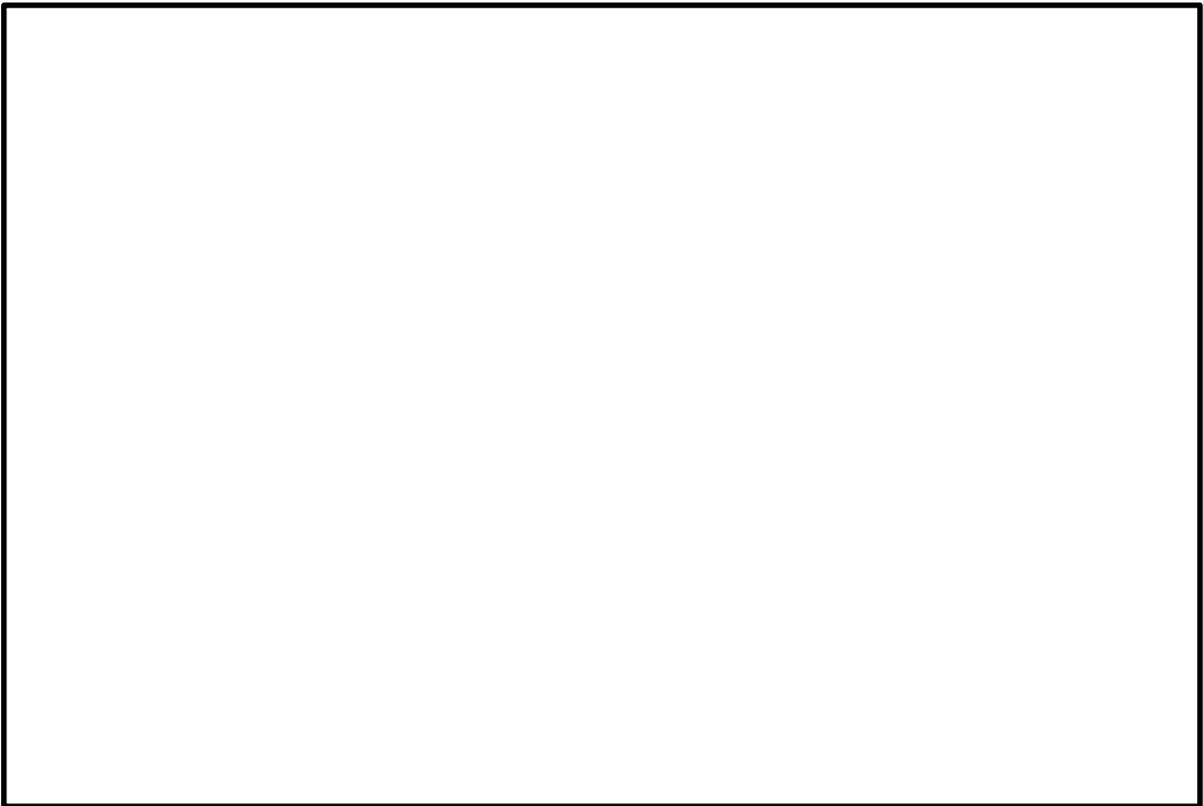
1.
2.
3.
4.

Designated assistants and contact details:

.....
.....

Are your designated assistants trained in the emergency response procedures including the evacuation procedure? Yes No

Diagram of preferred route for assisted evacuation:



Issue Date:...../...../.....

Review Date:...../...../.....

Occupant Approved:

.....
(Signature)

Date:...../...../.....

Chief Warden:

.....

Date:...../...../.....

Post-Emergency Recovery

Duties and responsibilities: Post-emergency

Chief Warden:

- As soon as the emergency site is rendered safe or Emergency Services return control, notify the ECO members to have occupants return to the facility, as appropriate.
- Arrange debrief with ECO members and, where appropriate, with any attending Emergency Service as soon after the emergency as possible.
- Compile a report for the EPC and management.

Communications Officer:

- Collate records of events during the emergency for the debrief and ensure they are secured for future reference.

Wardens:

- Compile a report of the actions taken during the emergency for the debrief.

Emergency Response Team:

- Clean and service used specialised equipment.
- Replace specialised equipment as necessary.

Deputy Chief Executive Officer:

- Before the return to work order is given, the Chief Warden will confirm that the affected area is safe and then will make an assessment of any potential safety risks and isolate affected areas for decision by Chief Executive Officer.
- The Environmental Health Officer shall determine the level of cleaning and sanitation required.
- Once the affected area is cleaned and sanitised, the Environmental Health Officer in conjunction with the Chief Warden will give clearance for the return of employees to the area.
- An incident report will be generated by the Chief Warden and copied to CEO, Emergency Planning Committee, and LGIS.

Management:

- If required, provide Employee Assistance Program counsellor support to any employees suffering trauma from the event.
- Commence recovery efforts as soon as appropriately possible following the emergency.
 - Provide an environment that considers the health and safety of employees, contractors, visitors and the nearby community.
 - Use all of the Shire of Nannup's capacity to return operations to normality in accordance with identified recovery strategies and Business Continuity plans.

- Organise additional employees to meet production, delivery and administrative needs if required.
- Liaise with local agencies for possible after hours / weekend support.
- Ensure all employees are kept well informed of the recovery processes and address any queries or concerns raised.
- Complete any necessary incident reports or investigation documentation.

Further considerations to support recovery	
<input type="checkbox"/>	Provide recovery information and updates to employees working on site
<input type="checkbox"/>	Consider activation of Business Continuity and Disaster Recovery Plans if not already activated
<input type="checkbox"/>	Provide information and updates to employees not working on site
<input type="checkbox"/>	Liaise with EAP to ensure affected employees are receiving adequate support
<input type="checkbox"/>	Provide information and updates to external stakeholders
<input type="checkbox"/>	Organise to meet with relevant stakeholders as soon as practical
<input type="checkbox"/>	Instruct main receptionist staff as to what information is to be issued by the company when addressing internal and external enquiries
<input type="checkbox"/>	Provide regular updates of the recovery process and its outcomes to Council
<input type="checkbox"/>	Deliver a statement that acknowledges and thanks specific stakeholders who supported the Shire of Nannup during the emergency and the subsequent reinstatement of business operations
<input type="checkbox"/>	Collect all documentation as soon as is reasonably possible and submit it to the Chief Warden and Incident Controller.
<input type="checkbox"/>	Deliver operational debrief
<input type="checkbox"/>	Undertake a gap analysis of the Emergency Management Plan and other response and recovery strategies utilised

Training

EPC Training

Training provided to EPC members to enable them to competently execute their obligations will be focused on the following:

- Developing, managing and maintaining an emergency plan.
- The duties of the EPC and ECO as described in the emergency response plan.
- The conduct of site-specific emergency identification and analysis.
- Managing an ECO.
- The management of appropriate documentation.
- The management and development of assessment activities.
- The development and implementation of training activities including emergency exercises.
- Emergency mitigation, emergency preparedness and emergency prevention.
- The installed fire safety systems, for example, sprinkler systems, fire doors and installed emergency communications, notifications and warnings.
- Liaison with Emergency Services.
- Post-evacuation management.

ECO Training

All ECO members, including nominated deputies, will be trained to develop the skills and knowledge necessary to undertake their duties set out in the emergency response procedures.

There will be sufficient personnel trained in all positions within the ECO to allow for projected absences.

Training provided to ECO members to enable them to competently execute their obligations will be focused on the following:

- The duties of the ECO as described in the emergency response procedures and emergency plan.
- Procedures for the specific emergencies contained in the emergency plan.
- Responding to alarms and reports of emergencies.
- Reporting emergencies and initiating the installed emergency warning equipment.
- Communication during emergencies.
- Pre-emergency activities.
- Emergency activities.
- Post-emergency activities.
- Occupants and visitors with disabilities.
- The use of installed emergency response equipment.
- The performance of the building and its installations during a fire or other emergency, such as fire doors emergency lights, exit-signage, sprinklers, ventilation and smoke control systems.
- The training shall include exercises and assessment.
- ECO members, including nominated deputies, will attend a skills retention activity at intervals not greater than 6 months.

Occupants

All occupants will receive training to enable them to act in accordance with the emergency response procedures.

This training includes all new and casual employees and contractors at the commencement of their duties.

The training will focus on the following:

- Occupant responsibilities within the facility emergency response procedures;
- The types of emergencies contained in the emergency plan;
- How to report emergencies including activation of alarm systems, if installed;
- Recognising and reporting unsafe conditions, and correcting unsafe conditions when appropriate;
- The authorities, roles, responsibilities and identification of ECO members;
- Reacting safely to emergencies and alarms;
- Evacuation procedures;
- The location of internal and external staging and assembly areas, as contained in the emergency plan;
- The location of egress routes; and
- Post-emergency protocols.

Visitors

Visitors to the site will be escorted or provided with appropriate information on the emergency response procedures.

Emergency Response Exercises

Emergency Response Exercises Source: AS 3745-2010 (May 2014) 'Planning for emergencies in facilities'

An emergency response exercise is a site-specific exercise implemented to determine the effectiveness of the emergency response procedures.

A program of site-specific emergency response exercises has been developed to determine the effectiveness of Emergency Evacuations, the associated emergency response procedures, the responses and actions of the Emergency Control Organisation, employees and visitors.

The following applies for all emergency response exercises:

- Emergency response exercises are aligned with identified potential emergencies.
- Emergency response exercises are conducted during the operating hours of the site to appropriately test the emergency response procedures and responses of the Emergency Control Organisation, employees and visitors.
- Simple objectives and outcomes for emergency response exercises have been identified. Some of these objectives for an emergency response exercise include the gauging of the ECO's response and identifying and correcting any deficiencies in communication system(s), training, emergency response procedures, or their implementation.
- The outcomes for emergency response exercises include the following, as appropriate to the emergency response procedures:
 - ECO initiates the emergency procedure without waiting for instructions.
 - ECO responds to alarms.
 - ECO searches their allocated area without delay.
 - ECO reports the location of any employees and visitors with a disability.
 - Simulated calls made to the Emergency Service, as appropriate.
 - Effective ECO communication.
 - The designated location for controlling the emergency is staffed immediately by the Sites Warden.
 - The evacuation sequence is carried out in accordance with the procedures.
- Observers will be appointed for all emergency response exercises. The observers will use a checklist to record the details of the emergency response exercise. [Refer to Appendix 5.](#)
- Each emergency response exercise should be prefixed by an announcement that: *"This is an exercise only"*.
- A post-exercise debriefing session will be facilitated to identify and address gaps.
- Feedback will be forwarded to the EPC following each emergency response exercise
- All sites should exercise an emergency incident twice each year.

Section 3: Appendices

Appendix 1: Incident Log

Date of Incident: _____

Compiled By: _____

Summary of incident details:

Time	Specific incident details and timeline of events	Actions performed and by whom		
		Implemented – What was done?	What resources were used?	Outstanding – what still needs to be done?

Time	Specific incident details and timeline of events	Actions performed and by whom		
		Implemented – What was done?	What resources were used?	Outstanding – what still needs to be done?

Incident log reviewed by: _____

Date reviewed: _____

Appendix 2: Emergency Contacts

GROUP		PHONE NUMBER
WA Police	Life-threatening or time critical emergency	000
	Non-life threatening incident requiring Police response	131 444
	Local Police Station: Nannup	08 9756 3555
Ambulance		000
Department of Fire and Emergency Services		000
State Emergency Service		132 500
Nannup Hospital		08 9756 3800
Bunbury Hospital		08 9722 1000
Busselton Hospital		08 9753 6000
Poisons Information Centre		131 126
Gas		131 352
Electricity		131 351
Water Corporation		131 375
Health Direct (Department of Health)		1800 022 222
Local Government - Busselton		08 9781 0444
Local Government – Manjimup		08 97717777
Local Government – Donnybrook		08 9780 4200
Local Government – Bridgetown		08 9761 0800
Local Government - Capel		08 9727 0222
Pollution Watch		1300 784 780
WorkSafe (Accident Reporting)		1800 678 198
Electrical Contractor – Nannup Electrical Services		0418 955698
Electrical Contractor – R.J. Gosper Electrical		0447 277 523
Electrical Contractor – Sugar Mountain Electrical		9756 2049
Plumbing Contractor – R.J. Potts Plumbing		9756 0160

Appendix 3: Shire of Nannup Warden Contact List

Name	Position	Daytime Phone	Mobile	Out of Hours

Appendix 5: Evacuation Exercise Observer's Log

DATE:		SITE:	
AREA:			
EVACUATION SEQUENCE	YES/NO/NA	TIME	
1 st Alarm (warning) sounded. Was it clearly audible?			
Warden(s) responded (stopped work, collected coloured hat, roll call log, made way to designated area and sought further instruction)			
Employees stopped work and assembled at their designated exit door			
2 nd Alarm (evacuate) sounded and evacuation commenced. Was it clearly audible? Did staff move in an orderly fashion?			
Wardens checked their area of responsibility to determine if all persons had been evacuated			
Wardens reported floor or area clear to Chief Warden			
People unfamiliar with the emergency response procedures and visitors were assisted in evacuating. Persons with disabilities were assisted			
There were no obstructions in corridors, exit doors and stairs or at assembly points			
External entry points (gates/doors) were guarded to prevent re-entry, and vehicular movement was restricted during the exercise			
Evacuees arrived at their designated assembly area			
Wardens checked personnel present at their assembly point (where appropriate) and notified Chief Warden			
Evacuation completed			
Exercise terminated – ALL CLEAR issued			

COMMENTS:

OBSERVER: _____ **SIGNED:** _____

Appendix 6: Incident Response Plans

Armed Hold Up

Incident Response Plan 1

In the event of an Armed Hold-Up:

- **REMAIN CALM, QUIET and STAND STILL.**
- **Assume the offender is armed, even if a weapon cannot be seen.**
- **Obey the offender's instructions at all times.**
- **Only do what you are told to do – NO MORE, NO LESS.**
- **DO NOT argue with, threaten or stare at the offender.**
- **DO NOT attempt to disarm or otherwise apprehend the offender.**
- **Give the offender everything he/she asks for i.e. money, product etc.**
- **Answer any questions when asked.**
- **Avoid any sudden movement that could panic the offender.**
- **Observe as many details about the offender as possible.**
- **Note any items and surfaces touched by the offender.**
- **When the offender has departed, notify the Chief Warden immediately, then:**
 - **Secure the immediate vicinity (i.e. lock the office/room) in which the hold-up occurred.**
 - **DO NOT allow anyone to approach the area in which the offender was located.**
 - **DO NOT touch anywhere the offender touched.**
 - **Record all relevant details about the incident and the offenders (below).**
- **It is the responsibility of the Chief Warden to contact the WA Police.**
- **If you are suffering trauma from the event, ask the Supervisor to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.**

Description Form

If you're a victim of a robbery, please complete this form by yourself. If you are unsure of an answer, don't guess - leave it blank. If there are other witnesses, record their names at the base of page and ask them to complete these descriptions on a piece of paper.

ROBBERS:	1	2	3
GENDER			
HEIGHT			
BUILD			
AGE			
HAIR			
FACIAL HAIR			
COMPLEXION			
EYES			
ACCENT/RACE			
DISGUISE			
SCARS/TATTOOS			
HEADWEAR			
GLASSES			
SHIRT/JACKET			
PANTS/DRESS			
CLOTHING LOGOS			
SHOES/BOOTS			
CARRY BAG			

VEHICLE DETAILS			
MAKE:	MODEL:	TYPE:	YEAR (approx):
COLOUR:	REGISTRATION:	PLATE COLOUR:	
NUMBER OF OCCUPANTS:	DISTINGUISHING FEATURES/ACCESSORIES:		

WEAPON DETAILS				
				OTHER: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
				

WITNESS DETAILS
WITNESS 1:
WITNESS 2:
WITNESS 3:

Source: Victoria Police website www.police.vic.gov.au

Bomb Threat

Incident Response Plan 2

In the event of a Bomb Threat by TELEPHONE:

- **STAY CALM and LISTEN CAREFULLY.**
- **DO NOT** hang up the telephone or make return threats.
- Try and keep the person talking for as long as possible to obtain as much information as possible.
- If possible, fill out a “Bomb Threat Checklist” (below) while you are on the phone to the caller.
- Once the call is finished, **DO NOT HANG UP**. It may be possible to trace the call.
- Notify the Chief Warden immediately the call has terminated, if unavailable your supervisor.
- Do not communicate the threat to anyone else.
- It is the Chief Warden’s responsibility to activate a building evacuation/search.
- When you hear the Evacuation order or alarm, evacuate to your designated assembly area.
- Leave all unfinished work.
- Leave doors and windows open.
- **DO NOT** collect belongings.
- When directed to, assist people with disabilities or special needs.
- The Police Response Team will attend the incident zone and assess the situation.
- **DO NOT** leave your assembly area until instructed to do so by the Chief Warden.

If an item or SUSPICIOUS PACKAGE is located:

- **DO NOT TOUCH** the item or package.
- Notify the Chief immediately, or if unavailable, another Manager.
- Record all information on the “Bomb Threat Checklist” (Below).
- The source of notification is to provide as much detail as possible for checklist completion. An incident report will be generated by the Chief Warden and copied to the Chief Executive Officer and then the Manager Corporate Services for investigation and filing.
- If you are suffering trauma from the event, ask the Supervisor to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.

BOMB THREAT CHECKLIST

WHO RECEIVED THE CALL:

Name:

Date:

Time:

Exact wording of the threat:

1. General Questions to Ask

- **What is it?**
- **When is it set to explode OR When will the substance be released?**
- **Where did you put it?**
- **What does it look like?**
- **When did you put it there?**.....
- **How will the bomb explode OR how will the substance be released?**.....
- **Did you put it there?**
- **Why did you put it there?**

2. Bomb Threat Questions

- **What type of bomb is it?**
- **What is in the bomb?**.....
- **What will make the bomb explode?**
- **When is it set to explode?**.....

3. Chemical/Biological Threat Questions

- **What kind of substance is it?**
- **How much of the substance is there?**
- **How will the substance be released?**
- **Is the substance a liquid, powder or gas?**

4. Other Questions to Ask

- **What is your name?**
- **Where are you?**
- **What is your address?**.....

5. Observations from the voice

Speaker:

Male Female

Age:

Very Young Adolescent Adult Old

Sobriety:

Normal Intoxicated Drugged

Chemical Spill

Incident Response Plan 3

In the event of a Chemical Spill:

- **Raise the alarm by notifying your Supervisor immediately.**
- **Make your Supervisor aware immediately if you are feeling unwell.**
- **If you know what the chemical is, notify the Supervisor.**
- **The Supervisor will notify the Chief Warden.**
- **If you are in the immediate vicinity of a chemical spill or if you hear the verbal alarm, evacuate to your designated assembly area.**
- **Do not collect belongings.**
- **If anyone has been injured and requires emergency medical assistance, dial 000 and request assistance.**
- **If the spill is localised, the contaminant and it is safe to do so, the Supervisor will cordon off the affected area, power down equipment and open all doors and windows.**
- **DO NOT approach the chemical spill area unless it is safe to do so and you need to administer Qualified First Aid to injured persons.**
- **Remove person away from the threat to administer First Aid if safe to do so.**
- **Assist people with disabilities or special needs.**
- **DO NOT leave your assembly area until instructed to do so by the Chief Warden. If wind is blowing chemicals in the direction of your assembly area, the Wardens will move the assembly area further up the road towards a safer area.**
 - *Before the return to work order is given, the Chief Warden will confirm that the affected area is safe and the Environmental Health Officer will make an assessment of any potential safety concerns.*
 - *The Environmental Health Officer shall determine the level of cleaning and sanitation required.*
 - *Once the affected area is cleaned and sanitised, the Environmental Health Officer in conjunction with the Chief Warden will give clearance for the return of employees to the area.*
 - *An incident report will be generated by the Chief Warden and copied to the Chief Executive Officer and then Corporate Services for investigation and filing.*
- **All employees must follow the relevant employee re-entry procedure as directed.**
- **If you are suffering trauma from the event, ask the Supervisor to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.**
- **Advise your Supervisor if symptoms persist following your return to work.**

Explosion

Incident Response Plan 4

In the event of an Explosion:

- **Raise the alarm by notifying your Supervisor immediately.**
- **The Supervisor will notify the Chief Warden.**
- **If you are in the immediate vicinity of the explosion or if you hear the verbal alarm and if instructed, evacuate to your designated assembly area.**
- **If anyone has been injured and requires emergency medical assistance, dial 000 and request assistance.**
- **DO NOT approach the incident area unless it is safe to do so and you need to administer Qualified First Aid to injured persons.**
- **DO NOT collect belongings.**
- **Assist people with disabilities or special needs.**
- **The Incident Response Team will attend the incident zone and assess the situation.**
- **DO NOT leave your assembly area until instructed to do so by the Chief Warden.**
 - *Before the return to work order is given, the Chief Warden will confirm that the affected area is safe and will make an assessment of any potential product contamination and isolate affected product for decision by the Environmental Health Officer.*
 - *The Environmental Health Officer shall determine the level of cleaning and sanitation required.*
 - *Once the affected area is cleaned and sanitised, the in Environmental Health Officer conjunction with the Chief Warden will give clearance for the return of employees to the area.*
 - *An incident report will be generated by the Chief Warden and copied to the Chief Executive Officer and to Corporate Services for investigation and filing.*
- **All employees must follow the relevant employee re-entry procedure as directed.**
- **If you are suffering trauma from the event, ask Supervisor to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.**

Incident Response Plan 5

In the event of Fire and Smoke emergencies:

- **Raise the alarm by accessing any activation device, verbal, manual call point or air horn.**
- **Notify your Supervisor immediately.**
- **Your Supervisor will notify the Chief Warden.**
- **If you are in the immediate vicinity of the fire or if you hear the Evacuation alarm, evacuate to your designated assembly area.**
- **DO NOT collect belongings.**
- **If anyone has been injured and requires emergency medical assistance, dial 000 and request assistance.**
- **DO NOT approach the incident area unless it is safe to do so and you need to administer Qualified First Aid to injured persons.**
- **Assist people with disabilities or special needs.**
- **The Supervisor will attempt to power down equipment and close all doors and windows if it is safe to do so.**
- **DO NOT leave your assembly area until instructed to do so by the Chief Warden:**
 - *Before the return to work order is given, the Chief Warden will confirm that the affected area is safe and the Environmental Health Officer will make an assessment of any potential building and safety concerns.*
 - *The Environmental Health Officer shall determine the level of cleaning and sanitation required.*
 - *Once the affected area is cleaned and sanitised, the Environmental Health Officer in conjunction with the Chief Warden will give clearance for the return of employees to the area.*
 - *An incident report will be generated by the Chief Warden and copied to the Chief Executive Officer and to Corporate Services for investigation and filing.*
- **All employees must follow the relevant employee re-entry procedure as directed.**
- **If you are suffering trauma from the event, ask Manager Corporate Services to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.**

Incident Response Plan 6

In the event of an impact of a Natural Hazard:

- **Raise the alarm by notifying your Supervisor immediately.**
- **Your Supervisor will notify the Chief Warden.**
- **If you are in the immediate vicinity of any danger or if you hear the Evacuation command or alarm, evacuate to your designated assembly area.**
- **If anyone has been injured and requires emergency medical assistance, dial 000 and request assistance.**
- **DO NOT approach the affected area unless it is safe to do so and you need to administer Qualified First Aid to injured persons.**
- **DO NOT collect belongings.**
- **Assist people with disabilities or special needs.**
- **The Supervisor will attempt to power down equipment and close all doors and windows if flood waters / strong winds are outside the building.**
- **DO NOT leave your assembly area until instructed to do so by the Chief Warden**
 - *Before the return to work order is given, the Chief Warden will confirm that the affected area is safe and the Environmental Health Officer will make an assessment of any potential contamination and isolate affected product for decision by Chief Executive Officer.*
 - *The Environmental Health Officer shall determine the level of cleaning and sanitation required.*
 - *Once the affected area is cleaned and sanitised, the Environmental Health Officer in conjunction with the Chief Warden will give clearance for the return of employees to the area.*
 - *An incident report will be generated by the Chief Warden and copied to the Chief Executive Officer and then to Corporate Services for investigation and filing.*
- **All employees must follow the relevant employee re-entry procedure as directed.**
- **If you are suffering trauma from the event, ask the Manager Corporate Services to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.**

Electrical Blackout

Incident Response Plan 7

In the event of an Electrical Blackout:

- **Emergency lighting will switch on. Evacuate to your designated assembly area.**
- **If anyone has been injured and requires emergency medical assistance, dial 000 and request assistance.**
- **DO NOT return to the building.**
- **DO NOT collect belongings.**
- **Assist people with disabilities or special needs.**
- **The Environmental Health Officer will assess the situation and decide on a course of action**
- **DO NOT leave your assembly area until instructed to do so by the Chief Warden.**
- **If the building needs to be manned and there is sufficient daylight, the Chief Warden may decide it is safe for a reduced team to man the building (i.e. in storms when power lines are down but the public needs to liaise).**

Incident Response Plan 8

In the event of a Hazardous Substance leak or spill:

- **Raise the alarm by notifying your Supervisor immediately.**
- **Make your Supervisor aware immediately if you are feeling unwell.**
- **The Supervisor will notify the Chief Warden and refer to the Environmental Health Officer**
- **If you are in the immediate vicinity of a leak or spill or if you hear the Evacuation alarm, evacuate to your designated assembly area.**
- **If anyone has been injured and requires emergency medical assistance, dial 000 and request assistance.**
- **If the leak is localised and it is safe to do so, the Supervisor will cordon off the affected area, power down equipment and open all doors and windows.**
- **DO NOT approach leak or spill area unless it is safe to do so and you need to administer First Aid to injured persons.**
- **DO NOT collect belongings.**
- **Assist people with disabilities or special needs.**
- **The DFES Incident Response Team will attend the incident zone and assess the situation**
- **DO NOT leave your assembly area until instructed to do so by the Chief Warden. If wind is blowing chemicals in the direction of your assembly area, the Wardens will move the assembly area further up the road towards a safer area.**
 - *Before the return to work order is given, the Chief Warden will confirm that the substance level in the affected area has subsided and a risk assessment has been made for any potential product contamination and isolate.*
 - *Once the affected area is cleaned and sanitised, the Environmental Health Officer in conjunction with the Chief Warden will give clearance for the return of employees to the area.*
 - *An incident report will be generated by the Chief Warden and copied to the Chief Executive Officer then to Corporate Services for investigation and filing for investigation and filing.*
- **All employees must follow the relevant employee re-entry procedure as directed.**
- **Advise your Supervisor if symptoms persist following your return to work.**

- If you are suffering trauma from the event, ask Manager Corporate Services to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.

First Aid Response

Incident Response Plan 9

In the event of administering First Aid Response:

D DANGER
Ensure the area is safe for your self, others and the patient

↓

R RESPONSE
Check for response—ask name—squeeze shoulders

No response	Response
	Make comfortable
	Monitor response



↓

S SEND for help
Call triple zero (000) for an ambulance or ask another person to make the call

↓

A AIRWAY
Open mouth—if foreign material present
Place in recovery position
Clear airway with fingers



↓

B BREATHING
Check for breathing—look, listen, feel

Not normal breathing	Normal breathing
Start CPR	Place in recovery position
	Monitor breathing



↓

C CPR
Start CPR—30 chest compressions : 2 breaths
Continue CPR until help arrives or patient recovers



↓

D DEFIBRILLATION
Apply defibrillator if available and follow voice prompts



Aggressive Customers

Incident Response Plan 10

Customer violence or aggression can occur from a variety of causes such as disputes, complaints, boredom, mental illness or the influence of alcohol or drugs. This means that the immediate response from staff may depend on the nature and severity of the event.

Most incidents of violence can be prevented through a risk management approach (i.e. no workplace violence tolerance, organisational layout, alarm systems) and staff should be made aware of potential escape routes and appropriate strategies for dealing with difficult customers. In the event where an immediate response is required:

- **REMAIN CALM and NON-CONFRONTATIONAL.**
- If possible, maintain distance between yourself and the aggressive customer. (i.e. remain behind a counter or keep distance). Your safety and the safety of others come first.
- If possible have raise the alarm via a panic button or duress alarm if available, or have another staff member leave the situation if safe to do so to raise the alarm.
- **DO NOT** argue with, threaten or stare at the offender.
- **DO NOT** attempt to disarm or otherwise apprehend the offender if they are carrying a weapon.
- Avoid any sudden movement that could panic or agitate the offender.
- It is the responsibility of the Chief Warden to call for backup such as immediate security or the WA Police.
- After the situation, the incident must be reported and recorded using the appropriate local format (i.e. employee incident form or data base) and management or appropriate parties notified.
- If you are suffering trauma from the event, ask the Supervisor to arrange a meeting with an Employee Assistance Program counsellor to provide onsite support.
- If workplace violence and aggression occurs between employees, the Chief Warden is to ensure that management is notified and the appropriate disciplinary procedures are followed.

Chief Warden Checklist

Chief Warden (White Hat)

Assumes control from time alarm is raised until arrival and handover to the Emergency Services.

ACTION CHECKLIST	
IDENTIFY	<ul style="list-style-type: none"> • Acknowledge alert and evacuation alarms or other forms of emergency identification. • Assume control of the site. • Maintain log of all activities and decisions.
NOTIFY	<ul style="list-style-type: none"> • Direct stand-by actions to Emergency Control Organisation (ECO), via Communications Coordinator. • Ensure Emergency Services are notified, via Telephone Communications. • Activate Emergency Warning System (EWS).
ACT	<ul style="list-style-type: none"> • Establish Emergency Operations Centre from Control Room to manage emergency • Receive situation reports from Area Wardens, Security Contractors and other operations members • Determine emergency type (see reverse) and action Stay Part Evacuation Full Evacuation • Issue action order to EWS Operator • Receive regular situation reports from Communications Coordinator on emergency and evacuation progress
FOLLOW INSTRUCTION	<ul style="list-style-type: none"> • Follow instructions from Emergency Services
EVACUATE	<ul style="list-style-type: none"> • Assess if Emergency Operations Centre is safe. Withdraw to a safe management position if required. • Prepare emergency log and handover notes for Emergency Services. • All clear or handover emergency to Emergency Services • Evacuate to Assembly Areas, if required.
ALL CLEAR	<ul style="list-style-type: none"> • Declare or receive all clear from Emergency Services • Conduct debrief.

EMERGENCY	COLOUR CODE
Fire and/or Smoke	RED
Bomb Threat	PURPLE
Medical Emergency	BLUE
Personal Threat	BLACK
Internal Emergency	YELLOW
External Emergency	BROWN
EVACUATION	ORANGE

Deputy Chief Warden Checklist

Deputy Chief Warden (White Hat)

Assists with control from time alarm is raised unless the Chief Warden is absent until arrival and handover to the Emergency Services.

ACTION CHECKLIST	
IDENTIFY	<ul style="list-style-type: none">• Acknowledge alert and evacuation alarms or other forms of emergency identification.
NOTIFY	<ul style="list-style-type: none">• Assist Chief Warden in notifying Emergency Control Organisation and Emergency Services if required
ACT	<ul style="list-style-type: none">• Move to operations area to manage emergency• Act as additional set of eyes, ears and mouth for Chief Warden.• Ensure action orders issued by Chief Warden are understood and executed by the Level and Area Wardens.• Assist Chief Warden to enable effective time critical decision making.• Evaluate action orders to ensure harm to patrons and staff is minimised.
FOLLOW INSTRUCTION	<ul style="list-style-type: none">• Follow instructions issued by Chief Warden
EVACUATE	<ul style="list-style-type: none">• Assess if Emergency Operations Centre is safe. Withdraw to a safe management position if required• Evacuate to Assembly Areas, if required
ALL CLEAR	<ul style="list-style-type: none">• Follow instructions issued by Chief Warden

EMERGENCY	COLOUR CODE
Fire and/or Smoke	RED
Bomb Threat	PURPLE
Medical Emergency	BLUE
Personal Threat	BLACK
Internal Emergency	YELLOW
External Emergency	BROWN
EVACUATION	ORANGE

Communications Officer Checklist

Communications Officer (White Hat)

Assists the Chief Warden with control and recording of information from time alarm is raised.

ACTION CHECKLIST	
IDENTIFY	<ul style="list-style-type: none">• Acknowledge alert and evacuation alarms or other forms of emergency identification.
NOTIFY	<ul style="list-style-type: none">• Assist Chief Warden in notifying Emergency Control Organisation and Emergency Services if required
ACT	<ul style="list-style-type: none">• Ensure personal proficiency in operation of facility communication equipment.• Maintain records and logbooks and make them available for emergency response.• Ensure that ECO members are proficient in use of the facility communication equipment.• Ensure that emergency communication contact details are up-to-date.• Attend training and emergency exercises, as required by the EPC.
FOLLOW INSTRUCTION	<ul style="list-style-type: none">• Follow instructions issued by Chief Warden.
EVACUATE	<ul style="list-style-type: none">• Assess if Emergency Operations Communication is safe and accurate. Withdraw to a safe management position if required.• Evacuate to Assembly Areas, if required.
ALL CLEAR	<ul style="list-style-type: none">• Follow instructions issued by Chief Warden.

EMERGENCY	COLOUR CODE
Fire and/or Smoke	RED
Bomb Threat	PURPLE
Medical Emergency	BLUE
Personal Threat	BLACK
Internal Emergency	YELLOW
External Emergency	BROWN
EVACUATION	ORANGE

Area Warden Checklist

Area Warden (Yellow Hat)

ACTION CHECKLIST	
IDENTIFY	<ul style="list-style-type: none"> • Acknowledge alert and evacuation alarms or other forms of emergency identification.
NOTIFY	<p>If localised emergency</p> <ul style="list-style-type: none"> • Inform Chief Warden or Deputy Chief Warden. • Dial 000
ACT	<ul style="list-style-type: none"> • Remove or isolate persons from further harm. • Put on Area Warden hat and vest. • Move to designated position, if safe to do so. • Ensure Wardens have exits open and exit paths are clear. • Report actions to Chief Warden. • If required, direct and control the orderly evacuation of occupants from area. • Check with all Wardens to determine area status Clear / Mobility Impaired / Refusal to Leave • Report area status to Chief Warden. • Ensure all staff have moved to assembly area.
FOLLOW INSTRUCTION	<ul style="list-style-type: none"> • Follow direction provided by Chief Warden.
EVACUATE	<ul style="list-style-type: none"> • Move to assembly area and wait further instructions.
ALL CLEAR	<ul style="list-style-type: none"> • Follow instructions issued by Chief Warden.

EMERGENCY	COLOUR CODE
Fire and/or Smoke	RED
Bomb Threat	PURPLE
Medical Emergency	BLUE
Personal Threat	BLACK
Internal Emergency	YELLOW
External Emergency	BROWN
EVACUATION	ORANGE

Warden / Staff Checklist

Warden (Red Hat)

ACTION CHECKLIST	
IDENTIFY	<ul style="list-style-type: none"> • Acknowledge alert and evacuation alarms or other forms of emergency identification.
NOTIFY	If localised emergency <ul style="list-style-type: none"> • Inform Chief Warden, Area Warden. • Dial 000
ACT	<ul style="list-style-type: none"> • Remove or isolate persons from further harm. • Put on Warden hat and vest. • Move to allocated position, if safe to do so. • Ensure exit paths are clear and unobstructed and doors are open. • As instructed by Area Warden, direct the orderly evacuation of occupants to the safest exit. • Assist with the safe evacuation of mobility impaired occupants. • Sweep identified areas to ensure vacancy under instruction from Area Warden. • Inform Area Warden of any issues, remaining mobility impaired or refusal to leave occupants.
FOLLOW INSTRUCTION	<ul style="list-style-type: none"> • Follow direction provided by Area Warden.
EVACUATE	<ul style="list-style-type: none"> • On direction move to assembly area wait further instructions.
ALL CLEAR	<ul style="list-style-type: none"> • Follow instructions issued by Chief Warden.

EMERGENCY	COLOUR CODE
Fire and/or Smoke	RED
Bomb Threat	PURPLE
Medical Emergency	BLUE
Personal Threat	BLACK
Internal Emergency	YELLOW
External Emergency	BROWN
EVACUATION	ORANGE

Traffic Warden

Traffic Warden (Red Hat)

ACTION CHECKLIST	
IDENTIFY	<ul style="list-style-type: none"> • Acknowledge request(s)
NOTIFY	<ul style="list-style-type: none"> • Inform the Area Warden
ACT	<p>In the case of an emergency evacuation, the Traffic Control Warden shall;</p> <ul style="list-style-type: none"> • Ensure that clear access is maintained for any arriving emergency services equipment. • Ensure that traffic control is implemented to restrict non-emergency vehicles from entering the site. • Ensure that occupants proceeding to the Assembly Areas are not endangered by vehicular movements. <p>Movement of Motor Vehicles during an Emergency</p> <p>Vehicles may be removed from the Car Park only after personnel have been evacuated and only with the approval of the senior Emergency Services Officer or Police.</p>
FOLLOW INSTRUCTION	<ul style="list-style-type: none"> • Follow direction provided by the Warden.
EVACUATE	<ul style="list-style-type: none"> • On direction move to assembly area wait further instructions.
ALL CLEAR	<ul style="list-style-type: none"> • Follow instructions issued by Chief Warden.

EMERGENCY	COLOUR CODE
Fire and/or Smoke	RED
Bomb Threat	PURPLE
Medical Emergency	BLUE
Personal Threat	BLACK
Internal Emergency	YELLOW
External Emergency	BROWN
EVACUATION	ORANGE

First Aid Officer

FAO (Green Hat)

ACTION CHECKLIST	
IDENTIFY	<ul style="list-style-type: none"> • Acknowledge first aid request(s), inform warden(s)
NOTIFY	<ul style="list-style-type: none"> • If localised emergency • All injury (s) are reported to the Area Warden • If required, dial 000
ACT	<p>In the case of an emergency situation, the First Aid Officer shall:</p> <ul style="list-style-type: none"> • Provide for the initial care of ill or injured persons by rendering first aid treatment in accordance with their approved training • Take any portable first aid kits, defibrillator(s) and other first aid related equipment to the designated Assembly Area and prepare to treat the ill and injured as well as take instruction from Ambulance Officers once they arrive on scene • Remain with the casualty until no further treatment or assistance is required, or until the casualty is handed over to ambulance or other medical personnel. If casualties are found the Officer or an assistant must immediately call for an Ambulance by calling 000. • Note: All staff should make themselves aware of the locations of first aid equipment in their workplace as well as the identity and location of trained workplace first aid officers.
FOLLOW INSTRUCTION	<ul style="list-style-type: none"> • Follow direction provided by the Warden
EVACUATE	<ul style="list-style-type: none"> • On direction move to assembly area wait further instructions
ALL CLEAR	<ul style="list-style-type: none"> • Follow instructions issued by Chief Warden

EMERGENCY	COLOUR CODE
Fire and/or Smoke	RED
Bomb Threat	PURPLE
Medical Emergency	BLUE
Personal Threat	BLACK
Internal Emergency	YELLOW
External Emergency	BROWN
EVACUATION	ORANGE

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SAFE WORK METHOD STATEMENT (SWMS)

SHIRE OF NANNUP

A SAFE WORK METHOD STATEMENT IS DEVELOPED FOR ALL TASKS/ACTIVITIES OF A ROUTINE NATURE

TASK: Road Construction and Maintenance, Levelling, Removing Overburden, Excavation, Trenching, Land Clearing, Drainage Construction and Maintenance, Verge Maintenance

PERFORMED BY (role): Works Department – Road Construction, Road Maintenance, Drainage Maintenance, Verge and Road Reserve Maintenance

Date Revised:

Site: Shire of Nannup – All Sites

Works Supervisor, Leading Hands, Works Department Team

Legal References / Guidance Material: Occupational Safety and Health Act (WA) 1984, Occupational Safety and Health Regs (WA) 1996, Code of Practice Managing noise at workplaces 2002, Code of Practice Manual tasks 2010, National Code of Practice Managing risks of plant in the workplace 2013, Load Restraint Guide 2004. Code of Practice Excavation, Code of Practice Traffic Management for Works on Roads 2011.

List PPE Required: Eye protection AS/NZS 1337, Hearing protection AS/NZS 1270, Respiratory protective equipment AS/NZS 1716 (minimum P2 Mask) , Footwear AS/NZS 2210, Gloves AS/NZS 2210, Sunscreen, Hard Hat AS/NZS 1801:1997, Safety Glasses AS/NZS 1336 , Face Shields AS/NZS 1337, Protective Clothing (Overalls)

Plant/Equipment Used: Grader, Loader, Water Cart, Six Wheel Trucks, Multi Roller, Steel Roller, Backhoe, Service Truck, Crane Truck, Light Vehicles, Forklift, Petrol Driven Post Hammer, Kanga Jack, Plate Compactors, Chain Saws, Auger, Concrete Saw, Refuelling Pump/Tank

Maintenance Checks: Vehicle pre-start inspections, All equipment shall be maintained and inspected as per the operational manual.

Tools Used: Shovels, Axes, Rakes, Hammers, Crowbars, Battery Drills, Generators, Electric Drills, Metal Grinders,

Training Required: HC, HR Licence, Dogman ticket, Working at Heights, Elevated Work Platform, Forklift Licence, Traffic Control, Forklift Certificate, Chainsaw Operation,

Materials Used: Culverts, Pipes, Headwalls, Gravel ,Limestone, Rocks, Bags Cold Mix, Hot Mix, Cement, Signs and Guide Posts,

Job Steps	Hazard (Task Risk Assessment)	Initial Risk Rating (before controls)	Controls**	Residual Risk Rating (after controls)	Person responsible for implementing controls
Complete pre start of vehicle	Failure to complete pre start may result in mechanical failure and personal injury	Medium (9)	Perform a pre start. Report any defects to supervisor.	Low (3)	All Employees
Pre start meeting	Lack of communication with workers could result in overlooking safety hazards at the work site as well as time delays causing workers to rush the job	High (12)	Communicate & plan tasks with all workers.	Medium (6)	Supervisor, Leading hand,

	Personnel unfit to perform the task could result in personal injury, injury to others and/or equipment damage	High (12)	Ensure all workers are fit for work, are not suffering fatigue symptoms	Medium (6)	Supervisor, Leading hand,
Pre-start warm-up and stretching	Failure to warm-up/stretch prior to performing manual tasks or after awkward/sustained postures such as driving for long periods may result in personal injury.	Medium (12)	Crews are to warm-up/stretch prior to performing manual tasks, after awkward/sustained postures and after driving for long periods. See stretching at work A4.	Medium (9)	Leading hand
Take 5	Failure to identify new hazards could result in personal injury and equipment damage. (5 elements of change to identify, people, process, plant, materials and environment.)	Medium (12)	All workers are to participate in the take 5 process and document. Walkthrough the area and thoroughly assess the site and surrounding area.	Minor (9)	All Employees
Entering and exiting vehicle cab	Slips and falls may occur if 3 points of contact are not maintained. Overreaching within the cab may cause injury.	High (15)	Always maintain 3 points of contact while accessing & egressing (getting in & getting out) truck cabs. Do not climb down ladders or steps with your back to the cabin and do not jump from the step to the ground. Only reach items within your arm length..	Medium (8)	All Employees
Plant and Vehicle House Keeping	Personal items (lunch bags & water bottles 5ltrs) may become a projectile if not stowed correctly. Lack of vehicle cabin cleanliness may result in items getting jammed under foot pedals and/or controls Incorrect Manual Handling techniques	High (15)	Ensure personal items are stowed in a secure location that will prevent items becoming a projectile. Ensure vehicle cabin is clean and tidy with no rubbish or other items left on the floor or where they may hinder use of controls.	Low (4)	All Employees
Assess site and identify hazardous objects as well as utilities and services	Snakes, Bees, Ants, Objects that may cause a Trip Slip or Fall, Vehicle Traffic, Tree's and tree branches that may fall, overhead power and supporting infrastructure, electric fences. No 1 st Aid supply to treat possible injury/s	High(12)	Be aware of surroundings, check for animals and insects/insect nests, check for dangerous trees or hanging limbs, avoid long grass/logs on ground, (Wear appropriate PPE) Communicate any potential hazards to fellow workers. Report sightings of snakes and insects/insect nests to fellow workers and assess safety of work site continuously as work progresses.	Low (3)	All Employees

			<p>Mark potential hazards with fluro tape or flags if practical. Ensure a first aid kit is available.</p>		
<p>Load truck with materials in gravel pit</p>	<p>Truck drivers leaving cabin, Pedestrians in loading area, Vehicles entering loading area un announced, Overloading trucks, Material falling from truck trays, Rocks getting caught between dual wheels, Failure to communicate between operators in pits and loading area, Vehicles not fitted with effective mirrors, Vehicles not fitted with effective communication system, Vehicles not fitted with reverse beeper Trucks, Loader and vehicles operating within the pit not using flashing lights or beacons. Truck headlights, brake lights, indicators not operating or dirty Pedestrians not wearing appropriate hi vis PPE. Overloaded material: if material is overloaded the worker may have to access the tray to assist in retracting the tarp. Crush injury or death from loader when leaving cab. Fatigue</p>	<p>High (15)</p>	<p>When loading trucks with gravel using loader, drivers are to remain in cab throughout the loading process. Pedestrians are to wear Hi Vis PPE Persons exiting vehicle cabins are to notify all other vehicle operators of their intentions. Pedestrians are to communicate there whereabouts and intentions with all truck and loader operators. Pedestrians to remain clear of active loading area/s or exclusion zone and if necessary that they enter loading zone the loader operator will cease loading, place the loader bucket on the ground, lockout and shut down machine. Trucks and vehicles entering pit are to communicate with Loader operator and receive positive response from the Loader operator. Truck and vehicle drivers are to communicate their intentions with other trucks and loader operators. Ensure at prestart operators are aware of correct radio channel in use. Trucks, Loader and Light Vehicles to use flashing lights or beacons. Trucks and Loader to ensure operation of reverse Beeper, keep lights clean and that mirrors are adjusted correctly and are clean, that radios are communicating effectively and on the correct channel. Loader operator is not to overload truck trays. The material should only be loaded to a high that the tarp can be closed with accessing the tray. The tarp shall be operated/ retracted from the ground only. Only load material to vehicle caring capacity and load height. Any loss of material shall be the responsibility of the vehicle operator as per the Load Restraint Guidelines. Check you loads. Remove rocks that have fallen onto pit floor and access tracks. Loader Operator to remain alert with the operator and employer ensuring they have had at least 10 hours break and sufficient sleep for a normal day's operation. Loader operator is to lower bucket of loader to ground, lock out the machine and shut down when leaving the loader. Operator is to be provided with and wear appropriate PPE for the task such as Hi Vis, Steel Capped Boots, Gloves (available)</p>	<p>Medium (6)</p>	<p>All Employees</p>

<p>Transporting and Import of earth, sand, gravel and other materials to work site</p>	<p>Debris may blow or fall off while driving causing hazardous driving conditions for other road users. Workers may over reach when removing debris and could cause personal injury. Unsafe road use Distractions while driving Truck headlights, brake lights, indicators not operating or dirty Fatigue Incorrect Manual Handling techniques Moving machinery, reversing and colliding with other plant, vehicles, workers or pedestrians. Truck un-level when lifting hoist causing risk of roll over Slip trip fall Damage to services Damage to equipment, other vehicles, infrastructure or pedestrians Being crushed by hoist, doors being blown shut on person alighting from plant or vehicles or being caught between moving vehicles.</p>	<p>High (15)</p>	<p>Workers to ensure that all waste debris that may fall or blow off are removed prior to moving vehicle as per the Load Restraint Guidelines. Truck operator to use tarp to cover loads if fitted. Operator is not to overextend their body to reach materials on truck trays and are to use tools to reach these items. Drivers are not to drive unlawfully and to be courteous to other road users. Drivers to minimise distractions whilst driving (do not use mobile phone and store phones in bag) Drivers to check operation of lights as part of prestart. Drivers to check and clean lights regularly. Truck Operator to remain alert with operators and employer ensuring they have had at least 10 hours break and sufficient sleep for a normal day's operation. Employ a spotter; ensure tipping is on a flat service. Set up an exclusion zone to minimise risk to workers, pedestrians and property. Ensure adequate communication between crew members. Ensure effective communication with other plant operators and heavy vehicle operators. Wear seat belt at all times when driving. Operate on even a ground (if possible use a working lane) as well as employing a spotter to assist in operation of machinery (if required). Have adequate traffic management in place. Ensure operation of flashing lights or beacons as well as headlights. Always indicate intentions to other plant operators and other road users. Use 3 points of contact when climbing into or out of plant and vehicles. Do not jump to the ground. Wear correct PPE at all times</p>	<p>Medium (6)</p>	<p>All Employees</p>
<p>Unloading Trucks</p>	<p>Risk of falling: Operators may be exposed to heights when climbing ladder or accessing tray. Operator may slip, trip, or fall off while accessing and or using the ladder.</p>	<p>High (15)</p>	<p>Workers to ensure that 3 point of contact are maintained while climbing ladder. Do not use ladder if visibly damaged, is wet. Ensure boot treads are free from debris prior to climbing ladder. No more than one person at a time on the ladder. Do not face away from the ladder when climbing up or down. Do not overreach when on the ladder. Do not jump to the ground from the ladder</p>	<p>Medium (6)</p>	<p>All Employees</p>

	<p>Operator may come into contact with material when opening the tailgate causing a crush injury to workers. (concrete & rocks)</p> <p>Wedged material in tray may cause injury if manually handled.</p> <p>Incorrect Manual Handling techniques</p>		<p>Workers should use automatic tarps to reduce manual handling. All manual pull out tarps should be operated from the ground via attached rope.</p> <p>Workers should use internal camera if provided to check loads prior to opening tail gate and stand to one side (drivers side) when opening tail gate to avoid falling material.</p> <p>If material is wedged in truck tray call for assistance and team lift if required. It is preferred that a mechanical method of loosening material should be utilised if available.</p> <p>Operator is to be provided with and wear appropriate PPE for the task such as Hi Vis, Steel Capped Boots, Gloves (available)</p>		
<p>Apply layer of Gravel Layout gravel on road with grader</p>	<p>Lack of communication between plant and vehicle operators. Person being thrown from plant seat when operating. Machine rollover due to operating outside of the machine operating specification Grader hitting vehicles, other plant, fixed infrastructure and machinery. Damage to equipment and property, damage to services, crushing hazard to pedestrians. Dust blocking clear vision Slip trip fall, damage to services, rollover, damage to equipment, traffic, pedestrians. Injury to operator when climbing in and out of machine High noise levels from machine and injury to operator feet and hands Operator fatigue</p>	<p>High (15)</p>	<p>Ensure effective communication with other plant operators and heavy vehicle operators. Wear seat belt at all times when driving. Operate on level and even ground when able. If operating on sloping ground such as batters, ensure that the machine does not exceed its operating parameters. If possible, use a working lane as well as employing a spotter to assist in operation of machinery (if required). Create an exclusion zone to minimise risk to workers, pedestrians and property. Have adequate traffic management and appropriate warning signs in place. Ensure operation of flashing lights or beacons as well as headlights. Always indicate intentions to other plant operators and other road users. Use water cart for dust control. Be aware of your surroundings, Operator to remain alert with operators and employer ensuring they have had at least 10 hours break and sufficient sleep for a normal day's operation. Operators are to take their regular breaks and to drink water often. Operator to maintain 3 points of contact when climbing into and out of machine. Wear correct and appropriate PPE at all times such as hearing protection, steel capped boots and gloves</p>	<p>Medium (6)</p>	<p>All Employees</p>

<p>Use Backhoe to box out, trench and/or excavate Excavated material into truck</p>	<p>Damage to utilities and underground services, power line/s and supporting infrastructure, Damage to plant and equipment, Moving vehicles & plant. Failure to avoid excavator slewing radius could result in personal injury and equipment damage. Truck roll over, moving machinery, Un-level hoist. Slip trip fall, damage to services, rollover, damage to equipment, traffic, pedestrians Trench collapse causing earth or rocks to fall or the inrush of water. Spotter or persons working on the ground or in trench suffer hand, foot or head injury Incorrect Manual Handling techniques</p> <p>Moving machinery and colliding with other plant, vehicles, workers or pedestrians. Truck un-level when lifting hoist causing risk of roll over Slip trip fall Damage to services Damage to equipment, other vehicles, infrastructure or pedestrians Being crushed by hoist, doors being blown shut on person alighting from plant or vehicles Being crushed between operating plant or vehicles</p>	<p>High(15)</p>	<p>Utilise Dial before you dig service Engage the services of an Underground Utilities and Services detection provider. Hand dig in the proximity to utilities and services if safe to do so. When digging employ, a spotter to assist. When operating machinery, be aware of any overhead power lines as well as your surroundings; employ a spotter to assist in operation of machinery. Create an exclusion zone to minimise risk to workers, pedestrians and property. Have adequate traffic management in place. On the ground workers to wear hi visibility clothing. Ensure all equipment, material and personnel remain out of the slew radius while excavator is in operation. Personnel shall not walk under a raised boom. Personnel shall wear hard hat when within proximity of the excavator. Utilise radio communications and the use of hand signals for clear and effective communication between the spotter and plant operator. Whilst carrying out trenching or excavation be aware of trench or excavation depth, placement of excavated materials, operating plant or other loads, instability of surrounding infrastructure or trees, previous ground disturbance, presence of water including ground water that may cause possible inrush or collapse. Utilise dewatering equipment if required. Do not excavate deeper than is necessary to complete the required task. When working within a trench or excavation be aware of hazardous atmosphere caused by the use of chemicals such as PVC glue. Utilise barricading and warning signs to warn of excavation and prevent persons entering or falling into trench. Stay aware of local weather conditions and the length of time the excavation/trench will remain open. Wear the appropriate PPE such as gloves, steel capped boots safety glasses. Wear a hard hat when required</p>	<p>Medium (6)</p>	<p>All Employees</p>
<p>Install culverts, headwalls and drainage infrastructure</p>	<p>Risk to persons in vicinity of underground power when carrying out excavation work Risk of plant and vehicles colliding with pedestrians.</p>		<p>Utilise Dial before you dig service Engage the services of an Underground Utilities and Services detection provider. Hand dig in the proximity to utilities and services if safe to do so.</p>		<p>All Employees</p>

	<p>Damage to utilities and underground services, power line/s and supporting infrastructure, Damage to plant and equipment due to collision with other vehicles, plant or infrastructure.</p> <p>Moving vehicles & plant.</p> <p>Failure to avoid excavator slewing radius could result in personal injury and equipment damage.</p> <p>Incorrect operation of Excavator</p> <p>Risk to persons slinging and manoeuvring suspended loads</p> <p>Incorrect Manual Handling techniques</p> <p>Risk of Slip trip or fall in and around excavation</p> <p>Trench collapse causing earth or rocks to fall or the inrush of water.</p> <p>Spotter or persons working on the ground or in trench suffer hand, foot or head injury</p> <p>Contact with bees, ants, ticks, snakes, dust, spores, biological hazard, chemicals</p> <p>Moving machinery and colliding with other plant, vehicles, workers or pedestrians.</p> <p>Truck un-level when lifting hoist causing risk of roll over</p> <p>Slip trip fall</p> <p>Damage to services</p> <p>Damage to equipment, other vehicles, infrastructure or pedestrians</p> <p>Being crushed by hoist, doors being blown shut on person alighting from plant or vehicles</p> <p>Being crushed between operating plant or vehicles</p> <p>Incorrect Manual Handling techniques</p>		<p>When digging employ, a spotter to assist.</p> <p>When operating machinery, be aware of any overhead power lines as well as your surroundings; employ a spotter to assist in operation of machinery.</p> <p>Create an exclusion zone to minimise risk to workers, pedestrians and property.</p> <p>Have adequate traffic management in place.</p> <p>On the ground workers to wear hi visibility clothing.</p> <p>Ensure all equipment, material and personnel remain out of the slew radius while excavator is in operation.</p> <p>Personnel shall not walk under a raised boom.</p> <p>Personnel shall wear hard hat when within proximity of the excavator.</p> <p>Utilise radio communications and the use of hand signals for clear and effective communication between the spotter and plant operator.</p> <p>Whilst carrying out trenching or excavation be aware of trench or excavation depth, placement of excavated materials, operating plant or other loads, instability of surrounding infrastructure or trees, previous ground disturbance, presence of water including ground water that may cause possible inrush or collapse.</p> <p>Utilise dewatering equipment if required.</p> <p>Do not excavate deeper than is necessary to complete the required task.</p> <p>When working within a trench or excavation be aware of hazardous atmosphere caused by the use of chemicals such as PVC glue.</p> <p>Utilise barricading and warning signs to warn of excavation and prevent persons entering or falling into trench.</p> <p>Stay aware of local weather conditions and the length of time the excavation/trench will remain open.</p> <p>Wear the appropriate PPE such as gloves, steel capped boots safety glasses. Wear a hard hat when required</p>		
<p>Water cart for road construction and dust control</p>	<p>Injury to operator when climbing in and out of machine</p> <p>Slip trip or fall when access water points,</p> <p>Damage to utilities or services,</p> <p>Rollover while driving on uneven ground,</p> <p>Damage to water stand pipes and equipment, traffic, pedestrians</p> <p>Fatigue</p>	<p>High (15)</p>	<p>Ensure effective communication with other plant operators and heavy vehicle operators.</p> <p>Wear seat belt at all times when driving.</p> <p>Wear correct PPE at all times</p> <p>Operate on even a ground (if possible use a working lane) as well as employing a spotter to assist in operation of machinery (if required).</p> <p>Create an exclusion zone to minimise risk to workers, pedestrians and property.</p>	<p>Medium (6)</p>	<p>All Employees</p>

	<p>Moving machinery, reversing and colliding with other plant, vehicles, workers or pedestrians.</p> <p>Truck un-level when filling</p> <p>Damage to services</p> <p>Damage to equipment, other vehicles, infrastructure or pedestrians</p> <p>Being crushed by doors being blown shut on person alighting from plant or vehicles or being caught between moving vehicles.</p> <p>Incorrect Manual Handling techniques</p>		<p>Have adequate traffic management in place.</p> <p>Ensure operation of flashing lights or beacons as well as headlights.</p> <p>Always indicate intentions to other plant operators and other road users.</p> <p>Truck Operator to remain alert with operators and employer ensuring they have had at least 10 hours break and sufficient sleep for a normal days operation.</p>		
Compaction	<p>Lack of communication between plant and vehicle operators.</p> <p>Person being thrown from plant seat when operating.</p> <p>Machine rollover due to operating outside of the machine operating specification</p> <p>Compactor hitting vehicles, other plant, fixed infrastructure and machinery. Compactor vibration system causing damage to underground services and neighbouring property.</p> <p>Damage to equipment and property, damage to services, crushing hazard to pedestrians.</p> <p>Dust blocking clear vision</p> <p>Slip trip fall, damage to services, rollover, damage to equipment, traffic, pedestrians.</p> <p>Injury to operator when climbing in and out of machine</p> <p>High noise levels from machine and injury to operator feet and hands</p> <p>Operator fatigue</p>	High (15)	<p>Ensure effective communication with other plant operators and heavy vehicle operators.</p> <p>Wear seat belt at all times when driving.</p> <p>Operate on level and even ground when able. If operating on sloping ground such as batters, ensure that the machine does not exceed its operating parameters.</p> <p>If possible, use a working lane as well as employing a spotter to assist in operation of machinery (if required).</p> <p>Create an exclusion zone to minimise risk to workers, pedestrians and property.</p> <p>Have adequate traffic management and appropriate warning signs in place.</p> <p>Ensure operation of flashing lights or beacons as well as headlights.</p> <p>Always indicate intentions to other plant operators and other road users.</p> <p>Use water cart for dust control.</p> <p>Turn your vibrations down to avoid damage to services.</p> <p>Be aware of your surroundings,</p> <p>Operator to remain alert with operators and employer ensuring they have had at least 10 hours break and sufficient sleep for a normal day's operation. Operators are to take their regular breaks and to drink water often.</p> <p>Operator to maintain 3 points of contact when climbing into and out of machine.</p> <p>Wear correct and appropriate PPE at all times such as hearing protection, steel capped boots and gloves</p>	Medium (6)	All Employees

<p>Levelling</p>	<p>Manual handling Slip trip fall when moving about or Injury to operator when climbing in and out of machine Moving machinery Dehydration Awkward movement/motions from raking or shovelling can result in an injury Other traffic, Pedestrians Lack of communication between plant and vehicle operators. Person being thrown from plant seat when operating. Machine rollover due to operating outside of the machine operating specification Plant and Machinery hitting vehicles, other plant, fixed infrastructure and machinery. Damage to equipment and property, damage to services, crushing hazard to pedestrians. Dust blocking clear vision damage to services, rollover, damage to equipment, traffic, pedestrians. High noise levels from machine and injury to operator feet and hands Operator fatigue Incorrect Manual Handling techniques</p>	<p>High (15)</p>	<p>Avoid standing on uneven ground or any awkward motions and be aware of your surroundings. Rehydrate, drink plenty of water and rest accordingly. Take as many breaks as required Ensure effective communication with other plant operators and heavy vehicle operators. Wear seat belt at all times when driving. Operate on even ground (if possible use a working lane) as well as employing a spotter to assist in operation of machinery (if required). Create an exclusion zone to minimise risk to workers pedestrians and property. Have adequate traffic management in place when required Ensure operation of flashing lights or beacons as well as headlights. Always indicate intentions to other plant operators and other road users. Wear correct PPE at all times and that appropriate to the work undertaken, this includes hearing protection, steel capped boots, breathing apparatus (if dust is prevalent), use water cart for dust control, be aware of your surroundings, Ensure location of services both below and above ground to avoid damage.</p>	<p>Medium (6)</p>	<p>All Employees</p>
<p>Sweeping roads with Tractor Broom</p>	<p>Manual handling Slip trip or fall when moving about Injury to operator when climbing in and out of machine Moving machinery and other traffic, Dehydration Pedestrians Lack of communication between plant and vehicle operators. Person being thrown from plant seat when operating. Machine rollover due to operating outside of the machine operating specification Compactor hitting vehicles, other plant, fixed infrastructure and machinery. Compactor vibration system causing damage to</p>	<p>High (15))</p>	<p>Avoid standing on uneven ground or any awkward motions and be aware of your surroundings. Rehydrate, drink plenty of water and rest accordingly. Take as many breaks as required Be aware of your surroundings make yourself visible ensure hazard lights/beacons are on Ensure effective communication with other plant operators and heavy vehicle operators. Wear seat belt at all times when driving. Operate on even a ground (if possible use a working lane) as well as employing a spotter to assist in operation of machinery (if required). Create an exclusion zone to minimise risk to workers, pedestrians and property. Have adequate traffic management in place.</p>	<p>Medium (6)</p>	<p>All Employees</p>

	<p>underground services and neighbouring property. Damage to equipment and property, damage to services, crushing hazard to pedestrians. Dust blocking clear vision Slip trip fall, damage to services, rollover, damage to equipment, traffic, pedestrians. Injury to operator when climbing in and out of machine High noise levels from machine and injury to operator feet and hands Operator fatigue</p>		<p>Ensure operation of flashing lights or beacons as well as headlights. Always indicate intentions to other plant operators and other road users. Wear correct PPE at all times Hearing protection, Steel capped boots, breathing apparatus if dust is prevalent), use water cart for dust control, be aware of your surroundings,</p>		
<p>Site clean-up/verge and road reserve maintenance</p>	<p>Manual handling Slip trip fall when moving about or Injury to operator when climbing in and out of machine Moving machinery Dehydration Awkward movement/motions from raking or shovelling can result in an injury Risk to persons in vicinity of underground power when carrying out excavation work Risk of plant and vehicles colliding with pedestrians. Damage to utilities and underground services, power line/s and supporting infrastructure, Damage to plant and equipment due to collision with other vehicles, plant or infrastructure. Moving vehicles & plant. Failure to avoid excavator slewing radius could result in personal injury and equipment damage. Incorrect operation of Excavator Risk to persons slinging and manoeuvring suspended loads Incorrect Manual Handling techniques Risk of Slip trip or fall in and around excavation Trench collapse causing earth or rocks to fall or the inrush of water. Spotter or persons working on the ground or in trench suffer hand, foot or head injury</p>	<p>High (15)</p>	<p>Avoid long grass/logs on ground. Avoid standing on uneven ground or any awkward motions and be aware of your surroundings. Team lift when required. Rehydrate, drink plenty of water and rest accordingly. Take as many breaks as required Ensure effective communication with other plant operators and heavy vehicle operators. Wear seat belt at all times when driving. Operate on even ground (if possible use a working lane) as well as employing a spotter to assist in operation of machinery (if required). Create an exclusion zone to minimise risk to worker's pedestrians and property. Have adequate traffic management in place when required Ensure operation of flashing lights or beacons as well as headlights. Always indicate intentions to other plant operators and other road users. Wear correct PPE at all times and that appropriate to the work undertaken, this includes hearing protection, steel capped boots, breathing apparatus (if dust is prevalent), use water cart for dust control, be aware of your surroundings, Ensure location of services both below and above ground to avoid damage.</p>	<p>Medium (6)</p>	<p>All Employees</p>

	<p>Contact with bees, ants, ticks, snakes, dust, spores, biological hazard, chemicals Moving machinery and colliding with other plant, vehicles, workers or pedestrians. Truck un-level when lifting hoist causing risk of roll over Slip trip fall Damage to services Damage to equipment, other vehicles, infrastructure or pedestrians Being crushed by hoist, doors being blown shut on person alighting from plant or vehicles Being crushed between operating plant or vehicles Incorrect Manual Handling techniques</p>				
<p>Install guide posts and signs</p>	<p>Incorrect Manual Handling techniques Manual handling Slip trip fall when moving about or Injury to operator when climbing in and out of machine Moving machinery Dehydration Awkward movement/motions from raking or shovelling can result in an injury Risk to persons in vicinity of underground power when carrying out excavation work Risk of plant and vehicles colliding with pedestrians. Damage to utilities and underground services, power line/s and supporting infrastructure, Damage to plant and equipment due to collision with other vehicles, plant or infrastructure. Uncontrolled movement of vehicles & plant. Failure to avoid excavator slewing radius could result in personal injury and equipment damage. Incorrect operation of Excavator Risk to persons slinging and manoeuvring suspended loads Incorrect Manual Handling techniques Risk of Slip trip or fall in and around excavation</p>	<p>High (15)</p>	<p>Avoid long grass/logs on ground and maintain awareness of surroundings. Avoid standing on uneven ground or any awkward motions and be aware of your surroundings. Team lift when required Rehydrate, drink plenty of water and rest accordingly. Take as many breaks as required Ensure effective communication with other plant operators and heavy vehicle operators. Wear seat belt at all times when driving. Operate plant on even ground (if possible use a working lane) as well as employing a spotter to assist in operation of machinery (if required). Create an exclusion zone to minimise risk to workers pedestrians and property. Have adequate traffic management in place when required Ensure operation of flashing lights or beacons as well as headlights. Always indicate intentions to other plant operators and other road users. Wear correct PPE at all times and that appropriate to the work undertaken, this includes hearing protection, steel capped boots, breathing apparatus (if dust is prevalent), use water cart for dust control, be aware of your surroundings, Ensure location of services both below and above ground to avoid damage.</p>	<p>Medium (6)</p>	

	<p>Trench collapse causing earth or rocks to fall or the inrush of water. Spotter or persons working on the ground or in trench suffer hand, foot or head injury Contact with bees, ants, ticks, snakes, dust, spores, biological hazard, chemicals Moving machinery and colliding with other plant, vehicles, workers or pedestrians. Truck un-level when lifting hoist causing risk of roll over Slip trip fall Damage to services Damage to equipment, other vehicles, infrastructure or pedestrians Being crushed by hoist, doors being blown shut on person alighting from plant or vehicles Being crushed between operating plant or vehicles</p>				
<p>Refuelling of vehicle and plant.</p>	<p>Pinch points, noise, chemical exposure (Fuel), fire risk, Environmental damage (fuel spills), Slips, trips and falls. Skin exposure and contact with fuel Risk of being crushed by rolling vehicle, other vehicles or plant in vicinity, vehicle door being blown shut. Being bitten or stung by insects on or near refuelling equipment</p>	<p>High (12)</p>	<p>Maintain awareness of your surroundings Read and understand MSDS, Ensure fire extinguisher is present, Ensure Spill kit is available (if fuel is absorbed into soil, soil must be removed and disposed of correctly), Ensure 3 points of contact are maintained while accessing and egressing vehicles. Ensure vehicle hand brake is engaged, vehicle is turned off and stable. Do not use phone or answer phone when refuelling Wear appropriate PPE such as gloves for re fuel, hearing protection and footwear.</p>	<p>Low (4)</p>	<p>All Employees</p>
<p>Insert any additional site specific Job Steps below</p>					

Sign Off This SWMS was developed in consultation with all employees undertaking the works:

Prepared By:	Signature:	Date:	Approved By:	Signature:	Date:
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This Safe Work Method Statement must be reviewed on a regular basis to ensure its validity.

****Hierarchy of Controls:**

1. Elimination:- Remove the hazard or hazardous practice from the workplace.
2. Substitution:- Substitute or replace the hazardous work practice with a less hazardous one.
3. Engineering / Isolation:- If the hazard cannot be eliminated, substituted or isolated, an engineering (technical) control is the next preferred measure.
4. Isolation:- Isolating or separating the hazard or hazardous work practice from people involved in the work or people in the general work area.
5. Administrative controls:- Includes introducing work practices that reduce the risk, such as providing procedures, instruction and training.
6. PPE:- Personal protective clothing or equipment should be considered only when other control measures are not practicable or to increase protection. While essential for some work procedures, these should be the last in the list of priorities.

LIKELIHOOD			CONSEQUENCE							
	Definition	Frequency	Description	Financial	Health	Reputation	Operation	Environment	Regulatory	Project
Almost Certain	The event is expected to occur	More than once per year	Insignificant	Less than \$5,000	No injuries	Low impact with low profile and no complaint	Little impact, business as usual	An insignificant environmental event that can be immediately corrected under the control of the Shire	Minor breach of policy or process requiring some response with little impact on other criteria	Insignificant increase in cost or time; barely noticeable degradation of quality or decrease in scope
Likely	The event will probably occur	At least once per year	Minor	\$5,000 - \$250,000	First Aid Treatment	Low impact, with low profile, low media attention, possible complaint	Minor impact, easily dealt with, still business as usual	A minor environmental event that can be corrected within one month under the control of the Shire	Identified breach of policy or process requiring additional work or minimal damage control	10% increase in cost; 5% increase in time or some quality degradation with minor areas of scope affected
Possible	The event should occur	At least once in 5 years	Moderate	\$250,000 - \$1,000,000	Medical Treatment	Moderate impact, moderate media attention, public complaint	Some objectives affected, can continue business as usual with minor controls executed	A moderate environmental event that can be rehabilitated but requires multiple stakeholder input. Expected recovery time of less than one year	Breach requiring investigation, mediation or restitution	10-20% increase in costs; 5-20% increase in time or reduction in the quality that will require sponsor approval with major areas of scope affected
Unlikely	The event could occur but probably won't	At least once in 10 years	Significant	\$1,000,000 - \$5,000,000	Lost Time Injury	Damage to reputation, public embarrassment, high media attention, several public complaints, third party intervention	Some of the major objectives cannot be achieved, business can still deliver but not to expected level	A significant environmental event where rehabilitation involves multiple stakeholders and various levels of the community and government with an expected recovery time of between 1 and 5 years	Breach involving external investigation or third party actions resulting in tangible loss or reputation damage to the organisation	20-40% increase in cost; 10-20% increase in time, or a reduction in the quality and scope that is unacceptable to sponsor
Rare	The event is not expected to occur	Less than once in 20 years	Severe	More than \$5,000,000	Death or Disablement	Irreversible damage to reputation, very high level of public embarrassment, very high media attention, many public complaints	Most objectives cannot be achieved and business will not operate	A severe environmental event requiring multiple stakeholders, all levels of the community and government with an expected recovery time of greater than 5 years or where potentially it is irrecoverable	Breach involving regulatory investigation and / or third party actions resulting in tangible loss or significant reputation damage to the organisation	>10% increase in cost; >20% increase in time or project end item is effectively useless

Level of Risk

LIKELIHOOD	CONSEQUENCES				
	INSIGNIFICANT (1)	MINOR (2)	MODERATE (3)	SIGNIFICANT (4)	SEVERE (5)
Almost Certain (5)	Medium (5)	High (10)	High (15)	Very High (20)	Very High (25)
Likely (4)	Low (4)	Medium (8)	High (12)	High (16)	Very High (20)
Possible (3)	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

GUIDANCE FOR ACTION / RISK CONTROL

LEVEL OF RISK	NATURE OF RISK	CONTROLS	RESPONSIBILITY
1 - 4	Acceptable	Via routine procedures	Staff members
5 - 9	Monitor	Adequate management controls including regular reviews and changes to procedures	Supervisor/ Coordinator/Manager
10 - 19	Urgent Management attention	Only acceptable with excellent controls and management supervision	Manager / Executive
20 - 25	Usually unacceptable	Only acceptable with excellent management controls where the action must be undertaken	Executive/Council

CONSTRUCTION SAFETY MANAGEMENT PLAN

Executive Summary

The Construction Safety Management Plan defines the scope, responsibilities and implementation of processes in the area of Occupational Safety and Health in line with the Shires Occupational Safety and Health Management System (OSHMS).

Objectives

The key objective for the plan is to protect persons from hazards associated with high risk construction work by:

- Identifying hazards associated with the tasks, assessing the risks and implementing control measures based on the Hierarchy of Controls.
- Requiring the provision of information, consultation, planning, documentation, training and other measures to ensure safety and health to all involved.

Scope

This plan applies to Shire of Nannup personnel, contractors, volunteers and labour hire personnel.

1.0 Management Commitment

1.1 Occupational Safety and Health Policy POL-M-001

1 Objective

The Shire of Nannup aims to be a leader in Occupational Safety, Health and Injury Management in the workplace.

2 Policy Statement

The Shire of Nannup is committed to developing, implementing and maintaining a safe workplace. This will be achieved by:

- A strong focus and commitment to reducing the risk of injury and damage in the workplace;
- OSH and IM planning processes and clear objectives, with an emphasis on continuous improvement of systems and procedures;
- Implementing best practice OSH principals throughout all Shire operations;
- Ensuring that the requirements of the Occupational Safety and Health legislation and other related legislative requirements are met;
- All workers (including volunteers and contractors), visitors and stakeholders complying with all relevant OSH legislation as well as the Shire policies;
- Having robust consultation processes involving workers, service providers and all other relevant stakeholders;
- Ensuring all objectives and activities of the Safety Management System are properly resourced;
- Where a worker has been injured, their return to work at the earliest opportunity will be facilitated by a caring and well planned approach.

A commitment to the effective implementation of the Occupational Safety and Health Management System by workers and all levels of management is required to ensure that risks in the workplace are effectively minimised.

Management are committed to playing a leading role in ensuring workplace safety for all workers and visitors.

1.2 Legal and Other requirements

Work shall be performed in accordance with:

- Occupational Safety and Health Act (WA) 1984
- Occupational Safety and Health Regulations (WA) 1996
- Relevant Australian Standards which include the following:
 - AS/NZS 4801:2001 Occupational Health and Safety Management Systems
 - AS 1742.3-2009 Manual of uniform traffic control devices
 - AS 2865-2009 Confined space
 - AS 2444-2001 Portable fire extinguishers and fire blankets
 - AS 1851-2012 Routine service of fire protection systems and equipment
 - AS/NZS 1270:2002 Acoustics - Hearing protectors
 - AS/NZS 1336:2014 Eye and face protection - Guidelines
 - AS/NZS 1801:1997 Occupational protective helmets
 - AS/NZS 4399:1996 Sun protective clothing - Evaluation and classification
 - AS/NZS 2161.1:200 Occupational protective gloves
 - AS/NZS 2210.1:2010 Safety, protection and occupational footwear
 - AS 2550.11-2004 Cranes, hoists and winches - Safe use
 - Vehicle loading crane
- Relevant WA Codes of Practice:
 - Excavation (2005)
 - Prevention of Falls at Workplaces (2004)
 - Manual tasks (2010)
 - Managing Noise at Workplace (2002)
 - First Aid Facilities and Services (2002)
 - Workplace Amenities and Facilities (2002)
 - Personal Protective clothing and equipment (2002)
 - Vegetation worker electrical safety (2012)
 - Concrete and masonry cutting and drilling (2010)
 - Violence, aggression and bullying at work (2010)
- Relevant National Codes of Practice:
 - Control of Workplace hazardous substance (2007)
- Worksafe WA Guidance Notes:
 - General Duty of Care in Western Australian Workplaces (2005)
 - Powered Mobile Plant
 - Plant in the Workplace (2001)
 - Safe movement of Vehicles in the Workplace (2006)
- Guidelines , Guidance & Codes of Practice
 - Guidelines for excavation work near Western Power's underground and overhead electrical networks (2005)
 - Working near Water Corporation Pipelines (2009)
 - Traffic Management for the works on roads (2011)

1.2 Legal and Other requirements.....continued...

- Road Traffic Code (2000)
- Hazard Identification and Reporting PRO-HR-004
- Risk Assessment and Control PRO-HR-007
- Incident Reporting PRO-HR-001
- OSH Incident Response PRO-HR-063
- Incident Investigation PRO-HR-016
- Issuing and Replenishing First Aid Kits PRO-HR-018
- Selection and Issue of PPE PRO-HR-014
- Communication of OSH Information PRO-HR-002
- Emergency Evacuation Drills PRO-HR-054
- Maintain Hazard Registers PRO-HR-056
- Permit to Work PRO-HR-006
- Resolution of OSH Issues PRO-HR-055
- Sharps Collection, Disposal and Reporting PRO-HR-009
- SWMS/JSA's PRO-HR-005
- Tag Out PRO-HR-010
- Visitor Management (OSH) PRO-HR-015
- Injury Management PRO-HR-011
- Workplace Safety Inspections PRO-HR-017
- Worksafe Visits and Notices PRO-HR-013
- Chemical Management PRO-HR-068
- Shire of Nannup Minimum Standards:
 - Contractor OSH Induction
 - Isolated Worker/Working Alone
 - Volunteer Induction
 - PPE Prescription Safety Spectacles
 - Smoking
 - Activity Standard for OSH Representatives

1.3 Roles and Responsibilities

Roles and responsibilities are defined in the OSHMS (Doc Set ID 2194846) and are as below;

1.3.1 Chief Executive Officer

The Chief Executive Officer is responsible for ensuring

- Ensure the Shire meets all of its legal obligations related to Occupational Safety, Health and Injury Management.
- Ensure the Shire is committed to Occupational Health and Safety through:
 - Executive Management commitment, support and visible involvement in Safety Management System activities.
 - The provision of the resources required and the support for the effective deployment and maintenance of the Safety Management System, Annual OSH Plan and associated procedures and processes.
 - The promotion of cooperation and consultation between management, workers and all relevant stakeholders.
- Ensure the successful implementation of the Safety Management System across all of the Shire operations.
- Ensure workers (including contractors and volunteers), service providers and visitors are not exposed to hazards in the workplace (as far as practicable).
- Compliance with all statutory requirements.
- That the policy, OSHMS and annual plans are regularly reviewed

1.3.3 Manager of Infrastructure:

The Manager of Infrastructure is responsible for ensuring:

- Compliance with all statutory requirements
- The implementation of and adherence to this safety management plan and the Shires OSHMS, safety systems, programs and practices.
- As far as practicable, workers are not exposed to hazards and that they are informed about their rights, roles and responsibilities regarding health and safety at work.
- Recommendations to improve safety and health management are acted upon.
- That they contribute to the effective management of workers compensation claims and Return to Work programmes.
- That all appointed contractors meet the Shires OSH criteria prior to contractual engagement.
- That they be available to address any Occupational, Safety, Health and Injury Management related matters that may be raised by workers (including contractors and volunteers) and relevant stakeholders via the Resolution of Issues process.
- That they consult and cooperate with elected Safety and Health Representatives and other workers (including contractors and volunteers) on matters of safety and health.
- That they conduct safety related toolbox and team meetings at regular and agreed intervals.
- That workers (including contractors and volunteers), elected Safety and Health Representatives and relevant stakeholders are consulted regarding changes to premises, plant and equipment which may impact on safety and health.
- That all proposed purchases are adequately risk assessed and that consultation occurs prior to purchase.
- Workers (including contractors and volunteers) and other authorised persons do not commence any task without first reading the appropriate safe work procedures.
- All tasks are risk assessed and appropriate controls according to the Hierarchy of Controls implemented.
- The development and review of Safe Work Method Statements (SWMS) aligned with task risk assessments.
- That all workers (including contractors and volunteers) and other relevant persons in the workplace are provided, where relevant, with appropriate Personal Protective Equipment (PPE) and instruction in its proper use and maintenance.
- Workers (including contractors and volunteers) and stakeholders report all work related accidents, incidents and near misses and ensure that these events are investigated according to the Accident/Incident Reporting and Accident/Incident Investigation processes.
- All workers (including contractors and volunteers) and relevant stakeholders receive all necessary Occupational Safety and Health training prior to the commencement of any task.
- That they participate in and lead any Safety Management training.
- Workers (including contractors and volunteers) are competent to undertake tasks allocated to them.
- That they conduct safety related toolbox and team meetings at regular and agreed intervals.
- As far as practicable, workers are not exposed to hazards and that they are informed about their rights, roles and responsibilities regarding health and safety at work.
- Financial and physical resources are provided for all aspects of safety management.
- Recommendations to improve safety and health management are acted upon.

- That all appointed contractors meet all the Shires OSH criteria prior to contractual engagement.
- Availability to address any Occupational, Safety, Health and Injury Management related matters that may be raised by workers (including contractors and volunteers) and relevant stakeholders via the Resolution of Issues process.
- That workers (including contractors and volunteers), elected Safety and Health Representative and relevant stakeholders are consulted regarding changes to premises, plant and equipment which may impact on safety and health.
- That all proposed purchases are adequately risk assessed and that consultation occurs prior to purchase.
- Planned workplace inspections are undertaken and documented in accordance with established inspection programme and legislative requirements.
- Workers (including contractors and volunteers) and stakeholders report all work related accidents, incidents and near misses and ensure that these events are investigated according to the Accident/Incident Reporting and Accident/Incident Investigation processes.
- All workers (including contractors and volunteers) and relevant stakeholders receive all necessary Occupational Safety and Health training prior to the commencement of any task.
- They participate in and lead any Safety Management training.
- That there is competent and sufficient supervision of all workers (including contractors and volunteers).
-

1.3.5 Supervisors

Supervisors are responsible for ensuring:

- Compliance with all statutory requirements.
- As far as practicable, workers are not exposed to hazards and that they are informed about their rights, roles and responsibilities regarding health and safety at work.
- Recommendations to improve safety and health management are acted upon.
- That they contribute to the effective management of workers compensation claims and Return to Work programmes.
- That all appointed contractors meet the Shires OSH criteria prior to contractual engagement.
- That they be available to address any Occupational, Safety, Health and Injury Management related matters that may be raised by workers (including contractors and volunteers) and relevant stakeholders via the Resolution of Issues process.
- That they consult and cooperate with elected Safety and Health Representatives and other workers (including contractors and volunteers) on matters of safety and health.
- That workers (including contractors and volunteers), elected Safety and Health Representatives and relevant stakeholders are consulted regarding changes to premises, plant and equipment which may impact on safety and health.
- That all proposed purchases are adequately risk assessed and that consultation occurs prior to purchase.
- Workers (including contractors and volunteers) and other authorised persons do not commence any task without first reading the appropriate safe work procedures.
- All tasks are risk assessed and appropriate controls according to the Hierarchy of Controls implemented.
- The development and review of Safe Work Method Statements (SWMS) aligned with task risk assessments.

- That all workers (including contractors and volunteers) and other relevant persons in the workplace are provided, where relevant, with appropriate Personal Protective Equipment (PPE) and instruction in its proper use and maintenance.
- Workers (including contractors and volunteers) and stakeholders report all work related accidents, incidents and near misses and ensure that these events are investigated according to the Accident/Incident Reporting and Accident/Incident Investigation processes.
- All workers (including contractors and volunteers) and relevant stakeholders receive all necessary Occupational Safety and Health training prior to the commencement of any task.
- That they participate in and lead any Safety Management training.
- Workers (including contractors and volunteers) are competent to undertake tasks allocated to them.

1.3.6 Occupational Safety and Health Representatives

Occupational Safety and Health Representatives are responsible for:

Adhering to the requirements of the Shire of Nannup OSH Minimum Standard for OSH Representatives and the Occupational Safety & Health Act 1984 s.33 (1):

The functions of a safety and health representative are, in the interests of safety and health at the workplace for which he or she was elected -

- (a) To inspect that workplace or any part of it -
 - (i) At such times as are agreed with the employer; or
 - (ii) Where he or she has not inspected the workplace, or that part of it, in the preceding 30 days, at any time upon giving reasonable notice to the employer;
- (b) Immediately, in the event of an accident, a dangerous occurrence, or a risk of imminent and serious injury to, or imminent or serious harm to the health of, any person, to carry out any appropriate investigation in respect of the matter;
- (c) To keep himself or herself informed as to the safety and health information provided by his or her employer in accordance with this Act and liaise as necessary with the department and other Government and private bodies;
- (d) Forthwith to report to the employer any hazard or potential hazard to which any person is, or might be exposed at the workplace that comes to his or her notice;
- (e) Where there is a safety and health committee for the workplace, to refer to it any matters that he or she thinks should be considered by the committee;
- (f) To consult and cooperate with his or her employer on all matters relating to the safety or health of persons in the workplace;
- (g) Liaise with the employees regarding matters concerning the safety or health of persons in the workplace.

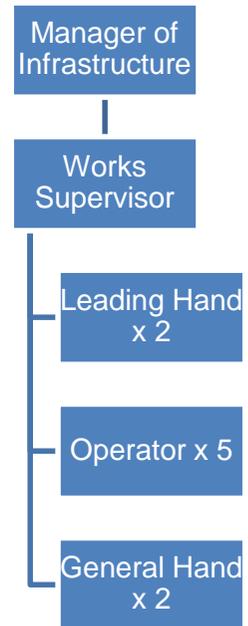
1.3.7 Workers

Workers are responsible for:

- Complying with all statutory requirements
- Take reasonable care to ensure their own safety and health whilst at work and that of others
- Consult and cooperate with Management on matters of Occupational Safety and Health
- Reporting all hazards, accidents, incidents and near misses
- Develop and follow all safe work procedures as directed by the supervisor or as otherwise directed
- Use personal protective equipment (PPE) as required
- Adhering to all safe working procedures and health and safety instructions
- Carrying out inspections as instructed (pre-start and excavation)
- Wearing personal protective equipment Participating in toolbox meetings

1.3.8 Accountability/Reporting Structure

Whilst on the construction site the following responsibilities are assigned based on works being performed:



2.0 Planning

2.1 Management Review

This safety management plan is reviewed biennially in line with the OSHMS, with a focus on the effectiveness of risk control measures and continual improvement.

2.2 Objectives and Targets

Indicator	Target
Zero injuries (No LTI or MTI)	Zero occurrences
Toolbox meetings	Monthly meetings
Site inspections	Informal daily, formal monthly

2.2.1 Monitoring and Evaluation

The following data is collected and compiled into monthly metrics which are reviewed by the Manager and Executive Manager:

- Number of hazards reported
- Hazard frequency rate
- Number of Lost Time Injuries (LTI)
- Lost Time Injury frequency rate (LTIFR)
- Number of Medical Treatment Injuries (MTI)
- Medical Treatment Injury frequency rate (MTIFR)
- Number of First Aid Injuries
- Number and type of Incidents reported

2.3 Visitors to Site

Visitors to the Shire of Nannup buildings and external sites are required to sign in the Visitor Log and wear the visitor's pass at all times whilst on site. Visitors are provided with relevant safety information and must wear any PPE provided.

2.4 Contractors

All Contractors are appointed in accordance with the Shires procurement processes. Contractors are required to complete an on-line induction prior to works commencing. In addition Contractors must be inducted to site according to the Shire's Minimum Standard for Contractor OSH Induction.

2.5 Emergency Preparedness and Response

The emergency procedures and muster point will be established by the Supervisor at each site and communicated to site personnel prior to commencement of the job.

2.6 Specific Work Requirements/Licenses/Permits

Standard safe work practices are documented and can be found in:

2.6.1 Confined Space Entry

OSH Regulations 3.82 - 3.87 requires any confined space work to be performed in accordance with AS 2865: 2009 - Safe Working in a Confined Space.

A "confined space" is defined as:

An enclosed or partially enclosed space which -

- a) is not intended or designed primarily as a workplace;
- b) is at atmospheric pressure during occupancy;
- c) has restricted means for entry and exit and which either -
- d) has an atmosphere containing or likely to contain potentially harmful levels of contaminant (any substance which could be harmful to safety or health)
- e) has or is likely to have an unsafe oxygen level or;
- f) Is of a nature or is likely to be of a nature that could contribute to a person in the space being overwhelmed by an unsafe atmosphere or a contaminant.

If the need to carry out work in a confined space arises a Confined Space Entry Permit is required. This is as per the Shires Permit to Work Process and attached Confined Space Entry Procedure and Permit. A JSA/SWMS must be completed in accordance with AS 2865. It is the responsibility of the Supervisor/Manager to ensure that:

- Risks have been assessed
- Ventilation is adequate
- Standby person/s are in place and are monitoring entrants

- An appropriate rescue plan and First Aid Kit is in place
- Outside activities are controlled
- All personnel involved have the appropriate training
- Only authorised personnel are allowed access and;
- Permit to Work is completed and signed off.

2.6.2 Working at Heights

In order to comply with **Regulation 3.49** and requirements under the WA Code of Practice – Prevention of Falls at Workplaces 2004, hazards relating to a person falling from one level to another must be assessed and controlled as far as practicable. This is managed by developing a JSA/SWMS prior to the commencement of work. Workers at risk of falling must work within the confines of a safe working platform and/or must wear fall arrest protection as described in the JSA/SWMS.

It is the responsibility of the Construction Supervisor to ensure that where any person is likely to be exposed to the danger of being struck by falling equipment or work materials, the work area must be barricaded and warning signage, to the effect of “ DANGER –KEEP CLEAR-WORKERS OVERHEAD”, displayed to alert everyone within proximity to the area.

Workers working at heights shall:

- Have completed working at heights training
- Hold a Permit to Work fully completed and signed off

2.6.3 Excavations

In order to comply with OSH Regulation 3.1/3.108 and the WA Code of Practice for Excavation, the following will apply to sites within the Shire of Nannup:

- Prior to any excavation workers are required to determine if underground utilities exist in the area. If so, the utilities shall be located and protected during the excavation operations.
- Workers in excavated areas or other ground openings deeper than 1.5 metres must be in the company of a standby person for rescue purposes (OSH Reg 3.112).
- Walls and faces of all excavations, and trenches more than 1.5 metres in depth, in which workers could be exposed to danger from moving ground must be guarded by a shoring system, sloping (battering) of the ground or some other equivalent means.
- All items of plant, equipment, or excavated material or any other load must be safely stored at a distance from the edge of not less than 1 metre or 1/3rd the depth of the excavation or further where there is the potential for the ground to collapse (OSH Reg 3.110, 3.113).
- Daily inspections of the excavation must be carried out by the Supervisor. If there is evidence of possible cave-in or earth slide, all work in the excavated area must stop until the necessary precautions have been taken to safeguard workers.
- Any cable or pipe etc. that is exposed during an excavation must be supported sufficiently to avoid its own weight causing stress damage.
- In excavations are identified to have poor ventilation and/or the potential to contain flammable, harmful or toxic atmospheres, or low oxygen levels - Confined Space Entry restrictions will apply.
- Any grade line, rope, chain or possible tripping hazard must be made clearly visible day and night by lamps or coloured survey tape/flagging.
- Where there is a risk of falling 3 or more metres (e.g. tunnelling pits, deep excavations in rock with near vertical sides) edge protection or fall injury prevention systems shall be used.
- Power poles, walls, buildings, driveways etc (in close proximity to excavations) are to be secured against collapse, if required.
- PPE requirements for working around mobile plant include safety helmets, high visibility vests, and communication/signals.

2.6.4 Access/Egress around excavation site

- All accessible areas of an excavation of more than 150 mm below grade level whether temporary or permanent must be adequately signpost and/or barricaded to identify the hazard potential and prevent unauthorised access.
- All excavated areas must have adequate facilities to enable persons to access and egress the excavation in a safe manner which includes a suitable ladder or inclined ramp.

2.6.5 Barricading Excavations

- Materials to be used for barricading must be made available prior to commencing any excavation and erected progressively.

- Excavated materials may be used to establish a windrow as a barricade.
- Barriers/Edge Protection may be constructed of any substantial materials particularly plastic or metal mesh type fencing supported at regular intervals by upright freestanding posts, scaffolding tubing erected in a post and rail type configuration, bunting (highlight the hazard through the use of coloured flagging, plastic caution/danger tape).

2.6.6 Warning signs indicating excavation

Where an excavation may not be immediately visible to personnel approaching the site, hazard warning signs must be displayed. (This applies to excavations that may be obscured by buildings or equipment.

2.6.7 Hazard warning lights alerting excavation work

If an excavated area is to be left open overnight then hazard marker lights must be used in addition to a barrier. These lights will be positioned at appropriate intervals to give clear indication of the excavation barrier. All excavations and floor openings must be covered if barricades or handrails do not provide adequate protection for personnel.

2.6.8 Hazardous Chemicals

All hazardous chemicals to be used, transported or stored on site must be included on the Hazard Chemicals Register in accordance with the Chemical Management Process - The register must have supporting Safety Data Sheets (SDS) and risk assessments for each substance which provide information in relation to the substance and precautions required. This information is available at all sites. Only workers trained in hazardous chemicals may handle them.

2.6.9 Traffic Management

Any traffic management or control shall only be performed by personnel who hold a current Basic Workplace Traffic Management and Traffic Control Certification. Where contractors are engaged to perform this task they are required to submit a Traffic Management Plan which complies with the provisions of the Road Traffic Code 2000, Traffic Management for Road Works Code of Practice (2011) and associated Australian Standards.

The Traffic management plan will:

- Provide for the safe movement of traffic through, past and around work areas ensuring the safety of employees and the general public
- Conform with AS 1742.3 and AS 1743 and Traffic management for Road works Code of Practice.

2.6.10 Mobile Plant and Pedestrians

Mobile plant that is operating in close proximity to pedestrians must be fitted with an audible warning device for reversing. In addition where there is high pedestrian traffic, warning signs and barriers shall be used when mobile plant is in operation. High visibility vests must be worn by workers when in the vicinity of moving plant. Spotters and radio communication shall be considered for operations that require extensive movements and/or numbers of mobile plant.

A daily inspection of all plant and equipment is undertaken and recorded prior to commencement of work. Maintenance is undertaken in accordance with the plant maintenance schedules.

2.6.11 Manual Handling

Section 57 of the OSH Act and Regulation 3.4 require that hazards are identified, assessed and controlled to reduce the risk in relation to manual handling. Manual handling tasks performed on site shall be in accordance with the WorkSafe Code of Practice – Manual Tasks.

2.6.12 Noise

To minimise the exposure to noise in excess of 85dB(A) personal hearing protection (compliant with AS/NZS 1270: Acoustics – hearing protectors) must be worn when operating plant/equipment or when in close proximity to plant/equipment whilst on site.

3.0 Consultation

3.1 Consultation and Communication

Arrangements for consultation and communication include:

- Pre-start briefings
- Monthly toolbox meetings
- Bi-monthly OSH Committee Meetings
- Safety Briefings (3 times per year)

3.2 Toolbox meetings

Toolbox meetings occur on a monthly basis. The agenda is posted one week prior to the meeting to provide an opportunity for workers to submit any issues to be included for discussion. Minutes including attendances are recorded and forwarded to the relevant supervisor/manager for action. Copies are available in ECM.

3.3 Resolution of Issues

Workers who have an issue or concern relating to safety should refer to their supervisor in the first instance, in accordance with the corporate process for Resolution of Issues. The process is available on the Intranet OSH Page or by contacting the OSH Advisors directly.

4.0 Hazard Management

4.1 Workplace Safety Inspections and Audits

Regular workplace safety inspections are an integral part of the approach to effective hazard management. Inspections are conducted in order to identify hazards associated with all aspects of the worksite, equipment, environment, processes and work practices. Inspection checklists are available on the Intranet OSH Page. Inspections are conducted by the Manager of Infrastructure, Supervisors, OSH Representatives and OSH Advisors.

Inspections are carried out as per the following:

Inspection Schedule

Type of inspection	Frequency	Conducted by	Document used
General site	At the start & throughout the project	OSH rep/supervisor & Co-ordinator	Site inspection checklist
Excavation Trench 1.5+	Daily – prior to employees working in an excavation	Supervisor/Leading hand	Excavation checklist and JSA/SWMS
Plant/equipment & Vehicle	Daily – prior to operating equipment	Operator	Pre-start visual & quarterly vehicle/inspection plant

4.2 Hazard Identification

Hazard identification and risk assessment is required prior to:

- The commencement of all work
- The introduction of any new plant
- The introduction of any new hazardous substance
- Any changes to a work procedure or process

The Hierarchy of Controls is to be used to determine the most appropriate risk control measures to be implemented during the course of the work.

1. **Elimination:** - remove the hazard or hazardous practice from the workplace.
2. **Substitution:** - substitute or replace the hazardous work practice with one less hazardous.

3. **Engineering / Isolation:** - if the hazard cannot be eliminated, substituted or isolated, an engineering (technical) control is the next preferred measure.
4. **Isolation:** - isolating or separating the hazard or hazardous work practice from people involved in the work or people in the general work area.
5. **Administrative controls:** - this includes introducing work practices that reduce the risk, such as providing procedures, instruction and training.
6. **PPE:** - personal protective clothing or equipment should be considered only when other control measures are not practicable or to increase protection. While essential for some work procedures, these should be the last in the list of priorities.

4.3 Hazard Reporting

All hazards identified must be recorded. The Supervisors will log the hazard and commence action to mitigate the risk.

4.4 Risk Assessment

Risk assessment involves determining the Consequence (of a hazard) balanced against the Likelihood (the frequency it is likely to occur) to determine a *level of risk*. Shire of Nannup Risk Management Framework includes the following matrices:

- Likelihood/Consequence
- Level of Risk
- Guidance for Action / Risk Control

See Risk Assessment Matrix in SWMS document preceding this.

4.5 Risk Controls

Once a risk has been assessed, controls are required to eliminate or reduce the risk to As Low as Reasonably Practicable (ALARP). The Hierarchy of Controls should be used to select the most effective and appropriate control:

- Elimination of the hazard
- Substitution of material or process to one which is less hazardous
- Isolation of material or process
- Engineering controls
- Administrative controls such a training and safe work procedures
- Personal Protective Equipment (PPE)

4.5.1 Step back Take Five:

Prior to commencing any activity workers are encouraged to conduct a 'Take 5':

1. Think through the task
 - understand the task
 - Get the right – information, procedure, tools & equipment, permits
2. Spot the hazard
 - Look close, look wide, look above, look below
 - What could cause hazards to arise
 - Will I harm myself or others
 - Will I harm the environment or heritage
3. Assess the risk
 - How is it likely to happen
 - What is the consequence if it does happen
4. Make the change
 - Use the Hierarchy of Controls to control the risk
5. Do the task safely

4.5.2 Job Safety Analysis (JSA)/Safe Work Method Statement SWMS

Where a task is being performed for the first time workers are required to develop a JSA. For tasks of a routine nature workers are required to develop a SWMS. Both documents set out the steps involved in the task, identify the associated hazards and the controls required to eliminate/reduce the risks posed by the identified hazards. Once complete, all workers are required to read and sign JSA's/SWMS.

Contractors are required to submit copies of SWMS with their Safety Management Plan when inducted to site.

4.5.3 Personal Protective Equipment (PPE)

The Shire of Nannup Policy RM3 recommends that all outdoor employees wear long sleeved shirts and trousers. However to help alleviate the adverse effects of hot weather, outdoor employees may elect to wear long shorts and short sleeved shirts. The minimum prescribed standard of dress whilst at work which includes:

- Sleeved shirt
- Long trousers or long shorts
- Steel capped safety boots

The Shire of Nannup provides PPE required for various roles, which may be obtained from the Depot Stores. In the event that required PPE is not available from the Depot store the required PPE will be purchased and made available. Items may include but are not restricted to:

- High visibility clothing/vest
- Steel capped safety boots
- Safety glasses
- Hard hat
- Sunscreen and broad brimmed hat
- Work gloves
- Hearing protection (ear plugs and ear muffs)

4.6 Risk Evaluation

In order to ensure that hazards identified and risk control measures remain current and effective, SWMS shall be reviewed on a regular basis and in the event of:

- a change in legislation
- a change in equipment
- a change in conditions
- new workers commencing
- an incident or near miss

4.7 Incident Reporting

All accidents, incidents and near misses must be reported immediately to the Leading Hand or Works Supervisor and Occupational, Health Safety Officer. The Works Supervisor is to notify the Manager of Infrastructure. An Incident Report Form is to be filled out as soon as is possible following the incident.

4.8 Injury Management

The Shire of Nannup injury management process requires that in the event of an injury in the workplace the Supervisor (and/or the Injury Management Advisor) shall accompany the injured person to seek medical attention and shall provide to the attending medical practitioner, a list of alternate duties.

4.8.1 First Aid

There are designated First Aiders at all sites.

4.9 Incident Investigation

All incidents are investigated according to the following table:

Description	Health	Financial	Reputation	Operation	Environment	Regulatory	Project	Level of Investigation	Investigated By
Insignificant	Negligible Injuries	<\$5,000	Low impact with low profile and no complaint	No material service interruption, backlog cleared in 2 -4 hours	An insignificant environmental event that can be immediately corrected under the control of the Shire	Minor breach of policy or process requiring some response with little impact on other criteria	Insignificant change in cost or time; barely noticeable change of quality or increase/decrease in scope	1	Supervisor Coordinator
Minor	First Aid Injuries	\$5,000 - \$250,000	Low impact, with low profile, low media attention, possible complaint	Short term temporary interruption, backlog cleared in <1-7 days	A minor environmental event that can be corrected within one month under the control of the Shire	Identified breach of policy or process requiring additional work or minimal damage control	10% increase in cost; 5% increase in time or some quality degradation with minor areas of scope affected	2	Manager OSH Rep
Moderate	Medically Treated Injuries	\$250,000 - \$1,000,000	Moderate impact , moderate media attention, public complaint	Medium term temporary interruption, backlog cleared by additional resources within <2-4 weeks	A moderate environmental event that can be rehabilitated but requires multiple stakeholder input. Expected recovery time of less than one year	Breach requiring investigation, mediation or restitution	10-20% increase in costs; 5-20% increase in time or reduction in the quality that will require sponsor approval with major areas of scope affected	3	
Significant	Lost time or severe injury	\$1,000,000 - \$5,000,000	Damage to reputation, public embarrassment, high media attention, several public complaints, third party intervention	Prolonged interruption of services, additional resources required; performance affected, issue resolved within <4-12 weeks	A significant environmental event where rehabilitation involves multiple stakeholders and various levels of the community and government with an expected recovery time of between 1 and 5 years	Breach involving external investigation or third party actions resulting in tangible loss or reputation damage to the organisation	20-40% increase in cost; 10-20% increase in time, or a reduction in the quality and scope that is unacceptable to sponsor	4	OSH Advisor Supervisor OSH Rep
Severe	Fatality or Disablement	>\$5,000,000	Irreversible damage to reputation, very high level of public embarrassment, very high media attention, many public complaints	Indeterminate prolonged interruption of services that impacts on public safety and core services	A severe environmental event requiring multiple stakeholders, all levels of the community and government with an expected recovery time of greater than 5 years or where potentially it is irrecoverable	Breach involving regulatory investigation and / or third party actions resulting in tangible loss or significant reputation damage to the organisation	>10% increase in cost; >20% increase in time or project end item is effectively useless	5	

Definitions

First Aid Treatment: a first aid injury is any injury that requires first aid treatment to be given

Medical Treatment: a medical treatment injury is an injury that resulted in time off to visit a medical practitioner

Lost Time Injury (LTI): an injury that causes a worker to lose one or more *full* shift / day of work other than the day on which the injury occurs

The following Quick Reference outlines what to do in an emergency:
Workers are also issued with an emergency response booklet for outdoor workers which covers other emergency situations.

WORKER

- 1
 - Ensure employee is as safe, assess damage/injuries
 - Call 000
- 2
 - Report to Supervisor
- 3
 - Assist where possible
 - Obtain details of other vehicles/ drivers involved & Police Incident No.

AFTER THE INITIAL EMERGENCY

- 4
 - Fill in **Accident/Incident** forms with your Supervisor
- 5
 - Fill in **Workers Compensation** forms if applicable
- 6
 - Fill in **Vehicle Insurance** forms if applicable

SUPERVISOR

1. Get to site ASAP.
2. Ensure safety of employee & assist to hospital or medical centre.
3. Take a copy of 'letter to doctor' showing possible alternative duties if applicable
4. Advise Coordinator of emergency within 1st ½ hour of incident.
5. As soon as possible, ensure AI, WC and Vehicle Insurance forms are completed

COORDINATOR

1. Advise Manager, Safety Rep and HR Safety Team - (Safety - 9267 9281) within 1st ½ hour of the emergency.
2. Stay in contact with Supervisor obtaining frequent updates of the situation & update people above.
3. Ensure forms are filled in as soon as practicable, and sent through the system.

REFER TO FULL ACCIDENT/ INCIDENT REPORTING PROCESS FOR FURTHER DETAILS

5.0 Training and Supervision

5.1 Induction

All workers must attend the Corporate OSH Induction which includes legislative requirements, hazard and incident reporting, high risk work areas, injury management and emergency procedures.

All workers must also receive a site specific induction performed by the supervisor. The site induction includes:

- An explanation of personnel, facilities and work areas
- The scope of the work and associated risks and controls
- Safety procedures and requirements including hazard identification, SWMS, JSA's, incident reporting and emergency procedures specific to the worksite.

All training undertaken is documented and kept on personnel files. Workers also receive a blue safety file containing relevant safety information, which is kept in individual work area as a reference.

5.2 Supervisor Training

Supervisors are trained to ensure they are competent in the following areas:

- Safety and Health Legislation
- Risk management
- Job Hazard Analysis
- Hazard and incident reporting and investigation
- Workplace inspections

Training is recorded and updated according to the Training Matrix Schedule located in: o:\construction&maintenance\Training.

5.3 Licenses and Certificates of Competency

Any person driving a vehicle or operating plant shall hold an appropriate current Western Australian Drivers' Licence appropriate for the class of vehicle being operated.

All personnel on site requiring appropriate licensing, permits and/certification requirements will not be allowed on site unless they have current competency certification as indicated in the Training Matrix.

5.4 Training Records

Health and safety information recorded on the Training Matrix includes:

- Induction – Corporate and Site
- Construction Safety Awareness Training (CSAT)
- Training, competency and licence records
- Medical assessments, certificates and information

Policy Number:	
Policy Type:	Youth Supervision Policy
Policy Name:	Youth Supervision Policy
Policy Owner:	Economic & Community Development Officer
Authority:	Shire of Nannup

POLICY

This policy ensures the safety of youth, supervisors and general public at Council youth events and activities. Council has a responsibility to ensure good governance and risk management is covered for young people and their staff and volunteers.

At any Council coordinated youth event or activity the following supervision ratio is required:

- One supervisor to every 10 participants. With a minimum of two supervisors at any event or activity with Working with Children Check, current Police clearance and one person to have a mobile phone available. Preferably one male and one female if the participants are of mixed sexes.
- All bus excursions require two adult supervisors with Working with Children Check, current Police clearance and one person to have a mobile phone available. Preferably one male and one female if the participants are of mixed sexes
- Children with high needs will require their own support worker.
- Activities around bodies of water require that one of the minimum two adult supervisors must be a designated water safety officer with the following qualifications:

For closed water environments, recognised qualifications include:

- Level I, II or III Coach (relevant to the specific activity) under the National Coaching Accreditation Scheme;
- RLSSA11 Bronze Medallion;
- SLSA12 Bronze Medallion;
- SLSA Surf Rescue Certificate;
- AUSTSWIM Teacher of Swimming and Water Safety Certificate (recognised as being appropriate for swimming pools only);
- RLSSA Swimming Instructors Certificate (recognised as being appropriate for swimming pools only); and
- equivalent award as recognised by the Director General of the Royal Life Saving Society of Australia or Surf Life Saving Australia

For open water environments, recognised qualifications include:

- Level I, II or III Coach (relevant to the specific activity) under the National Coaching Accreditation Scheme;

- SLSA Bronze Medallion;
- SLSA Surf Rescue Certificate;
- RLSSA Bronze Medallion (is suitable for a flowing river or waterway); and
- Equivalent award as recognised by the Director General.

Of the two supervising adults, one must hold the qualification with:

- Current rescue and resuscitation components; or
- There is a member of the supervisory team who is qualified to effect a rescue and administer cardio pulmonary resuscitation.

Reporting Requirements in an Incident or Accident

Individual supervisor reports are required for:

- any incident or accident that requires medical attention,
- complaint (verbal to supervisors or in writing to Council).

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	
Reviewed	

TIER 2 CHECKLIST

Local Government: Shire of Nannup
Local Government Rep: Tracie Bishop
Assessment Date: 24.4.2018
Assessor: Neroli Logan
Sites visited: Desktop Assessment

INTRODUCTION

The 3 Steps to Safety program was established to recognise and meet the needs of Local Government with the aim of driving safety performance and minimising claim costs.

As part of this program, a 3 tiered approach has been taken to recognise the size and diversity of local government.

The following assessment tool is provided as part of the 3 Steps to Safety program and is used for local government at Tier 2 level.

This tool will assist in the development of OSH Action Plans to improve safety performance.

This OSH Check covers 5 categories:

1. Management Commitment
2. Consultation
3. Hazard Identification & Safe Work Procedures
4. Training & Supervision
5. Reporting & Monitoring Safety

SCORING SYSTEM

Across the 5 categories there are 5 elements. Each element is scored on a range of 0-2 as follows:

Finding	Score	Definition
Satisfactory	2	Where the organisation has fulfilled the requirement
Insufficient	1	Where the organisation has fulfilled some of the requirements but not all of it
Unsatisfactory	0	Where the organisation has not fulfilled the requirement

These are added to give a score out of 10 for the category, with all category scores added to give a total out of 50; this is then converted to a percentage.

Disclaimer

The 'Tier 2 Checklist' was produced in good faith by LGIS to assist Local Government Authorities and reflects information that was considered accurate and reliable at the time of its publication. The employees of LGIS shall accept no liability or responsibility for any statutory enforcement or legal action against any Local Government Authority for reliance or use of the information contained herein.

1.0 MANAGEMENT COMMITMENT

Requirement		Evidence sighted	Score
1.1	There is an OSH policy that demonstrates their commitment to safety	An OSH policy is in place and was last reviewed in November 2016 with the next review date in November 2018.	2
1.2	The OSH Policy is endorsed and communicated	The OSH Policy has been endorsed by the Risk Management Committee. The updated policy was placed in the OSH Manual and is available on the corporate drive.	2
1.3	The OSH Policy gets reviewed at regular intervals	The OSH Policy has been in place for many years and is reviewed every two years.	2
1.4	OSH responsibilities are documented at all levels	OSH Responsibilities are detailed in position descriptions and documented in the safety management plan, within the committee terms of reference and in the OSH resolution procedure. OSH responsibilities are documented in procedure 3.2	2
1.5	Managers and Supervisors are held accountable for OSH	Managers and Supervises are held accountable with OSH responsibilities included and assessed as part of annual performance reviews.	2
1.6	Resources are allocated to meet OSH responsibilities	Time and money is allocated to meet OSH Responsibilities and is detailed within an OSH Budget. The budget is broken down into staff time, training, PPE and health and safety.	2
1.7	Resources get reviewed to ensure they are sufficient	Resources are allocated to ensure OSH issues are effectively managed. This is evidenced in minutes from the RM committee and the annual budget review.	2
1.8	The organisations approach to OSH is planned	The organisational approach to OSH is planned. A Safety and risk management plan is in place, (Jan 16 to Jan 19) is updated and reviewed by the RM committee on a regularly basis. The plan has specific targets and objectives that are continuously reviewed.	2

Management Commitment Score: 16/16 = 100%

Comments

Management commitment to safety and health in the workplace is evident from the top down. A person has been appointed to coordinate OSH in the workplace and safety is a priority at the Shire of Nannup.

2.0 CONSULTATION & COMMUNICATION

Requirement		Evidence presented	Score
2.1	Consultation arrangements are in place	Consultation arrangements are used to discuss safety issues and are working effectively. The RM committee meets quarterly and has a clearly defined Terms of Reference.	2
2.2	These arrangements have been agreed to with workers and have been communicated to them	Arrangements are communicated and understood at all levels. Toolbox and department meetings are held regularly	2
2.3	Workers are provided training on the consultation arrangements, including legislative training where required	Safety and Health Representatives receive training in accordance with the act and workers are aware of their OSH Representative. Induction training is provided and training is determined by managers and documented in the safety management plan. AN OSH resolution procedure is in place	2
2.4	When used, contractors are consulted about OSH issues	The Shire of Nannup consults and cooperates with others where duties are shared. Contractors are inducted, diary entries are maintained of contractor communication, site meetings occur regarding work performed by contractors.	2
2.5	Records are kept of consultation	Records of consultation is kept with RM Committee meeting minutes and toolbox meetings. Procedures are regularly updated. Communication with contractors is not always documented.	1
2.6	Consultation arrangements are reviewed to ensure they remain effective	Consultation procedures are in place 5.3.1 and are reviewed regularly.	2
2.7	Senior management are involved in consultation arrangements	Senior management participant in the RM Committee and an elected member chairs the meeting. The new CEO will attend the next RM meeting and sign the updated OSH policy.	2
2.8	Managers/Supervisors are aware of the Issue Resolution process	The issue resolution procedure is available and communicated at the workplace. Managers and supervisors to receive updated OSH responsibility training in July 2018.	2

Consultation and Communication Score: 15 / 16 = 93%

Comments

There are known and effective methods of consultation and cooperation in place at the Shire of Nannup. OSH Representatives are elected in accordance with the act and attend meetings regularly together with management. An OSH officer coordinates and facilitates Risk Management Committee Meetings. There is a planned approach to regularly review the OSH manual and communicate information regarding policies, procedures, agenda / minutes and the safety management plan.

3.0 MANAGING HAZARDS

Requirement		Evidence presented	Score
3.1	There is a process for identifying, assessing and controlling hazards	A process is in place for identifying hazards and this is documented in the Hazard Management Procedure 7.8 and reporting procedure 7.1 Workplace inspections are completed regularly and hazards are identified and reported.	2
3.2	Controls have been implemented for identified hazards.	Controls are identified mostly in accordance with the hierarchy of controls and budget items are considered.	2
3.3	SWP / SWMS / JSA's are developed for tasks with significant safety risks	Some SWP / SWMS / JSA's are in place at the Shire of Nannup however a review of exist and gap analysis would identify others required.	1
3.4	SWP / SWMS / JSA's get reviewed to ensure they remain appropriate	Some documentation is in place but further development is required. Existing documents should be reviewed via toolbox and the RM committee and following an incident or injury and when work processes, equipment or legislation change.	1
3.5	Emergency situations have been identified and diagrams and procedures are in place	Emergency management plans (diagrams) have been developed and a procedure document has been drafted. The procedure needs to be finalised, implemented and endorsed and a drill is required at the office and depot.	1
3.6	Implemented controls get reviewed to ensure they are effective	All controls are reviewed regularly to ensure they are effective and check that a new hazard has not been implemented as a result of the change but further documentation is required.	1
3.7	There are documented procedures for the management of contractors	There are procedures in place for contractor management and this is documented in procedure 7.5.1. Completed documentation is required.	1
3.8	Contractor's safety performance is monitored	Review of contractor performance is completed on an adhoc basis.	1

Managing Hazards Score: 10 / 16 = 62%

Comments

Hazard management, risk assessment and the implementation and evaluation of control strategies is documented predominantly through safe work procedures. Some SWP / SWM / JSA's have been developed however further may be required. Contractors are managed but further evidence of communication, supervision and evaluation is recommended.

4.0 TRAINING & SUPERVISION

Requirement		Evidence sighted	Score
4.1	The training requirements of all workers has been identified	A procedure to support the training matrix is recommended. The matrix has been developed and implemented to capture and record training records and requirements for staff.	1
4.2	Workers are provided training in their roles and activities	OSH induction training ensures that all new workers are properly inducted. Other training needs are identified and provided throughout employment and are documented in the safety and risk management plan.	2
4.3	Workers are provided supervision to ensure they perform their work safely	Supervision is provided to ensure staff perform their work safely. Responsibility for supervision is documented in position descriptions. Management safety observations are required as evidence of supervision.	1
4.4	Information is provided to workers to ensure they perform their work safely (E.g. SDS, plant and equipment manuals)	Operator manuals and safety data sheets are provided to ensure work is performed safely. (A chemical audit is recommended). Safe Work Method Statements should be implemented for high risk work.	1
4.5	Documented training procedures are in place	A training procedure is in place 4.2 and a development plan is used to plan and implement training in the workplace.	2
4.6	The training program gets reviewed to ensure it remains appropriate	Training is provided in an adhoc manner based on training needs identified by managers and in performance reviews. Training is delivered by competent presenters and details training is captured in the safety and risk management plan – objective 3.	2
4.7	Training is delivered by people with appropriate knowledge, skills and experience	Competent presenters or RTO are used to provide training and training is evaluated. Training is documented in the training objective 3, training register and training matrix.	2
4.8	Records of training are kept	Records of training are maintained in the matrix and copies of certificates are kept on staff personnel files. Budget and invoicing confirms expenditure of training.	2

Training & Supervision Score: 13 / 16= 81%

Comments

Safety observations should be performed by managers and supervisors to provide evidence of supervision. A training procedure is recommended and should be periodically reviewed.

5.0 REPORTING & MONITORING

Requirement		Evidence presented	Score
5.1	Procedures for reporting hazards and incidents are in place and have been communicated to workers	Procedures are well known and regularly used by the workforce. Staff are informed of procedures. Incident report form recently updated and being trialled.	2
5.2	When reported, hazards and incidents are acted upon in a timely fashion	A procedure and form has been developed to report hazards and accidents. Action is taken when hazards and incidents are reported.	2
5.3	The organisation is aware of Worksafe incident notification requirements	WorkSafe is notified of reportable occurrences. A procedure and form has been implemented to document the reporting process.	2
5.4	Incident and hazard reports are kept on file	All hazards and incidents are recorded and maintained and kept in records .	2
5.5	Hazards and incidents are monitored by Management	This information is regularly communicated to the RM committee and documented in the minutes. Very few incidents occur at the workplace.	2
5.6	There is an incident investigation procedure	All incidents are investigated and the process is documented in the OSH reporting procedure. Ensure written investigation reports are maintained.	1
5.7	Senior management monitor safety performance on a regular basis	The senior management attend RM committee meetings where safety performance is monitored and reviewed. Actions are documented in the minutes.	2
5.8	Remedial action is taken if performance drops	Action is taken by management when performance and safety issues are identified. Policy changes are implemented.	2

Reporting & Monitoring Score: 15 / 16 = 93%

Comments

Effective reporting and monitoring systems have been implemented at the Shire of Nannup.

FINDINGS

Category	Score (%)
Management Commitment	100
Consultation	93
Hazard Management	62
Training & Supervision	81
Reporting & Monitoring Safety	93
Overall Score	85%

OVERALL COMMENTS

The Shire of Nannup has implemented a robust safety and health management system and appointed a person to coordinate OSH at the workplace. There are effective mechanisms for consultation and cooperation regarding safety and health matters. There is good evidence to support reporting and recording of hazards and incidents.

Implementation of Management safety observations will ensure supervision is documented and provide evidence of this. It is recommended that operating procedures and SWMS be reviewed and further developed, particularly for high risk work.

Review of hazard controls and formal management of contractor performance is recommended.

Attachment 9.2



Business Initiative Group Nannup Agenda for 7th June 2018

Held at Bowling Club – Meeting Room at 5.30pm for 6pm start.

Meeting Opened: 7 June

Attendance: Di Ness, Laraine Raynel, Grant, Ian Gibb, Murray Mc Kinley, Davina Gibb, Chris Buckland, Jim Green, Isabel Green

Visiting: Chris Rutter, Marion Duke

Apologies: Ian and Judy Washington, Cheryle Brown, Mark White

Confirmation of previous minutes for April and May

April

Moved: Di Ness Seconded Chris Buckland

May

Moved Di Ness Seconded: Murray McKinley

Business arising from previous minutes:

Correspondence OUT:

- Email: Nannup Shire CEO: Parking survey
- Email: Nannup Shire CEO: Tourist Information Center support

Correspondence IN:

- Email: Nannup Shire ; Louise Stokes: Economic Development Report
- Email: Nannup Shire: Cellar door Capacity Building Program Invitation
- Email: Ian Gibb: Declaration of interest
- Email: Matthew Ness: Information required

Moved: Davina Gibb

Seconded: Ian Gibb

Finance Report: No report: Cheryl absent from the meeting due to a family bereavement.

Chairpersons Report:

LTO meeting – Felt attendance was to voice opinion but felt decisions were already made Find the Fun app was discussed, the LTO are not responsive to using the app. (in their opinion apps were no longer popular

The doctor's surgery has the lease sign up.

A new shop proposed to open near the hardware store.

Melo Velo has opened.

The Tiny Tea Shop is opening this week.

The business breakfast hosted by Nannup CRC and Nannup Shire was very successful. Suggest more formalised format for questions and answers. Food service may need addressing

There is another business breakfast to be organised for the future.

The biggest morning tea was successful with approx. \$900 raised.

The Health expo was successful, a great idea, some great stalls, was a shame the talks were not so well supported – perhaps the talks in the same venues would help.

Markets are now being held in Nannup Town Hall for duration of winter.

Agenda Items:

- Declaration of Interest – members need to be aware that it is protocol to declare private business interest in BigN events and undertakings when it is necessary.
- AGM date: See general business

General Business:

Ian Gibb: Tiger project - refer to attached report –

Chris Rutter read the text to be placed on the app as story boards.

Di made comment that it would be great to see the Thylacines on the ground, ready for the Garden Festival.

The Garden Festival committee are keen for a display in the hall. To be discussed further at next meeting

Discussion: method of payment; regarding using Pay pal.

Discussion: logistics of downloading, purchasing and using the app to find the tigers.

Do we want to put a motion forward to fast track the project - up and running by the middle of August?

Subcommittee to arrange meeting; finalise numbers of tigers for launch, app details and brochure production and numbers.

Leanne White – a submission is being prepared by Louise Stokes of the Shire for funding a public artwork on the Rec Centre Precinct. Louise requires community input to fulfil requirements of the application process. Public meetings will be held on Tuesday at the Rec centre, community room at 3:30 and then again at 5:30. This is a great opportunity to present ideas.

Chris Buckland – members all need to be aware about off street parking, keep the main street free for shoppers etc. Chris has number of flyers promoting apps for Accommodation providers – e.g. fire prevention, emergency plus – has GPS coordinates, brochures etc.

Jim Green – Bowling club is in recess for winter.

Men's shed – land acquisition nearly finalised **Send letter of support on behalf of BIGN – agreed.**, the school project is progressing. Good community support for the Men's Shed with wood working jobs being commissioned, Aged care support continuing for those who require services.

Isabel Green - Lions auction was successful, raising a pleasing amount.

Nannup Valley Chalets: Changing webpage. Catering contracts increasing

CWA: catering for bike ride in October

Nannup Hemp Co. Rebranding

AGM: 2nd August 2018 at the Bowling Club. Telegraph Ad to be placed (Davina to action)

The next meeting is on the 5th of July at the Bowling Club.

Meeting closed at 7:45.

Next meeting date _____ venue _____

Meeting closed _____pm

Attachment 12.1.1

Register of Delegated Development Approvals

Application Number	Owner's Name	Applicant's Name	Assessment Number	Property Address	Type of Development	Works or Use	Value of building work	Date Received	Advertised	Issue Date	Authority
2018/21	Gavin Griffiths	Gavin Griffiths	A1721	Lot 51 Balingup-Nannup Rd, Nannup	Change of use from a dwelling to a holiday house	Use	\$0.00	10/04/2018	Yes - 2 weeks	14/05/2018	Delegated - CEO
2018/22	Thomas & Georgina Heller	WA Country Builders	A1815	Lot 1234(13) Diggers Green, Nannup	Single dwelling with cut and fill over 1.5m	Works	\$327,482.00	20/04/2018	Yes - 2 weeks	16/05/2018	Delegated - CEO
2018/23	Russell Ashley	Russell Ashley	A1613	Lot 45 Redtail Ramble, Nannup	Oversize outbuilding with a building envelope extension	Works	\$40,000.00	14/05/2018	Yes - 2 weeks	29/05/2018	Delegated - CEO
May-18											\$367,482.00

Attachment 12.2.1



Government of **Western Australia**
Department of **Planning, Lands and Heritage**

South West Planning

Our Ref: DP/12/00612
Your Ref: Draft LPS
Enquiries: David Stapleton

7 May 2017

Shire of Nannup
CEO David Taylor
via email: David@nannup.wa.gov.au

Dear David,

Removal of minimum rural lot size criteria from the Draft Local Planning Strategy (LPS)

Further to recent discussions with Shire planning staff regarding the above, please find enclosed mapping analysis which shows lots 80ha-and-above, provided with rural subdivision potential by the existing subdivision controls under Local Planning Scheme No.3.

Of the 51 lots (80ha plus), 15 are State controlled and reserved for conservation. This leaves 36 privately owned lots of which only 9 would have the potential to subdivide once other constraints are considered. These constraints include:

- bushfire access/location criteria;
- extent of existing native vegetation cover;
- slope; and
- landlocked status.

Therefore approximately nine landholders would no longer have the opportunity to subdivide following the removal of the 80/40ha subdivision provisions from LPS4. The existing subdivision controls will remain in force until the Scheme is amended, at which time, any change will be publicly advertised.

To give wider context, there are 300 private agriculture zoned lots in the Shire ranging in size between 20ha and 80ha. This reinforces the WAPC position that there is an existing adequate supply of intensive-agricultural sized lots in the Shire.

Whilst it is acknowledged this change would have been better addressed during advertising of the Draft LPS, the *Planning and Development (Local Planning Schemes) Regulations 2015* require the LPS to comply with *State Planning Policy 2.5 (2016)* and *Development Control 3.4. (2016)*. Therefore, the removal of the subdivision criteria is necessary in accordance with Regulation No. 11 (ie. "A local planning strategy must apply any State or regional planning policy that is relevant to the strategy").

The re-advertising of the change to the Draft LPS is not warranted given public submissions are unlikely to change the outcome. It is hoped that the Shire can confirm its support for this change to the Draft LPS as this will assist with the finalisation of the LPS in a timely manner. If the Shire is not willing to support the change, the Draft LPS will be considered by the WAPC at the next available meeting.

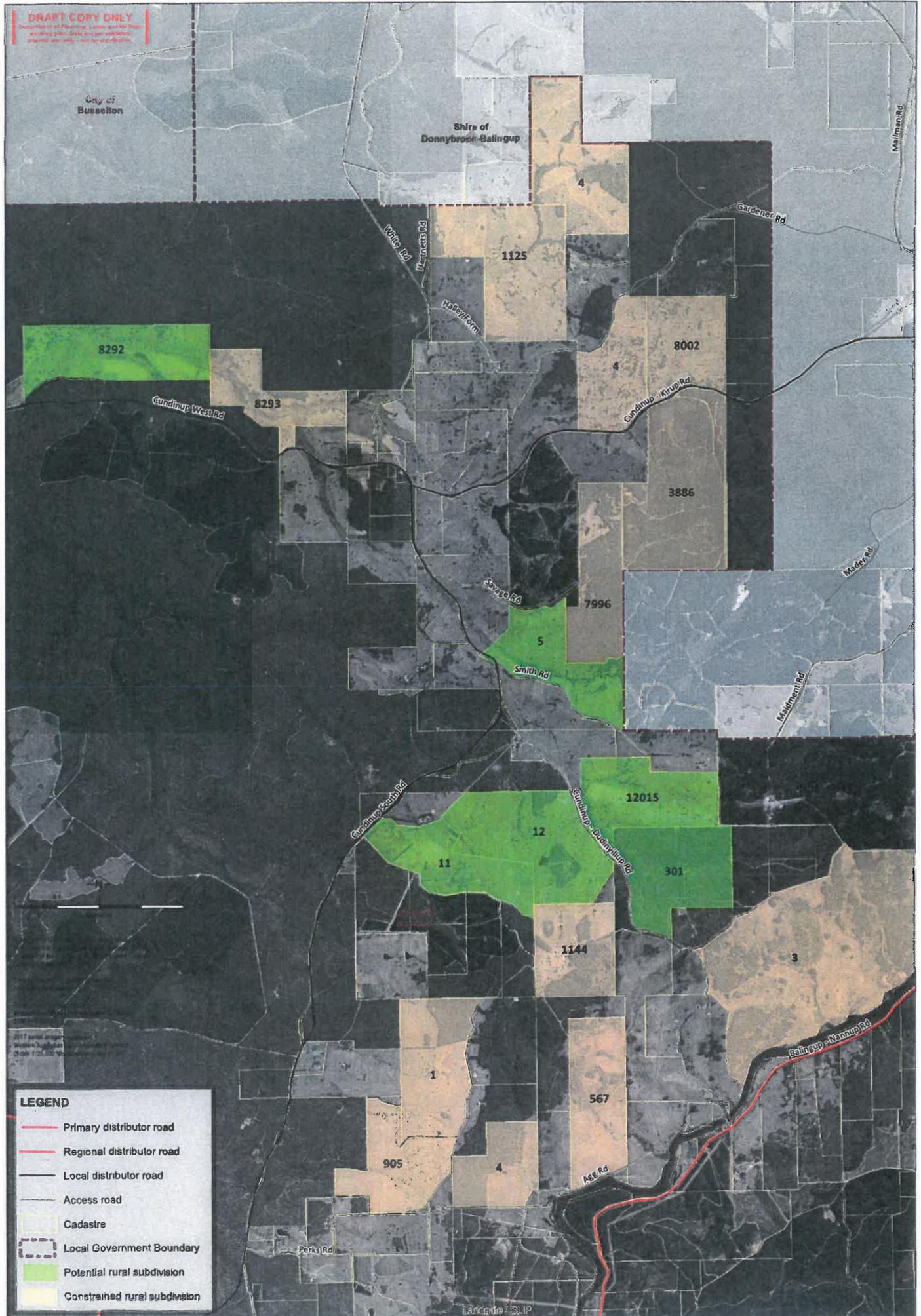
If you have any queries in relation to this matter please contact David Stapleton at this office on 9791 0590.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mike Schramm', with a long horizontal flourish extending to the right.

Mike Schramm
Planning Director
South West Regions

Shire of Nannup Agricultural Land over 80 Hectares



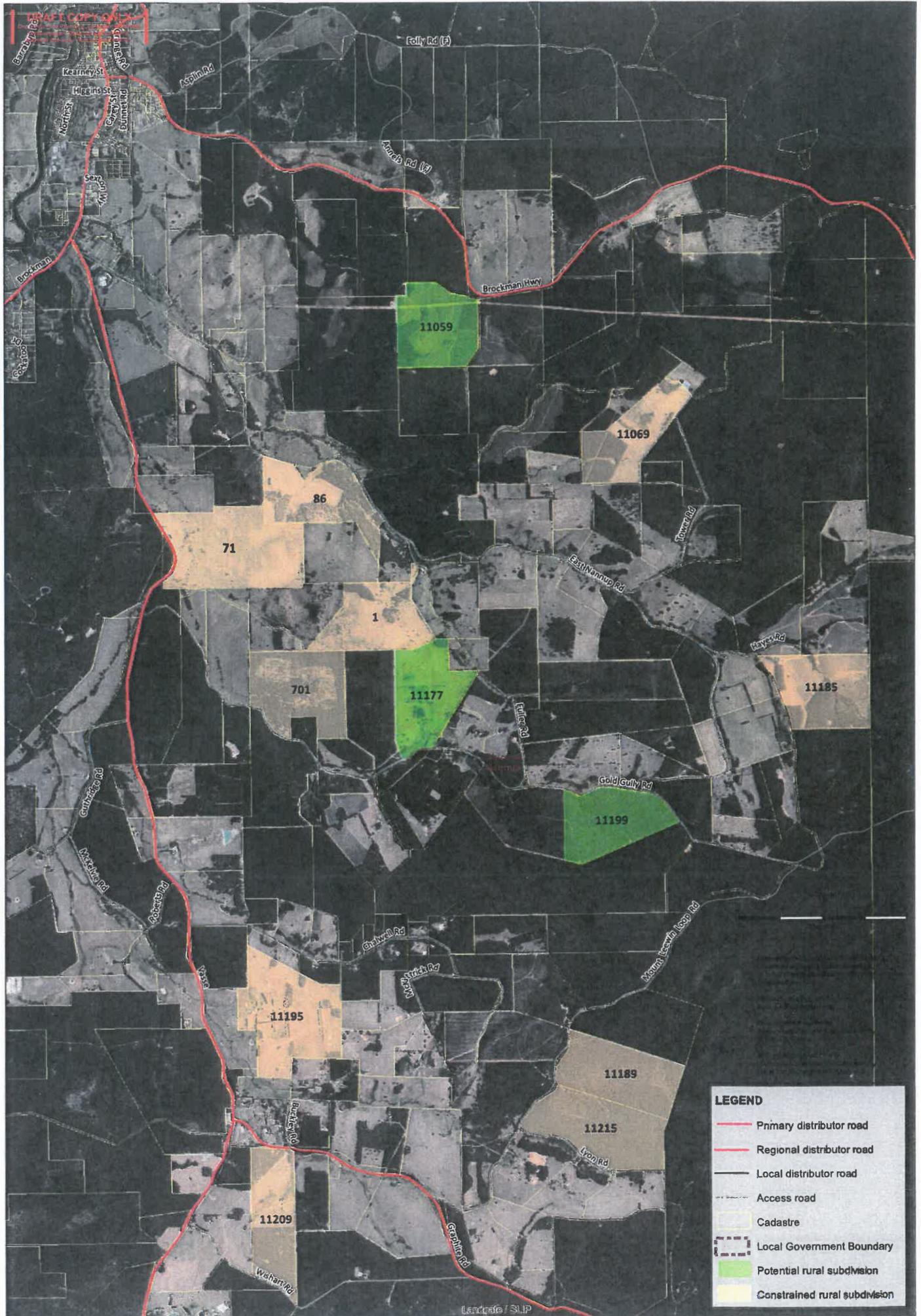
DRAFT COPY ONLY
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LEGEND

- Primary distributor road
- Regional distributor road
- Local distributor road
- Access road
- Cadastre
- Local Government Boundary
- Potential rural subdivision
- Constrained rural subdivision

Northern Nannup Rural Subdivision Opportunity Map

Shire of Nannup Agricultural Land over 80 Hectares



Southern Nannup Rural Subdivision Opportunity Map

Attachment 12.2.2



Department of
Planning



State Planning Policy 2.5 Rural Planning

December 2016

Prepared under Part Three of the Planning and Development Act 2005 by the Western Australian Planning Commission

Replaces State Planning Policy 4.3 as published in the Government Gazette on 18 December 1998 and 19 September 2003

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1 CITATION

This is a State Planning Policy made under Part 3 of the *Planning and Development Act 2005*. This policy may be cited as *State Planning Policy No. 2.5: Rural Planning (SPP 2.5)*.

This policy replaces *State Planning Policy No. 2.5: Land Use Planning in Rural Areas (2013)* and repeals *State Planning Policy 4.3: Poultry Farms Policy (1998)*.

This policy supersedes *State Planning Policy 2.4: Basic Raw Materials (2000)* for the shires of Gingin, Chittering, Northam and Toodyay.

2 POLICY INTENT

The purpose of this policy is to protect and preserve Western Australia's rural land assets due to the importance of their economic, natural resource, food production, environmental and landscape values. Ensuring broad compatibility between land uses is essential to delivering this outcome.

3 BACKGROUND

The changes in land use in Western Australia in the years since European settlement in 1829 have been dramatic. Clearing, subdivision, development, and use of land for settlement and agriculture provided significant economic and social benefits to the expanding Western Australian community.

Western Australia's population is expected to increase to more than five million people by 2061. Demand pressures associated with economic and population growth are occurring in an environment where the quality and availability of rural land has declined, due largely to settlement pressure, natural resource degradation and climate change.

A growing economy and population will increase the pressure on rural land to be used for a wide variety of purposes including urban settlement, economic development, infrastructure and utilities, essential services such as water supply, areas for conservation, cultural and recreational purposes, and food production.

Rural land accommodates significant environmental assets and natural landscape values, and areas with mineral, petroleum, geothermal energy and basic raw materials resources, which need to be factored into planning for rural areas.

As a result of the State's growth, rural land resources are becoming increasingly contested leading to increased competition and conflict. Sustainable planning requires decision-makers to be fully informed and requires economic, environmental and social issues to be taken into account. This policy aims to support rural land and land uses to cater for both anticipated and unexpected future needs.

3.1 Where this policy applies

This policy applies to rural land and rural land uses in Western Australia, in particular:

- (a) land zoned for rural or agricultural purposes in a region or local planning scheme;

- (b) land identified or proposed for rural living in an endorsed scheme or strategy;
- (c) rural land uses on rural zoned land;
- (d) rural land uses on land that is not zoned for rural purposes; and
- (e) land that may be impacted by rural land uses.

There is a relationship between this policy and the Western Australian Planning Commission (WAPC)'s State Planning Policy 4.1, which applies to industrial land and land uses, in that both policies deal with separation distances and buffers.

Due to their size, scale and potential level of impact, some rural land uses could be considered industrial, some rural land uses are located on industrial land, and some industrial land uses are on rural land. Decision-makers will need to consider policy application in the context of the proposal.

3.2 Policy exemptions

This policy does not apply to:

- (a) the extraction of basic raw materials within the Perth and Peel planning regions;
- (b) areas subject to State Agreement acts;
- (c) mining that is in accordance with the *Mining Act 1978*, with the exception of basic raw materials on Crown land;
- (d) existing approvals in retrospect, including structure plans, subdivisions and development; and
- (e) matters dealt with by the *Swan Valley Planning Act 1995* (or superseding legislation).



3.3 When this policy applies

This policy is to be applied to State and local government planning decision-making for:

- (a) the preparation or assessment of region schemes, regional strategies or frameworks, sub-regional strategies, local planning strategies and schemes and structure plans or to any amendments to these;
- (b) subdivision proposals for rural zoned land, in tandem with *Development Control Policy 3.4: Subdivision of rural land*; and
- (c) development proposals on rural zoned land; and for rural land uses on land zoned for other purposes, in accordance with region and local scheme requirements, which can include diversification permits issued under Part 7 of the *Land Administration Act 1997* and other development on Crown land.

Where there is no WAPC endorsed strategic or statutory planning instrument in place to guide WAPC decision-making, the intent and measures of this policy shall apply. Where an endorsed strategy conflicts with the intent of State policy, this policy shall prevail, unless a regional variation has been approved by the WAPC.

3.4 Other relevant regulation and policies

Other regulations and policies overlap with the planning system, and some proposals may require approvals outside the planning system. This section outlines other factors and approvals that may be required for proposals on rural zoned land or for rural land uses:

- (a) The *Environmental Protection Act 1986* defines a proposal as a project, plan, program, policy,

operation, undertaking or development, or change in land use, or amendment of any of these, but does not include a scheme. Proposals that are likely to have significant environmental impacts are required to be referred to the Environmental Protection Authority (EPA) under Part IV of the *Environmental Protection Act 1986*.

Under s81 of the *Planning and Development Act 2005*, schemes and amendments are referred to the EPA under s48A of *Environmental Protection Act 1986*, therefore environmental consideration and/or formal assessment precedes planning decision-making.

Where environmental impacts may be significant (such as impacts on native vegetation, wetlands or waterways), local governments are required to refer the proposal to the EPA under s38 of the *Environmental Protection Act 1986*. A proponent may also elect to refer a proposal to the EPA under s38.

- (b) Environmental impacts for proposals that do not require assessment under Part IV of the *Environmental Protection Act 1986* may be subject to regulation under Part V of the *Environmental Protection Act 1986*, including the requirement for a works approval and licence. Prescribed premises are listed in Schedule 1 of the *Environmental Protection Regulations 1987*. Where proposals are not referred to the EPA under s48A or s38 of the *Environmental Protection Act 1986*, planning decision-making should precede environmental works approval and licensing. However, this can vary under certain circumstances.

The Department of Environmental Regulation's *Guidance Statement on Land Use Planning* (2015) outlines an implementation approach where environmental regulation and planning approval is required.

- (c) Noise sensitive premises are defined in the *Environmental Protection (Noise) Regulations 1997*. The regulations define noise sensitive premises and outline allowable noise impacts on these areas. Under the regulations assigned noise levels for sensitive premises are informed by zonings in planning schemes. The definition is generally consistent with the definition of 'sensitive land uses' used in this policy.
- (d) The clearing provisions of the *Environmental Protection Act 1986* require that the Chief Executive Officer has regard to planning instruments when making a decision on a clearing permit application. Planning instruments include State Planning Policies, planning schemes and local planning strategies. Clearing native vegetation is prohibited, unless undertaken with a clearing permit, or the clearing is for an exempt purpose. The first type of exemption is found in Schedule 6 of the *Environmental Protection Act 1986* and mainly refers to clearing that is required under other laws. The second type of exemption is found in the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* and mainly refers to clearing for routine low impact land management practices. Unless exempt, development applications may require a clearing permit.
- (e) There are nineteen separate regulations that fall under the *Environmental Protection Act 1986*. These relate to matters such as abattoirs, abrasive blasting, rural landfill, packaged fertiliser and concrete batching. This policy does not duplicate these regulations, but provides a framework for planning decision-making that is cognisant of other regulatory requirements. As there is no regulation that specifically deals with odour, this policy provides direction on the matter.



- (f) The Environmental Protection Authority's *Environmental Protection Guidance Statement No. 3: Separation Distances between Industrial and Sensitive Land Uses* provides guidance on recommended separation distances between many rural land uses and sensitive land uses. This guidance statement assists in the determination of land use buffers and planning decision-making.
- (g) A range of rural land uses are not 'Prescribed Premises' under the *Environmental Protection Regulations 1987*, though they may still generate environmental impacts. This includes poultry farms, crushing and screening components of basic raw material extraction and composting under certain thresholds. These land uses and their impacts are regulated entirely by planning processes, and therefore require special consideration by planning decision-makers.¹
- (h) Schedule 2 of the *Health Act 1911* includes a list of 'Offensive Trades', including abattoirs, piggeries, rendering plants, tanneries and manure works. Part VII Division II of the Act requires local governments to approve and then register any offensive trades, and provides the ability for local governments to make local laws relevant to such trades. From a planning perspective, 'offensive' land use impacts can be managed by approvals issued by local governments under the *Health Act 1911*, in addition to planning controls. Registrations are renewed annually, and a local government may refuse to renew a registration if the premises are not operated in accordance with the relevant local laws. This provides an opportunity for local governments to manage and monitor the operation of 'offensive' premises.
- (i) The Department of Health has *Guidelines for Separation of Agricultural and Residential Land Uses (2012)*, which seeks to minimise health and nuisance impacts from chemical use, spray drift and dust. Single residential dwellings located in land zoned Rural, Agricultural or equivalent in local and regional planning schemes are excluded from the guidelines. These guidelines articulate the Department of Health's position when providing advice on planning referral processes, where there are possible conflicts with existing agricultural land uses. In addition, the use of pesticides is regulated under the *Health (Pesticides) Regulations (2011)*.
- (j) Agencies and industry bodies may also produce guidelines and Codes of Practice to assist the industry in achieving well designed, located and managed rural activities and to reduce the potential for health, environment and nuisance related impacts on nearby land. Such guidelines may be an adjunct in the determination of land use buffers and planning decisions.
- (k) The Department of Water seeks to conserve, protect, manage and assess water resources and provide for the sustainable use and development of water resources under the *Water Agencies (Powers) Act 1984*, *Rights in Water and Irrigation Act 1914* and *Waterways Conservation Act 1976*. Water resource availability is informed by allocation plans under the *Rights in Water and Irrigation Act 1914*, and is subject to allocation limits. The Department of Water's support for a plan or development would be influenced by whether or not water is available. If abstraction of the required water would result in significant environmental effects (such as impacts on native vegetation, wetlands or waterways), the Department of Water may need to refer the proposal to the Environmental Protection Authority under s38 of the *Environmental Protection Act 1986*.
- Public drinking water source areas are defined by the Department of Water and proclaimed as water reserves, catchment areas or underground water pollution control areas under the *Metropolitan Water Supply, Sewerage and Drainage Act (1909)*, or water reserves or catchment areas under the *Country Areas Water Supply Act (1947)*. Land use and development in public drinking water source areas is guided by the WAPC's *State Planning Policy 2.7: Public Drinking Water Source Policy*, *State Planning Policy 2.2: Gnangara Groundwater Protection*, *State Planning Policy 2.3: Jandakot Groundwater Protection*, and *State Planning Policy 2.9 Water Resources*; through sub-regional planning frameworks, region and local planning schemes.
- (l) Documents prepared in relation to the Strategic Assessment of Perth and Peel under Part 10 of the *Commonwealth Environment Protection and Biodiversity Conservation Act 1999* are to be read in conjunction with this policy.
- (m) Under the *Commonwealth Environment Protection and Biodiversity Conservation Act 1999* approval is needed from the Commonwealth Minister for any proposal or action that has, will have or is likely to have a significant impact on any of the matters of environmental significance.
- (n) *State Planning Policy 2: Environment and Natural Resources*, *State Planning Policy 2.1: Peel-Harvey Coast*

¹ The *Biosecurity and Agriculture Management Act 2007* provides a basis for the *Biosecurity and Agriculture Management Plan (Stable Fly) Regulations 2013*. These apply in 13 urban and peri-urban local governments and may affect composting potential in those areas.



Plain Catchment, State Planning Policy 2.7: Public Drinking Water Source Policy; State Planning Policy 2.9: Water Resources and State Planning Policy 2.10: Swan Canning River System contain specific requirements for proposals within the catchment areas of estuaries, rivers, wetlands and other water bodies. These policies are to be read and applied in conjunction with this policy.

4 POLICY OBJECTIVES

The objectives of this policy are to:

- (a) support existing, expanded and future primary production through the protection of rural land, particularly priority agricultural land and land required for animal premises and/or the production of food;
- (b) provide investment security for existing, expanded and future primary production and promote economic growth and regional development on rural land for rural land uses;
- (c) outside of the Perth and Peel planning regions, secure significant basic raw material resources and provide for their extraction;
- (d) provide a planning framework that comprehensively considers rural land and land uses, and facilitates consistent and timely decision-making;
- (e) avoid and minimise land use conflicts;
- (f) promote sustainable settlement in, and adjacent to, existing urban areas; and
- (g) protect and sustainably manage environmental, landscape and water resource assets.

5 POLICY MEASURES

The WAPC seeks to protect and preserve rural land for rural purposes including primary production, basic raw materials, regional facilities, and protection of biodiversity and landscape. Rural land accommodates a diverse range of land uses, primarily associated with primary production. There are also rural areas with suitable soils, climate, water (rain or irrigation) and access to services such that the land is considered to be high quality agricultural land. The intent of this policy is therefore to protect rural land and encourage a diversity of compatible rural land uses.

There is generally an existing supply of suitably sized and located rural lots to cater for intensive and emerging primary production land uses. Creation of new rural lots through ad hoc, unplanned subdivision is inconsistent with the objectives of this policy.

5.1 Protection of rural land and land uses

The WAPC will seek to protect rural land as a State resource by:

- (a) requiring that land use change from rural to all other uses be planned and provided for in a planning strategy or scheme;
- (b) retaining land identified as priority agricultural land in a planning strategy or scheme for that purpose;
- (c) ensuring retention and protection of rural land for biodiversity protection, natural resource management and protection of valued landscapes and views;
- (d) protecting land, resources and/or primary production activities through the State's land use planning framework;

- (e) creating new rural lots only in accordance with the circumstances under which rural subdivision is intended in *Development Control Policy 3.4: Subdivision of rural land*;
- (f) preventing the creation of new or smaller rural lots on an unplanned or ad-hoc basis, particularly for intensive or emerging primary production land uses;
- (g) comprehensively planning for the introduction of sensitive land uses that may compromise existing, future and potential primary production on rural land; and
- (h) accepting the impacts of well-managed primary production on rural amenity.

5.2 Rural land in the Perth and Peel planning regions

The Perth and Peel planning regions will continue to accommodate the majority of the State's population growth. Rural land will become more contested, as the land may be required for environmental protection, basic raw material extraction, infrastructure or urban purposes. Opportunities for additional rural living zoning will become more limited.

WAPC policy for rural land in the Perth and Peel planning regions is:

- (a) rural residential proposals for rural land that do not align with endorsed sub-regional planning frameworks are considered inconsistent with the policy objectives and shall not be supported;
- (b) rural smallholdings proposals for rural land will be considered by exception in planning strategies and schemes, where topography, biodiversity values,



bushfire risk, environmental matters and servicing can be managed in accordance with this and other State policies;

- (c) established rural land uses of State significance, including animal premises and food processing facilities, should be protected from urban and rural living encroachment due to their critical food production and economic roles;
- (d) priority agricultural land is to be preserved for that purpose due to its proximity to major population centres; and
- (e) conversion of land from priority agriculture to other uses must be appropriately planned in strategies or schemes, where such conversion is required as a matter of State significance.

5.3 Rural living

The WAPC recognises there is a market for rural living development, and that it provides for a range of housing and lifestyle opportunities. However, rural living estates must be carefully planned, as they can be an inefficient means of accommodating people. Once rezoned, rural living estates consume and sterilise what was rural land, and may have unintended or adverse social, environmental, servicing or management impacts.

State Planning Policy 3 Urban Growth and Settlement provides strategic direction for settlement planning in Western Australia and specific guidance in relation to establishing rural living estates or areas where rural living is to be developed. For the purposes of this policy, a rural living proposal is:

- the designation of rural living precincts in a local planning strategy, scheme or structure plan; or

- an amendment to a strategy or scheme to provide for, or extend, a rural living precinct; or
- a subdivision application for land zoned for rural living purposes.

The following policy measures apply in regard to decision-making for rural living proposals:

- (a) rural living proposals shall not be supported where they conflict with the objectives of this policy or do not meet the criteria listed at 5.3 (b) and (c);
- (b) the rural living precinct must be part of a settlement hierarchy established in an endorsed planning strategy;
- (c) the planning requirements for rural living precincts are that –
 - (i) the land be adjacent to, adjoining or close to existing urban areas with access to services, facilities and amenities;
 - (ii) the proposal will not conflict with the primary production of nearby land, or reduce its potential;
 - (iii) areas required for priority agricultural land are avoided;
 - (iv) the extent of proposed settlement is guided by existing land supply and take-up, dwelling commencements and population projections;
 - (v) areas required for urban uses are avoided;
 - (vi) water supply shall be as follows –
 - where lots with an individual area of four hectares or less are proposed and a reticulated water supply of sufficient

capacity is available in the locality, the precinct will be required to be serviced with reticulated potable water by a licensed service provider. Should an alternative to a licensed supply be proposed it must be demonstrated that a licensed supply is not available; or

- where a reticulated supply is demonstrated to not be available, or the individual lots are greater than four hectares, the WAPC may consider a fit-for-purpose domestic potable water supply, which includes water for fire fighting. The supply must be demonstrated, sustainable and consistent with the standards for water and health; or
- the development cannot proceed if an acceptable supply of potable water cannot be demonstrated;
- (vii) electricity supply shall be as follows –
 - where a network is available the precinct is to be serviced with electricity by a licensed service provider, or
 - where a network is not available, the precinct is to be serviced by electricity from renewable energy source/s, by a licensed service provider, and this has been demonstrated;
- (viii) the precinct has reasonable access to community facilities, particularly education, health and recreation;
- (ix) the land is predominantly cleared of remnant vegetation, or the loss of remnant vegetation



- through clearing for building envelopes, bushfire protection and fencing is minimal and environmental values are not compromised;
- (x) the proposal demonstrates and will achieve improved environmental and landscape outcomes and a reduction in nutrient export in the context of the soil and total water management cycle, which may include rehabilitation as appropriate;
 - (xi) the land is capable of supporting the development of dwellings and associated infrastructure (including wastewater disposal and keeping of stock) and is not located in a floodway or an area prone to seasonal inundation;
 - (xii) the land is not subject to a separation distance or buffer from an adjoining land use, or if it is, that no sensitive land uses be permitted in the area of impact;
 - (xiii) the lots can be serviced by constructed road/s capable of providing access during all weather conditions, including access and egress for emergency purposes; and
 - (xiv) bushfire risk and natural hazards can be minimised and managed in accordance with State policy, without adversely affecting the natural environment. Proposals in areas of extreme bushfire risk will not be supported;
- (d) development standards for rural living zones are to be included in local planning schemes;
 - (e) further subdivision of existing rural living lots into smaller parcels is not supported, unless provided for in a local planning strategy and/or scheme; and

- (f) rural strata proposals with a residential component are considered to be rural living and will be considered in accordance with the criteria listed at clauses 5.3 (a), (b) and (c) of this policy.

Where there may be a conflict between endorsed planning strategies, the higher order and/or more recent document shall prevail.

5.4 Rural lots that may be created under the exceptional circumstances of Development Control Policy 3.4: Subdivision of rural land

Many rural lots in Western Australia were created prior to planning legislation and policy. Former townsites that are no longer settled may also have converted to rural zoning. As a result there is a vast array of rural lot sizes, including many small rural lots that are incapable of supporting primary production. Although these lots are small, and may be used primarily for residential purposes, they are not rural living lots as they are not identified or zoned as such, and they remain rural lots.

Development Control Policy 3.4: Subdivision of rural land outlines the range of exceptional circumstances where the WAPC will consider the subdivision of rural land, particularly where such subdivision may achieve land management, environmental, social or cultural benefit.

There is potential for rural subdivision to result in the creation of rural lots which are similar in size to lots in rural living zones, where residential use is the likely or intended long-term purpose. In such cases, WAPC policy is:

- (a) the form of subdivision must be capable of approval under the exceptional circumstances and requirements of *Development Control Policy 3.4: Subdivision of rural land*;

- (b) the resultant lot/s will not interfere with primary production, will have legal access to a constructed road and will achieve sound environmental outcomes; and
- (c) the lot/s are not to be zoned for rural living.

5.5 Regional variation, economic opportunities and regional development

Western Australia is a large and diverse State with regional variations of climate, economic activity, cultural values, demographic characteristics and environmental conditions. The WAPC's decisions will be guided by the need to provide economic opportunities for rural communities and to protect the State's primary production and natural resource assets. WAPC policy is to:

- (a) continue to promote rural zones in schemes as flexible zones that cater for a wide range of land uses that may support primary production, regional facilities, environmental protection and cultural pursuits;
- (b) support small rural communities by providing for rural enterprise zones which combine light industry and housing, provided they are carefully planned; in general proximity to urban areas; serviced; and have design features that address buffers and amenity;
- (c) support small scale tourism opportunities, such as bed and breakfast, holiday house, chalet, art gallery, micro-brewery and land uses associated with primary production, within the rural zone; and
- (d) recognise the differing needs of the various regions, and consider regional variations where they meet the stated objectives of this policy and are supported in strategies and schemes.



5.6 Tree farming

Tree farming is an umbrella term used to describe the planting of trees to generate economic return and/or environmental benefits. It has been a rapidly emerging industry in a number of rural locations across the State. Usually this has involved the planting of trees for harvest. However, more recently the planting of trees for carbon sequestration has emerged as a new rural land use. Tree farming which involves harvesting is a primary production activity that also sequesters carbon. The different types of tree farms, i.e. integrated, chip logs or saw logs, require varied planning approaches.

WAPC policy in regard to tree farming is:

- (a) tree farming is supported and encouraged on rural land as a means of diversifying rural economies and providing economic and environmental benefit;
- (b) tree farming should generally not occur on priority agricultural land;
- (c) tree farming should generally be a permitted use on rural land, except where development of a tree farm would create an extreme or unacceptable bushfire risk or when responding to specific local circumstances as identified in a strategy or scheme;
- (d) local governments should manage the location, extent and application requirements for tree farming in their communities through local planning strategies, schemes and/or local planning policies;
- (e) in planning for tree farming, local government considerations should include but are not limited to, potential bushfire risk, environmental and economic factors, water availability and recharge,

visual landscape impacts, transport impacts of tree farming (where harvesting is proposed), planting thresholds, appropriate buffers, and location relative to conservation estates and sensitive land uses;

- (f) where tree farm proposals are integrated with farm management for the purpose of natural resource management and occupy no more than 10 per cent of the farm, the proposal should not require local government development approval; and
- (g) the establishment of tree farms does not warrant the creation of new or smaller rural lots.

5.7 Animal premises

Animal premises are important contributors to the food needs of Western Australia's residents and to the State's economy. In order to operate effectively they require ready access to consumers, access to services and freight, appropriate environmental or climatic conditions, and the ability to respond to changes in the market. As a result, animal premises are generally located in the vicinity of road, rail and port infrastructure and population centres. Relocation of existing animal premises away from approaching urban fronts will not be possible for all businesses, nor is it a reasonable expectation.

Many animal premises are subject to environmental regulation, but others, most notably poultry farms, are not. Where animal premises are not subject to environmental regulation, planning decision-makers may need to consider a broader range of environmental factors and resolve potential land use conflict.

WAPC policy in regard to animal premises is:

- (a) animal premises are a rural land use, and are generally supported and encouraged on rural land provided rural amenity and environmental impacts can be effectively managed;
- (b) animal premises that require large sites or buffers, and could limit existing or potential industrial land uses, should generally not be located in State strategic industrial areas or within their buffers;
- (c) expansion of existing animal premises may be supported where off-site impacts (such as odour, dust or noise) are mitigated or managed to achieve maintenance or reduction of impacts, in accordance with an accepted code of practice;
- (d) in addition to environmental issues, planning decision-makers must consider the following matters in assessing proposals –
 - (i) the staging of the proposal and ultimate design capacity;
 - (ii) the transport of animals to and from the site;
 - (iii) the handling and disposal of deceased or 'retired' animals on or off-site;
 - (iv) the transport, handling and/or disposal of animal feed and/or waste on or off-site;
 - (v) outdoor pens or roaming areas for animals;
 - (vi) the potential impacts of operating hours;
 - (vii) shed configuration, including rotation and/or automation;
 - (viii) servicing, including location and size of effluent disposal ponds; and



- (ix) biosecurity (based on advice from the industry); and
- (e) where an animal premises proposal may affect the nutrient load of a river, estuary or associated tributary and the system and/or its receiving water body has no further capacity to assimilate nutrients without an adverse impact on ecosystem health, a reduction in nutrient export is to be demonstrated.

5.8 Intensive agriculture

Intensive agricultural products are important contributors to the State's economy and are sold to domestic and export markets. Several localities in Western Australia produce much of the State's produce, including Carabooda, Gingin Brook, Perth Hills, Nowergup, Myalup, Manjimup, Donnybrook, Margaret River, Carnarvon, and Ord River. In addition, there are other dedicated sites that may produce a high percentage of a particular commodity in the context of State supply.

In order to operate effectively, producers may require areas of high agricultural productivity, water availability, suitable climatic conditions and ready access to markets and freight networks.

WAPC policy in regard to intensive agriculture is:

- (a) intensive agriculture is generally supported and encouraged on rural land provided rural amenity and environmental impacts can be effectively managed;
- (b) intensive agriculture sites of State significance should be protected from encroachment;
- (c) in considering buffer distances between intensive agriculture and sensitive land uses, the requirements of clause 5.12 should be observed, and the following matters may also affect the buffer –

- (i) types of chemicals used and their method of application;
- (ii) the characteristics of the site/s, including vegetation, topography and prevailing winds;
- (iii) potential mitigation approaches, including fencing, vegetation buffers, open space, road reserves and other compatible uses; and
- (iv) potential staging and/or expansion intention of the intensive agriculture operator; and
- (d) where an intensive agriculture proposal may affect the nutrient load of a river, estuary or associated tributary and the system and/or its receiving water body has no further capacity to assimilate nutrients without an adverse impact on ecosystem health, a reduction in nutrient export is to be demonstrated.

5.9 Basic raw materials outside the Perth and Peel planning regions

Basic raw materials are essential for the construction of buildings, roads and other infrastructure, and also for the sustainability of agricultural production.

Identification of basic raw material sites does not presume that extraction would be environmentally acceptable or that subsequent approval for extraction would be guaranteed. Nor does it remove the requirement of local government authorities or proponents to meet their obligations to identify those environmental constraints which may determine the extent and/or manner in which a proposal may be implemented.

WAPC policy for basic raw materials located outside the Perth and Peel planning regions is:

- (a) Significant Geological Supplies and their buffers are not to be developed for other purposes until the resource is extracted, or unless development is compatible with the future extraction of the resource;
- (b) Significant Geological Supplies and significant basic raw material resources, and an indicative separation distance or buffer, should be identified in sub-regional and/or local planning strategies;
- (c) region and local planning schemes should identify Significant Geological Supplies and significant basic raw material resources, and include provisions for their protection, access and use;
- (d) basic raw material resources and sites should be identified in local planning strategies and schemes as required;
- (e) region and local planning schemes should not generally prohibit the extraction of basic raw material resources;
- (f) sequential land use planning is encouraged whereby extraction and appropriate rehabilitation can take place on a programmed basis in advance of longer-term use and development;
- (g) sensitive zones and/or land uses may be approved where it can be demonstrated they will not limit the existing or potential extraction of basic raw materials;
- (h) where a basic raw material resource is located with native vegetation or significant biodiversity values, extraction of the resource may require referral under Part IV or Part V of the *Environmental Protection Act 1986*. Environmental regulation of the proposal may require vegetation retention and/or protection of other environmental assets;



- (i) planning decision-makers are to have due regard to advice from environmental agencies and consider potential impacts on fragmentation and connectivity of remnant vegetation; and
- (j) where a basic raw material resource is located in a public drinking water source area, extraction of the resource may be subject to achieving separation distances to the groundwater table to protect water quality. Separation distances from water supply infrastructure, and other management measures to protect water quality, should be applied in planning decision-making.

5.10 Managing and improving environmental and landscape attributes

The planning system is well-placed to address environmental and landscape values when land use change is contemplated, to ensure that negative impact from development is minimised.

Environmental and landscape attributes will be managed and improved by:

- (a) supporting and promoting private conservation areas within Western Australia in addition to State and local government conservation reserves;
- (b) supporting the establishment of environmental corridors in strategies and schemes, including connection of State and local reserves and waterways and wetlands within private conservation areas;
- (c) considering future ownership and management arrangements prior to the zoning of land for conservation purposes;

- (d) supporting rural living proposals with a conservation theme that result in improved environmental outcomes, where that land is identified as suitable for future rural living subdivision in a strategy or scheme, in accordance with the policy requirements of clauses 5.2 and 5.3;
- (e) supporting the inclusion into strategies and schemes of provisions that promote protection of valued landscape and views, as required; and
- (f) making planning decisions that support the protection of water resources and their dependent environments in order to maintain or improve water quality.

5.11 Regional facilities

Some rural land may be suitable to accommodate facilities that serve a regional or sub-regional catchment. This could include regional attractors or facilities such as sporting or entertainment venues, places of worship, prisons, cemeteries and waste facilities.

As these land uses serve a regional or sub-regional function, the WAPC recommends that sites for regional facilities be subject to scheme amendment processes to allow for early environmental referral and public advertising.

Where amendments are proposed, or in situations where a development application is lodged, the following requirements apply:

- (a) facilities should be located on a main road or on a road that is of a suitable standard and treatment, to accommodate significant increase in traffic volumes and freight tasks which may be generated by the proposal;

- (b) facilities should contain or satisfactorily manage potential environmental (including water resources), noise, amenity and air quality impacts on the landholding without affecting nearby rural land uses;
- (c) facilities should not be visually dominant within key viewsheds, and should be visually compatible with surrounding land uses and development; and
- (d) facilities should be provided with essential services commensurate with the intended land use.

5.12 Preventing and managing impacts in land use planning

One of the key elements in achieving the objectives of this policy is ensuring that zones and sites are suitable for their intended purpose. As a result, at each stage of the planning framework, planning decision-makers need to consider the broad suitability of land uses and the ability to manage offsite impacts prior to determining whether the use of a buffer is necessary.

5.12.1 Avoiding land use conflict

Planning decision-makers shall take the following approach to avoid land use conflict:

- (a) where an existing land use that may generate impacts is broadly compatible with surrounding zones and land uses, a separation distance should be indicated in a local planning strategy so there is broad awareness of the land use;
- (b) where a development is proposed for a land use that may generate off-site impacts, there should be application of the separation distances used in environmental policy and health guidance,



- prescribed standards, accepted industry standards and/or Codes of Practice, followed by considering –
- (i) whether the site is capable of accommodating the land use; and/or
 - (ii) whether surrounding rural land is suitable, and can be used to meet the separation distances between the nearest sensitive land use and/or zone, and would not limit future rural land uses; and
 - (iii) whether if clauses (i) and/or (ii) are met, a statutory buffer is not required;
- (c) where a development is proposed for a land use that may generate off-site impacts and does not meet the standard outlined in clause 5.12.1 (b) then more detailed consideration of off-site impacts will be required, in accordance with clause 5.12.3 of this policy; and
- (d) where a development is proposed that could be contemplated in the zone, and has been assessed under clause 5.12.3 as having unacceptable off-site impacts that cannot be further mitigated or managed, the proposal should be refused.

5.12.2 Planning approach for sensitive land uses in rural zones potentially affected by a rural land use

This policy seeks to limit the introduction of sensitive land uses that may compromise existing and future primary production on rural land. In considering these zones and land uses, WAPC's position is that:

- (a) single dwellings on rural land are a sensitive land use;

- (b) single dwellings and other sensitive land uses on rural land should be afforded a reasonable standard of rural amenity;
- (c) the introduction of single dwellings and other sensitive land uses should not occur where they would limit primary production;
- (d) the extent of a sensitive land use on rural land is a distance (as opposed to the property boundary) from the perimeter of the use that provides a reasonable standard of rural amenity;
- (e) where primary production sites require caretakers' dwellings for management or operational purposes, these dwellings should not be considered a sensitive land use, noting that occupational health and workplace safety requirements will apply;
- (f) rural land uses are compatible with the preservation of rural character and amenity in rural zones;
- (g) where single dwellings or other sensitive land uses are proposed in an area potentially impacted by a primary production site of State significance, prospective purchasers may be advised of potential impacts by notifications on title at subdivision stage.

5.12.3 Determining a buffer

In addition to those matters required under a scheme, where detailed consideration of off-site impacts is required in accordance with clause 5.12.1 (c), determination of a buffer should, take into account:

- (a) separation distances recommended in Government policy and guidance;
- (b) whether the design and/or operation of the proposal is in accordance with prescribed standards, accepted industry standards or codes of practice;

- (c) whether, prior to issuing an approval, any management plans associated with the proposal are capable of being implemented;
- (d) the existing or potential requirement for environmental licensing and/or works approval;
- (e) potential cumulative impacts;
- (f) whether modelling is required where impacts on sensitive land uses outside the property boundary are anticipated to exceed the parameters used in environmental policy, prescribed standards, accepted industry standards and/or codes of practice; and
- (g) odour modelling, when required, is to be undertaken in accordance with a methodology outlined in Government policy or guideline, or an agreed equivalent, by the proponent of the primary production or the proponent of the sensitive zone or land use.

5.12.4 Planning approach for buffers

Where a buffer has been determined in accordance with clause 5.12.3 and off-site impacts can be managed by planning controls, planning decision-makers should adopt the following approach as applicable:

- (a) for a scheme review or amendment, generally a statutory buffer should be applied and take the form of a special control area with related scheme provisions;
- (b) for a structure plan, designate buffers, noting that their effect is one of 'due regard';
- (c) for a subdivision, include a condition that notifies prospective purchasers of either a statutory buffer, or a land use that may affect residential amenity; and



- (d) for a development application, the requirements of clause 5.12.1 (b) must be satisfied, as it is not possible to implement a statutory buffer through a development application. Where clause 5.12.1 (b) cannot be satisfied, a scheme amendment may be required.

Where the right to construct a single dwelling on rural land exists in a scheme, it cannot be extinguished over the entire site by a statutory buffer.

5.12.5 Planning approach for managing land use transition

Rural land may transition to other zones, such as urban, residential, commercial and industrial. In such cases, it is necessary for land use transition to be managed, such that existing operators can continue to function and new landowners have reasonable expectations. In such cases, WAPC policy is:

- (a) where an area is transitioning from a rural zoning to urban, buffers may be required during the transition, to manage the change and allow producers to continue operations until such time as production ceases or relocation occurs;
- (b) where an area is transitioning from a rural zoning and the producers plan to relocate before rezoning, structure planning or subdivision occur, proponents are to provide evidence of the intended closure, such as a statutory declaration, written undertaking by the producer, unconditional offer and acceptance for the sale of the property, or removal of the agricultural infrastructure. In these circumstances a buffer need not be applied;

- (c) prospective purchasers of properties affected by a buffer may be advised of the existence of a rural land use through a condition of subdivision; and
- (d) in accordance with clause 5.2 (c) of this policy, rural land uses of State significance are to be given due regard in decision-making.

6 IMPLEMENTATION

This policy is given effect by the *Planning and Development Act 2005*. The appropriate planning instruments to protect rural land and land uses are State and regional strategies, region schemes, local planning strategies, local planning schemes, local planning policies, structure plans, subdivision and development applications.

As a general principle, rural land and land uses should be considered at each stage of the planning framework, increasing in detail at each level.

6.1 Regional strategic planning for rural land

Regional planning strategies should identify:

- (a) primary production sites that service the region or beyond;
- (b) priority agricultural land;
- (c) the location of Significant Geological Supplies;
- (d) areas of known and important mineral and petroleum resources;
- (e) regionally significant biodiversity, landscape and environmental assets, including water resources; and

- (f) key regional transport routes for transporting agricultural products, basic raw materials, mineral products and other resources.

6.2 Sub-regional and local strategic planning for rural land

Sub-regional and local planning strategies should:

- (a) provide more detailed consideration and guidance in relation to the matters listed at 6.1 of this policy;
- (b) only identify land for rural living zones in accordance with *State Planning Policy 3: Urban Growth and Settlement* and clauses 5.2 and 5.3 of this policy;
- (c) only identify rural land for conversion to other land uses when consistent with the objectives of this policy;
- (d) indicate separation distances and/or buffers for land uses where necessary; and
- (e) provide soil and land capability information regarding the risk of nutrient export where land uses may generate increased nutrient loads in rivers, estuaries or their tributaries.

6.3 Rural land in local planning schemes

When local planning schemes are prepared or reviewed, planning decision-makers shall:

- (a) provide more detailed consideration and guidance to respond to the matters listed at clauses 6.1 and 6.2 of this policy;
- (b) in rural zones, limit the introduction of land uses that may constrain existing or potential future rural land uses;



- (c) only categorise land uses as permissible in rural zones if they are consistent with the objectives of this policy and a local planning strategy;
- (d) generally designate animal premises as 'permitted' or 'discretionary' uses; and
- (e) consider whether sensitive land uses in rural zones serve a secondary function to the purpose of the land for primary production, environment and landscape, and whether they should not be 'permitted' uses in planning schemes.

6.3.1 Use of the terms 'noxious' and 'hazardous' in schemes

A number of schemes describe some land uses as 'noxious' and 'hazardous', based on definitions from environmental and health legislation. When used out of context in planning schemes, these terms imply that, when developed, the land uses will be noxious and hazardous. However, environmental, health and planning controls may have the combined effect of managing impacts to acceptable levels.

WAPC policy is that:

- (a) the terms 'noxious' and 'hazardous' should not be used in region and local planning schemes;
- (b) the terms 'noxious' and 'hazardous' should be removed from schemes when they are reviewed and be replaced by definitions that more accurately describe the land use;
- (c) applications for animal premises should not be assessed as 'noxious' or 'hazardous' industries in the land use zoning table; and

- (d) where these terms occur in existing schemes, and no other land uses could reasonably be applied to a proposal, the land use should be dealt with as a 'use not listed' and assessed under the zone objectives.

6.4 Zoning proposals affecting rural land

In contemplating zoning proposals or amendments to region or local planning schemes, planning decision-makers shall consider:

- (a) the suitability of the site to be developed for the proposed use;
- (b) the siting of the zone/land use in the context of surrounding zones/land uses (existing and proposed);
- (c) the capacity of the site to accommodate the proposed zone/land use and associated impacts and:
 - (i) only support proposals which are consistent with endorsed planning strategies, or in exceptional circumstances, where the proposal meets the objectives and intent of WAPC policy;
 - (ii) only support the introduction of sensitive zones that may affect the existing and future operation of primary production where the management of impacts and/or mitigation approaches have been substantively resolved and are not wholly deferred to later stages of planning;
 - (iii) that the continuation of existing rural land uses are taken into account;
 - (iv) ensure that lifting of urban deferred land in a region scheme is in accordance with clause 6.4 (b);

- (v) ensure that the sensitive zone does not overlap with any buffer determined to be necessary as a result of introducing the new zone, and the area within the buffer should retain its rural zoning until such time as the buffer is no longer required; and
- (vi) ensure that adequate land is identified to contain impacts from existing primary production, before introducing sensitive or industrial zones on rural land.

6.5 Subdivision

It is the view of the WAPC that there are sufficient, suitably sized and located rural lots to cater for intensive and emerging primary production land uses. Creation of new rural lots through ad-hoc, unplanned subdivision will not be permitted.

In contemplating subdivision proposals on rural land, WAPC policy is:

- (a) the creation of new or smaller rural lots will be by exception and in accordance with *Development Control Policy 3.4: Subdivision of rural land*;
- (b) the creation of new or smaller rural lots by exception may be provided for in other State Planning Policies and/or a local planning strategy or scheme;
- (c) no other planning instruments besides those listed at (a) or (b) can provide for the subdivision of rural land; and
- (d) the introduction of new dwelling entitlements or other sensitive land uses should not limit or prevent primary production from occurring.



6.5.1 Servicing conditions

Electricity

For rural and rural living subdivisions, WAPC policy is for electricity supply to be commensurate with the intended land use.

The policy measures are:

- (a) subdivisions involving housing, particularly in a rural residential zone, will generally require a network electricity supply;
- (b) where lots created as a result of a subdivision for a homestead lot, a conservation lot or boundary realignment do not require a power connection to support the land use, an electricity supply condition may not be applied;
- (c) where an existing power connection to a lot is confirmed as meeting safety requirements, an electricity supply condition may not be applied, or may be cleared;
- (d) where connection to a network electricity supply requires an infrastructure upgrade that is not commensurate with the scale of the proposal, the WAPC may not impose, or may clear, a condition of subdivision requiring an electricity supply, provided that:
 - (i) a notification is placed on title advising that an electricity supply is not supplied to the lot/s; or
 - (ii) the subdivider voluntarily places a notification on title advising that an electricity supply is not supplied to the lot/s; and
 - (iii) it is demonstrated that the lot can be serviced by renewable energy source/s;

- (e) where a proposal would intensify development, and there is existing electricity supply infrastructure that traverses the lots/s, the WAPC may require removal or relocation of infrastructure.

Wastewater disposal

For rural and rural living subdivisions, WAPC policy is:

- (a) on-site wastewater disposal is generally acceptable, subject to the appropriate separation from buildings, watercourses, water bodies and/or drinking water sources being demonstrated.

Water supply

The policy provisions relevant to water supply for rural living proposals are outlined in clause 5.3 of this policy.

For rural subdivisions, WAPC policy is:

- (a) where subdivision of rural land occurs in accordance with this policy, a notification may be placed on title where a licensed water supply is not available; and
- (b) a proposed lot may rely on a Service by Agreement supply or rainwater.

6.6 Development

Section 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* outlines the range of matters to be considered by local governments in determining applications for development approval.

6.7 Local planning policies

Local governments may prepare local planning policies to supplement or elaborate on issues associated with this policy. The scope and effect of local planning policies is outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

6.8 Rural Planning Guidelines

The WAPC's Rural Planning Guidelines provide guidance and further detail for implementing this policy.



GLOSSARY OF TERMS

The terms used in this policy are defined in this section. Some are sourced from the *Planning and Development (Local Planning Schemes) Regulations 2015*. Definitions contained in this policy also apply to *Development Control Policy 3.4: Subdivision of rural land*.

Term	Definition
Abattoir	As per the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
Agriculture – extensive	As per the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
Agriculture – intensive	As per the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
Agricultural land use / agricultural purposes	A subset of rural land used specifically for agricultural purposes including agriculture – extensive, agriculture – intensive, pastoral uses, plantations and agro forestry. May include industry – primary production. Does not include rural living.
Alternative servicing	Provision of services including drinking water, power and sewage disposal by a householder or other body, as opposed to a licensed provider.
Alternative water supply	Water supplied by means other than a licensed water service provider (such as the Water Corporation). Includes potable water for domestic use (where it is approved by the Department of Health) and either potable or non-potable water for fire fighting, including the maintenance of fire retardant vegetation and gardens.
Animal establishment	As per the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
Animal husbandry – intensive	As per the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
Animal premises	An umbrella term which covers the following rural land uses: abattoirs, animal husbandry – intensive (including poultry farms and piggeries), rendering plants and sale yards. Does not include animal establishments, catteries or kennels.

Term	Definition
Basic raw materials	Sand (including silica sand), clay, hard rock, limestone (including metallurgical limestone), agricultural lime, gravel, gypsum and other construction and road building materials. The materials may be of State, regional or local significance depending on the resource location, size, relative scarcity, value and demand for the product.
Buffer	<p>The strategic or statutory designation of land in which sensitive land uses are constrained or prohibited. The extent of a buffer comprises the following elements:</p> <ul style="list-style-type: none"> • the type and scale of the proposal • Government policy on separation distance • existing or potential requirement for environmental licensing and/or works approval • industry-specific guidelines • technical studies • potential cumulative impacts • amenity, visual impact • environmental and topographic features • cadastre • the continuation and/or expansion of the land use in the context of surrounding land uses. <p>A buffer is measured from activity to activity, and does not necessarily relate to cadastral boundaries. A strategic buffer is one shown in a local planning strategy or other strategic planning document. A statutory buffer is one shown in a region or local planning scheme where there are land use planning controls that give effect to the buffer.</p>
Carbon sequestration	Capture and storage of carbon in a manner that prevents it from being released into the atmosphere. Often occurs through tree planting.
Code of practice	Written guidelines issued by an official body or a professional association to its members to express the preferred operating standards for the business.



Term	Definition
Conservation estate	Land with significant conservation values, reserved (or proposed to be reserved) under the National Reserve System or through the <i>Conservation and Land Management Act 1984</i> .
Environmental corridors	A network of native vegetation that maintains some of the ecological functions of natural areas and counters the effects of habitat fragmentation (adapted from the Environmental Protection Authority's Guidance Statement No. 33).
High-quality agricultural land	Land that is identified in a dataset generated by the agency responsible for agriculture and food, based on land capability, water and climate.
Hobby farm	See Rural Pursuit.
Identified biodiversity values	A formal indication that the biodiversity values of a site are such that the site should be subject to some form of protection. This could include, but is not limited to, a matter of significance under the <i>Environmental Protection and Biodiversity Conservation Act 1999</i> , a policy or advice from the Environmental Protection Authority or other environmental agency, and a local biodiversity strategy.
Industry – extractive	As per the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
Industry – primary production	As per the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
Landscape or bushland protection zone	A land use zone with conservation as the predominant land use. May be a subset of rural living characterised by clustering of residential development/land use on a land parcel(s) containing areas of high environmental and/or landscape value. Also refers to zones including bushland conservation, rural landscape, and rural conservation.
Licensed service provider	A provider of services such as electricity, water or wastewater disposal, licensed by the Economic Regulation Authority in accordance with the licensing schemes set out in the <i>Electricity Industry Act 2004</i> , <i>Energy Coordination Act 1994</i> and the <i>Water Services Act 2012</i> .

Term	Definition
Local planning strategy	A strategy prepared under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Part 3, as amended from time to time, which sets out the long-term planning directions for a local government, applies State and regional planning policies, and provides the rationale for the zones and other provisions of the local planning scheme.
Locally significant	A land use, area or issue that is of significance to a local government, district or townsite by virtue of any or all of the economic, social, cultural or environmental values for that land use, area or issue.
Main road	A road that provides for major regional and inter-regional traffic movement and carries large volumes of generally fast moving traffic.
Natural resources	Resources supplied by nature. These are commonly classified into non-renewable resources, such as minerals and petroleum, and renewable natural resources that propagate or sustain life and are naturally self-renewing when properly managed, including plants and animals as well as soil and water.
Off-site impacts	Impacts such as odour, noise, spray drift, vibration, dust, groundwater, air pollution or light spill that cannot be contained within a property boundary. These are impacts which remain after mitigation and management to regulatory and/or policy standards.
Pastoral land and purposes	As per part 7 of the <i>Land Administration Act 1997</i> .
Peri-urban	A general term used to describe land on the outskirts of a major urban area or capital city e.g. Perth, Geraldton, Northam, Kalgoorlie, Bunbury, Albany. Peri-urban land located between the suburbs and the countryside. Combination of the words peripheral and urban. Refers to a general location and is not a land use.
Piggery	A subset of animal premises relating to any land or buildings used for the rearing or keeping of pigs.
Poultry farm	A subset of animal premises relating to any land or buildings used for the rearing or keeping of poultry for either egg or meat production.



Term	Definition
Primary production	The carrying out of a business that: cultivates or propagates plants; maintains animals; takes or cultivates aquatic organisms, extracts basic raw materials, and plants, tends, fells and/or transports trees or parts thereof for sale or remuneration. It includes intensive and extensive agriculture, animal husbandry – intensive, animal premises, industry – extractive, tree farms and plantations.
Priority agricultural land	Land of State, regional or local significance for food production purposes due to its comparative advantage in terms of soils, climate, water (rain or irrigation) and access to services. Priority agricultural land is derived from High Quality Agricultural Land data that has been subject to consultation and refinement, and has removed land required for existing and future urban/development areas, public use areas and land required for environmental purposes.
Private conservation areas	Areas with significant conservation value that may be identified in a strategy or scheme and/or zoned for conservation purposes, and are in private ownership.
Reasonable standard	The degree of reasonableness as outlined in the <i>Associated Provincial Picture Houses Ltd v Wednesbury Corporation (1947) 2 All ER 6802</i> decision and used to determine if a condition should not be imposed because it is so unreasonable that no reasonable body or persons could have made the decision.
Regional	Pertaining of, or to, a planning region as defined in the <i>Planning and Development Act 2005</i> .
Regional facilities	Land uses that serve a regional or sub-regional function, with a wide geographic catchment, and which may be suitable in rural areas and/or zones. Includes land uses such as landfills, cemeteries, prisons and places of worship, but does not include public utility infrastructure.
Regional or sub-regional planning strategy	A land use planning strategy, framework or structure plan, usually prepared by the Western Australian Planning Commission, which sets strategic direction over a planning region, sub-region, townsites or suburb. May include a spatial plan that provides a basis for future zoning.
Regionally significant	A land use, area or issue of significance to a planning region by virtue of any or all of the economic, social, cultural or environmental values for that land use, area or issue.

Term	Definition
Remnant vegetation	Vegetation which is either a remainder of the natural vegetation of the land that was present prior to European settlement, or, if altered, is still representative of the structure and floristics of the natural vegetation, and provides the necessary habitat for native species.
Renewable energy source	Any source of energy that can be used without depleting its reserves. This can include: <ul style="list-style-type: none"> • solar • wind • bioenergy, such as wood, agricultural crops and residues, animal wastes, and municipal solid (green) waste • hydropower • geothermal and hot dry rock • tidal and wave • alternative fuels such as ethanol and biodiesel
Rural amenity	A standard of residential amenity that is rural in nature, which may include impacts from primary production. May also include biodiversity conservation, natural resource management, some public purposes and protection of landscapes and views.
Rural enterprise zone	A predominantly light industrial zone, generally suitable in rural areas, that provides for light industrial land uses and an ancillary residential dwelling on one lot, with lot sizes in the order of one to four hectares. May also be known as rural industry or composite zones.
Rural home business	As per the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
Rural land	Land zoned or identified for agricultural or rural use in a region or local planning scheme or strategy.
Rural land use	Land uses that are rural in nature and that support and are associated with primary production, basic raw material extraction, biodiversity conservation, natural resource management, public purposes (eg. prisons, cemeteries, public utilities and waste management facilities) and protection of landscapes and views. Does not include rural living (see clause 5.3 of this policy).



Term	Definition
Rural living	<p>An umbrella term used to describe a range of zones that provide for low density residential uses in an estate or precinct, generally characterised by a grouping of lots in the order of one to 40 hectares. Rural living zones include those named rural living, rural retreat, rural residential, special rural, rural smallholdings, rural conservation and landscape protection.</p> <p>Although primary production land uses may occur within some rural living zones, they must be incidental to and compatible with the primary rural living intent and purpose of the zone.</p>
Rural pursuit/hobby farm	<p>As per the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p>
Rural residential zone	<p>A subset of rural living and a land use zone with land parcels from one to four hectares in size and generally provided with scheme water and reticulated power supply. May also be known as special rural.</p>
Rural smallholdings zone	<p>A subset of rural living, except where otherwise identified in a WAPC endorsed strategy or scheme. A land use zone with land parcels from four to 40 hectares in size. May also be known as rural retreat.</p>
Rural strata	<p>The subdivision of rural land into a number of residential strata lots, with the balance of the land being retained for primary production. The balance of the land is generally owned and operated by the owners of the residential lots.</p>
Sensitive land use	<p>Land uses that are residential or institutional in nature, where people live or regularly spend extended periods of time. These include dwellings, short-stay accommodation, schools, hospitals and childcare centres. Generally excludes commercial or industrial premises.</p>
Sensitive zone	<p>An umbrella term that covers land use zones that specifically provide for development of sensitive land uses. These include urban, urban development, residential, rural living and community purpose zones, and proposals for the lifting of urban deferment.</p>
Separation distance	<p>As defined in Government environmental policy, a separation distance is a recommended distance necessary to separate a source of emissions (gaseous and particulate emissions, dust, odour and noise) from sensitive land uses in order to avoid impacts to human health and amenity. A separation distance is an important consideration in determining a buffer.</p>

Term	Definition
Settlement hierarchy	<p>The designation of land for existing or future settlement, with an intended role and/or functional hierarchy.</p>
Significant Geological Supplies	<p>Basic raw materials identified by the Department of Mines and Petroleum as having State significance due to the size of the resource, relative scarcity, demand and/or location near growth areas and transport routes.</p>
Special residential zone	<p>A residential land use zone with land parcels from 2,000m² to one hectare in size.</p>
State significance	<p>A land use, area or issue that is considered by the State to be of significance to the State of Western Australia by virtue of any or all of the economic, social, cultural or environmental values for that land use, area or issue.</p>
State strategic industrial areas	<p>Areas zoned or planned for strategic industry, identified by the agency responsible for State Development.</p>
Strategy or scheme	<p>A general term used to capture a range of documents that guide or direct planning decision-making. Specifically, it refers to:</p> <ul style="list-style-type: none"> • an endorsed regional planning and infrastructure framework • an endorsed sub-regional framework or plan • an endorsed local planning strategy • an endorsed regional planning scheme • an endorsed local planning scheme • any other relevant document endorsed by the Western Australian Planning Commission or Minister for Planning
Tree farm – chip logs	<p>Land used for commercial tree production, generally on a smaller scale, where it is intended that the trees are to be harvested to produce wood chips or wood pulp.</p>
Tree farm – saw logs	<p>Land used for commercial tree production, generally on a smaller scale, where it is intended that the trees are to be harvested to produce higher quality sawn timber or veneers, such as for furniture or the construction industry.</p>
Tree farm – integrated	<p>Tree farm proposals that are small in scale, integrated into existing farming operations, and generally for natural resource management purposes.</p>



Term	Definition
Tree farm – carbon sequestration	Land used for the capture and storage of carbon in a manner that prevents it from being released into the atmosphere. Regulated in Western Australia by the <i>Carbon Rights Act 2003</i> .
Urban uses	A general term used to describe the zones and reserves that are typically found in an urban locality or townsite, such as residential, commercial, industrial and public purposes.
WAPC endorsed	A document endorsed, approved or adopted by the Western Australian Planning Commission.
Water resources	Watercourses and wetlands together with their beds and banks; other surface water; and aquifers and groundwater.
Zone	As per the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> . For the purposes of this policy it also includes reserves.



Department of
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Western
Australian
Planning
Commission

December 2016

DC Policy 3.4

- Subdivision of rural land

Development Control Policy 3.4

- Subdivision of rural land

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Disclaimer

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Background

This policy supersedes *Development Control Policy 3.4: Subdivision of rural land* (DC 3.4) (March 2012). The Western Australian Planning Commission (WAPC) is the responsible authority for subdivision approvals in Western Australia. This policy sets out the principles that will be used by the WAPC in determining applications for the subdivision of rural land. The policy is consistent with the objectives of *State Planning Policy 2.5: Rural Planning*, which establishes the statewide policy framework for rural land use planning in Western Australia.

It is recognised that other policies and planning instruments will have a direct, or indirect, influence on the implementation of this policy and as such, they should be considered where relevant.

The aims and objectives of the *State Planning Strategy* and *State Planning Policy 1: State Planning Framework Policy* are supported through the provisions of this policy. Subdivision and environmental planning proposals should consider policies such as *State Planning Policy 2: Environment and Natural Resources Policy* and *Development Control Policy 1.1: Subdivision of Land - General Principles*. Specific matters such as industrial buffers and water resources may be addressed in compliance with policies such as *State Planning Policy 4.1: State Industrial Buffer Policy*; *State Planning Policy 2.7: Public Drinking Water Source Policy*; *State Planning Policy 2.2: Gnamptara*

Groundwater Protection; *State Planning Policy 2.3: Jandakot Groundwater Protection*; *State Planning Policy 2.10: Swan Canning River System*; and *State Planning Policy 2.9: Water Resources*.

Alternatively, specific areas may require consideration of policies and instruments such as *State Planning Policy 2.1: Peel-Harvey Coastal Plain Catchment*, *State Planning Policy 6.1: Leeuwin-Naturaliste Ridge* and the *Greater Bunbury Region Scheme*.

Guidance for the implementation of this policy, or sections of this policy, is provided through planning guidelines such as *Better Urban Water Management*, *Guidelines for Planning in Bushfire Prone Areas* and the *Rural Planning Guidelines*.

Planning policies and guidelines other than those listed above may also contain provisions applicable to the subdivision of rural land and should be read in conjunction with this policy, where appropriate.



1. Introduction

The changes to land use in Western Australia in the years since European settlement in 1829 have been dramatic. Subdivision, development and use of land for settlement and agriculture provided significant economic and social benefits to the State's expanding community. This growth is anticipated to continue with the State's population expected to increase to 3.5 million people by 2050.

Rural zones are generally flexible and permit a range of agricultural, commercial and industrial land uses. This policy aims to support the range of land uses that are appropriate for rural settings, while limiting the loss of this land to incompatible uses such as housing.

This policy is primarily concerned with those matters contained in Part 10 of the *Planning and Development Act 2005*, which deals with the subdivision of land separate from the Crown, and sets out the functions of the WAPC in its operation of that Part. For the purpose of the policy, subdivision includes the creation of a new lot or multiple lots; the amalgamation of existing lots; and any other dealings in land that require a decision by the WAPC, including the creation of survey strata lots.

In determining subdivision applications, the WAPC will seek to ensure that the broad objectives contained in Section 2 of this policy are met and may impose conditions on an approval to secure these objectives. In addition to the provisions of this policy the WAPC will have due regard to:

- the provisions of a local planning scheme;
- a local planning strategy or local rural strategy;
- applicable region schemes;
- applicable regional strategies;
- relevant State planning and operational policies;
- the individual merits of the proposal; and
- existing precedent(s) or any potential precedent the proposal may create.

2. Policy objectives

This operational policy guides the subdivision of rural land to achieve the key objectives of *State Planning Policy 2.5: Rural Planning*, which are to:

- (a) support existing, expanded and future primary production through the protection of rural land, particularly priority agricultural land and land required for animal premises and/or the production of food;
- (b) provide investment security for existing, expanded and future primary production, and promote economic growth and regional development on rural land for rural land uses;
- (c) outside of the Perth and Peel planning regions, secure significant basic raw material resources and provide for their extraction;
- (d) provide a planning framework that comprehensively considers rural land and land uses, and facilitates consistent and timely decision-making;
- (e) avoid and minimise land use conflicts;
- (f) promote sustainable settlement in, and adjacent to, existing urban areas; and
- (g) protect and sustainably manage environmental, landscape and water resource assets.



3. Rural living

It is the policy of the WAPC that the subdivision of rural land for rural living land uses must be properly planned through the preparation and endorsement of strategies and schemes and be zoned accordingly in local planning schemes prior to subdivision.

Rural living is considered a residential land use and not a rural land use. Therefore, this policy does not apply to rural living proposals or subdivision. Rural living policy is outlined in clause 5.3 of *State Planning Policy 2.5: Rural Planning*.

4. Policy measures for more intensive agricultural uses

It is the view of the WAPC that there is an existing supply of suitably sized and located rural lots to cater for intensive and emerging primary production land uses.

Where local conditions require subdivision or creation of land parcels for this purpose, it should be provided for in a strategy or scheme and supported by evidence from the agency responsible for agriculture and food. Creation of new rural lots through ad-hoc, unplanned subdivision is considered to be inconsistent with or contrary to the objectives of this policy.

5. General policy provisions

It is the opinion of the WAPC that rural land uses are the highest and best use for rural zoned land. Where an alternative use is proposed, such as residential, the use must be planned in a strategy or scheme and zoned accordingly.

When determining subdivision proposals on rural land, the following measures will be applied:

- (a) the creation of new or smaller lots will be by exception;
- (b) proposals will be considered against strategies and schemes;
- (c) adequate buffer distances for sensitive and/or incompatible land uses can be achieved; and
- (d) proposals will be assessed against any relevant State planning policies and/or operational policies.

6. Circumstances under which rural subdivision may be considered

In considering applications under section 6, the WAPC will consider rural subdivision in the following exceptional circumstances:

- (a) to realign lot boundaries with no increase in the number of lots, where the resultant lots will not adversely affect rural land uses;
- (b) to protect and actively conserve places of cultural and natural heritage;
- (c) to allow for the efficient provision of utilities and infrastructure and/or for access to natural resources;
- (d) in the Homestead lot policy area (**Appendix 2**), to allow for the continued occupation of existing homesteads when they are no longer used as part of a farming operation; and
- (e) for other unusual or unanticipated purposes which, in the opinion of the WAPC, do not conflict with this and other relevant policies and are necessary to the public interest.

Although the WAPC seeks to minimise the creation of new or smaller rural lots, there are some circumstances where subdivision may be appropriate in order to promote better land management and achieve environmental, cultural and/or social benefits. These forms of subdivision, which may result in



additional dwelling entitlements, are considered to provide incentives for rural subdivision. As such the remainder of this policy outlines the applicable standards for rural subdivision.

6.1 Significant physical divisions

The existing physical division of a lot by a significant natural or constructed feature may be formalised through subdivision. The physical division in itself however, does not warrant the creation of additional or smaller lots. A significant physical division would include, but not be limited to, a controlled access highway or a river but would not generally include minor barriers such as rural roads or creeks that are commonly crossed for farm management purposes.

The WAPC may support boundary realignment where a rural property comprises multiple small titles and there is scope to resolve the physical division by rationalising multiple lots in one ownership through boundary realignments, without creating additional lots.

Lot boundaries that result in encroachments may be corrected through minor boundary realignments, provided the realignments do not adversely affect environmentally sensitive areas or create additional or smaller lots.

6.2 Subdivision for other purposes

New lots for existing or proposed land uses such as recreation facilities, public utilities, rehabilitation of degraded land, extractive industries, or uses necessary to the rural use of the land such as abattoirs and processing works (including buffers), may be created through subdivision. The WAPC may approve subdivision for these purposes if a development approval has been granted, or where development of the intended land use has substantially commenced. Where appropriate the WAPC may preclude sensitive land uses on the new lot(s).

The existence or approval of an ancillary dwelling, aged persons dwelling or farm workers' dwelling is not a satisfactory justification for subdivision, except as provided for in clause 6.6.

6.3 Property rationalisation to improve land management

Many rural properties comprise multiple titles and landowners may wish to subdivide to achieve better land management. Subdivision may also present opportunities to create access to landlocked lots. Multiple lots in one ownership may be rationalised provided that:

- (a) there is no increase in the number of lots;
- (b) the new boundaries achieve improved environmental and land management practices and minimise adverse impacts on rural land use;

- (c) no new roads are created, unless supported by the local government;
- (d) new vehicle access points on State roads are minimised; and
- (e) rural living sized lots (1-40 hectares), created as a result of the rationalisation, have appropriate buffer from adjoining farming uses and water resources, and may have notifications placed on title advising that the lot is in a rural area and may be impacted by primary production.

Former road reserves and small remnant portions of lots are not considered lots for the purpose of boundary rationalisation.

In instances where a subdivision only proposes to realign existing lot boundaries, where no change to the land use and/or landform is proposed, and no additional development is proposed, applications for property rationalisation may be unconditionally approved.

6.4 Conservation of heritage buildings and places

Lots may be created to facilitate the conservation of a heritage building or place provided that:

- (a) the building, object or place is listed in the State Register of Heritage Places, the Aboriginal Sites Register, the Heritage List in the local planning scheme, or has been assessed by a recognised



- heritage consultant as warranting heritage protection;
- (b) the subdivision is supported by the local government;
- (c) the allotment is of sufficient size to contain its own impacts and will not adversely affect the operation of neighbouring uses;
- (d) a Conservation Plan formulated by an appropriately qualified person, is submitted and approved; and
- (e) any urgent works required for the preservation of buildings are completed prior to the creation of the lot(s).

6.5 Conservation of biodiversity and natural heritage

Conservation lots may be created to conserve significant environmental features and remnant vegetation provided that:

- (a) the application includes advice from the Department of Parks and Wildlife, National Trust of Australia (WA), or another relevant agency, endorsing the suitability of the new lot for the intended purpose of retaining environmental values including:
 - (i) the adequacy of the lot size proposed (if it is less than 40 hectares) to retain the conservation value in perpetuity; and

- (ii) in-principle agreement to administer the necessary conservation covenant.
- (b) generally at least 85 per cent of the area of the conservation lot has high environmental values or is covered by endemic or regenerated vegetation and/or wetland;
- (c) the proposed conservation lot has an appropriate shape having regard for the native vegetation, natural features, bush fire management, water resources, property management and existing or proposed structures;
- (d) a conservation covenant in perpetuity with the Department of Parks and Wildlife, the National Trust of Australia (WA), or an alternative authority acceptable to the WAPC, is registered on the certificate of title as a condition of subdivision for the proposed conservation lot and that the covenant includes provisions that:
 - (i) prohibit further clearing (other than for necessary land and fire management requirements);
 - (ii) clearly delineate a building envelope and/or building exclusion area which is also shown on the subdivision plan; and
 - (iii) prohibit stocking outside any existing cleared area.
- (e) bushfire risk can be managed in accordance with WAPC guidelines without resulting in loss of conservation values; and

- (f) the balance lot is suitable for the continuation of the rural land use and retains where practical, native or regenerated vegetation as an integral part of sustainable primary production, provided that this does not result in the division of significant endemic vegetation in order to include a portion of that vegetation within the agricultural lot.

The creation of more than one conservation lot is inconsistent with the objectives of this policy. The creation of multiple conservation lots will require land to be appropriately zoned as conservation themed rural-residential or rural smallholdings with conservation covenants and building envelopes specified.

The creation of conservation lots shall continue to be considered in the Leeuwin-Naturaliste Ridge policy area in accordance with the land use strategies under *State Planning Policy 6.1: Leeuwin-Naturaliste Ridge Policy*.

Following the creation of a lot under this clause, the resultant conservation lot should be appropriately zoned by the local government in the local planning scheme in a future omnibus amendment or when the scheme is reviewed.



6.6 Homestead lots

The creation of homestead lots is intended to allow primary producers to continue to occupy their dwelling when they cease to farm, and provide settlement opportunities in areas where land fragmentation is limited and unlikely to increase. Homestead lots are to be created in a manner that is consistent with the rural character and landscape of a locality. Homestead lots may be facilitated through boundary rationalisation or the creation of a new lot.

Homestead lots may therefore be created to enable an approved existing house on a rural lot to continue to be occupied provided that:

- (a) the land is in the DC 3.4 Homestead lot policy area (refer **Appendix 2**);
- (b) the homestead lot has an area between one and four hectares, or up to 20 hectares to respond to the landform and include features such as existing outbuildings, services or water sources;
- (c) there is an adequate water supply for domestic, land management and fire management purposes;
- (d) the dwelling is connected to a reticulated electricity supply or an acceptable alternative is demonstrated;
- (e) the homestead lot has access to a constructed public road;

- (f) the homestead lot contains an existing residence that can achieve an appropriate buffer from adjoining rural land uses;
- (g) a homestead lot has not been excised from the farm in the past;
- (h) the balance lot is suitable for the continuation of the rural land use, and generally consistent with prevailing lot sizes, where it can be shown that this is consistent with the current farming practices at the property; and
- (i) the dwelling on a homestead lot must be of a habitable standard and may be required to be certified as habitable by the local government.

Where there are a number of existing approved dwellings on a rural lot, more than one homestead lot may be considered as a one-off application.

7. Other matters

7.1 Strata proposals

This form of subdivision may be appropriate to achieve land management or environmental protection objectives.

Strata proposals that increase dwelling entitlements on rural land are considered rural living and will be assessed in accordance with clause 5.3 of *State Planning Policy 2.5: Rural Planning*.

7.2 Electricity

WAPC policy is that servicing of lots be commensurate with their intended land use. As such, some forms of rural subdivision may not require an electricity supply to support the intended or existing land use. Section 6.5.1 of *State Planning Policy 2.5: Rural Planning* outlines WAPC's policy in regards to electricity requirements.

8. Information requirements

In considering applications for the subdivision of rural land, the WAPC requires adequate information on which to base its decisions and may require applicants to address any or all relevant matters from the list at **Appendix 3**.

Where required information is not provided the application may be considered non-compliant until such time as the information is provided.

9. Separate applications

Separate subdivision applications are required where there are separate groups of lots which are in different ownerships or which do not form part of one contiguous landholding.



Appendix 1

Definitions

Uses shall have the meanings ascribed to them in the *Planning and Development (Local Planning Schemes) Regulations 2015* made under Part 15 Division 1 of the *Planning and Development Act 2005* and *State Planning Policy 2.5: Rural Planning* unless defined below.

Conservation covenant

A conservation covenant is an agreement between a landowner and a designated conservation covenant agency such as the National Trust or an environmental agency, which protects and enhances the natural and cultural values of the land. The conservation covenant is restrictive in effect and is registered on the property, binding all future owners. Conservation covenants have the force of statute, and should be distinguished from common law covenants. Unlike common law covenants, conservation covenants are generally permanent 'in perpetuity'.

Homestead lot

A small lot generally ranging from one to four hectares, but may be up to 20 hectares in size depending on site specific circumstances, which is excised from a larger farm holding for separate occupation, such as by a retiring farmer wishing to remain in an approved existing dwelling.

Restrictive covenant

A notice on a Certificate of Title restricting the use or enjoyment of certain land for the benefit of other land and binding on every owner of the burdened land having notice of the covenant.

A covenant indicates to owners and prospective purchasers that pre-existing conditions relating to the subject land may influence the ability to use and develop the land.

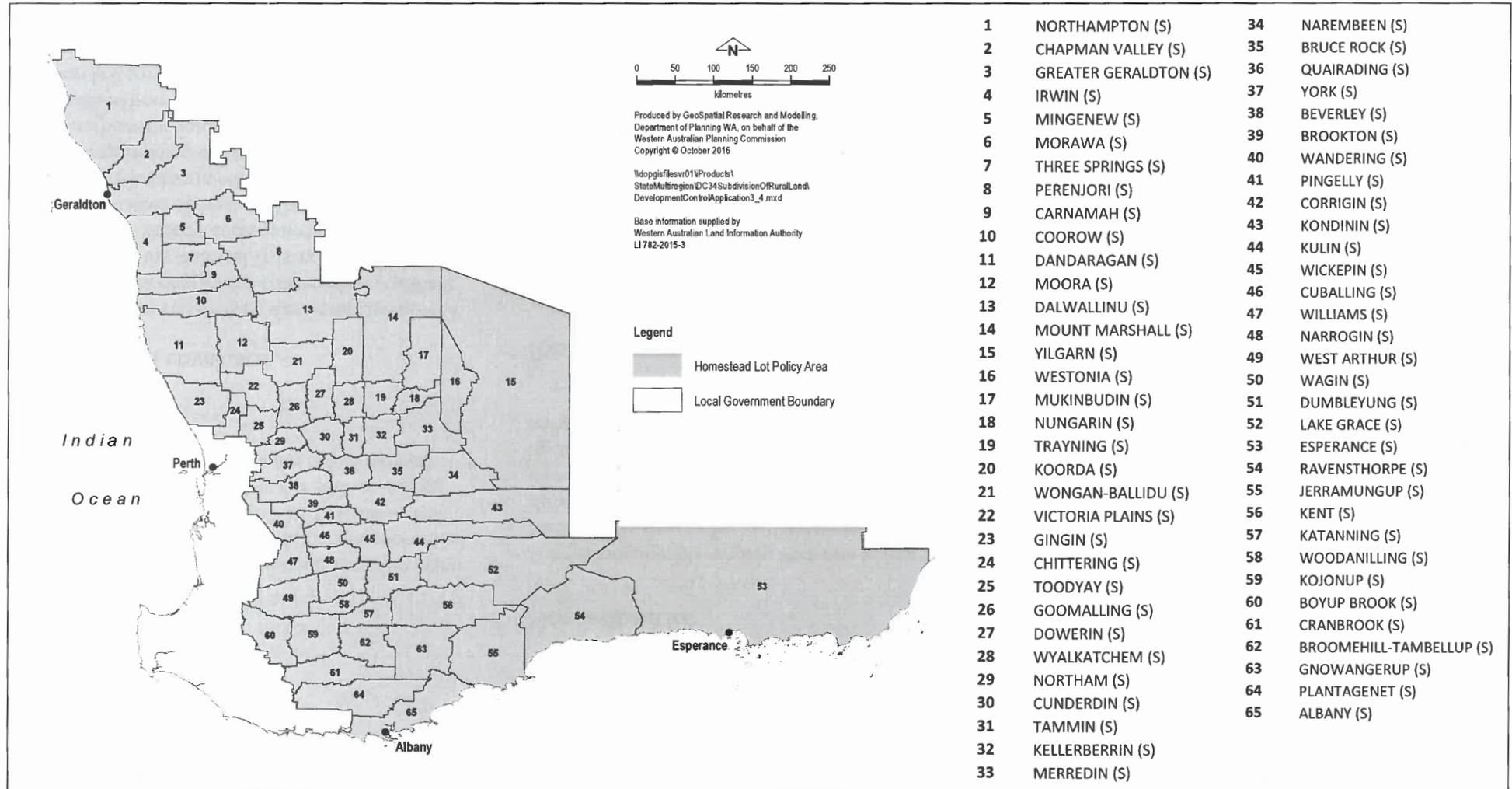
Water supply - non-potable

Water required outside the dwelling which may include, but is not limited to, firefighting, stock, horticulture, domestic gardens, re-vegetation and wash down areas.



Appendix 2

Homestead lot policy area





Appendix 3

Additional information to support subdivision applications

In accordance with Section 8 of this policy, applicants are encouraged to address the following matters, where relevant, in support of their application for subdivision:

- (a) a statement explaining the intent of the subdivision and any relevant background information;
- (b) whether each lot has a sustainable water supply for domestic, fire management and agricultural purposes, including, if relevant, the need for and proximity to existing services and infrastructure, and details of the service provider;
- (c) whether subdivision boundaries have been designed to reflect sound planning and land management principles;
- (d) whether a proposal complies with the performance criteria and standards specified in the relevant guidelines for bushfire protection, including appropriate access and egress in case of emergency;
- (e) how the proposal relates to adjacent properties, reserves, roads and existing and proposed adjoining land uses;
- (f) whether the subdivision would prejudice future urban expansion;
- (g) whether there are any significant noise sources or other potential forms of nuisance to the proposed use;
- (h) whether a previous use has resulted in contaminated soils or the use of construction and demolition waste for filled areas;
- (i) whether there are any heritage features including archaeology and any sites of Aboriginal significance or claims on the land;
- (j) any potential adverse environmental impacts of the proposed subdivision;
- (k) any potential adverse impacts on amenity and/or health, such as noise, dust and spray drift;
- (l) whether the proposal is consistent with the provisions of a WAPC endorsed strategy or scheme operating in the district; and
- (m) the capability of the land to support the proposed land use.

Attachment 12.2.3

- c) change the use of land from a non-conforming use to another non-conforming use

without first having applied for and obtained development approval under the Scheme.

3.9.2 An application for development approval under this clause shall be advertised in accordance with clause 64 of the Deemed Provisions.

3.9.3 Where an application is for a change of use from an existing non-conforming use to another non-conforming use, the local government is not to grant its development approval unless the proposed use is less detrimental to the amenity of the locality than the existing non-conforming use and is, in the opinion of the local government, closer to the intended purpose of the zone.

3.10 DISCONTINUANCE OF NON-CONFORMING USE

When a non-conforming use of any land has been discontinued for a period of six months the land must not be used after that period otherwise than in conformity with the provisions of the Scheme.

3.11 TERMINATION OF A NON-CONFORMING USE

The local government may affect the discontinuance of a non-conforming use by the purchase of the land, or by the payment of compensation to the owner or the occupier or to both the owner and the occupier of that land, and may enter into an agreement with the owner for that purpose.

Note: Section 13 of the Town Planning Act enables the local government to purchase, or, with the consent of the Governor, compulsorily acquire land for the purpose of a town planning scheme, subject to Part 9 of the land Administration Act, that section and the Scheme.

3.12 DESTRUCTION OF NON-CONFORMING USE BUILDINGS

When a building used for a non-conforming use is destroyed to 75% or more of its value, the buildings is not to be repaired or rebuilt, altered or added to for the purpose of being used for a non-conforming use or in a manner not permitted by the Scheme, except with the development approval of the local government.

3.13 GENERAL PROVISIONS RELATING TO ZONES

3.13.1 Agriculture Zone

3.13.1.1 Specific Objectives of the Zone

- (a) To preserve the rural character and setting of the zone, particularly along transport corridors;
- (b) To promote a range of rural pursuits which are compatible with the capability of the land to sustain those pursuits;
- (c) To conserve the productive potential of agricultural land and support the continued development of extensive farming; and
- (d) To encourage environmental sustainable development that takes into account the land's natural attributes, including topography, geomorphology, remnant vegetation, watercourses and groundwater.

3.13.1.2 Residential Development

No more than one single house may be developed on a lot within the Agriculture zone, except where the local government is satisfied that workers accommodation is necessary for the continuation of an agricultural or other permitted land use. Criteria for the development of workers accommodation is contained in sub-clause 4.8.16.

3.13.1.3 Building Setbacks

All development shall be setback:

- (a) 50 metres from any boundary having frontage to a Major Road Reserve;
- (b) 20 metres from all other boundaries.

3.13.1.4 Subdivision

Council's guidelines in assessing referrals from the Western Australian Planning Commission for the subdivision of land within the zone will be:

- where land is to be used for annual or perennial horticulture production, subdivision should be based on a minimum lot size of 40 hectares, including a minimum area of high capability (class 1 or 2) land of 30 hectares, in addition to sufficient area for water capture/storage, the siting of a dwelling and agricultural buildings, other infrastructure, protection of any remnant vegetation, and sufficient setbacks from watercourses and adjoining properties so as not to restrict potential agricultural productivity on those properties;
- where land is to be used for grazing, cropping and other general agricultural practices, subdivision should be based on a minimum lot size of 80 hectares.
- where an agricultural trade lot is proposed a minimum lot size of 40 hectares is required. The development of a dwelling on an agricultural trade lot is prohibited under the Scheme.

3.13.2 Agriculture Priority 1 – Scott Coastal Plain Zone

3.13.2.1 Specific Objectives of the Zone

- (a) To conserve the productive potential of the land and support the continued development of large scale agricultural establishments;
- (b) to preserve the rural character and setting of the zone
- (c) to encourage environmental sustainable development that takes into account the land's natural attributes, including geomorphology, remnant vegetation, watercourses and groundwater;
- (d) to ensure that any non-agricultural development is complementary to the predominant agricultural use and capability of the land; and
- (e) to provide for intensive or extensive development of the land appropriate to the agricultural capability of that land.

3.13.2.2 Residential Development

No more than one single house may be developed on a lot, except where the local government is satisfied that workers accommodation is necessary for the continuation of an agricultural or other permitted land use. Criteria for the development of workers accommodation is contained in sub-clause 4.8.15.

3.13.2.3 Building Setbacks

Development is to be setback 20 metres from all boundaries.

3.13.2.4 Subdivision

Council's guidelines in assessing referrals from the Western Australian Planning Commission for the subdivision of land within the zone will be to maintain the productive capacity of the land and the economy of scale of operations and to reduce the potential impacts of competing land uses, there is a clear presumption against any subdivision of the existing lots, regardless of their current size.

3.13.3 Agriculture Priority 2 Zone

3.13.3.1 Specific Objectives of the Zone

- (a) To conserve the productive potential of the land and support the continued development of large scale agricultural establishments;
- (b) to preserve the rural character and setting of the zone; and
- (c) to ensure that any non-agricultural development is complementary to the predominant agricultural use and capability of the land;

3.13.3.2 Residential Development

No more than one single house may be developed on a lot, except where the local government is satisfied that workers accommodation is necessary for the continuation of an agricultural or other permitted land use. Criteria for the development of workers accommodation is contained in sub-clause 4.8.15.

3.13.3.3 Building Setbacks

Development is to be setback 20 metres from all boundaries.

3.13.3.4 Subdivision

Council's guidelines in assessing referrals from the Western Australian Planning Commission for the subdivision of land within the zone will be:

- where land is to be used for annual or perennial horticulture production, subdivision should be based on a minimum lot size of 40 hectares. The applicant will be required to demonstrate that a minimum area of high capability (class 1 or 2) land of 30 hectares is available to each lot, in addition to sufficient area for water capture/storage, the siting of a dwelling and agricultural buildings, other infrastructure, protection of any remnant vegetation, and sufficient setbacks from watercourses and adjoining properties so as not to restrict potential agricultural productivity on those properties;

- where land is to be used for grazing, cropping and other general agricultural practices, subdivision should be based on a minimum lot size of 80 hectares, where it can be clearly demonstrated that the subdivision will be beneficial to sustainable agricultural production and land management on the subject land and will not be prejudicial to similar production and management on adjoining lands.
- where an agricultural trade lot is proposed a minimum lot size of 40 hectares is required. The development of a dwelling on an agricultural trade lot is prohibited under the Scheme.

3.13.4 Cluster Farming Zone

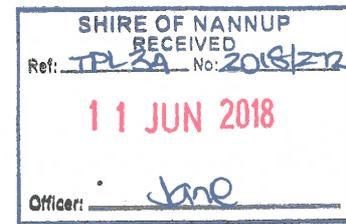
3.13.4.1 Specific Objectives of the Zone

- (a) Facilitate opportunities for enhancement of the agricultural base of the district by facilitating agricultural-residential linked development; and
- (b) encourage the creation and development of lots suitable for intensive agriculture and horticulture where it can be proven that the land is capable of accommodating such uses;

3.13.4.2 Site Selection Criteria for the Zone

The local government will only support a cluster farm proposal where such proposal meets the following criteria:

- (a) The proposal promotes an intensification of agricultural use of agricultural land.
- (b) The proposal demonstrates to the satisfaction of the local government that agricultural production is a primary element of the project on a continuing basis.
- (c) The site is capable of supporting the extent of proposed agricultural and residential development in terms of water supply and land capability.
- (d) The site is of a size not less than 60 hectares.
- (e) The residential density not exceeding a ratio of two residential lots for every 10ha of potential land area identified for intensive agriculture. The maximum number of lots permitted in each zone is 20.
- (f) The residential cluster component including tourist lots shall not exceed 10% of the property area and individual residential lots shall be within the range of 2000m² to 1 hectare.
- (g) Tourist development is to be low key in scale, ancillary to agricultural production and use of the land consistent with the opportunities under the Local Planning Strategy.
- (h) Lots separate from the agricultural component of the cluster farm will not be supported.



Mr. David Taylor,
Chief Executive officer,
Shire of Nannup.

Dear David,

Thank you for your letter of the 6th June 2018, Re rural lot size and the imminent removal of minimum rural lot size criteria from the local planning strategy.

As land owners and rate payers we are concerned for the future of Nannup. In particular, we are concerned that land owners and their elected councils are to be denied land use decision making. Instead it seems all land use decisions will be made by city centric planners and their political master's intent on destroying country communities and towns.

Land is extremely important to every resident in any country community, restrictions on land use determined by irresponsible, ill-informed, remote bodies is counterproductive and regressive. Land owners must be supported and encouraged to use land to best advantage to produce food, fuel and fibre. Already country land owners are penalised by government in a number of idealistic, unsustainable, imposed, broad based land use restrictions by ignorant lazy politically driven governments.

The most city centric deceitful imposition placed on rural land holders is the native vegetation protection laws holding land holders responsible for remnant native vegetation remaining on their property. This is a sorry example of the treatment handed out to country people who have done nothing wrong other than to own land purchased to generate wealth for this once fair country. This environmental policy is stifling development and adds nothing to the already 85 million hectares of declared national park in WA that is underfunded, unprotected, unproductive, unattractive and unsustainable.

- As land owner, ratepayers we support the retention of the 80/40 minimum rural subdivision criteria. This system suits the land form, topography, soil types, rainfall, and potential productivity of private land in the shire of Nannup.

Private title, cleared, productive land is already tragically in very short supply in the shire of Nannup. DPLH should be falling over themselves to support the full utilisation of small cleared areas of high rainfall, high value, high productivity soils and climate and be actively encouraging sustainable food, fuel and fibre development initiatives. At the end of the day the actual area affected by the proposed regressive planning is minuscule in the overall scheme of things across WA and will simply compound the animosity created between country and city for no real gain.

Should the removal of the 80/40 system be supported the only benefit will be to deny Nannup and the WA population any rural growth opportunity and add to the long list of negative actions designed to kill country towns, their enterprise and their communities.

As land owners we purchased our property in the Nannup shire to grow a wood fibre crop. This we did over 25 years and the crop was hugely successful, we paid our rates and employed people. Unfortunately the timber values were dictated by government agency and unsustainable and unprofitable. We were also subjected to government agency interference

and imposed land use. This included the imposition of power line clearing rendering land unavailable for the growing of tree crops. The annual maintenance of regrowth and soil erosion within the line protection zone was all at the sole cost to land owners.

The easement for a water transfer pipe line that denies the owners the use of the claimed land with no ongoing rental or compensation. Land owners have to suffer this inconvenience and impost. Incidentally we receive no benefit or water from this underused public amenity.

The requirement to set aside a substantial area of heavily cut over degraded native vegetation to be protected on behalf of the government under threat of heavy fine or imprisonment if any native plant is interfered with. We still pay the rates provide the fire breaks and weed control etc. with absolutely no financial help from the government who imposed the impost.

The term freehold title no longer has any meaning in WA. Every man and his dog other than the land owner can claim interest in private land for some obscure personal reason and governments are only too willing to impose further restrictions on land owners and uses.

The most farcical imposition placed on land holders in recent years is the bush fire levy together with the cost to land owners in providing expensive meaningless bush fire management plans and bush fire risk assessments that do nothing to reduce the risk or intensity of bush fire. The only proven and long standing bushfire mitigation process available to society in WA is fuel reduction now only practiced by DBCA under constant criticism from the city centric and uneducated zealots. Land owners not only pay the levies, construct and maintain extensive fire breaks but also provide the backbone of the country volunteer fire services. To impose further land use restrictions on land owners for some obscure dreamt up city based policy simply adds to the already overburdened land ownership responsibility and cost not to mention the reduced resale land values.

We are told the most important issue faced by the planet is carbon pollution causing temperature rise and all of the fear inducing scenarios that can be engendered. The shire of Nannup is in a unique position surrounded with forests quietly absorbing carbon from the atmosphere and capturing it within the woody mass through the simple cost effective process of god given photosynthesis.

The harvesting and use of this carbon rich resource is one of the very few land based carbon capture and mitigation, cost neutral, sustainable and renewable climate change processes available. Nannup sits right in the middle of the most extensive, high rainfall, forested area in WA. It is serviced by an extensive underused road network put in place to cater for tourism. It is high time government looked beyond tourism and focused on the available assets and managed them for all values including carbon capture and storage in the wood products produced.

Had the softwood development that started in the 1970's been supported as it should have been and not simply withdrawn for political advantage, Nannup would now have had a fully sustainable and productive wood fibre based industry based on one tenth of the area west of Nannup. This would have provided 5,000 jobs now and allowed WA to grow its own wood products and capitalise on all of the downstream wood fibre processing initiatives now demanded in the world.

Instead we as western Australians import the great majority of our wood fibre based products. The 800,000 power poles needed to maintain our power distribution grid are imported from the eastern states and New Zealand because we were the clever country and locked up the best of our productive forest to simply look at and watch as it slowly progresses into senescence through lack of active management.

We still burn irreplaceable carbon based fossil fuels for our base load energy generators when we could now be utilising wood fibre residues in Nannup to provide clean renewable base load energy as accepted in most northern hemisphere countries.

The forests both softwood and hardwood within 100Km of Nannup are in desperate need of available science based management as practiced in all progressive countries. Without science based well understood thinning of regrowth as part of forest management practice our forests will continue to become unproductive and slowly starve, dehydrate and choke themselves to death simply by overcrowding causing stress and allowing the entry of harmful pathogens (dieback).

It is high time that planners started looking at the big picture and how the future resources can be sustainably managed. This kindergarten stuff of meddling in land tenure systems that are clearly working well confirms the ignorance within our planning departments and confirms that there are too many city centric people being paid with nothing better to do than interfere with working systems.

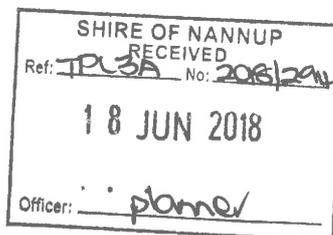
We fully support the Shire of Nannup and its endeavours to retain planning systems in particular the 80/40 initiative that has worked and will continue to work well for the long term benefit of the community.

Yours sincerely,

Des Donnelly.

for the owners of Loc. 11059.
5 Birkdale Place Pelican Point Bunbury 6230.
desandjudy@bigpond.com
0427957160.
09.06.2018.

FJ & CJ COLREAVY
8007 BROCKMAN HWY
NANNUP
6275
18.06.18



Jane Buckland

Dear Jane

I write in response to your recent correspondence (Ref TPL 3A) concerning proposed rural subdivisions.

According to our records we own four titles at our Cundinup property "Strathbrook"

Portion of Nelson locations	5594	160 acres
	11275	
	1331	326 acres and
The whole of Nelson location	7432	15 acres.

We had planned to relocate 11275 and 7432 into 1331 to make 3 approximately equal blocks of about 100 + acres (40+ Ha) each to enable our three children to continue their involvement with our current farming enterprise or to begin their own farming business. Because of the extensive availability of water these business opportunities could include:

- Tree production
- Marron farming
- Egg production
- Grape growing
- Sheep and/or cattle
- Orcharding
- Horticulture (flower production)

Most of these are currently occurring in the general area nearby.

We plan to maintain possession of Nelson location 5594 until we require it to finance our retirement. Hence the need to retain all locations and the subdivision by relocating two of the lot numbers.

Our Brockman Hwy property has two Nelson locations 11087 and 11088 totalling approximately 300 acres (120Ha). These blocks are 5 kilometres from town, with approximately 2 kilometres of road frontage along Brockman Hwy and Rowe Rd. These locations have enormous water availability with power and telephone located on the property.

These locations could provide Nannup another opportunity to develop the next rural lot development with many available plots.

The information provided here is to ensure we can:

- Maintain 160 + acre (40+ Ha) blocks at Cundinup
- Be considered as a rural development site close to the Nannup Town.

Yours Faithfully

Frank Colreavy

Jill Colreavy

SHIRE OF NANNUP RECEIVED	
Ref: TPLSA	No: 2018/25
18 JUN 2018	
Officer: <u>planner</u>	

Jane Buckland

From: Joan Lor <jav_vjl@hotmail.com>
Sent: Monday, 18 June 2018 10:32 PM
To: Jane Buckland
Subject: Removal of Minimum Rural Lot Size Criteria from the Draft Local Planning Strategy

We support the WAPC initiative in the removal of minimum rural lot size criteria from the Nannup Draft Local Planning Strategy. Every country in the world protects and values its arable farming land. Finally the Western Australian Planning Commission is recognising the impact subdivision is having in the south west with valuable farming land being lost to urbanisation when it should protecting primary production land in order to feed future generations.

Nannup's Current Planning Strategy has resulted in:

- The past 20 years have seen a plethora of purchases by absentee owners who speculatively purchase rural land with the future intention of subdivision. This has resulted in poorly managed property, overrun with pests, wild pigs, rabbits, foxes, to name but a few and weeds including blackberries, cotton bush, thistles, apple of Sodom, etc. Properties are often not managed, just left to fallow resulting in an increased fire risk with little thought of their neighbour's safety and the Nannup community at large.
- The latest subdivision on the eastern side of Nannup has removed a buffer of rural land which is needed in the event of a major fire to install emergency fire breaks in order to protect the town.
- Previous thought that 40 hectares would provide a sustainable farm is generally erroneous. Nearly all of Nannup's the rural subdivisions of large blocks into 40 hectares are now mostly lifestyle blocks and a lot of them being absentee owners with all problems that encompasses.
- Currently in Nannup townsite there are many undeveloped, vacant blocks and the last subdivision east of Nannup, in places, resembles a mine site. Eliminating the option of rural subdivision would encourage the Council to focus their energies on these neglected blocks which may result in people moving into the community rather than speculating from afar.
- The Shire Council has a Financial Vested Interest that should be declared as any subdivision increases its revenue.

Thank you Jane for giving us the opportunity to comment on this issue. Sorry about the lateness, I succumbed to the dreaded head cold last week. Please do not hesitate to contact us if you require clarification on any of the points we have raised.

Kind regards,
Vic and Joan Lorkiewicz

18 June 2018



Mr David Taylor
Chief Executive Officer
Shire of Nannup
NANNUP WA 6275

Dear Mr Taylor

RE: SHIRE OF NANNUP LOCAL PLANNING POLICY/SUBMISSION AGAINST SUBDIVISION OF AGRICULTURAL LAND

I am writing this submission in response to the Western Australian Planning Commission regarding the subdivision of agricultural lands. By allowing subdivision of agricultural land it will:

- Make a select group of landowners very wealthy
- Will create more small and unproductive lots throughout the Shire – as evidenced by those lots already created.
- A large percentage of the lots are owned by absentee landowners who do not contribute to the local economy. However, they utilise services provided by the Shire, fire control is but one aspect. This increases the draw on services that Nannup cannot afford due to a small rate base.
- We currently have considerable area dedicated to special rural zoning. I believe this is adequate when we consider the population of Nannup Shire and the total rateable area of the Shire is approximately 15%
- We have a small but very strong and viable agricultural industry and cannot afford to lose any area for subdivision.
- For instance, the Scott River area although it is has a different zoning, with its growing horticultural and dairy enterprises is a major contributor to the economy of Nannup.

I believe that by continuing to subdivide, there will be serious and detrimental implications for the long-term viability of agriculture and therefore the Nannup Shire. Current agricultural enterprises are prohibited from expanding their businesses, as buying smaller lots is not viable. This in turn stops job creation and stymies the multiplier effect.

With approximately 15% of the Shire rateable, and very little secondary industry to contribute to our economy, I feel as a Shire we are very dependent on primary industry and its multiplier effect on the Shire's economy. It provides many local jobs and opportunities.

Hence, we cannot afford the luxury of subdividing land into what I consider small and unviable lots, unless these lots border the township; so that we can then better utilise the infrastructure.

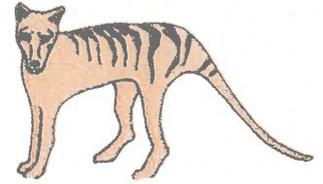
It is because of these reasons that one way forward for Nannup, is to cease all subdivision of rural land.

Please do not hesitate to contact me on 0428562011 should you require any further information. Thank you for your time in considering my submission.

Yours faithfully

Mario Camarri
SS Camarri & Co
431 Cundinup West Road
NANNUP WA 6275

NANNUP MEN'S SHED INC.



Corner Adams Street and Grange Road
c/o PO Box 172, NANNUP, W.A. 6275
Email: nannup@wamsa.org.au

16th May 2018

CEO
Nannup Shire Council
Adam Street
NANNUP, W.A. 6275

Dear David

APPLICATION FOR DEVELOPMENT APPROVAL - LOT 251 ON DP 412171

Please find attached an Application for Development Approval and relevant documentation.

Nannup Men's Shed Inc. plan to build a Barn Style Shed (a centre span and lean-to's on either side) with a footprint of 20 metres long and 15 metre's wide. It will also have a mezzanine floor in the centre span. This will sit on a cement slab in a cleared area of 60 metres by 50 metres. We will have septic rather than deep sewage and will have rain water tanks to collect the run off from the Shed. The access is planned to be from Monaghan Street and there will be a gravelled area of some 15 metres wide surrounding the building to allow for parking. The trees that are cleared will be windrowed on the east and west sides of the cleared area. There will be a buffer zone of trees between the shed and the houses on Widdeson Street.

It is understood that this application will attract a planning fee, it was wondering if the Council could give consideration to waive this fee.

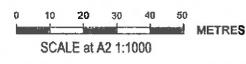
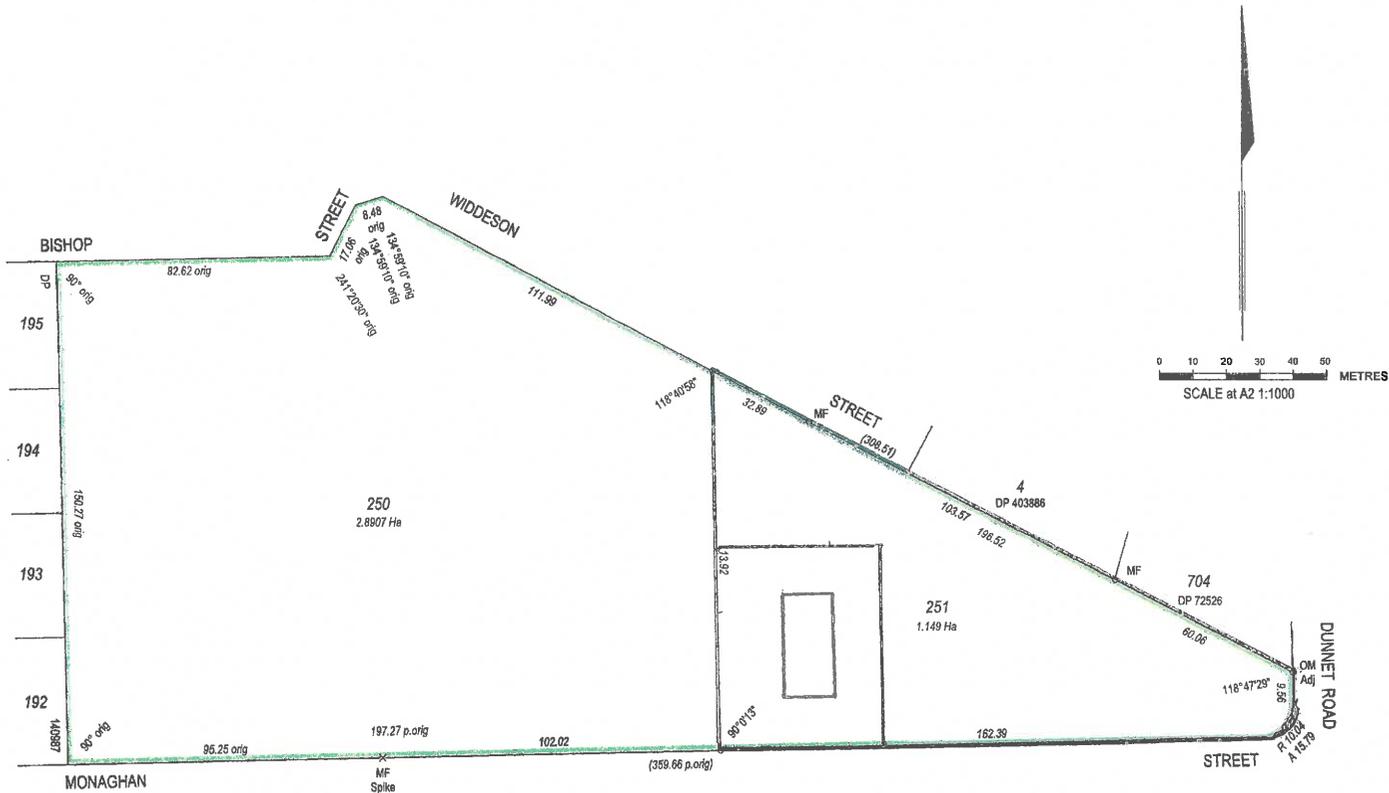
Yours Sincerely

A handwritten signature in black ink, appearing to read 'C/Ferguson'.

Charlie Ferguson
Secretary,
Nannup Men's Shed Inc.

LANDGATE COPY OF ORIGINAL NOT TO SCALE Wed May 16 11:25:25 2018 JOB 56717770

VER.	AMENDMENT	AUTHORISED BY	DATE



INTERESTS AND NOTIFICATIONS

SUBJECT	PURPOSE	STATUTORY REFERENCE	ORIGIN	LAND BURDENED	BENEFIT TO	COMMENTS

HELD BY LANDGATE IN DIGITAL FORMAT ONLY

BSO
DEVELOPMENT CONSULTANTS
Licensed Surveyors
Project Managers
Town Planning
Residential/Commercial Projects
8 Freshwater Road, P.O. Box 414
Busselton W.A. 6250
T: (08) 9754 1188 F: (08) 9754 2828
E: admin@bsoco.com.au
21-12-17 HJ8 2378 DP412171-4-v1.mxd

TYPE CROWN S.S.A. NO

PURPOSE SUBDIVISION
PLAN OF
LOTS 250 & 251

FORMER TENURE
LOT 232 ON DP 168946 CT LR3150 - 534
LOCAL AUTHORITY
SHIRE OF NANNUP
LOCALITY
NANNUP
D.O.L. FILE 00358-1962

FIELD RECORD 141509

SURVEYOR'S CERTIFICATE - REG 54
I, Peter F. HARDING
hereby certify that this plan is accurate and is a correct
representation of the -
(a) *survey; and/or
(b) *calculations from measurements recorded in the field
records, [*delete if inapplicable]
undertaken for the purposes of this plan and that it
complies with the relevant written law(s) in relation to
which it is lodged.

LICENSED SURVEYOR DATE
Peter F. Harding Digitally signed by Peter Frank Harding
Date: 2018.05.29 13:27:53 +0900

LODGED
29-Mar-18 \$0.00 396861
DATE FEE PAID ASSESS No.

I.S.C.
EXAMINED 9-4-2018
R. LIST DATE

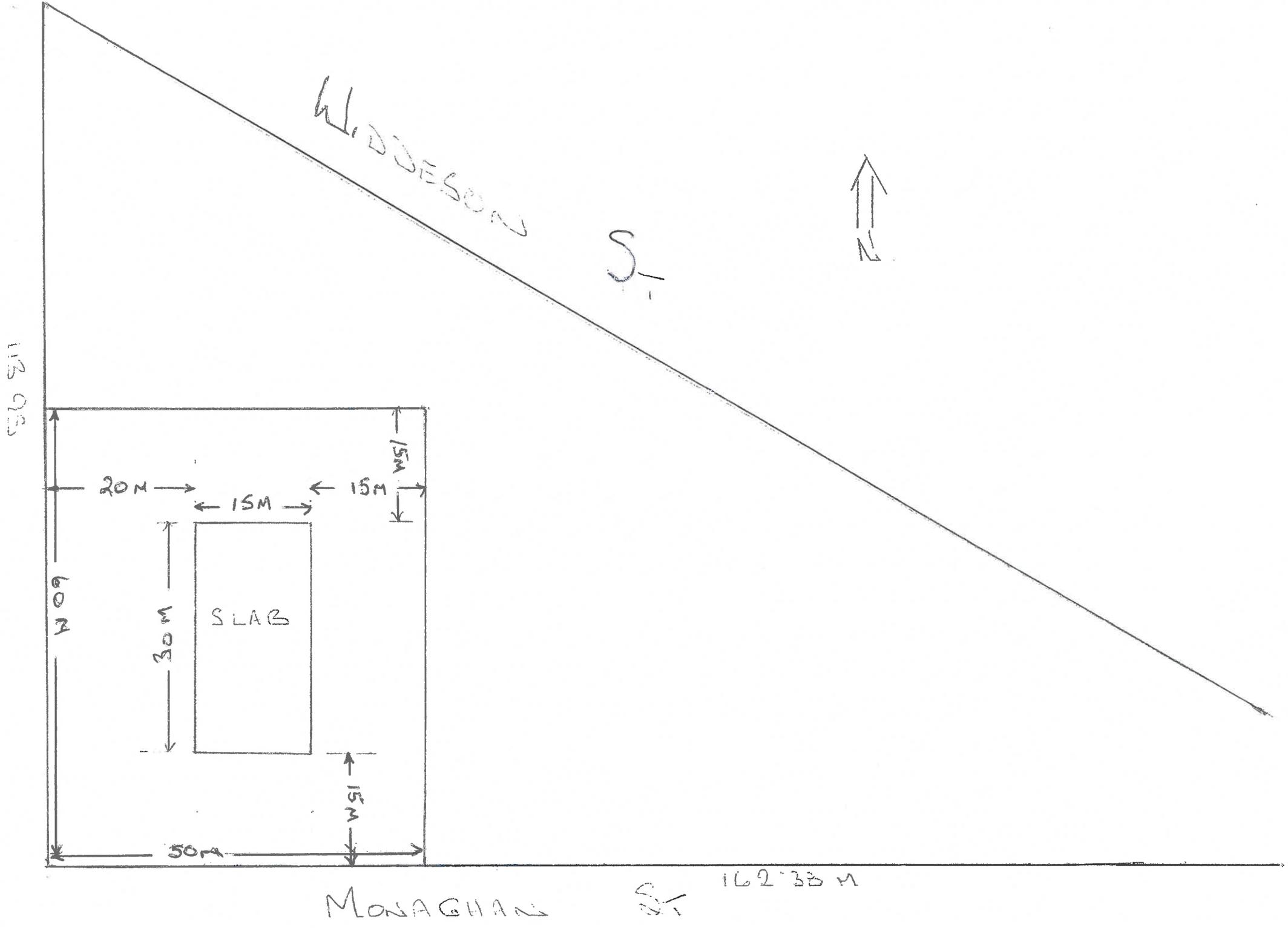
WESTERN AUSTRALIAN PLANNING COMMISSION
FILE EXEMPT
Delegated under S.16 P&D Act 2005 DATE

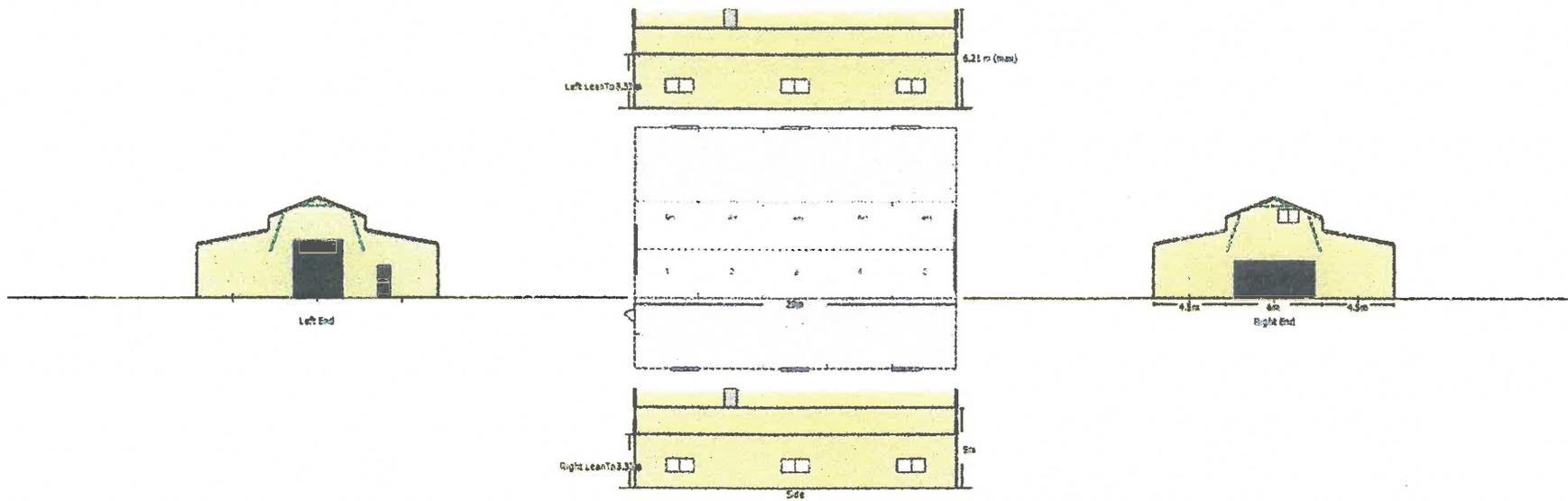
IN ORDER FOR DEALINGS
SUBJECT TO
Reserve Action
FOR INSPECTOR OF PLANS AND SURVEYS 9-4-2018
DATE

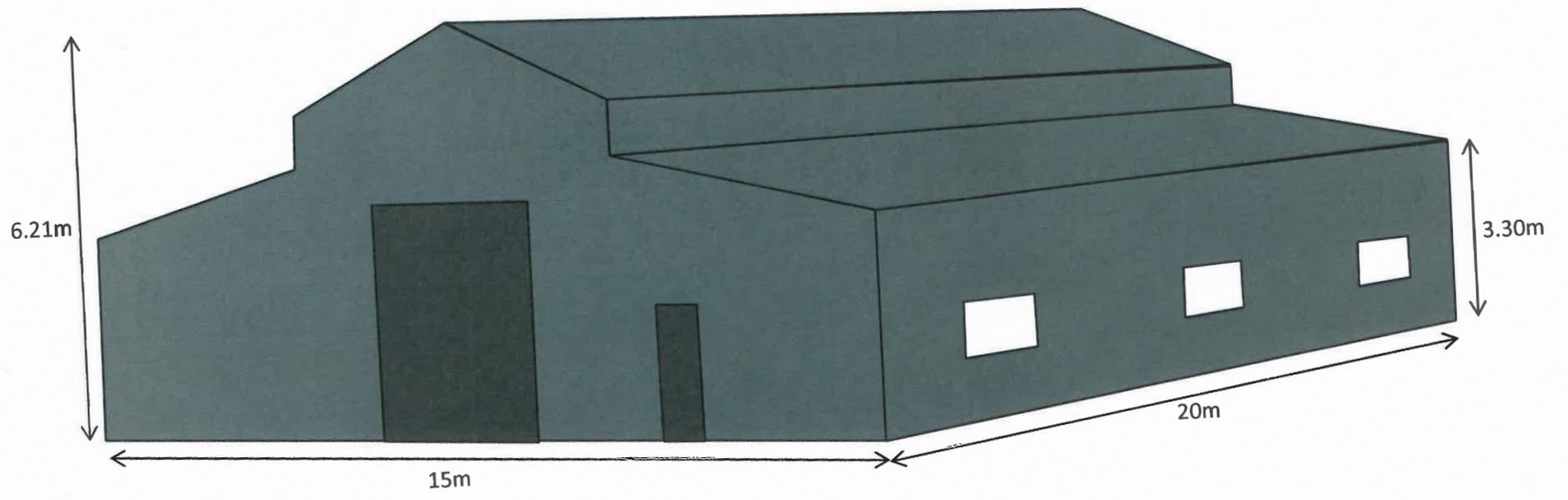
APPROVED 12-4-2018
INSPECTOR OF PLANS AND SURVEYS DATE
(S. 18 Licensed Surveyors Act 1909)

GOVERNMENT OF WESTERN AUSTRALIA
Landgate

DEPOSITED PLAN
412171
SHEET 1 OF 1 SHEETS
VERSION 1







Planning and Development (Local Planning Schemes) Regulations 2015**Schedule 2** Deemed provisions for local planning schemes**Part 9** Procedure for dealing with applications for development approval**cl. 67****67. Matters to be considered by local government**

In considering an application for development approval the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —

- (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
- (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the *Planning and Development (Local Planning Schemes) Regulations 2015* or any other proposed planning instrument that the local government is seriously considering adopting or approving;
- (c) any approved State planning policy; *SP3.7*
- (d) any environmental protection policy approved under the *Environmental Protection Act 1986* section 31(d);
- (e) any policy of the Commission;
- (f) any policy of the State;
- (g) any local planning policy for the Scheme area; *UPPO21*
- (h) any structure plan, activity centre plan or local development plan that relates to the development;
- (i) any report of the review of the local planning scheme that has been published under the *Planning and Development (Local Planning Schemes) Regulations 2015*;
- (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;
- (k) the built heritage conservation of any place that is of cultural significance;
- (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;
- (m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;

- (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;
- (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;
- (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;
- (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;
- (r) the suitability of the land for the development taking into account the possible risk to human health or safety;
- (s) the adequacy of —
 - (i) the proposed means of access to and egress from the site; and
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
- (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
- (u) the availability and adequacy for the development of the following —
 - (i) public transport services;
 - (ii) public utility services;
 - (iii) storage, management and collection of waste;
 - (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);
 - (v) access by older people and people with disability;

- (v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;
- (w) the history of the site where the development is to be located;
- (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;
- (y) any submissions received on the application;
- (za) the comments or submissions received from any authority consulted under clause 66;
- (zb) any other planning consideration the local government considers appropriate.

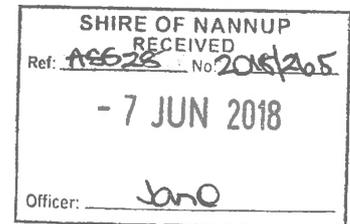
68. Determination of applications

- (1) The local government must not determine an application for development approval until the later of —
 - (a) if the application is advertised under clause 64 — the end of each period for making submissions to the local government specified in a notice referred to in clause 64(3); and
 - (b) if a copy of the application has been provided to a statutory, public or planning authority under clause 66 — the end of each period for providing a memorandum to the local government referred to in clause 66(3).
- (2) The local government may determine an application for development approval by —
 - (a) granting development approval without conditions; or
 - (b) granting development approval with conditions; or
 - (c) refusing to grant development approval.

69. Application not to be refused if development contribution plan not in place

- (1) The local government must not refuse an application for development approval only because there is not a development contribution plan in place in relation to the development.

05/06/2018



Jane Buckland
Development Services Officer

Dear Jane,

In reference to the Development Application for lot 251 Widdeson Street Nannup – Community purpose use on a local reserve. (Nannup Men's Shed), I write to you expressing my opposition to the current proposal.

I should point out that I am not in opposition to a Men's Shed in Nannup merely just the proposed location. As the new owner of lot 302 Widdeson Street I feel this will impact on me greatly. Upon purchasing the block we were told this area was zoned residential and the appeal of it being secluded and quiet played a major part in our decision to move to Nannup.

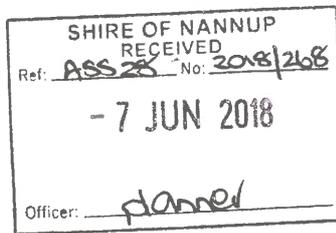
The important questions I have listed below I feel, have not been clearly answered in the Development Application.

- How wide is the buffer zone of trees between the shed and residents on Widdeson Street?
- What machinery will be used in and around the Men's Shed?
- The Men's Shed will be unavoidably noisy, how much of this noise will be projected towards our houses, how many days a week will it be operating and what are going to be the operating hours?
- Has much thought gone into the fact that the noise protruding from the Men's Shed will distract students who are studying in the school next door?
- Why is this not going into the Nannup LIA?

I am very happy to support a Men's Shed in any way I can but not in this residential location.

Kind regards,

Miranda Blount



Brendon Morrison
300 Widdeson Street
NANNUP, WA 6275

7th June 2018

Dear Jane,

**REFERENCE: Development Application for Lot 251 Widdeson Street, Nannup
Community purpose use on a local reserve (Nannup Men's Shed)
Ref: RES53247**

Late in 2018 my family purchased two houses and two vacant blocks on Widdeson Street, directly opposite the proposed new location of the Nannup Men's Shed. Our expectation was that we were moving to a quiet and secluded residential street of high quality local amenity and premium in-town real estate, protected from high traffic movements by a cul de sac and protected from future developments along Monaghan Street by a reserve.

The Nannup Townsite Map of the Shire of Nannup Local Planning Scheme No. 3 shows Lot 251 Widdeson Street as Local Scheme Reserve Public Purpose: School. The lot has landscape value at a strategic scale and bush block quality at a local level. Whilst we understand that this block is set aside in the scheme for school-related public purposes, we were of the expectation that we were purchasing in a residential zone and thus would be protected from what is essentially a light industrial zone activity.

The Development Application does not provide enough detail for me to make a full and informed assessment of the proposal, and I request the following information to be provided by the applicant:

- The application states that a 15-metre gravel buffer will surround the building. Will this gravel surface enable vehicles to drive around the entire building?
- Will the area to the rear of the building be used for storage?
- Will the building be constructed from Colorbond or Zinc Alloy?
- What kind of industrial equipment will be operating within the shed and in the surrounding external areas? Is there a guarantee that noise emanating from the shed will remain under the residential dB restrictions?
- What are the proposed hours of operation for the Men's Shed?
- What is the width of the proposed buffer zone of trees between the shed and the houses on Widdeson Street?
- Will the access and egress point for the Men's Shed be on Widdeson Street or Monaghan Street?
- What provisions will be made for parking and is there a guarantee that cars will not be parked along Widdeson Street?

- Has an offset site been identified for native vegetation that will be cleared off the reserve?
- What is the level of bushfire risk resulting from the operations and activities of the Men's Shed?

I believe that the location and operation of the Men's Shed would affect land value and residential amenity in what is arguably Nannup's premium in-town location. I would like to formally submit the following key concerns regarding the development application:

- Access and egress on Widdeson Street would be highly inappropriate. Having non-residents' cars travelling up and down Widdeson Street during the day and into the evening would affect the quality of our local amenity.
- The clearing of the native vegetation on Lot 251 and the proposed visual presentation of the Men's Shed development would diminish the local landscape value of Widdeson Street.
- The potential daily and ongoing noise emissions from the Men's Shed would diminish our local amenity.

I am very supportive of the Men's Shed initiative. I was personally involved in the Cowaramup Men's Shed through the Cowaramup Lion's Club. The Nannup Men's Shed is a highly valued community purpose, but the application would make it inappropriately located. In reviewing the Nannup Townsite Map of the Shire of Nannup Local Planning Scheme No. 3, I can see several more appropriately located public reserves that could potentially accommodate the Men's Shed with little to no impact on local residential amenity, such as the reserve opposite Bishop Street near the recreation centre oval.

I believe that the proposed location of the Nannup Men's Shed would diminish our local amenity and affect the value of our four properties and, as such, I am compelled to express my current opposition to the proposal.

Yours sincerely

Brendon Morrison

SHIRE OF NANNUP RECEIVED	
Ref.:	ASS 26 No: 2018/264
- 7 JUN 2018	
Officer:	Jane

05/06/2018

Jane Buckland
Development Services Officer

Dear Jane,

- Re proposed Men's Shed, reply to letter dated 18/05/2018

In late 2017 we purchased 4 lots on Widdeson Street noting the area opposite these locations was zoned - Reserve 53247

Whilst we agree that Men's Sheds are a good idea, we believe they need to be placed in the right area.

If this project is given approval, what will happen to the rest of the reserve in the coming years? We believe a reserve is just that – a reserve – not to be cut up into development blocks.

We therefore strongly believe that this development does not belong in this area especially with its close proximity to the school and residential areas and therefore object to the proposed application as such, however we would support a Men's Shed in an industrial zoned location.

Yours faithfully,

Graham and Cynthia Morrison

Jane Buckland

From: Librarian
Sent: Friday, 8 June 2018 8:53 AM
To: Jane Buckland
Subject: FW: Attn: Jane Buckland. Response to Development Application - Lot 251 Widdeson St

From: Richard Lunn
Sent: Friday, 8 June 2018 8:47 AM
To: ShireofNannup
Subject: Attn: Jane Buckland. Response to Development Application - Lot 251 Widdeson St

Your ref: RES52347

Good Morning Jane,

I write in response to your letter dated 18th May 2018, regarding the Development Application for the above lot (Nannup Mens' Shed).

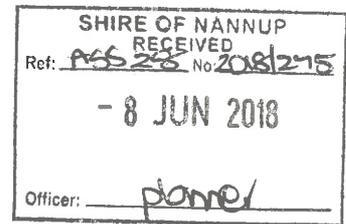
Whilst I am in principle, in favour of the development of a Mens' Shed in Nannup, I have some concerns regarding the proposed location for the development. As you are aware, the above lot is a designated Reserve, adjacent to existing residential development, in a otherwise exclusively residential area. The application is for the development of a building that will be industrial in nature, both in terms of its architectural appearance and the activities for which it is intended. Although there is little detail in the application that was included with your letter, my concerns would include the following:

1. The proposed development is large compared with the neighbouring buildings (houses) and of a style not in keeping with the residential development in the area. If not adequately screened, the building would have a negative visual impact on the surrounding residential area (in particular Widdeson St).
2. The activities that will be carried out in the building are likely to be of an industrial nature and would have the potential to negatively impact the surrounding area due to the emission of noise, dust and/or odours.
3. If materials are to be stored outside of the building, then it is probable that there will be additional visual degradation of the area as well as an increased likelihood of loose rubbish being released into the surrounding environment.
4. The development will generate increased vehicular traffic to the area and if the hours of operation are not adequately regulated, this will be to the detriment of the surrounding residential areas.

In short, I believe that the Reserve on which the development is proposed, provides significant amenity value to the the area in its current form and that careful consideration should be given by the Shire of Nannup to the potential negative consequences of the proposed development (some of which are outlined above) prior to granting approval to the development. It is noted that Nannup already has a Light Industrial Area, only a few hundred metres away from the site of the proposed development, that may be more appropriate for a development of this type and intended purpose.

best regards

Richard Lunn



5 June 2018

Dear Jane

We are writing in reply to the letter we received from you regarding Development Application
Of Lot 251 Widdeson Street Nannup

We strongly disagree to this Application as we feel this is an industrial building and therefore should be built in the industrial area

We disagree with the position of the proposed Shed

The height of the shed

The 15 meter frontage, the buffer zone, the western and southern boundaries'

The amount of land to be cleared for Car parking, the wind rows of dead trees

The noise pollution

This Industrial Shed is being proposed on an outdated view of the area, as our house is now under construction and it will impact greatly on our building envelope

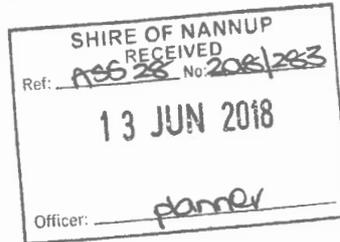
We cannot believe that shire would allow this proposal as it will impact greatly on our

Street and lifestyle

Please think about how you would feel if the Men's shed was built next to your beloved family home

Kind regards

Toni and Chris Otte



To: David Taylor
Chief Executive Officer
Nannup Shire
Adam St
Nannup 6275

11th June 2018

Dear David and Nannup Councillors

We are writing on behalf of the Business Initiative Group of Nannup to strongly support a permanent abode for the Nannup Men's shed.

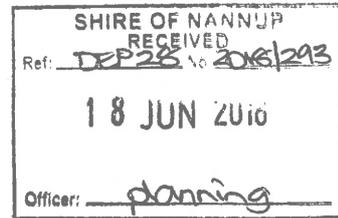
As we understand it Men's' sheds were founded for "shedless" men, encouraging social activities friendships, while providing vital health information to its members. Since then a number of articles supporting men's sheds have been published, stating they help increase the length and quality of life of elderly males.

The Nannup Men's Shed is already very proactive in our town of Nannup providing much needed support to the groups and the people of Nannup. This would be greatly enhanced if they had a permanent large shed for them all to work in.

We at the Business Initiative Group of Nannup would strongly support a more suitable and permanent home for the Nannup Men's Shed.

Kind Regards

Diane Ness
President B.I.G.N
PO Box 222
Nannup WA 6275 Ph08 9756 1562



June 18, 2018

Jane Buckland
Development Services Officer
Shire of Nannup

Dear Jane,

I refer to the letter you have sent to me dated 18th May, 2018 in regard to the proposed Nannup Men's Shed development on Lot 251 Widdeson Street, Nannup.

I would like to offer my support for the initiative, location and plans for this community project.

As I understand from the details of the project in your correspondence, I do not envisage any negative impact on the ambience or approach to my property at Lot 2 Widdeson Street from this development proposal.

It is clear that access and parking will be from Monaghan Street, therefore have no impact on Widdeson Street.

It also appears from your correspondence there will be no visual impact in regards to my property.

Please contact me if you wish any further comment.

Yours sincerely,

Athie Chambers
115/18 Atkinson Road, Subiaco WA 6008

SHIRE OF NANNUP
RECEIVED
Ref: ASS 28 No: 2018/296
19 JUN 2018
planned

Jane Buckland

From: DEAR Felicity [Nannup District High School]
Sent: Tuesday, 19 June 2018 10:14 AM
To: Jane Buckland
Subject: Mens Shed

To whom it may concern

Nannup DHS gives their approval for the Men's Shed to go ahead.
It is away from the school with a with a large section of land between the current buildings.
The school will have land, including bush at the side between the proposed Men's Shed and behind their area.

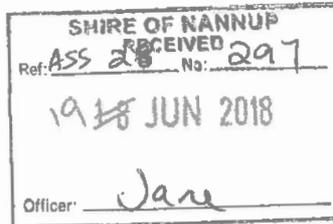
If there is future school development a fence can go between the two areas.
All visitors to the school must come through the office. If the men involved were to do any work with students they would need a Working with Children Card.
These rules would apply no matter where the shed is. It would apply to current neighbours and all Nannup Community members.
Due to the distance away from school buildings we don't believe noise will be an issue. I assume the shed design would cover these factors and plants/trees can be maintained around the building as a buffer.
If it was an issue we would work the shire and men's shed group to rectify this. As current houses have been built we have not found noise an issue.

Yours sincerely

Felicity Dear AM
Principal NDHS

	<p><i>Felicity Dear AM</i> <i>Principal</i> Bishop St Nannup P ... 9756 1008 M ... 0418 901 899 F ... 9756 1278 E ... Felicity.Dear@education.wa.edu.au</p>
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Serena Terry

Lot 55 Carey St
Nannup WA 6275
0412188510
misterry1959@gmail.com

18 June 2018

Nannup Shire Council
Adam St, Nannup

Cc: The Nannup Mens' Shed
Adam St
Nannup WA 6275

Dear Sirs

I would like to lend support for The Nannup Mens' Shed application to set up in Widdeson Street as I hear there has been some opposition.

This is unfortunate as community projects in Nannup deserve full support. Considering recent incidences in the South West, anything that supports mens' mental health should surely be considered a priority.

If it is a noise issue, we already have a high school T&E room with full equipment running daily and builders in the street (for years!) with their noise. To say nothing of the noise from the mill from 6am.

If it is a traffic issue, the school traffic increases 2x daily and the heavy delivery trucks to current building sites up Widdeson St have increased drastically recently - tolerance is the key.

If it is a visual aesthetic issue, I would prefer look up Widdeson St and see some trees - but that is no longer possible. Again, tolerance.

So, this letter is to show my full support for the project.

Sincerely yours,

Serena Terry.

18 June 2018

Shire of Nannup
Attn. Jane Buckland
Adam Street
Nannup WA 6275

SHIRE OF NANNUP RECEIVED	
Ref: ASS28	No: 2018/302
19 JUN 2018	
Officer: Jane	

Dear Jane

LETTER OF SUPPORT

This is a letter of whole hearted support for the Nannup Mens Shed.

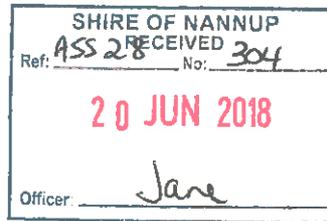
My husband Michael has been a part of the Nannup Mens Shed since their earliest meetings in January 2015.

Since that time (3 ½ years now), this group has not had a permanent 'home'. Despite this however, the group has evolved to become a 'presence' in Nannup. Their continued fund raising to build a home has endeared them to the community.

It would be an excellent outcome if their continued efforts to find a 'home' would be rewarded, soon.

Sincerely


Susan Pickup
34 Miller Road
Nannup



2 and 4 Adam Street,
Nannup,
WA 6275.

20th June 2018

Chief Executive Officer,
Shire of Nannup,
15 Adam Street,
Nannup,
WA 6275.

Dear Sir,

Men's Shed

We live opposite the old kindergarten where the Men's Shed is currently operating. We should like to make clear that we not inconvenienced at all by any of the activities which take place there.

Yours faithfully,

Ailsa Pritchett

Bruce Pritchett

Robyn Schubert

20th June 2018

Shire of Nannup

Attn: Jane Buckland

SHIRE OF NANNUP	
RECEIVED	
Ref: ASS 28	No: 305
20 JUN 2018	
Officer:	Jane

Dear Jane

RE: MENS SHED RELOCATION

I would like to express my full support for the relocation of the Men's Shed to behind the Nannup District High School and Widdeson St. This facility is a great community resource for the men of our town to collaborate together for the support of mental health and other local charities. The work they do enriches the town's resources, supports the community and provides a safe environment for men to express their feelings.

I am very disappointed that my neighbours are not supportive of this relocation, especially as several are new to town and the other is concerned about the issues which, having shared a boundary at my work place for several years, are unwarranted. I believe the retention of a 20m tree boundary is beneficial and adequate to both the school and local properties.

Lastly I would like to state that one of the endearing qualities of Nannup and the reason I have built here and lived over the past 11 years is its support of community and its people. As a single mother living on Widdeson Street, I feel comforted knowing that I have people who I have no doubt would be at hand should I need help. I would like to see services like the Men's Shed continue to grow and be available to all our residents for many years to come.

Yours Sincerely



Felicity Machar



F.R.O.G.S Early Learning Centre

(ABN 29 074 370 505)

32 Grange Road
PO Box 129, Nannup WA 6275
Tel: (08) 9756 1122

www.facebook.com/FROGSEarlyLearningCentre
www.frogsearlylearningcentre.com.au
director@frogsearlylearningcentre.com.au



Tuesday, 19 June 2018

To Whom It May Concern

SHIRE OF NANNUP RECEIVED	
Ref: ASS JB	No: _____
20 JUN 2018	
Officer: _____	

I wish to put forward my support for the Nannup Men's Shed to re-locate to the new location on Widdeson Street, Nannup. Not only is this a great cause for the men it helps directly, but also for the wider community.

The Nannup Men's Shed has been located next to this business for 2 years. At no time has it caused any disruption to the service we provide at F.R.O.G.S. The activities they carry out has not caused any audible noise and the members have always been very friendly and respectful.

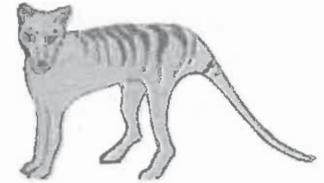
We wish the Nannup Men's Shed good luck with their new ventures.

Yours sincerely

Renae Denness
Director
FROGS Early Learning Centre

Please support your Committee-run, Not-for-profit Early Learning Centre

NANNUP MEN'S SHED INC.



Corner Adams Street and Grange Road
c/o PO Box 172, NANNUP, W.A. 6275
Email: nannup@mensshedswa.org.au

SHIRE OF NANNUP	
RECEIVED	
Ref: ASS 28	No: 296
19 JUN 2018	
Officer:	Jane

19th June 2018

Jane Buckland
Development Services Officer
Shire of Nannup
Adams Road
NANNUP W.A. 6275

Dear Jane

Thank you for the opportunity to respond to the submissions pertaining to Nannup Men's Shed Development application.

By way of an introduction we will give a brief overview of where we started, what we have achieved and what our aims and aspirations are before addressing the submissions. The development of the land at Lot 251 for a permanent residence for the Nannup Men's Shed was not a sudden impulse, it has been some time in the making. Since early 2014 when the Nannup Men's Shed was formalised we have pursued a dream of building or acquiring a permanent residence. Initially we looked at co-locating with the Nannup Sub-Branch of the RSL but concerns were raised that it would set an unwanted precedent so we then looked at a private purchase of an existing facility in the LIA but as we needed grant funds from, amongst other bodies, Lotterywest and the South West Development Commission, this was not feasible as they do not provide funds for the purchase of land. We also looked at another two blocks in the LIA, one adjacent to the SES facility but then were told it was not available and the other was across the road from that site but it too was a private venture which would not pass the Lotterywest test. We then approached the Shire for the possible use of Shire land namely the areas behind the Shire depot or adjacent to the golf course and Recreational Centre. Both of these were not considered suitable for us by other interest groups for reasons of being in a flood prone zone, being a railway reserve and in the latter case concern that Men's Shed vehicles would be damaged by wayward golf shots. Following a meeting in January 2016 between Lotterywest, the Shire of Nannup and Nannup Men's Shed Inc, the Shire undertook to discuss with the Department of Education the possible use of their land which was surplus to the Departments requirements for a Men's Shed. The initial offer, came very soon after and was to a piece of cleared land immediately to the east of the Nannup High School fronting onto Widdeson Street but this was later withdrawn and replaced with an offer of the land further to the east excised from their inventory

and transferred to the Nannup Men's Shed. This process began in late 2016 and has only just recently been finalised. This land was reserved for Schools use, it is now reserved for Men's Shed use.

In the intervening period, due to the kind generosity of the Shire of Nannup, the Nannup Men's Shed has operated out of the former kindergarten building, which happens to be in a residential area, with to our knowledge, no complaints of noise or dust pollution. Being able to use this facility has enabled us to, not only, consolidate our membership base but also to pursue our aims and to construct items for the community of Nannup ranging from tables and benches to noticeboards and supports for signage. Over the last ten months we have also been involved in, along with the Shire, Hospital and CRC, the Home Maintenance Programme for the senior members of our community.

Nannup Men's Shed is primarily set up to address issues of mental, physical and emotional health and to promote the prevention and control of such issues, this is done in many ways whether it be meeting to share skills and abilities or just sitting down and chatting about individual interests or arranging links with health-related agencies. The facility we envisage is one to cater for all these aspects. It will provide the environment for men to work on their own projects (not necessarily manual, it may well be on a computer or operating a Ham Radio) in their own time, as they would do in their shed or office space at home, but in the company of other men.

The following is a chart of the Men's responses to the submissions from some of the residents of Widdeson Street:

Widdeson Street Submissions	Nannup Men's Shed Response
<ul style="list-style-type: none"> • Reserve Public Purpose: School 	<ul style="list-style-type: none"> • Following a two year process The Department of Lands has issued a Certificate of Crown Land Title Reserve under Management Order for the designated purpose of "Men's Shed" for Lot 251 on DP 412171
<ul style="list-style-type: none"> • Will the 15 Metre gravel buffer around building enable vehicles to drive around the entire building? 	<ul style="list-style-type: none"> • The 15metre gravel buffer will serve both as a fire break and car parking and vehicles, whether they be emergency vehicles or cars, will be able to access all of the area around the building.
<ul style="list-style-type: none"> • Will the area to the rear of the building be used for Storage? 	<ul style="list-style-type: none"> • No. The size of the building was planned so that all items will be stored inside other than rainwater which will be stored in tanks on the sides of the building.
<ul style="list-style-type: none"> • Will the building be constructed of Colourbond or Zinc Alloy? 	<ul style="list-style-type: none"> • The building (Barn Style) will be of green colourbond (including the roof so as not to reflect sunlight) to blend in with the trees. The height of the building is not

	<p>anticipated to protrude above the canopy of the surrounding trees.</p>
<ul style="list-style-type: none"> • What kind of industrial equipment will be operating within and in the surrounding external areas. Will the noise remain under the residential db restrictions? 	<ul style="list-style-type: none"> • The equipment that will be used is that which can be found in any home handy mans shed in any residential area in Australia and we will have insulation and noise deadening cladding inside. We are confident we will meet the working day residential db levels. With respect to doing work in the external areas, we regularly wash and clean the Community Bus, we would probably do that in an external area, nothing else is envisaged.
<ul style="list-style-type: none"> • What are the proposed hours of operation? 	<ul style="list-style-type: none"> • Based on our current activity level and factoring in the possibility of an increase in numbers, would meet at most 3 days a week and between the hours of 09-00am and no later than 5-30PM but normally 1-00 to 2-00PM.
<ul style="list-style-type: none"> • What is the width of the proposed buffer zone of trees between the Shed and houses on Widdeson Street? 	<ul style="list-style-type: none"> • Attached is an aerial photograph which shows the area of the planned development within Lot 251 and the buffer zone of trees ranges from 50metres down through 35metres to 25metres. However since the time this photograph was taken and our planning commenced, persons unknown have removed a swathe of trees from lot 251 (Reserve for Men's Shed use) and thus reduced the buffer zone with one of the houses (currently under construction)
<ul style="list-style-type: none"> • Will the access and egress point be on Widdeson Street or Monaghan Street? 	<ul style="list-style-type: none"> • Monaghan Street only
<ul style="list-style-type: none"> • What provisions will be made for parking and is there a guarantee that cars will not be parked along Widdeson Street? 	<ul style="list-style-type: none"> • As alluded to above the 15metre gravel buffer zone around the building will be a car park. We will monitor it very closely to ensure that no Men's Sheds cars are parked on Widdeson street.
<ul style="list-style-type: none"> • Has an offset site been identified for native vegetation that will be cleared of the reserve? 	<ul style="list-style-type: none"> • In the Men's Shed application for a Clearing Permit, for the land which we intend to develop, to the Department of Water and Environmental Regulation (DWER) and subsequent discussions with that Department, there was no requirement for an offset to be

	<p>identified. We are not in a position to comment on whether the person, unknown, who removed the swathe of native vegetation from the Men's Shed Reserve adjacent to the new house being built on the cul-de-sac in Widdeson Street, identified an offset.</p>
<ul style="list-style-type: none"> • What is the level of bushfire risk resulting from the operation and activities of the Men's Shed? 	<ul style="list-style-type: none"> • It is considered that the bushfire risk resulting from our activities will be minimal as we have a significant fire break and all work will be in the confines of the building. If we were to have a barbecue outside it would be in a properly designed gas barbecue and not when there is a total fire ban. Our membership includes quite a number of local bushfire brigade members so it is believed our awareness will be maintained at a very high level.
<ul style="list-style-type: none"> • Access and egress on Widdeson Street would be highly inappropriate. Having non-residents' cars travelling up and down Widdeson Street during the day and in the evening would affect the quality of our local amenity. 	<ul style="list-style-type: none"> • As addressed above, none of this is applicable to the Nannup Men's Shed in the proposed development of our site.
<ul style="list-style-type: none"> • The Clearing of native vegetation on Lot 251 and the proposed visual presentation of the Men's Shed development would diminish the local landscape value of Widdeson Street. 	<ul style="list-style-type: none"> • The Nannup Men's Shed has always been cognizant of the need to preserve a buffer and the local landscape value between our building and Widdeson Street and this drove the locating of the development. This buffer and landscape value was severely degraded when the native vegetation was removed, by persons unknown, from that part of Lot 251 adjacent to the property on the cul-de-sac on Widdeson Street
<ul style="list-style-type: none"> • The potential daily and ongoing noise emissions from the Men's Shed would diminish our local amenity 	<ul style="list-style-type: none"> • As addressed above the equipment to be used and their associated emissions is that which will be found in any shed in any backyard of any residence. We will also be taking measures to deaden any noise emissions.
<ul style="list-style-type: none"> • accommodate the Men's Shed with little to no impact on local residential amenity, such as the 	<ul style="list-style-type: none"> • The Nannup Men's Shed has worked closely with the Shire of Nannup all through this process

<p>reserve opposite Bishop Street near the recreation centre oval.</p>	<p>and the land at the recreation centre has already been addressed.</p>
<ul style="list-style-type: none">it is an industrial building and therefore should be built in the industrial area. 	<ul style="list-style-type: none"> Nannup Men's Shed is not an industrial complex, it is primarily aimed at addressing men's mental, physical and emotional health. Whilst the shed will have work spaces it will also have rooms for presentations, counselling, training, a communal area for coffee etc along with internal storage areas. Another thing that mitigates against doing anything on a "Industrial" scale is the Men's Shed ethos of not taking work away from local trades people. The efforts in obtaining land to build on in the LIA has been addressed earlier.
<ul style="list-style-type: none"> We believe a reserve is just that - a reserve- not to be cut up into development blocks. 	<ul style="list-style-type: none"> Lot 251 is a reserve for Men's Sheds use only under a management order. Nannup Men's Shed would have to apply to the Department of Lands to vary that order and it would be highly unlikely that they would approve it to be cut up into development blocks.

We have endeavoured to address the main points of the submissions and have tried to limit the repetition. Accordingly, favourable consideration of our development application is sought. If there is anything which we can do or any changes (within reason) that we can make to our development plan to facilitate its acceptance, please feel free to contact us.

Yours Sincerely

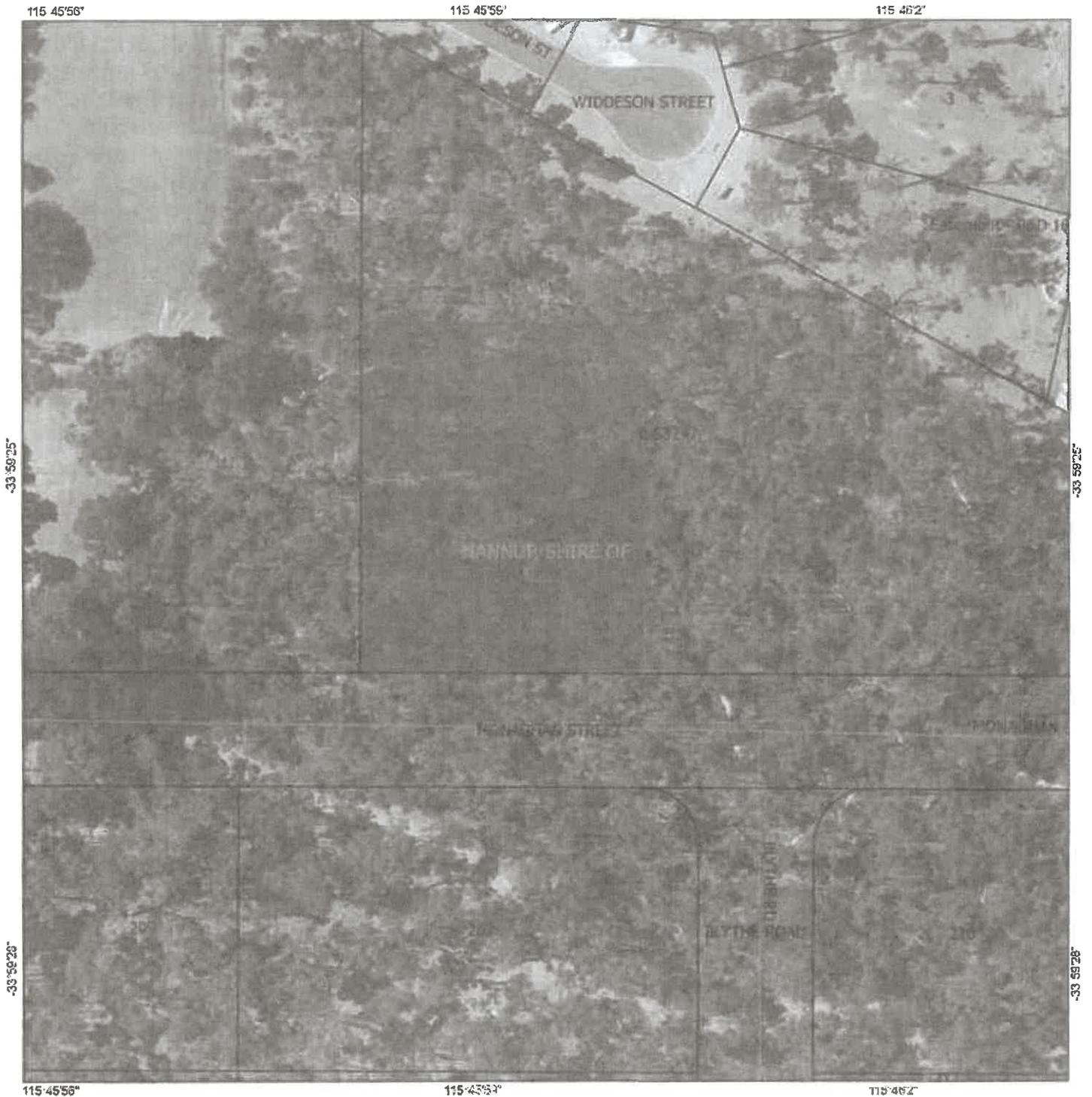


Charlie Ferguson
Secretary,
Nannup Men's Shed Inc.



Derek Brown
Chairman,
Nannup Men's Shed Inc.

CPS 8081/1 - Map



Legend

-  Areas applied to clear
-  Roads
-  Local Government Authority
- WANow_Imagery



0 50 100 m



MGA 94
Geocentric Datum of Australia 1994



GOVERNMENT OF
WESTERN AUSTRALIA