Attachment 8.1

Shire of Nannup

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Minutes

Council Meeting held Thursday 27 September 2018

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M i n u t e s

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Deputy Shire President declared the meeting open at 4.35pm.

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

ATTENDANCE:
Councillors: R Mellema, V Hansen, P Fraser, C Buckland, R Longmore, N Steer, C Stevenson.
David Taylor – Chief Executive Officer
Tracie Bishop – Manager Corporate Services
Jon Jones – Manager Infrastructure
Jane Buckland – Development Services Officer

APOLOGIES:
Councillor T Dean

LEAVE OF ABSENCE:
Nil

VISITORS:
Julie Kay and Ian Gibb.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

7. DECLARATIONS OF INTEREST

Nil

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

18144 HANSEN/LONGMORE

That the Minutes of the Ordinary Council Meeting held 23 August 2018 be confirmed as a true and correct record.

CARRIED (7/0)

9. MINUTES OF OTHER COUNCIL COMMITTEES/REPRESENTATIVE COMMITTEES

9.1 *18145 LONGMORE/STEVENSON*

That the Minutes of the Warren Blackwood Alliance of Council meeting held 21 August 2018 be received.

CARRIED (7/0)

9.2 *18146 STEVENSON/BUCKLAND*

That the Minutes of the Western Australian Local Government Association South West Zone meeting held 24 August 2018 be received.

CARRIED (7/0)

9.3 ***18147 MELLEMA/STEVENSON***

That the Minutes of the Bush Fire Advisory Committee meeting held 6 August 2018 be received along with the following motions and officer comments being considered and that Motion 1 is not accepted on the basis that there is a policy already in place.

CARRIED (7/0)

9.3.1 Motion 1

"BFAC recommend that Council support the development of a one day firefighter course"

Moved: Mark Scott
Seconded: Carey Curtis *7 for, 1 abstained*

Officer Comment

Policy number BFC 3 was reviewed on 25 January 2018 and states the following;

"The Council duty of care recognises the competencies contained in DFES Introduction to Fire Fighting and Bushfire Fighting courses to be the desired minimum requirement for fire fighters on fire ground in Nannup Shire area."
This policy is in line with the minimum required training recommended by the Department of Fire and Emergency Services (DFES). DFES also recommend that each bush fire volunteer complete the AIMS Aware training.

Motion 1 – not accepted on basis that there is a policy already in place.

9.3.2 Motion 2

"BFAC agrees to current executive incumbents as status quo"

Moved: Ian Wishart
Seconded: Mark Scott *CARRIED*

Officer Comment

Nil officer comments required.

9.3.3 Motion 3

"The BFAC endorses the additional position of Deputy Chief BFCO and that John Patman is nominated for the position."

Moved: *Robin Mellema*
Seconded: *Ashley Kidd* *7 for, 1 abstained*

Officer Comment

There is no legislative requirement to have a second Deputy Chief BFCO, however, by doing so can provide additional flexibility when others are unavailable to attend duties.

It is noted that a second Deputy Chief BFCO would attract a further honorarium fee prescribed in Motion 4 below.

9.3.4 Motion 4

"The Chief BFCO and Deputy BFCO's receive an honorarium of $1,500 and $750 each respectively."

Moved: *Mark Scott*
Seconded: *Ian Wishart* *5 for, 1 abstained*

Officer Comment

This is common across Local Government in order to compensate the officer positions for undertaking their extensive duties.

9.3.5 Motion 5

"Shire to investigate the possibility of maintaining Gold Gully Road to Donnelly Holiday Village for emergency response."

Moved: Vic Lorkiewicz
Seconded: Ian Wishart CARRIED

Officer Comment

Gold Gully Road from Mount Lewin Loop to Stallard Road is 7.988 kilometres

Gold Gully Road is not a Shire road being under the control of DBCA. i.e. Gold Gully Road is not Gazetted.

Stallard Road from Gold Gully Road to Sears Road is 4.67 kilometres. Stallard Road is a Shire maintained road and is Gazetted.

Maintenance Grading cost is estimated at $1,266 per kilometre or $16,430 per visit. It is expected that this road would require grading a minimum of four times per year.

The current road condition for both roads is marginal in several locations with bed rock appearing, is narrow with drainage issues. Drainage repairs and trafficable width would need to be investigated with possible widening needing to be carried out for traffic safety. As there is no gravel to use for repairs and to complete maintenance to an acceptable standard gravel would need to be carted to allow gravel sheeting over sections. An accurate cost estimate to complete the actual work required is unavailable at the time of writing but would be in the vicinity of $58,000 per kilometre.

The Shire has no traffic data (vehicle counts) for these roads.

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

11. REPORTS BY MEMBERS ATTENDING COMMITTEES

Date	Meeting	Councillor
30 August	BIG N AGM and Ordinary Meeting	Buckland
11 September	Risk Management Committee	Longmore, Steer

12. REPORTS OF OFFICERS

AGENDA NUMBER:	12.1
SUBJECT:	Delegated Planning Decisions for August 2018
LOCATION/ADDRESS:	Various
NAME OF APPLICANT:	Various
FILE REFERENCE:	TPL18
AUTHOR:	Jane Buckland – Development Services Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	7 September 2018
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	12.1.1 – Register of Delegated Development Approvals

BACKGROUND:

To ensure the efficient and timely processing of planning related applications, Council delegates authority to the Chief Executive Officer to conditionally approve Application for Development Approval that meet the requirements of both Local Planning Scheme No.3 (LPS3) and adopted Council policy.

Delegated planning decisions are reported to Council on a monthly basis to ensure that Council has an appropriate level of oversight on the use of this delegation. A Register of Delegated Development Approvals, detailing those decisions made under delegated authority in August 2018 is presented in Attachment 12.1.1.

COMMENT:

As shown in the attachment, each application has been advertised in accordance with LPS3 and Council's adopted Local Planning Policy *LPP5 Consultation* as detailed in the Policy Implications section of this report.

During August 2018, two (2) development applications were determined under delegated authority. The table below shows the number and value of development applications determined under both delegated authority and by Council for July 2018 compared to August 2017:

	August 2017	**August 2018**
Delegated Decisions	1 ($30,000)	2 ($10,500)
Council Decisions	0	1 ($65,000)
Total	**1($30,000)**	**3 ($75,500)**

STATUTORY ENVIRONMENT:

Planning and Development Act 2005, Local Government Act 1995 and LPS3.

Regulation 19 of the *Local Government (Administration) Regulations 1996* requires that a written record of each delegated decision is kept.

POLICY IMPLICATIONS:

Applications for Development Approval must be assessed against the requirements of LPS3 and Local Planning Policies adopted by Council. These Policies include Local Planning Policy *LPP5 Consultation* which details the level and scope of advertising required for Applications for Development Approval.

Each application processed under delegated authority has been processed and advertised, and has been determined to be consistent with the requirements of all adopted Local Planning Policies.

FINANCIAL IMPLICATIONS:

The required planning fees have been paid for all applications for Development Approval processed under delegated authority.

STRATEGIC IMPLICATIONS:

Nil.

RECOMMENDATION:

That Council receives the report on Delegated Development Approvals for August 2018 as per Attachment 12.1.1.

VOTING REQUIREMENTS:

Simple Majority

18148 LONGMORE/BUCKLAND

That Council receives the report on Delegated Development Approvals for August 2018 as per Attachment 12.1.1.

CARRIED (7/0)

AGENDA NUMBER:	12.2
SUBJECT:	Mitigation Activity Fund 2018/19
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	WRK 01
AUTHOR:	Jonathan Jones – Manager Infrastructure
REPORTING OFFICER:	Jonathan Jones – Manager Infrastructure
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	20 September 2018

BACKGROUND:

The Shire of Nannup submitted an application for Mitigation Activity Funding for the 2018/19 Financial Year and was advised on the 14th September 2018 by State Government through media announcement that the Shire of Nannup was a recipient of Mitigation Activity Funding 2018/19 Year.

COMMENT:

The Shire of Nannup's original application for Mitigation Activity Funding for the 2018/19 was $487,500, with notification that actual funds received were $476,500. This amount was not included in the 2018/19 Budget and so requires endorsement by Council before funds can be accepted.

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

POLICY IMPLICATIONS:

ADM 4 Purchasing Policy

FINANCIAL IMPLICATIONS:

Additional revenue of $476,500 within the 2018 19 Financial Year Budget.

STRATEGIC IMPLICATIONS:

4.1 Our Sanctuary We will protect our amazing nature, magnificent forests, managed bush land, rivers, agriculture and our pristine coastline
4.2 Our Location Keep our beautiful combination of natural landscapes and built environments to retain our community and amenity.

RECOMMENDATION:

That Council accepts the Mitigation Activity Funding 18/19 and adjust 2018/19 Budget to reflect this inclusion.

VOTING REQUIREMENTS:

Absolute Majority.

18149 STEVENSON/FRASER

That Council accepts the Mitigation Activity Funding 18/19 and adjust 2018/19 Budget to reflect this inclusion.

CARRIED (7/0)

AGENDA NUMBER:	12.3
SUBJECT:	Budget Monitoring – July 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	19 September 2018
ATTACHMENT:	12.3.1: Financial Statements for the Period Ending 31 July 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 12.3.1.

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

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

COMMENT:

Please refer to the attachment, Financial Statements for period(s) ending 31 July 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 2018/19.

STRATEGIC IMPLICATIONS:

Nil.

RECOMMENDATION:

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

VOTING REQUIREMENTS:

Simple Majority.

18150 STEVENSON/BUCKLAND

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

CARRIED (7/0)

AGENDA NUMBER:	12.4
SUBJECT:	Monthly Accounts for Payment - August 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	19 September 2018
ATTACHMENT:	12.4.1: Accounts for Payment – August 2018

BACKGROUND:

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 August 2018 to 31 August 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 finanacial report is required to comply with financial regulations. This breakdown is included within the attachments.

Municipal Account		
Accounts paid by EFT	10828 – 10958	381,731,.27
Accounts paid by cheque	20309 – 20315	350,900.68
Accounts paid by Direct Debit	DD10211.1 – DD10267.10	49,663.19
Sub Total Municipal Account		*$782,295.14*
Trust Account		
Accounts paid by EFT	10924 – 10959	1,373.62
Accounts Paid by cheque		0.00
Sub Total Trust Account		*$1,373.62*
Total Payments		**$783,668.76**

STATUTORY ENVIRONMENT:

LG (Financial Management) Regulation 13

POLICY IMPLICATIONS:

None.

FINANCIAL IMPLICATIONS:

As indicated in Schedule of Accounts for Payment.

STRATEGIC IMPLICATIONS:

None.

RECOMMENDATION:

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling $783,668.76 1 August 2018 to 31 August 2018 in the attached schedule be endorsed.

VOTING REQUIREMENTS:

Simple Majority

18151 FRASER/HANSEN

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling $783,668.76 1 August 2018 to 31 August 2018 in the attached schedule be endorsed.

CARRIED (7/0)

PROCEDURAL RECOMMENDATION

18152 STEER/LONGMORE

That Council consider the late Agenda item 12.5.

CARRIED (5.2)
Voted For Motion: Mellema, Steer, Longmore, Buckland, Fraser
Voted Against Motion: Hansen, Stevenson

AGENDA NUMBER:	12.5
SUBJECT:	Room Hire Concession
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	South West Food Bowl
FILE REFERENCE:	ASS 5
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	26 September 2018
ATTACHMENTS:	Nil

BACKGROUND:

The South West Foodbowl Association Incorporated (SWFB) was started in 2012 by a group of enthusiastic farmers who realised that "*where does my food come from*" was not well recognised in both schools and the broader community.

Based on this concept the group has made it an aim to bridge the gap between consumers and farmers while at the same time showcasing and celebrating Nannup Agricultural community. This is done through promotion of the industry and acknowledgement of possible training and career opportunities within the agricultural sector.

For the 2018/19 program, a community grant application was made to Council for $1500. Officers assessed this application along with all other applications received, with a final recommendation that was included within the 2018/19 budget for an amount of $500. While this is considerably less than what was applied for, it was of a similar reduction to all other grant applications requested.

Council has however, received a letter from Mrs Barbara Dunnet, as Chairperson of this organisation, requesting that the hall hire fees for this event be wavered to compensate for the reduction in the grant funding received.

COMMENT:

A breakdown of facilities that will be used in the hosting of this events is as follows:

• Recreation Centre Hall 2 x full days @ $200 per day		$400
• Community Room Hall Hire 2 x full days @ $105		$210
Discount already applied through consent of ECDO	*-$105*	
• Hockey Oval – 2 days no charge		$ 0
Total Cost:	$ 505	

For Council the issue remains around the equity of the above request. Of all Community Grants applied for this financial year there were similar reductions in overall grant funding approved. As Councillors are aware, this year is a year of financial constraints being required in every area of the budget, if Council is to agree to the above request the result will be that the actual contribution to this organisation will then be out of step with that offered to other community grant applicants.

A matter to also consider within this request, if Council is to agree to waiving fees, there could be similar requests from other grant applicants who also received reduced funding which would then have a larger impact on our overall budget.

Also of note in the grant application was that applications for grant funding was made to various other organisations as well as Council in this financial year, it would be hoped that the SWFB were successful in other funding opportunities which could be used to cover overall expenditure.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

FNC 3 – Community Group Grants and Donations

FINANCIAL IMPLICATIONS:

Full charge per Fees and Charges $610
Fee waiver already applied based on agreement with Economic and Community Development Officer ($105).
Total cost of hall hiring for the event $505
Total lost revenue for Shire of Nannup $610

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 advise the South West Foodbowl Association that to waive fees for the hiring of facilities to the events held over the 18th and 19th of October would represent an increase in Community Grants already received which would be viewed as inequitable against all other community groups that received reduced funding this financial year. For this reason, the request for reduction in fees is not granted.

VOTING REQUIREMENTS:

Simple Majority

18153 STEER/LONGMORE

That Council advise the South West Foodbowl Association that to waive fees for the hiring of facilities to the events held over the 18th and 19th of October would represent an increase in Community Grants already received which would be viewed as inequitable against all other community groups that received reduced funding this financial year. For this reason, the request for reduction in fees is not granted.

CARRIED (4/3)

Voted For Motion: Mellema, Steer, Longmore, Buckland
Voted Against Motion: Hansen, Fraser, Stevenson

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

13.1 OFFICERS

Nil.

13.2 ELECTED MEMBERS

Nil.

14. MEETING CLOSED TO THE PUBLIC
(Confidential Items)

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil.

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

Nil.

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

Nil.

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

Nil.

17. CLOSURE OF MEETING

The Deputy Shire President declared the meeting closed at 4.58pm.

Attachment 9.1

Business Initiative Group Nannup Inc. AGM Minutes

Date:	**30 August 2018**	
Venue:	**Nannup Bowling Club**	
Meeting Opened:	6 pm	
Attendance:	Di Ness, Kevin Bird, Marg Bird, ,Cheryle Brown, Murray McKinley, Leanne White, Chris Buckland, Jim Green, Isabel Green, Ian Gibb, Ross Beatty, Davina Gibb	
Apologies: **Late apology:**	Laraine Raynel, Grant Raynel, Mark White, Brownie Dickens Judy Washington Ian	
Chair:	**Chris Buckland /Di Ness**	
Resignation of existing Positions		**Carried**
Election of Office Bearers	Chairperson: To Be Decided Current members to be canvassed. Until Chair appointed a member will be nominated from attendees of meeting. Treasurer: Murray McKinley **Nominated: C Brown Seconded: D. Ness** Secretary: Davina Gibb **Nominated: D. Ness Seconded: C. Brown** Committee: Di Ness **Nominated: C. Brown Seconded: K. Bird** Mark White **Nominated: D. Ness Seconded: D. Gibb** Ian Gibb **Nominated: D. Ness Second: M. Bird** Cheryle Brown **To Be Confirmed at next**	**Carried**
Business arising:	Nil to report	
Confirmation of previous minutes:	That the minutes of the meeting held 5th October 2017 be confirmed **Moved**: D. Gibb **Seconded:** J. Green	**CARRIED**
Correspondence		
OUT:	**Nil**	
IN:	Nil **Moved:** C. Brown **Second:** D. Ness	
Reports		
Chairpersons Address:	Thank You to all involved in BIGN Inc. over past year Exciting times for Nannup and our businesses, with several new projects due for completion in the near future. The Clock and the Stripes in the Forest projects will be significant assets for the promotion of Nannup and will therefore impact favourably on local businesses. It is important that we support local businesses in Nannup.	
Finance Report:	Opening Balance as at 1July 2016 **$2066.64** Closing Balance as at 30 JUNE 2017 **$8389.59** **Moved**: C. Brown **Second:** D. Ness As the accounts have not been audited for 7 years Cheryle advised Hampton partners have been appointed to audit Business Initiative Group Nannup Inc, accounts before handing over to the new treasurer.	**CARRIED**
General Business:		
1	Membership Fee: to remain at $75 per membership for 2018/19 **Moved**: D. Ness **Second:** K. Bird	**Carried**
2	**Signatories on bank accounts for Business Initiative Group Nannup Inc.:** Murray McKinley, Di Ness and Cheryle Brown.	**Carried**
Next Meeting: To Be Confirmed	**Meeting Closed:**6.25 pm	

Attachment 9.2

Business Initiative Group Nannup Inc. Minutes

Date:	**30th August 2018**	
Venue:	**Nannup Bowling Club**	
Meeting Opened:	6.30 pm	
Attendance:	**D. Ness, M. Bird, K. Bird, C. Brown, M. McKinley, L. White, C. Buckland, I. Green, J. Green, I. Gibb, R. Beatty, D. Gibb.**	
Visitors:		
Apologies:	**L. Raynel, G. Raynel, M. White, B. Dickens, J. Washington, I.**	
Business arising:	**Find The Fun:** Mark and Ian met with Paul Morton. Cost to engage in the app $250, advice sought from Matt Ness to ensure integration with SITF app. Confirmed. **TOMR Jackets:** see general business **SITF Face book page issues:** Confirm Di Ness's access to site. Word "Nannup" to be added to page heading **Signage board leases:** After extension for payment to 17th August permitted- All but 1 invoice remains outstanding. As there are businesses waiting to be included; the possibility to increase the notice board size is to be sort.	**Action required to proceed** **C. Brown to action** **To Be Actioned**
Confirmation of previous minutes:	That the minutes of the meeting held 12th July 2018 be confirmed **Moved**: J. Green **Seconded**: C. Buckland	**CARRIED**
Correspondence	**Moved:** I. Green **Seconded:** K. Bird	**Carried**
OUT:	**Nannup Furniture Gallery:** accepting quote for Trophy stands (Note this may need to be amended due to possible changes to the base design on the request of TOMR) **TOMR:** Requesting clarification on support for 2018. **TOMR:** Confirming sponsorship to value of $500 to help with the cost of trophies. See General Business **SITF:** Emails from C. Brown and I. Gibb confirming SITF invoices issued and Received due for payment. **Nannup Shire:** Reply to shire for location of tigers around Nannup for approval. Reply to request comment on 2 development application approval notices.	
IN:	**TOMR:** Confirming request for support for 2018 **Nannup Furniture Gallery:** Quote for trophy stands	

Reports			
Chairpersons Report:		None Tabled	
Finance Report:		That the financial statements as presented by endorsed. **Reports to be emailed and confirmed at next meeting** **Motion:** To pay Accounts due $6500 App Alpha $4372.50 Plumb Artsworkshop **Moved:** C Brown **Seconded:** I.Gibb	**C. Brown to action**
Agenda Items:		**"Create It Wild in Nannup"** New project collaborated by Di Ness and Leanne White to promote craft weekend workshops in Nannup. 4 events planned per year. 30 participants required for each workshop. Nannup Valley Chalets to host the events, Artisans from local and other sources to be invited to Tutor several sessions over the weekend.	
General Business:			
1	**SITF: Donation received For** As a result of ad for community involvement $500 from P. Fraser. $50 B. Hemsworth has been received **Meeting** with Matt Ness on 15th September to present app and website in closed forum. Anyone interested in helping administer/ manage please attend. Manager to be appointed Letter to be sent to Geo sheds and Mens shed for works carried out Report attached		**Thankyou letter to be sent D. Gibb to Action** **D. Gibb to action**
2	**TOMR:** Jackets not working due to teams consisting of 6 individuals but only 1 winner so decided to proceed with trophies. Total of 12 trophies required. Bases quoted at $11 each from Nannup Furniture Gallery (adjustment may be required). **Motion:** $500 total as support for TOMR with Business Initiative Group to pay invoice for stands then forward remaining amount direct to TOMR. Moved **D. Ness** Seconded **M. Bird**		
3	**Tiger Hunt:** 15th September. Graham to provide truck to locate tigers along trail. Graham, Ross and Ian to place and pick up tigers. Set up # tag and Twitter to be used to get links to SITF Facebook page for event		**To be Actioned D. Ness C. Brown**
4	**Jaguar Club:** April 2020Rally Busselton for 3 days. Request for BIG N to host visit. Agreed to consider and discuss details as required.		**To Be noted for Action at later date**
5	**Bowling Club:** Hope to start comps early this year with 1st comp planned for October. Social bowls to continue		
6	**Promotion of BIGN Inc.** a ¼ page ad with president's report to be placed.		**D. Ness to action**
7	**Tourism Budget Nannup:** Request BIGN Inc. support with a financial contribution. **Motion:** Business Initiative Group Nannup Inc. contributes dollar for dollar with Nannup Shire to maximum $500 on TV advertising. Confirmation to be sort if logo can be attached **Moved** C. Brown **Seconded:** M Bird		**D. Ness to action**
8	**CRC:** Funding reinstated until June 2020. Congratulations to all those who supported CRC bid. Nannup among the strongest supporting communities. Information days MY Health 9th Oct. NBN 11th Oct.		
9	**CWA:** Thank You to BIG N Inc for the loan of the tiger for their stall at the Flower and Garden show.		

10	**Flower and Garden Festival:** Letter of congratulation to be sent Letter to shire re: support of tulips	**D. Gibb to action**
11	**Wild Eyed Press** Melbourne trade fair successful with new clients resulting. F&G festival and Medieval Festival proved to be great weekends for trade in Nannup. Tulips attracted tourist before and long after the F&G Festival. Now printing Mugs and Tiles, and Framing (Mark to receive training) Renovations soon complete which will mean complete self-sufficiency from power and water.	
12	**Clock tower:** Delays due to weather but hope smooth progression now. No completion date yet.	
13	**Shire:** Exciting major developments planned including Mineral sands mine (2020?) and Sumich market garden for export.	
14	**Nannup Valley Chalets:** Busy. Some interested buyers	
15	**Nannup Skip Bins:** Congratulations to Larraine and Grant Raynel on the sale, and Congratulations to Gerald and Cheryle Brown on the purchased of the Nannup business. Changeover 31st August 2018	
16	**CinefestOz** Screened "Peter Rabbit" very successful with 180 attendees over 2 days.	

Meeting Closed:	8.20pm
Next Meeting:	Thursday 6th September Social meeting **TBC**

Attachment 9.3

Summary Minutes

STATE COUNCIL MEETING

7 September 2018

NOTICE OF MEETING

Meeting No.6 of 2018 of the Western Australian Local Government Association State Council held at the Irwin Rec, 1 Ridley Street, Port Denison WA 6525, on Friday 7 September 2018, commenced at 11:05am.

1. ATTENDANCE, APOLOGIES & ANNOUNCEMENTS

1.1 Attendance, Apologies, Deputies, Guests and Announcements

Members	Deputy President of WALGA, North Metropolitan Zone	Mayor Tracey Roberts
	Avon-Midland Country Zone	Cr Jan Court JP
	Central Country Zone	President Cr Phillip Blight
	Central Metropolitan Zone	Cr Jenna Ledgerwood
	Central Metropolitan Zone	Cr Paul Kelly
	East Metropolitan Zone	Cr Brooke O'Donnell
	East Metropolitan Zone	Cr Kate Driver
	Goldfields Esperance Country Zone	President Cr Malcolm Cullen
	Gascoyne Country Zone	President Cr Cheryl Cowell
	Great Eastern Country Zone	President Cr Stephen Strange
	Great Southern Country Zone	President Cr Keith House JP
	Murchison Country Zone	Cr Les Price
	North Metropolitan Zone	Cr Giovanni Italiano JP
	North Metropolitan Zone	Cr Russ Fishwick JP
	Northern Country Zone	President Cr Karen Chappel JP
	Peel Country Zone	President Cr Michelle Rich
	Cr Jon Strachan	South Metropolitan Zone (Deputy)
	South East Metropolitan Zone	Cr Julie Brown
	South East Metropolitan Zone	Cr Brian Oliver
	South West Country Zone	President Cr Tony Dean
Secretariat	Chief Executive Officer	Ms Ricky Burges
	Deputy Chief Executive Officer	Mr Wayne Scheggia
	EM Environment & Waste	Mr Mark Batty
	EM Governance & Organisational Services	Mr Tony Brown
	EM Finance & Marketing	Mr Zac Donovan
	EM People and Place	Ms Jo Burges
	EM Infrastructure	Mr Ian Duncan
	Executive Officer Governance	Ms Margaret Degebrodt

APOLOGIES

- Cr Lynne Craigie, WALGA President
- Cr Doug Thompson South Metropolitan Zone (attending WALGA Waste and Recycling Conference as MWAC Chair)
- Mayor Logan Howlett JP South Metropolitan Zone
- Mayor Carol Adams South Metropolitan Zone
- Cr Chris Mitchell JP Kimberley Country Zone
- Cr Kerry White Pilbara Country Zone
- Mr Ian Cowie Local Government Professionals
- Mr John Filippone Executive Manager Business Solutions

DEPUTIES

Cr Jon Strachan JP South Metropolitan Zone

GUESTS

- Mr Jonathan Seth, Chief Executive Officer LGIS
- Mr Howard King, LGIS Chair
- Members of the Northern Country Zone

Deputy President, Mayor Tracey Roberts opened the meeting at 11:05am

- **Acknowledgement of Country**

  I would like to acknowledge the Traditional Owners, the Amangu Nyoongar People as the Traditional Custodians of this land in which we are meeting on today and pay our respects to their Elders, past, present and emerging.

- Welcome to State Councillors, WALGA secretariat and guests.

MEETING ASSESSMENT

The Chair invited Cr Russ Fishwick to undertake a meeting assessment at the conclusion of the meeting.

ANNOUNCEMENTS

Presentation – Local Government Insurance Services (LGIS)

Mr Howard King, Chair, LGIS and Mr Jonathan Seth, Chief Executive Officer, LGIS, addressed the meeting.

Noted

2 MINUTES OF THE PREVIOUS MEETINGS

2.1 Minutes of Ordinary State Council Meeting 4 July 2018

Moved: Cr Giovanni Italiano JP
Seconded: Cr Julie Brown

That the Minutes of the Western Australian Local Government Association (WALGA) State Council Meeting held on 4 July 2018 be confirmed as a true and correct record of proceedings.

RESOLUTION 100.6/2018 **CARRIED**

2.2 Business Arising from the Minutes of 4 July 2018

2.2.1 Mining Camp Rating

Cr Cullen enquired on the progress of the following item:
"That the Pilbara Zone requests mining camp rating be added to the State Council Agenda to consider the impact of this form of rate capping".

Secretariat Comment

The item has been referred to the Governance and Organisational Services Policy Team and will also be considered in the Local Government Act Review process.

Information will come forward through the Governance and Organisational Key Activity Report.

Noted

1. DECLARATION OF INTEREST

Pursuant to our Code of Conduct, State Councillors must declare to the Chair any potential conflict of interest they have in a matter before State Council as soon as they become aware of it.

I note that there are several State Councillors and deputies that may be directly or indirectly associated with the recommendations of the Selection Committee. I ask that if you are affected by these recommendations, that you excuse yourself from the meeting and do not participate in deliberations.

Cr Oliver declared an impartiality interest in item 5.4

PAPERS

State Councillors have been distributed the following papers under separate cover:

- President's Report (previously emailed to your Zone meeting)
- Item 5.11- Executive Committee Meeting Minutes
    - Financial Statements
    - Corporate Governance Charter
- Item 5.12 Selection Committee Minutes;
    - Flying Minute
    - Elected Member Advisor Program
- LGIS Report and Minutes
- CEO' s report to State Council

4. EMERGING ISSUES

4.1 Vexatious Appeals against the Issuing of Native Vegetation Clearing Permits

Great Southern Country Zone, Cr Keith House

Moved: President Cr Phillip Blight
Seconded: Cr Julie Brown

That the emerging issue on Vexatious Appeals against the Issuing of Native Vegetation Clearing Permits be considered by the meeting.

CARRIED

BACKGROUND

The Great Southern Zone has expressed its concern at the amount of seemingly vexatious appeals against the issuing of native vegetation clearing permits occurring across the Zone.

The Zone is deeply concerned that the environmental protection act has no mechanism to deter such vexatious claims.

This is having a material impact on the ability of Local Governments to maintain a safe and trafficable road network in a timely and cost effective manner.

The Zone seeks WALGAs assistance to reduce such vexatious actions and to advocate for changes to the act to insure any third party appeals are genuine (for example, requiring a refundable bond, payable by an appellant, on the lodgement of a third party appeal).

SECRETARIAT COMMENT

WALGA is aware of the issue, and understands that the Department of Water and Environmental Regulations (DWER) is currently receiving legal advice as to how to minimise the occurrence of vexatious appeals. WALGA is meeting with the DWER on an ongoing basis to seek a resolution to the issue.

It would be appropriate for the item to be referred to the Environment & Waste and Infrastructure Policy Teams for their consideration.

RESOLUTION

Moved: President Cr Keith House JP
Seconded: President Cr Michelle Rich

That this item be referred to the relevant Policy Teams to consider WALGA's advocacy for changes to the act to insure any third party appeals are genuine.

RESOLUTION 101.6/2018 **CARRIED**

5. MATTERS FOR DECISION

5.1 Local Government Act Review (05-034-01-0001 TB/JM)

By Tony Brown, Executive Manager Governance and Organisational Services, and James McGovern, Manager Governance

WALGA RECOMMENDATION

That WALGA:

1. **Support the policy positions announced by the Minister for Local Government relating to phase 1 of the Local Government Act review process in relation to:**
    a. **Acceptance and declaration of gifts;**
    b. **Universal training;**
    c. **Standards of behaviour;**
    d. **CEO Recruitment and Performance;**
    e. **Public notices and access to information; and,**
    f. **Administrative efficiencies.**
2. **Seek a formal commitment from the Minister for Local Government that WALGA and Local Government Professionals WA now actively participate in the legislative drafting process to develop the Local Government Amendment Bill relating to Phase 1 of the Review;**
3. **Note the process for phase 2 of the Act review process and encourage Local Governments and Zones to provide input; and,**
4. **Acknowledge the timely progress of the Local Government Act Review and the Minister for Local Government's ongoing prioritisation of the Review within his portfolio of responsibilities.**

Avon Midland Country Zone	WALGA Recommendation Supported
Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Goldfields Esperance Country Zone	Minutes not received
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	WALGA Recommendation Supported
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South East Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

SOUTH METROPOLITAN ZONE

That item 5.1 for decision within the September 2018 State Council Agenda be supported with the addition of 'Planning' to the skillset to be included as part of the foundational competencies that will form the basis of universal training.

SECRETARIAT COMMENT

The training courses listed are the Elected Member Skill Set as prescribed under the nationally accredited training for a Diploma in Local Government (Elected member) course. Local

Governments will be required to adopt a continuing professional development policy, and a Local Government that wanted to, could have a provision for Elected Members to carry out training that is not universally required across the entire Local Government sector such as Land Use training.

GASCOYNE COUNTRY ZONE

Supported with the following amendment:

That WALGA seek clarification on any proposal under Item 5.1 d. to publicly disclose specific details of the Chief Executive Officer's remuneration and contractual entitlements.

SECRETARIAT COMMENT

The current policy position of the Minister states that the Total Benefits package of the CEO needs to be included in the Annual report. WALGA's interpretation of this, is that it would only include the total amount of the package and not any further detail. WALGA staff will be included in the Parliamentary drafting review and will take a watching brief on this issue to ensure it is in-line with our expectation.

PEEL ZONE

Propose an additional Recommendation 5 to the WALGA recommendation:

5. That universal training be made available to non-elected members through RTO providers. Any person who becomes a Councillor with the appropriate Local Government Elected Member training is to be entitled to a 100% subsidy of costs expended**.**

SECRETARIAT COMMENT

WALGA's advocacy is based on there being recognition of prior learning, so any individual who has carried out the training would be exempt from further training requirements.

The availability of training is a decision for each RTO. It would be unusual for the cost of training already incurred to be refunded retrospectively.

WALGA RECOMMENDATION

That WALGA:

1. **Support the policy positions announced by the Minister for Local Government relating to phase 1 of the Local Government Act review process in relation to:**
    a. **Acceptance and declaration of gifts;**
    b. **Universal training;**
    c. **Standards of behaviour;**
    d. **CEO Recruitment and Performance;**
    e. **Public notices and access to information; and,**
    f. **Administrative efficiencies.**
2. **Seek a formal commitment from the Minister for Local Government that WALGA and Local Government Professionals WA now actively participate in the legislative drafting process to develop the Local Government Amendment Bill relating to Phase 1 of the Review;**
3. **Note the process for phase 2 of the Act review process and encourage Local Governments and Zones to provide input; and,**
4. **Acknowledge the timely progress of the Local Government Act Review and the Minister for Local Government's ongoing prioritisation of the Review within his portfolio of responsibilities.**

ALTERNATE RECOMMENDATION

Moved President Cr Karen Chappel JP
Seconded: President Cr Phillip Blight

That WALGA:

1. **Support the policy positions announced by the Minister for Local Government relating to phase 1 of the Local Government Act review process in relation to:**
    g. **Acceptance and declaration of gifts;**
    h. **Universal training;**
    i. **Standards of behaviour;**
    j. **CEO Recruitment and Performance;**
    k. **Public notices and access to information; and,**
    l. **Administrative efficiencies.**
2. **Seek a formal commitment from the Minister for Local Government that WALGA and Local Government Professionals WA now actively participate in the legislative drafting process to develop the Local Government Amendment Bill relating to Phase 1 of the Review;**
3. **Request the Minister for Local Government to extend the initial consultation time frame on phase 2 to 6 months ending by 31 March 2019.**
4. **Encourage Local Governments and Zones to provide input to phase 2 of the Act Review; and,**
5. **Acknowledge the timely progress of the Local Government Act Review and the Minister for Local Government's ongoing prioritisation of the Review within his portfolio of responsibilities.**

RESOLUTION 102.6/2018 **CARRIED**

5.2 Stop Puppy Farming – Local Government Consultation (05-034-01-0001 JM)

By James McGovern, Manager Governance

WALGA RECOMMENDATION

That WALGA:

1. **Welcomes a cost modelling review of the financial impact on Local Governments of any new legislation to Stop Puppy Farming;**
2. **Acknowledges the benefit of mandatory de-sexing of dogs not used for approved breeding purposes;**
3. **Supports a centralised dog registration system that is developed, operated and maintained by State Government;**
4. **Supports the introduction of compulsory registration of dog breeders;**
5. **Supports appropriate legislative exemptions for livestock working dogs in recognition of their special breeding requirements; and**
6. **Supports the transition of pet shops to adoption centres.**

Avon Midland Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	WALGA Recommendation Supported
Goldfields Esperance Country Zone	Minutes not received
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South Metropolitan Zone	WALGA Recommendation Supported

SOUTH WEST COUNTRY ZONE

That the recommendation be amended by the addition of another point

7. That sufficient funding be directed to Local Governments to ensure compliance.
   Comment

SECRETARIAT COMMENT

The Zones response supports the cost modelling review and Part 1 of the Composite Recommendation has been amended to recognise the purpose of this review.

NORTH METROPOLITAN ZONE

That WALGA:

1. Confirms any amendments to relevant legislation regulating puppy farming must focus on the welfare of dogs and not transfer any responsibility for enforcement, regulation or associated costs to Local Government;
2. Supports a State Government led education initiative whereby the community is encouraged to purchase puppies from professional registered breeders; and
3. Supports a centralised dog registration system that is developed, operated and maintained by State Government.

SECRETARIAT COMMENT

There may be a presumption that puppy farming equates to an animal welfare issue, however this is only the case if neglect and cruelty are evident. The Animal Welfare Act is currently under review by the Department of Primary Industries and Regional Development with the intention of amending the Act to introduce Standards and Guidelines for the Health and Welfare of Animals including dogs. Community and Local Government sector consultation is planned to begin early next year and Part 7 has been added to the Composite Recommendation in support of the Zones views. Part 8 has been added to the Composite Recommendation in recognition of the Zones request for a State Government-led education initiative.

SOUTH EAST METROPOLITAN ZONE

That Part 2 of the substantive motion be amended to read:

2. Acknowledges the benefit of ~~mandatory~~ de-sexing of dogs not used for approved breeding purposes;

SECRETARIAT COMMENT

Striking 'mandatory' from Part 2 of the WALGA recommendation is the status quo and means no change to legislation. WALGA's recommendation acknowledges the benefits of mandatory de-sexing but does not yet support it, as further work is to be conducted by the Stop Puppy Farming Working Group on the complex issues of de-sexing as it relates to breed types and dog behaviours. Part 2 of the WALGA recommendation has been amended to clarify this position.

CENTRAL COUNTRY ZONE

That WALGA:

1. Requests that prior to any changes to the WA Dog Act being implemented, that a full review of compliance to and management of the Animal Welfare Act by those bodies charged with its administration, be conducted;
2. Supports a cost modelling review of the financial impact on Local Governments of any changes to the Dog Act and reserves the right to review its position subject to the outcome of this review and of the above review of the Welfare Act;
3. Acknowledges the benefit of de-sexing of dogs;
4. Supports a centralised dog registration system that is developed, operated and maintained by State Government;
5. Does not support the introduction of compulsory registration of dog breeders. Given the impossible task of policing this in the vast tracts of regional WA;
6. Supports appropriate legislative exemptions for livestock working dogs in recognition of their special breeding requirements;
7. Does not support the transition of pet shops to adoption centres; and
8. Requests that working group desist from using the word farming in a derogatory manner.

SECRETARIAT COMMENT

With reference to the Zones Item 1, a similar issue was raised by the North Metropolitan Zone and Part 7 has been added to the WALGA recommendation. Items 2 and 3 raised by the Zone are now included in amended Parts 1 and 2 of the Composite Recommendation. With regard to Zone Item 5, the Stop Puppy Farming Working Group does not anticipate that responsible dog breeders will object to compulsory registration as achieving this status ensures they are recognised as lawful dog breeders. In relation to the Zones Item 8, 'puppy mills' is a commonly used phrase to describe un-regulated breeding of dogs, both in Australia and internationally and Part 9 has been added to the Composite Recommendation.

COMPOSITE RECOMMENDATION

That WALGA:

1. **Welcomes a cost modelling review of the financial impact on Local Governments to ensure sufficient funding be directed to ensure compliance of any new legislation to Stop Puppy Farming;**
2. **Acknowledges the benefit of mandatory de-sexing of dogs not used for approved breeding purposes, and request further information on the complexities associated with de-sexing of dogs prior to considering supporting the proposal;**
3. **Supports a centralised dog registration system that is developed, operated and maintained by State Government;**
4. **Supports the introduction of compulsory registration of dog breeders;**
5. **Supports appropriate legislative exemptions for livestock working dogs in recognition of their special breeding requirements; and**
6. **Supports the transition of pet shops to adoption centres, and**
7. **Requests there be a Local Government-specific consultation process in relation to the proposed amendments to the Animal Welfare Act to introduce Standards and Guidelines for the Health and Welfare of Animals including dogs; and**
8. **Supports a State Government-led education initiative whereby the community is encouraged to purchase puppies from professional registered breeders; and**
9. **Requests the State Government discontinue the use of the term 'Farming' due to the negative connotation that may be associated with other regulated industries, and consider re-naming the initiative 'Stop Puppy Mills'.**

ALTERNATE RECOMMENDATION

Moved: President Cr Phillip Blight
Seconded: Cr Julie Brown

That WALGA:

1. **Welcomes a cost modelling review of the financial impact on Local Governments to ensure that Local Government is able to fully recover costs and not be disadvantaged in ensuring compliance of any new legislation to Stop Puppy Farming;**
2. **Acknowledges the benefit of ~~mandatory~~ de-sexing of dogs not used for approved breeding purposes, and request further information on the complexities associated with de-sexing of dogs prior to considering supporting the proposal;**
3. **Supports a centralised dog registration system that is developed, operated and maintained by State Government;**
4. **Supports appropriate legislative exemptions for livestock working dogs in recognition of their special breeding requirements; and**
5. **Do not support the transition of pet shops to adoption centres, and**
6. **Requests there be a Local Government-specific consultation process in relation to the proposed amendments to the Animal Welfare Act to introduce Standards and Guidelines for the Health and Welfare of Animals including dogs; and**
7. **Supports a State Government-led education initiative whereby the community is encouraged to purchase puppies from professional registered breeders; and**
8. **Requests the State Government discontinue the use of the term 'Farming' due to the negative connotation that may be associated with other regulated industries, and consider re-naming the initiative 'Stop Puppy Mills'.**

RESOLUTION 103.6/2018 **CARRIED**

5.3 Interim Submission on Green Paper – Modernising WA's Planning System: Concepts for a Strategically Led System (05-047-02-0015 VJ)

By Vanessa Jackson, Policy Manager, Planning and Improvement

WALGA RECOMMENDATION

That the interim submission to the Independent Planning Reform Team's Green Paper - *Modernising WA's Planning System: Concepts for a strategically-led system*, be endorsed.

Avon Midland Country Zone	WALGA Recommendation Supported
Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	WALGA Recommendation Supported
Goldfields Esperance Country Zone	Minutes not received
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	WALGA Recommendation Supported
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South East Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

SOUTH METROPOLITAN ZONE

That the Interim Submission on the Green Paper – *Modernising WA's Planning System: Concepts for a Strategically Led System* be endorsed with the exception of Proposal 4.2.12.

Zone Comment

The zone raised concern with Proposal 4.2.12 (State Council Agenda pages 69-70) regarding special reports being provided on Development Contribution Plans, noting that there are already provisions in place for annual review of the CAS and DCP Report and 5-yearly comprehensive review of DCPs (the latter is required to be approved by the Minister in any case via a Scheme Amendment). It was considered that this would cause confusion regarding the responsible management of the DCP's, particularly for land owners and developers

SECRETARIAT COMMENT

The WALGA support for special reports requested by the Minister was based on a few rare instances where DCPs have been in operation for over 20 years without any clear accountability, transparency or forward works programs, for those landowners who have contributed to the schemes.

In the WALGA submission, Proposal 4.2.12 was however only supported 'in part' with the following comments made:

No convincing argument has been articulated that explains why amending the P&D Act is the most appropriate mechanism for this new requirement.

These matters could be more adequately addressed through the State Planning Policy, which has been under review for some time. The current SPP fails to adequately address how a DCP operates in the longer term, and a remedy of this, would seem a more practical solution than amending the P&D Act.

WALGA will continue to discuss the review of State Planning Policy for Development Contributions with the State, as it is the more appropriate planning mechanism for managing Development Contributions.

Further comments on this issue can also be made once the White Paper has been produced and released for public comment.

COMPOSITE RECOMMENDATION

Moved: Cr Julie Brown
Seconded: President Cr Malcolm Cullen

That WALGA

1. **Endorse the interim submission to the Independent Planning Reform Team's Green Paper -*Modernising WA's Planning System: Concepts for a strategically-led system*;**
2. **Continue to discuss the review of State Planning Policy for Development Contributions with the State, as it is the more appropriate planning mechanism for managing Development Contributions.**

RESOLUTION 104.6/2018 **CARRIED**

5.4 Regional Health Services in Western Australia – Survey of Local Governments (05-031-01-0001 EDR)

By Evie Devitt-Rix, Senior Policy Advisor, Community

WALGA RECOMMENDATION

That the recommendations of the WALGA *Regional Health Services in Western Australian Survey of Local Governments* be endorsed.

Cr Oliver declared an impartiality interest in item 5.4

Avon Midland Country Zone	WALGA Recommendation Supported
Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Goldfields Esperance Country Zone	Minutes not received
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	WALGA Recommendation Supported
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

GASCOYNE COUNTRY ZONE

That Point 1 of the survey report recommendation contained in State Council Agenda Item 5.4 be amended to read:

1. WALGA to continue to work with affected Local Governments and key stakeholders to address short to medium term solutions including investigating how other states/countries have addressed recruiting and retaining staff, <u>including but not limited to the place of Nurse Practitioners,</u> across diverse landscapes and report back to State Council as progress is made;'

<u>SECRETARIAT COMMENT</u>

The addition of Nurse Practitioners to this discussion is valued, however suggest that the 'role', rather than 'place' of Nurse Practitioners is included.

SOUTH EAST METROPOLITAN ZONE

That the State Council recommendation for Item 5.4 be endorsed, subject to the WALGA Regional Health Services in Western Australia Survey of Local Governments Report recommendation 3 being amended to also include the following agencies for potential partnerships:

- Rural Health West
- WA Primary Health Alliance

<u>SECRETARIAT COMMENT</u>

The Secretariat welcomes the addition of the potential partnerships of Rural Health West and the WA Primary Health Alliance, however recommend including this within Recommendation 1 to ensure consistency.

COMPOSITE RECOMMENDATION

Moved: Cr Les Price
Seconded: President Cr Malcolm Cullen

That WALGA:

1. **Continue to work with affected Local Governments and key stakeholders, including but not limited to Rural Health West and WA Primary Health Alliance, to address short to medium term solutions including investigating how other States / countries have addressed recruiting and retaining staff, including but not limited to the role Nurse Practitioners across diverse landscapes and report back to State Council as progress is made;**

2. **Continue to work with WA Heath to advocate and prioritise regional health and the regional health workforce as a key strategic driver for change to ensure equitable access to health for all Australians;**

    a. **To broker partnerships with WACHS, through WA Health, and other key stakeholders identified on the Area of Need database to identify and develop collaborative strategies to mitigate pathways for change; and**

3. **Develop a strong policy connection with the Australian Local Government Association as a pathway for advocating for stronger regional health service options for specialized regional health workforces.**

RESOLUTION 105.6/2018 **CARRIED**

5.5 WA Foodborne Illness Reduction Strategy (05-031-01-0001 EDR)

By Evie Devitt-Rix, Senior Policy Advisor, Community

WALGA RECOMMENDATION

That the WA Food-borne Illness Reduction Strategy be endorsed.

Avon Midland Country Zone	WALGA Recommendation Supported
Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	WALGA Recommendation Supported
Goldfields Esperance Country Zone	Minutes not received
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	WALGA Recommendation Supported
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

SOUTH EAST METOPOLITAN ZONE

That the WA Foodborne Illness Reduction Strategy not be endorsed because the strategy lack details required to enable an understanding of the cost implications for Local Government.

SECRETARIAT COMMENT

The ongoing negotiation identified in the report will include discussion on cost implications for the sector.

WALGA RECOMMENDATION

That the WA Food-borne Illness Reduction Strategy be endorsed.

ALTERNATE RECOMMENDATION

Moved: Cr Julie Brown
Seconded Cr Brian Oliver

That the WA Food borne Illness Reduction Strategy not be endorsed until the roles and responsibilities proposed for Local Government are known and cost to the sector of any additional responsibilities are understood.

RESOLUTION 106.6/2018 **CARRIED**

5.6 Developing a National Plan on Elder Abuse – Interim Submission (05-086-03-0004 KD)

By Kirstie Davis, Policy Manager Community

WALGA RECOMMENDATION

That the recommendations of the WALGA *Developing a National Plan on Elder Abuse – Interim Submission* be endorsed.

Avon Midland Country Zone	WALGA Recommendation Supported
Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	WALGA Recommendation Supported
Goldfields Esperance Country Zone	Minutes not received
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	WALGA Recommendation Supported
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South East Metropolitan Zone	WALGA Recommendation Supported
South Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

WALGA RECOMMENDATION

Moved: Cr Brooke O'Donnell
Seconded: President Cr Malcolm Cullen

That the recommendations of the WALGA *Developing a National Plan on Elder Abuse – Interim Submission* be endorsed.

RESOLUTION 107.6/2018 **CARRIED**

5.7 Vehicle Emissions (05-028-03-0004 MM)

By Marissa MacDonald, Policy Officer Transport and Roads

WALGA RECOMMENDATION

That WALGA:

1. **Supports the consideration, where possible, of vehicle emissions during planning, designing and construction of large scale infrastructure projects.**

2. **Supports the consideration of vehicle emissions during the process of purchasing new fleet, in addition to fleet policies.**

3. **Supports the consideration of policies that facilitate the adoption of electric vehicles and electric vehicle charging infrastructure.**

4. **Advocates to the proposed Infrastructure Western Australia body, when it is established by the State Government, to consider vehicle emissions as part of the assessment process and cost-benefit analysis for projects.**

5. **Advocates to Infrastructure Australia to consider vehicle emissions such as particulate matter, other than greenhouse gas emissions, during the assessment of projects.**

6. **Advocates to State Government for the broader implementation of the Department of Water and Environmental Regulation 'CleanRun' roadside emissions monitoring program, as a behaviour change initiative which has the potential to reduce fuel consumption.**

Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	WALGA Recommendation Supported
Goldfields Esperance Country Zone	Minutes not received
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	WALGA Recommendation Supported
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South East Metropolitan Zone	WALGA Recommendation Supported
South Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

PEEL ZONE

Additional Recommendation 7.

7. Advocate to the State Government for the preparation of planning policies or guidelines for the installation of electronic charging stations within WA.

SECRETARIAT COMMENT

WALGA accepted the invitation in May 2018 to join an interagency working group chaired by the Department of Water and Environmental Regulation to progress actions identified in the Memorandum of Understanding on sub-national collaboration on electric vehicles to which Western Australia is a signatory. One of the key objectives is to take a coordinated approach to the planning and construction of infrastructure for electric vehicles.

There are several existing and proposed charging technologies that are not inter-operable which makes the development of national, and international standards important. It is also critical that the electricity distribution network is capable of supplying charging stations and parking areas appropriately configured.

AVON MIDLAND COUNTRY ZONE

That the Zone recommends to the WA Local Government Association that consideration be given to lobbying for appropriate charges to be levied on electric vehicles as compensation for the loss of fuel excise.

SECRETARIAT COMMENT

Eminent studies completed by Infrastructure Australia, Productivity Commission and many others have highlighted that fuel excise is not a sustainable source of revenue for the Federal Government due to the increasing fuel efficiency of the fleet and use of alternative energy sourced including electric and hybrid vehicles. The Federal Government strongly rejects the existence of any link between revenue from fuel excise and funding for roads. Western Australians paid approximately $1.6 billion in fuel excise in 2016/17. Total Commonwealth transfers to the State and Local Governments for roads were estimated at $807 million in the same year. Nevertheless, given the dependence of Local Government on transfers from Federal and State Governments in order to fund the road network it is critical that there is a sustainable source of funding.

The counter argument is that electric vehicles have many environmental benefits including reduced air pollution, potentially reduced greenhouse gas emissions and lower noise. Strategically electric powered vehicles eliminate Australia's dependence on imported petroleum products.

Sustainable funding of road infrastructure is a critical issue that is partly considered in State Council Resolutions 249.4/2013 and 65.3/2011 that detail WALGA policy in relation to road user pricing for heavy vehicles.

A wide range of matters need to be considered in order to develop a preferred policy position in relation to charges that may apply to vehicles operating any particular technology.

COMPOSITE RECOMMENDATION

Moved: Cr Jon Strachan
Seconded: President Cr Michelle Rich

That WALGA:

1. **Supports the consideration, where possible, of vehicle emissions during planning, designing and construction of large scale infrastructure projects.**

2. **Supports the consideration of vehicle emissions during the process of purchasing new fleet, in addition to fleet policies.**

3. **Supports the consideration of policies that facilitate the adoption of electric vehicles and electric vehicle charging infrastructure.**

4. **Advocates to the proposed Infrastructure Western Australia body, when it is established by the State Government, to consider vehicle emissions as part of the assessment process and cost-benefit analysis for projects.**

5. **Advocates to Infrastructure Australia to consider vehicle emissions such as particulate matter, other than greenhouse gas emissions, during the assessment of projects.**

6. **Advocates to State Government for the broader implementation of the Department of Water and Environmental Regulation 'CleanRun' roadside emissions monitoring program, as a behaviour change initiative which has the potential to reduce fuel consumption.**

7. **Advocate to the State Government for the preparation of planning policies or guidelines for the installation of electric vehicle charging stations within WA.**

RESOLUTION 108.6/2018 **CARRIED**

5.8 Interim Submission to the Independent Review of the Strategic Assessment of the Perth and Peel Regions (05-036-03-0020 NM)

By Nicole Matthews, Environment Policy Manager

WALGA RECOMMENDATION

That the interim submission to the Independent Review of the Strategic Assessment of the Perth and Peel Regions be endorsed.

Avon Midland Country Zone	WALGA Recommendation Supported
Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	WALGA Recommendation Supported
Goldfields Esperance Country Zone	Minutes not received
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	WALGA Recommendation Supported
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South East Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

SOUTH METROPOLITAN ZONE

That the Interim Submission to the Independent Review of the Strategic Assessment of the Perth and Peel Regions be endorsed subject to the inclusion of:

1. Further guidance regarding the form of a assurance and adaptive management framework; and
2. Reference to the costs to Local Government of the ongoing management of conservation areas and how decisions the impacts of land use within urban areas will impact on peri-urban areas.

SECRETARIAT COMMENT

WALGA presented its draft interim submission to the SAPPR Review panel on 4 August, where these issues were also canvassed in detail. While it is unlikely that there will be flow through costs to Local Government, the concerns do need to be signalled to the Review Panel and the Government. Support the inclusion of these recommendations.

COMPOSITE RECOMMENDATION

Moved: Cr Julie Brown
Seconded: President Cr Karen Chappel JP

That the Interim Submission to the Independent Review of the Strategic Assessment of the Perth and Peel Regions be endorsed subject to the inclusion of:

1. **Further guidance regarding the form of a assurance and adaptive management framework; and**
2. **Reference to the costs to Local Government of the ongoing management of conservation areas and how decisions the impacts of land use within urban areas will impact on peri-urban areas.**

RESOLUTION 109.6/2018 **CARRIED**

5.9 Interim Submission on Proposed new Biodiversity Conservation Regulations and Ministerial Guidelines (05-014-01-0002 MD)

By Melanie Davies, Biodiversity and Sustainability Project Officer

WALGA RECOMMENDATION

That WALGA's interim submission to the Department of Biodiversity, Conservation and Attractions supporting the new Biodiversity Conservation Regulations and Ministerial Guidelines be endorsed.

Avon Midland Country Zone	WALGA Recommendation Supported
Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	WALGA Recommendation Supported
Goldfields Esperance Country Zone	Minutes not received
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	WALGA Recommendation Supported
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South East Metropolitan Zone	WALGA Recommendation Supported
South Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

CENTRAL COUNTRY ZONE

Comment
Zone supports the WALGA recommendation but would like to see some comment to the relevant Minister on the failure to meet the State and Local Government Partnership Agreement requirements.

SECRETARIAT COMMENT

WALGA will communicate to the relevant Minister on the consultation requirements as highlighted in the report.

WALGA RECOMMENDATION

Moved: President Cr Karen Chappel JP
Seconded: President Cr Phillip Blight

That WALGA's interim submission to the Department of Biodiversity, Conservation and Attractions supporting the new Biodiversity Conservation Regulations and Ministerial Guidelines be endorsed.

RESOLUTION 110.6/2018 **CARRIED**

5.10 2018 WALGA Annual General Meeting (01-003-02-0003 TL)

By Tim Lane, Manager Strategy and Association Governance

WALGA RECOMMENDATION

That:

1. **The Motions passed by the 2018 Annual General Meeting be noted; and,**
2. **Items 4.2, 4.3 and 4.4 be forwarded to the relevant State Council Policy Teams for action.**

Avon Midland Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	WALGA Recommendation Supported
Goldfields Esperance Country Zone	Minutes not received
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South East Metropolitan Zone	WALGA Recommendation Supported
South Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

NORTH METROPOLITAN ZONE

2. Items 4.2, 4.3 and 4.4 be forwarded to the relevant State Council Policy Teams for action subject to consideration being given to protecting endangered vegetation species in relation to item 4.2 "Roadside Vegetation: Regulatory Amendments".

SECRETARIAT COMMENT

The Zone's comments will be referred to the relevant Policy Team for their consideration.

CENTRAL COUNTRY ZONE

That the WALGA recommendation be amended to read as follows:

That:

1. The Motions passed by the 2018 Annual General Meeting be noted;
2. Items 4.2, 4.3 and 4.4 be forwarded to the relevant State Council Policy Teams for action; and
3. A report on the action taken in respect to Items 4.2, 4.3 and 4.4 be presented to a State Council no later than the March 2019 State Council Meeting.

COMPOSITE RECOMMENDATION

Moved: Cr Giovanni Italiano JP
Seconded: President Cr Phillip Blight

That:

1. **The Motions passed by the 2018 Annual General Meeting be noted; and,**
2. **Items 4.2, 4.3 and 4.4 be forwarded to the relevant State Council Policy Teams for action.**
3. **A report on the action taken in respect to Items 4.2, 4.3 and 4.4 be presented to State Council no later than the March 2019 State Council Meeting.**

RESOLUTION 111.6/2018 **CARRIED**

MATTERS FOR CONSIDERATION BY STATE COUNCILLORS (UNDER SEPARATE COVER)

5.11 Executive Committee Minutes (01-006-03-0006 TB)

Moved: President Cr Stephen Strange
Seconded: President Cr Chappel JP

That the Minutes of the Executive Committee meeting held 22 August 2018 be endorsed.

RESOLUTION 112.6./2018 **CARRIED**

5.12 Selection Committee Minutes (01-006-03-0011 MD)

Moved: Cr Julie Brown
Seconded: Cr Les Price

That:

1. **The recommendations from the Selection Committee Minutes of 20 August 2018 be endorsed by State Council.**
2. **The recommendation on the Selection Committee Flying Minute dated 30 August be endorsed.**
3. **The Selection Committee be authorized to appoint a Panel of Member Advisors as proposed in this report**

RESOLUTION 113.6/2018 **CARRIED**

5.13 LGIS Meeting Report and Minutes

Moved: Cr Giovanni Italiano JP
Seconded Cr Jenna Ledgerwood

That the LGIS Report, Minutes of 28 June and Minutes of 14 August 2018 be received.

RESOLUTION 114.6/2018 **CARRIED**

6. MATTERS FOR NOTING / INFORMATION

6.1 State and Local Government Partnership Agreement Update (04-001-03-0001 TL)

By Tim Lane, Manager Strategy and Association Governance

WALGA RECOMMENDATION

That State Council note the update on the State and Local Government Partnership Agreement.

Avon Midland Country Zone	WALGA Recommendation Noted
Central Metropolitan Zone	WALGA Recommendation Noted
East Metropolitan Zone	WALGA Recommendation Noted
Gascoyne Zone	WALGA Recommendation Noted
Goldfields Esperance Country Zone	Minutes not received
Great Eastern Country Zone	WALGA Recommendation Noted
Great Southern Country Zone	WALGA Recommendation Noted
Kimberley Zone	WALGA Recommendation Noted
Murchison Country Zone	WALGA Recommendation Noted
North Metropolitan Zone	WALGA Recommendation Noted
Northern Country Zone	WALGA Recommendation Noted
Peel Zone	WALGA Recommendation Noted
Pilbara Zone	WALGA Recommendation Noted
South East Metropolitan Zone	WALGA Recommendation Noted
South Metropolitan Zone	WALGA Recommendation Noted
South West Country Zone	WALGA Recommendation Noted

CENTRAL COUNTRY ZONE

That the Central Country Zone notes the report on the State and Local Government Partnership Agreement and requests that WALGA in future update reports include details of where the intent of the State and Local Government Partnership Agreement has not been met and what action was taken to address the concern.

SECRETARIAT COMMENT

The inability of the State Government to meet consultation expectations are dealt with by the Association with the relevant Minister at the time of the occurrence and reported to State Council in the item report.

COMPOSITE RECOMMENDATION

Moved: President Cr Karen Chapple JP
Seconded: Cr Julie Brown

That State Council note the update on the State and Local Government Partnership Agreement and the secretariat continue to advise State Council of any details on where the intent of the partnership agreement has not been met.

RESOLUTION 115.6/2018 **CARRIED**

6.2 *Strata Titles Amendment Bill 2018* and the *Community Titles Bill 2018* (05-047-01-0011 CH)

By Christopher Hossen, Senior Planner, Planning and Improvement

WALGA RECOMMENDATION

That State Council note the Introduction to Parliament of the *Strata Titles Amendment Bill 2018* and the *Community Titles Bill 2018*.

Avon Midland Country Zone	WALGA Recommendation Noted
Central Country Zone	WALGA Recommendation Noted
Central Metropolitan Zone	WALGA Recommendation Noted
East Metropolitan Zone	WALGA Recommendation Noted
Gascoyne Zone	WALGA Recommendation Noted
Goldfields Esperance Country Zone	Minutes not received
Great Eastern Country Zone	WALGA Recommendation Noted
Great Southern Country Zone	WALGA Recommendation Noted
Kimberley Zone	WALGA Recommendation Noted
Murchison Country Zone	WALGA Recommendation Noted
North Metropolitan Zone	WALGA Recommendation Noted
Northern Country Zone	WALGA Recommendation Noted
Peel Zone	WALGA Recommendation Noted
Pilbara Zone	WALGA Recommendation Noted
South East Metropolitan Zone	WALGA Recommendation Noted
South Metropolitan Zone	WALGA Recommendation Noted
South West Country Zone	WALGA Recommendation Noted

WALGA RECOMMENDATION

Moved: President Cr Karen Chappel JP
Seconded: Cr Paul Kelly

That State Council note the Introduction to Parliament of the *Strata Titles Amendment Bill 2018* and the *Community Titles Bill 2018*.

RESOLUTION 116.6/2018 **CARRIED**

6.3 Bicycle Share Schemes (05-005-03-0009 MM)

By Marissa MacDonald, Policy Officer Transport and Roads

WALGA RECOMMENDATION

That State Council note the Bicycle Share Schemes Discussion Paper.

Avon Midland Country Zone	WALGA Recommendation Noted
Central Country Zone	WALGA Recommendation Noted
Central Metropolitan Zone	WALGA Recommendation Noted
East Metropolitan Zone	WALGA Recommendation Noted
Gascoyne Zone	WALGA Recommendation Noted
Goldfields Esperance Country Zone	Minutes not received
Great Eastern Country Zone	WALGA Recommendation Noted
Great Southern Country Zone	WALGA Recommendation Noted
Kimberley Zone	WALGA Recommendation Noted
Murchison Country Zone	WALGA Recommendation Noted
North Metropolitan Zone	WALGA Recommendation Noted
Northern Country Zone	WALGA Recommendation Noted
Peel Zone	WALGA Recommendation Noted
Pilbara Zone	WALGA Recommendation Noted
South East Metropolitan Zone	WALGA Recommendation Noted
South Metropolitan Zone	WALGA Recommendation Noted
South West Country Zone	WALGA Recommendation Noted

WALGA RECOMMENDATION

Moved: President Cr Karen Chappel JP
Seconded: Cr Paul Kelly

That State Council note the Bicycle Share Schemes Discussion Paper.

RESOLUTION 117.6/2018 **CARRIED**

6.4 Report Municipal Waste Advisory Council (MWAC) (01-006-03-0008 RNB)

By Rebecca Brown, Manager, Waste & Recycling

WALGA RECOMMENDATION

That State Council note the resolutions of the Municipal Waste Advisory Council at its 27 June meeting.

Avon Midland Country Zone	WALGA Recommendation Noted
Central Country Zone	WALGA Recommendation Noted
Central Metropolitan Zone	WALGA Recommendation Noted
East Metropolitan Zone	WALGA Recommendation Noted
Gascoyne Zone	WALGA Recommendation Noted
Goldfields Esperance Country Zone	Minutes not received
Great Eastern Country Zone	WALGA Recommendation Noted
Great Southern Country Zone	WALGA Recommendation Noted
Kimberley Zone	WALGA Recommendation Noted
Murchison Country Zone	WALGA Recommendation Noted
North Metropolitan Zone	WALGA Recommendation Noted
Northern Country Zone	WALGA Recommendation Noted
Peel Zone	WALGA Recommendation Noted
Pilbara Zone	WALGA Recommendation Noted
South East Metropolitan Zone	WALGA Recommendation Noted
South Metropolitan Zone	WALGA Recommendation Noted
South West Country Zone	WALGA Recommendation Noted

WALGA RECOMMENDATION

Moved: President Cr Karen Chappel JP
Seconded: Cr Paul Kelly

That State Council note the resolutions of the Municipal Waste Advisory Council at its 27 June meeting.

RESOLUTION 118.6/2018 **CARRIED**

7. ORGANISATIONAL REPORTS

7.1 Key Activity Reports

7.1.1 Report on Key Activities, Environment and Waste (01-006-03-0017 MJB)

Moved: Cr Julie Brown
Seconded: Cr Les Price

That the Key Activity Report from the Environment Unit to the September 2018 State Council meeting be noted.

RESOLUTION 119.6/2018 **CARRIED**

7.1.2 Report on Key Activities, Governance and Organisational Services (01-006-03-0007 TB)

Moved: Cr Julie Brown
Seconded: Cr Les Price

That the Key Activity Report from the Governance and Organisational Services Unit to the September 2018 State Council meeting be noted.

RESOLUTION 120.6/2018 **CARRIED**

7.1.3. Report on Key Activities, Infrastructure (05-001-02-0003 ID)

Moved: Cr Julie Brown
Seconded: Cr Les Price

That the Key Activity Report from the Infrastructure Unit to the September 2018 State Council meeting be noted.

RESOLUTION 121.6/2018 **CARRIED**

7.1.4 Report on Key Activities, Planning and Community Development (01-006-03-0014 JB)

Moved: Cr Julie Brown
Seconded: Cr Les Price

That the Key Activity Report from the People and Place Team to the September 2018 State Council meeting be noted.

RESOLUTION 122.6/2018 **CARRIED**

MOTION

Moved: President Cr Phillip Blight
Seconded: President Cr Stephen Strange

That WALGA express its appreciation to the State Government for working together with Local Government for the reinstatement of funds for the School of the Air, CRCs and assistance in accessing federal funding for the Moora Residential College.

RESOLUTION 123.6/2018 **CARRIED**

7.2 Policy Forum Report (01-006-03-0007 TB)

Moved: Cr Jenna Ledgerwood
Seconded: President Cr Phillip Blight

That the report on the key activities of the Association's Policy Forums to the September 2018 State Council Meeting be noted.

RESOLUTION 124.6/2018 **CARRIED**

7.3 President's Report

Moved: President Cr Karen Chappel
Seconded: Cr Giovanni Italiano JP

That the President's Report for September 2018 be received.

RESOLUTION 125.6/2018 **CARRIED**

7.4 CEO's Report

Moved: Cr Les Price
Seconded: Cr Jenna Ledgerwood

That the CEO's Report for September 2018 be received.

RESOLUTION 126.6/2018 **CARRIED**

7.5 Local Government Professionals (WA) President's Report

Mr Ian Cowie, President, Local Government Professionals is an apology to the meeting and provides the following information;

Local Government Professionals Update

- LG Professionals have adopted a revised Code of Ethics which includes more severe penalties for members who act inappropriately. The new code allows a member to be suspended for life.

- LG Professionals looks forward to working closely with WALGA to respond to Phase 2 of the Local Government Act Review

Moved: Cr Julie Brown
Seconded: Cr Brian Oliver

That the Local Government Professionals Report be received.

RESOLUTION 127.6.2018 **CARRIED**

8. ADDITIONAL ZONE RESOLUTIONS

Moved: President Cr Karen Chappel JP
Seconded: President Cr Michelle Rich

That the additional Zone Resolutions from the August/September 2018 round of Zones meetings as follows, be referred to the appropriate policy area for consideration and appropriate action.

RESOLUTION 128.6/2018 **CARRIED**

NORTHERN COUNTRY ZONE

Shire of Carnamah – Fixed Standpipes – People and Place

That the Northern Country Zone:

1. Petition Water Corporation to enable community access standpipes in bush fire prone areas to remain 50mm in diameter to ensure adequate flow for firefighting purposes.
2. Request WALGA to advocate on this matter on behalf of the sector.

SOUTH WEST COUNTRY ZONE

Restrictions on Taking Gravel from DBCA Reserves– Environment and Waste

That the South West Zone of WALGA:

1. Request WALGA to seek reconsideration of present DBCA (Parks and Wildlife Service) policy/position of refusing approval and/or prohibiting access by local governments to extract gravel on DBCA reserves and forest areas.
2. Propose a policy to DBCA that protects forests from the spread of dieback while allowing access to gravel for road building by local government authorities

SOUTH EAST METROPOLITAN ZONE

Gross Rental Value Assessments – Governance and Organisational Services

That the South East Metropolitan Zone request WALGA to review options for improving the timeliness and accuracy of GRV valuations provided to Local Governments by Landgate for the purposes of rating, with the aim of presenting a preferred option to the State Government.

PEEL ZONE

Fire and Emergency Management Advisor Funded Under Emergency Services Levy – People and Place

That the Zone:

1. Receives the Fire and Emergency Management Advisor Report prepared by the Shire of Serpentine Jarrahdale.
2. Requests WALGA to endorse the position proposed by the report, being the employment of Fire and Emergency Management Advisors by Local Governments, fully funded through the Emergency Services Levy.

Support for a Working Group to Review the Administration of Onsite Secondary Sewerage Treatment Units – Environment and Waste

That the Peel Zone support the submission and refers the matter to WALGA State Council to consider the issues and merits of a working group with the capacity to review the current model for the administration of ATU, installations, servicing, maintenance and auditing.

Pet Meat Regulations – People and Place

The Peel Zone consider the issue and request DoH review the attached legal advice, assist with the development of a guidance for pet meat staining and traceability, and report their advice and recommendation to WALGA and Local Governments.

CENTRAL METROPOLITAN ZONE

Planning and Development (Local Planning Schemes) Regulations 2015 – People and Place

That the Central Metropolitan Zone requests State Council of Western Australian Local Government Association (WALGA) to advocate:

a. Schedule 2, Part 7, Clause 61(1)(e) of the Planning and Development (Local Planning Schemes) Regulations 2015 to allow any local government to remove reference to 'demolition of a single house' from the exemption of requiring development approval.

City of Perth – Building Upgrade Finance – Governance and Organisational Services

That the Central Metropolitan Zone requests WALGA State Council to advocate for amendments to the Local Government Act that enable a Building Upgrade Finance mechanism in Western Australia.

CENTRAL COUNTRY ZONE

Department of Water and Environment Regulation Discussion Paper on a Cost Recovery Approach. – Infrastructure

That WALGA be advised that the Central Country Zone is of the view that where a "Purpose Permit" application is from a Local Government and relates to road clearing for a public benefit, the application should be exempt from a fee.

9. MEETING ASSESSMENT

Cr Russ Fishwick provided feedback as to the effectiveness of the meeting.

10. DATE OF NEXT MEETING

That the next meeting of the Western Australia Local Government Association State Council be held in the Boardroom at WALGA, ONE70 Railway Parade, West Leederville, on Wednesday **5 December 2018** commencing 4pm.

11. CLOSURE

There being no further business the Chair declared the meeting closed at 1:01pm.

Att 9.4

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 23 October 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 2.50pm

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
John Brough – Depot Supervisor
Cr Bob Longmore – Council Representative
Lincoln Kay – Depot Representative
Neroli Logan – Regional Risk Coordinator

Apologies

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

The Minutes of the Risk Management Advisory Committee held on the 14 August 2018 and 11 September 2018 be confirmed as a true and correct record.

LORKIEWICZ/BISHOP

CARRIED 8/0

7. BUSINESS ARISING FROM PREVIOUS MINUTES

Western Power training didn't go ahead. Volunteer procedures being updated.

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:	23 October 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:

1 incident – 18 September 2018 – Outdoor Staff Employee hit his head on a trailer support bar. The trailer was hired for cemetery works, he lent into the trailer, stood up and hit the supporting bar. Employee was advised by Doctor to have 2 weeks off due to signs of minor concussion.
Review of operation, nil. Due to hire of plant. Brief discussion about trailer design, note future use and potential hazards.

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.

JONES/BROUGH

CARRIED 8/0

MINUTES NUMBER:	10.2.
SUBJECT:	Business from Previous Meeting
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 26
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	23 October 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.

STEER/BISHOP

CARRIED 8/0

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:	14 August 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:

No changes.

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

LONGMORE/JONES

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

CARRIED 8/0

.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:	23 October 2018
ATTACHMENTS:	10.4.1 Business Continuity Plan.

COMMENT: Nil.

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 3.1 Shire of Nannup Occupational Safety and Health Organisational Structure

Tier to be added below Manger of Infrastrcutre, “Works Supervisor”

12.2 4.2 Training and Development
12.2.1 Requires additional dot points;
12.2.1.1 Reference to Training Matrix
“Training matrix to be maintained & correctly reflect all employees traijning and development skills”

12.2.1.2 Reference to Safety and Risk Management Plan

"The organisational training refers to objective 3 in the Safety and Risk Management Plan"

12.3 7.1 Accident and Hazard Reporting

No Change

12.4 7.1.1 Accident Hazard Form

Add section, "review/follow up" for the purpose of - actions taken after initial hazard identificationto ensure control measure implemented are effective.

12.5 New Procedure

12.5.1 9.2 Management Safety Observation Procedure

As is introduced.

12.5.2 9.2.1 Management Safety Observation Form

Cr Longmore suggested space the lines out to allow form to cover whole of page – Lincoln to modify as suits.

12.6 Evacuation drills are due – wardens will be conducting drills in the next week

12.7 Waste Site Matters

12.7.1 Portable Eye wash Station

Recently purchased a portable eye wash station, this one to be moved to the Waste Site, and a new one purchased for Depot

12.7.2 Isolated working Conditions

Isolated working conditions can affect not only the waste site attendant but any staff member who is working alone.

12.7.3 Communications – radio, phone

Waste Site Attendant to receive a phone that was original assigned to Depot Mechanic

12.7.4 Structure of Safety Hierarchy, clarification

Waste Site safety sits under Works – Lincoln's area

12.7.5 Spill Kit for Waste oil

To be purchased, has an absorbent sand material

12.7.6 Site Power – Generator for lights,communication and POS

There is no power at the Waste Site, options to be investigated include Solar/Generator combination. This is vital to run radio communications, post of sale system and general charging of phone and use of technology

12.7.7 Hazardous Mateerials at waste site, new procedures required to be written. Also a procedure for monitoring the working alone factor of the waste site position. Management and Supervisors to have a protocol for checking the health and safety on a routine basis.

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

TBA

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

TOLERATE: ✓ **TREAT:** **TRANSFER:** **TERMINATE:**

Review

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:	Responsibility for Action:	Action by:
Develop shared services and assets	SMT	
Identify alternative income sources	MCS	
Promote financial performance	MCS	

TOLERATE: **TREAT:** ✓ **TRANSFER:** **TERMINATE:**

Review

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:**

Review

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

TOLERATE: ✓ **TREAT:** **TRANSFER:** **TERMINATE:**

Review

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:	Responsibility for Action:	Action by:
Determine preferred position/partners for structural reform	**CEO/Council**	

TOLERATE: ✓ **TREAT:** **TRANSFER:** **TERMINATE:**

Review

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	CEO	
Communication Minister LG	MCS MCS	

TOLERATE: **TREAT:** ✓ **TRANSFER:** **TERMINATE:**

Review

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:**

Review

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:	**Responsibility for Action:**	**Action by:**
Trail development	CDO	
Investigate a relationship with foreign town	CDO	
Improve the occupancy of Main Street – discuss options with owners	CEO	
Produce Economic Development Strategy	CDO	
Increase attractiveness of operating rural smallholdings	CDO	
Community		

TOLERATE: **TREAT:** ✓ **TRANSFER:** **TERMINATE:**

Review

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:

Polices & procedures in place and reviewed

Further Mitigating Actions Required to Reach Target Risk Score:	Responsibility for Action:	Action by:
Consider implementing contract management training & Risk Management with LGIS	CEO MCS MI	

TOLERATE: ✓ **TREAT:** **TRANSFER:** **TERMINATE:**

Review

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				

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

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

Mitigating Actions/Controls Already in Place:

LEMC
SWMA
BCP
Internal Management Procedures

Further Mitigating Actions Required to Reach Target Risk Score:	Responsibility for Action:	Action by:
Review and update emergency management plans.	MI	

TOLERATE: ✓ **TREAT:** **TRANSFER:** **TERMINATE:**

Review

STRATEGIC RISK REGISTER REPORT

Risk: Cyber Attack – Loss or compromising of data
Risk Owner: Chieve Executive Officer

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

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

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

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

TOLERATE: ✓ **TREAT:** **TRANSFER:** **TERMINATE:**

Review

Attachment 10.3.2

POTENTIAL CONSEQUENCES / IMPACT

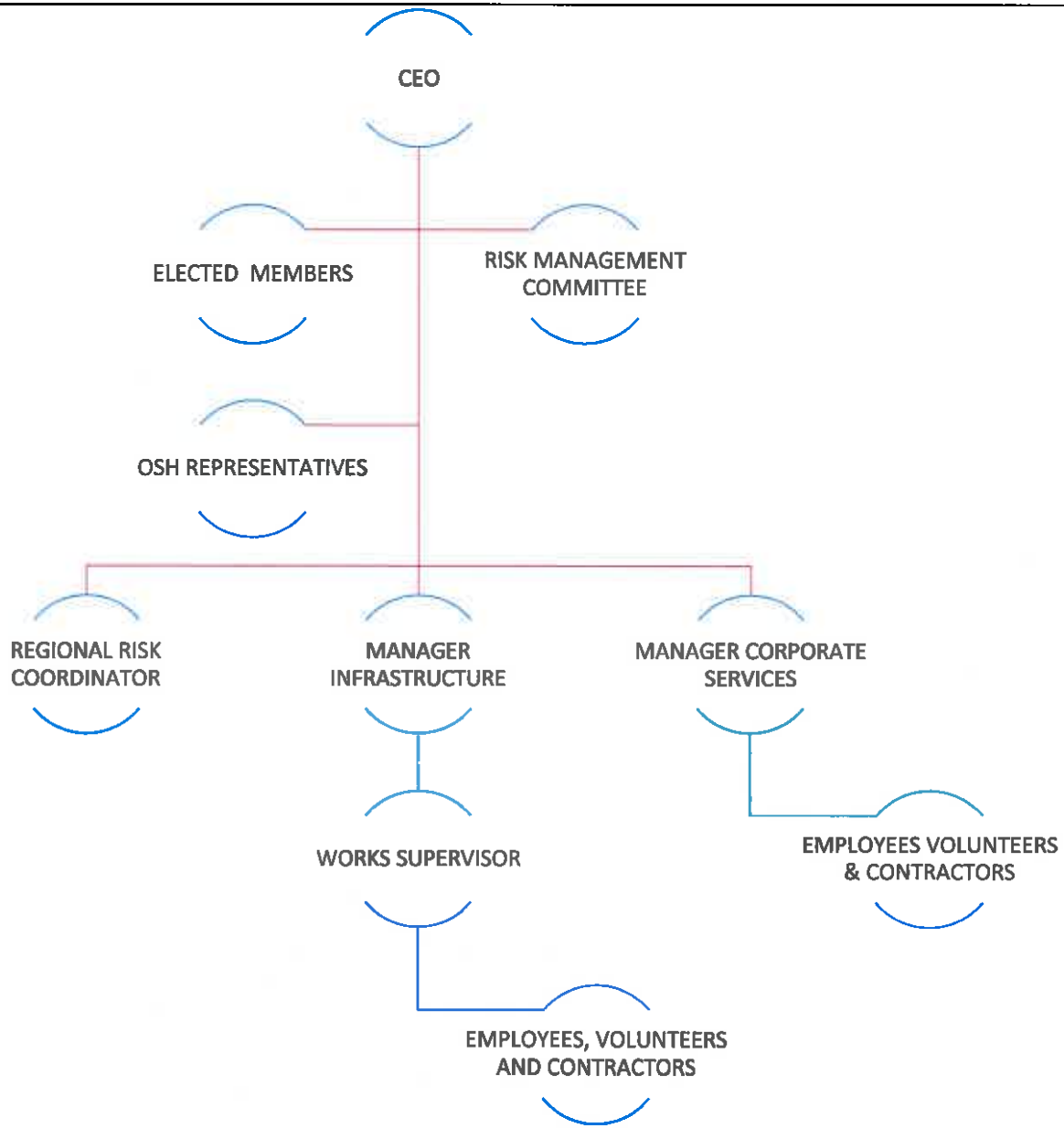
	IMPACTS				
	Negligible	**Slight**	**Moderate**	**Critical**	**Catastrophic**
	1	**2**	**3**	**4**	**5**
Financial	$0 - $25k	$25k-$50k	$50k-$100k	$100k - $500k	Over $500k
Reputation	Contained within the individual service area. Short term impact. Single complaint.	Affects two service areas. Minor impact 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 occurance.

3.1 SHIRE OF NANNUP OCCUPATIONAL SAFETY & HEALTH ORGANISATIONAL STRUCTURE



Shire of Nannup

SHIRE OF NANNUP

Occupational Health And Safety Procedures

Procedure No. 4.2

TRAINING AND DEVELOPMENT

People are the major asset of the Shire of Nannup. This training policy aims to develop employees to ensure the continuing success of the business.

This training policy is founded on the following principles:

- The employee having a major role in determining their specific training and development needs
- The responsible manager having the primary responsibility for ensuring training is directly linked to the Shire of Nannup's business objectives and plans.
- A performance review system operating to ensure training and development needs are discussed annually to ensure skills are kept up to date.
- Information to be given to allocated training coordinator and MCS for budget and implementation consideration
- Training matrix to be maintained and correctly reflect all employees training and development skills
- The organisational training refers to Objective 3 in the safety and risk management plan.

Induction:

All new employees will be taken through an induction. The aim of the induction is to help new employees gain an understanding of the rights and responsibilities that the Occupational Safety and Health Act places on both the employer and employee, and the policy and procedures that Council has in place to ensure a safe working environment.

Employee Development Plan:

During the first six months within a new position, the resposible manager will develop an Employee Development Plan. The purpose of this is to identify areas of training, or to cover those elements of the job that the employee may have limited experience in. The training needs will be put in writing (as per attached form) and will form the basis of the individual training plan for the period leading up to the next review.

The next review will be the annual performance appraisal and it will also have an "Employee Development Plan" for the following twelve months.

Requests for training not included in the Employee Development Plan to be undertaken prior to the next annual performance review should be discussed with the responsible manager.

Professional/Vocational Qualifications:

The Shire of Nannup recognises that there are many professional skills required to ensure its success. Graduate and professional qualifications in such areas as Occupational Health and Safety, Risk Management, Accountancy, Information Technology and Human Resources are valued.

Subject to prior agreement with the Chief Executive Officer, the fees for relevant professional education will be met or subsidised by the Shire of Nannup.

Having regard to changing Government policy on student contribution towards the cost of study, the Shire of Nannup will keep its policy on reimbursement of educational expenses under review.

Study Leave:

It is the policy of the Shire of Nannup to encourage staff to undertake external courses of study relevant to their vocation. If it is necessary for staff to have time off to attend classes and/or examinations they may do so, provided the study is considered of benefit to the staff member in their career with the Shire of Nannup.

Per policy PSN3, a maximum of 2 days paid study leave per course subject is permitted. Any need for extended study leave should be discussed with your Supervisor/Manager in conjunction with the Human Resources Co-ordinator.

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

The authority to approve the granting of study leave shall be delegated to the Chief Executive Officer.

Professional and Representative Bodies:

If you are a member of an appropriate professional body which is recognised by the Shire of Nannup, subject to prior agreement with the Chief Executive Officer, the subscription fee may be met or subsidised by the Shire of Nannup.

Training Course Evaluation:

A Training Course Evaluation form shall be completed by participants of all forms of training and forwarded to their Manager for feedback, updating of training register and filing on file PSN6 Staff Training.

Training Certificates:

A copy of all training certificates shall be placed on the employees personel file.

TRAINING COURSE EVALUATION

Thank you for your participation in this program. To help us assess this program and continue to provide training excellence and value, we would appreciate your comments.

Program Title .....

Date.. .....Program Provider .....

Participant's Name .....

Position/Title .....

	v.good	good	moderate	fair	poor
How relevant was the training to your work?					
In terms of meeting your objectives, this program was...					
How understandable was the content?					
How well did the leader know the subject?					
The overall quality of the leader's presentation was?					
The leader's interaction and responsiveness was?					
How would you rate the quality of the reference notes?					

Who else within the Shire of Nannup would benefit from this program? .....
.....
.....

What would you like as a follow-up to this program?.....
.....
.....

Additional comments (eg. about the group, the course design, facilities, materials, etc.)
.....
.....

Manager's signature

Date

EMPLOYEE DEVELOPMENT PLAN FORM

Employee's Name _____

Position _____

Date of Plan _____

The following are the actions agreed to assist the employee to build on his/her strengths and eliminate weaknesses *(including training needs):*

ACTION TO BE TAKEN	PERSON RESPONSIBLE	TARGET DATE

This plan will be reviewed at the next performance review by the employee and manager.

Comments:

_____

_____

_____

_____ _____

Manager's signature Date

Policy adopted by council at its meeting of 28 September 2006

Policy next to be reviewed by Council's Risk Management Committee at its meeting of August 2019

Shire of Nannup
rest • connect • grow

SHIRE OF NANNUP

Occupational Health And Safety Procedures

Procedure No. 7.1

ACCIDENT AND HAZARD REPORTING

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

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

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

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

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

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

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

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

Policy adopted by Council at its meeting of 22 February 2001
Policy reviewed by Council at its meeting of 26 February 2004
Policy reviewed by Council at its meeting of October 2013
Policy Reviewed by Council at its meeting of November 2016
Policy Reviewed by Council at its meeting of November 2017
Policy Reviewed by Council at its meeting of October 2018
Policy next to be reviewed by Council's Risk Management Committee in October 2019

Shire of Nannup

INCIDENT REPORT

Name of Employee Directly Involved:_____

Date and Time of Incident: Day: _____**Date:** _____**Time:** _____**am/pm**

Location of Incident:_____

Vehicle Description:_____**Registration:**_____**Plant Number:**_____

To assist establish factors that contributed to the accident it is important that the accident site be preserved. Try not to move plant/vehicles or other objects unnecessarily. Do not clean up.

EVALUATION (Circle)

Type

Personal	Major	Frequent	Lost Time	Near Miss
Property	Serious	Occasional	Medical	
Environmental	Minor	Rare	Restricted Work Injury	First Aid

Nature of Injury (Person/s injured must seek proper medical attention as soon as possible)

Break/Fracture	Laceration	Strain/Sprain	Bruise/Crush	Internal
Concussion	Burns/Scolds	Skin Allergy	Foreign Body	
Local Infection	Shock	Dislocation	Other:_____	

Area of Body

Head	Eye	Ear	Neck	Back	Torso
Upper Leg	Lower Leg	Foot	Toe/s	Arm	Hand
Finger/s	Internal Organs			Other:_____	

Object Involved

Plant/Machinery	Vehicles	Power Tool	Hand Tool	Dust	Fumes
Manual Handling	Chemical	Falling/Striking	Animal/Insect/Plant	Other:_____	

Weather Hot Cold Wet **Visibility** Poor Moderate Good

Road conditions Smooth Rough Wet Dry Uphill Downhill Flat

Did Police Attend Yes No

Emergency Services Attend? Yes No

Incident Details and Description: (Include description of work performed at the time. Include working When did you see the other party and distance to collision? PPE in use and worn?) Use and attach separate page if you require more space.

Estimated speed before collision.....Speed on impact.....

Lights in use on your vehicle and on other vehicle.....

Witnesses

Name	***Address***	***Phone Number***

Drawing (Please draw a plan of the accident scene. Show the nearest cross street, street name, centre of road, direction and location of vehicles at time of accident, buildings and/or objects. Show road markings, signs and width of road.)

Contributing Factors:

Reported To: **(Must be reported to Leading Hand/Supervisor or Managing staff)**

_____**Title:**_____**Date:**_____**Time.....am/pm**

Employee's Signature: _____ **Date:** _____

SUPERVISOR'S INVESTIGATION

Supervisors Comments/Action:

Action Taken to Prevent Re-occurrence
Follow Up Action By Whom?

Supervisor's Name: _____

Supervisors Signature: _____ **Date:** _____

Follow up/ Review – *Actions taken after initial hazard identification to ensure control measures implemented are effective*	
Date to be reviewed by & add to calendar DD/MM/YY	

SAFETY AND HEALTH INVESTIGATION

Safety and Health Representative's Report:

OH&S Representatives Signature: _____ **Date:** _____

WorkSafe Western Australia Notified: YES/NO REF NO:
Ph: 1800 678 198 Fax: 9481 8427

Manager Infrastructure Comment:

Managers Name: _____ **Date:** _____

Signature: _____ **Date:** _____

Risk Management Committee Chairperson: Cr Bob Longmore **Date:** 23 October 2018

Form adopted by Risk Management Committee at its ordinary meeting on: 23 October 2018
Due for Review October 2019.

1. PURPOSE

The purpose of Management Safety Observations (MSO's) are:

- To assist employers to formally meet their obligations imposed by the supervision requirements in Section 19 of the Occupational Safety and Health Act 1984 (WA)
- To provide an auditable trail of supervision activities that have been conducted by employer management representatives
- To collect data relating to observed "At Risk" categories so that trends and areas of potential improvement may be easily identified
- To collect data relating to observed commendable safe behaviours
- To enable hazards to be reported and proactive risk control measures to be implemented for areas of identified at risk categories
- Inclusion as an organisational leading KPI

2. SCOPE

The scope of Management Safety Observations is restricted to use by the management representatives of employers to generate an auditable trail of supervisory activities undertaken and collect safety related data for analytical purposes with the intent of identifying areas of risk and subsequent implementation of targeted risk control measures.

3. DEFINITIONS

Management Safety Observation (MSO) – A documented supervisory contact with members of the designated work group.

At Risk Category – At risk categories are selected from subgroups of six main category headings which include;

- Personal Protective Equipment
- Procedure
- Working Environment
- Tools/ Equipment
- Body Use / Position

- Mobile Equipment

Leading KPI – a proactive, rather than reactive, key performance indicator

4. PROCEDURE

4.1. Consultation and Communication

Management Safety Observations are conducted by management representatives in order to identify any "at risk", or conversely, any commendable safe behaviours, during observation of workgroup daily activities. In order for the MSO process to be most effective, it should be explained to the various workgroups prior to implementation.

Key points that should be communicated to workgroups include:

- Other than the person making the observation, no names are recorded.
- The MSO process should only take in the region of five minutes to conduct.
- The MSO process allows for identification of hazardous, or at risk, aspects of the work process being observed and immediate feedback to be given to staff.
- The MSO process allows for immediate positive feedback to be given where commendable safe behaviours are identified.
- The MSO process is an additional forum to raise any safety concerns that the workgroup staff may have regarding the work process being observed.
- The data collected allows for identification of at major risk areas over a given period of time.
- The conduct of MSO's is a process that allows for workplace safety performance to be improved as a result of actual observations.
- The conduct of MSO's allows organisations to demonstrate compliance with the supervisory duties imposed on employers by the Occupational Safety and Health Act 1984 (WA).

4.2. Frequency

MSO's should be conducted by the organisations management representatives at a rate to be determined in consultation with all interested parties. The determination of an agreed rate allows for measurement of progress to leading KPI targets.

A realistic and achievable target rate should be set. Generally, is it recognised that an achievable rate would be in the vicinity of a minimum rate of 1 observation per week, giving a monthly target of 4 completed MSO's and an annual target of 52 completed MSO's. As there may be some instances where compliance with targets cannot be fully met, it is suggested that stretch targets also be applied as demonstrated in the following table.

Key Performance Indicator	Target	Stretch Target
Management Safety Observations	>85% compliance	100% compliance

Table1: MSO Targets and Stretch Targets

4.3. Conducting an MSO

In order to conduct an effective MSO the following steps should be completed;

1) Determine the work area or process to be observed. This should be applied as a focus on all aspects of work related activities, including those of contracted services providers, and rotated through the various tasks or activities over the duration of the year.

   As a management representative, it is imperative that you set a good example by ensuring your compliance with any PPE or other safety requirements relating to the worksite being attended.

2) Print the printable version of the form contained in the Management Safety Observation xls. This may be done from the spreadsheet "MSO Form (Template)" or via the "view printable form" link on the "MSO Data Entry" spreadsheet. Once the Management Safety Observation printable form spreadsheet has been selected, use the following options to print a form:

   - Select "File" from top toolbar
   - Select "Print" from dropdown list
   - Select the number of copies required and press "OK"
   - If a printer has not been setup on your computer, support from IT staff may be required before progressing.

3) Take the printed form and approach the workgroup to be observed, explain that you are conducting an MSO. Complete the fields at the top of the form including:

    - Date
    - Time
    - Work Area
    - Number of Staff Observed
    - Observers Name

4) Observe the workgroup, including viewing any documentation such as JSA forms or equipment pre-start forms, and note any "at risk" categories that are apparent from your observations. These should have the relevant subcategory circled and a description of the area of concern entered into the relevant field. The follow up timing and completion may be immediate and provided during the closure discussion with the workgroup, alternatively, identified issues may be raised at the next available forum – such as during a full workgroup toolbox meeting.

    Any commendable safe behaviours observed should also be recorded, and feedback on these also given to the workgroup during the close out discussion.

    When sighting and reviewing documentation such as JSA forms or equipment pre-start forms it is advisable to record on these that they have been reviewed during the MSO process by simply writing on the relevant form "MSO conducted", then date and sign. This adds depth to the auditable aspects of the MSO process.

5) Conduct a close out discussion with the workgroup ensuring that feedback is given on both observed "at risk" categories and any commendable safe behaviours. The close out discussion should also be used as an opportunity to ask the workgroup whether they have any safety concerns that they would like to raise.

4.4. Recording

Once the MSO process has been completed, the collected data should be input to the MSO database. It is easier to maintain effective data control if this is undertaken as soon as possible after the observation process.

To enter data, the following steps should be undertaken:

1) Select the "MSO Data Entry" Spreadsheet in the Management Safety Observations xls.

2) Click on the green button marked "Click here to add new management safety observation data". This will open an electronic form that replicates the fields on the printable MSO form.

3) Enter the data into the electronic form. Once you have entered the required data, click the button "Add Data to Database", this will add the entered data to the database and clear the entry fields in the electronic form. If you have other data to enter, repeat the process. If you have finished entering data, click the button marked "Close Form" and the form will close.

4) From the top toolbar, select "File", then select "save" from the drop down list.

Where the MSO process has identified specific hazards, these should be also recorded in the site hazard and risk register. It must be ensured that risks are adequately controlled in accordance with the preferred application of the hierarchy of controls.

5. REVIEW

In order to review data, there are two options. The first is the use of the chart which can be viewed by clicking the "View Chart" button located on the "MSO Data Entry" spreadsheet. The chart will clearly show the major "at risk" areas that have been identified during the total data input period.

Alternatively, the data entries themselves may be viewed by selecting the tab for the "MSOData" spreadsheet. Viewing specific data entries may allow for recurring trends to be identified and specifically targeted in order to prevent further recurrence.

6. REFERENCES

- Occupational Safety and Health Act 1984 (WA)
- Occupational Safety and Health Regulations 1996 (WA)

Management Safety Observation Form

Date:		Time:	
Work Area:		No. Of People Observed:	
Observers Name:			

Observed At Risk Category (circle where applicable)					
PPE	Procedure	Working Environment	Tools/ Equipment	Body Use/ Position	Mobile Equipment
Head	JSA/ SWMS	Housekeeping	Selection	Line of Fire	Condition
Eye/ Face	Pre-start checks	Barricading	Condition	Lifting	Use
Hearing	Tag/ test/ lock	Thermal Comfort	Use	Pushing/ Pulling	Enter/ Exit
Respiratory	Job Preparation	Storage	Current Tags - Electrical	Carrying	Pedestrian Segregation
Hand	Chemical Use (MSDS)	Facility Condition	Current Tags - Scaffolding	Walking	
Body		Working Condition	Current Tags - Rigging	Climbing	
Feet				Posture	

Category	Area of Concern (describe)	Follow up Timing	Completed
PPE			
Procedure			
Working Environment			
Tools/ Equipment			
Body Use/ Position			
Mobile Equipment			

At Risk Categories identified should result in the recording of a hazard in the hazard register

Commendable Safe Behaviours Observed	Total

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
2018/33	Peter & Lynne Craigie	Peter & Lynne Craigie	A765	Lot 9650(6088) Vasse Hwy, Nannup	Additional use (industry - rural)	Works & Use	$16,500.00	22/06/2018	Yes - 2 weeks	17/09/2018	Delegated - CEO
2018/40	Carole Fitzgibbon	Precision Patios & Home Improvements	A1552	Lot 108 (18) Hitchcock Dr, Nannup	Overheight outbuilding on a vacant residential lot	Works	$12,000.00	23/08/2018	Yes - 2 weeks	17/09/2018	Delegated - CEO
2018/42	Brighton & Frances Tomas	Mark Tomas	A1661	Lot 7992 Cundinup Sth Rd, Cundinup	Oversize outbuilding (extension to an existing shed)	Works	$50,000.00	12/09/2018	No	17/09/2018	Delegated - CEO

LOT 10870 (235)
NEVERMANN RD
NEVERMANN RD
RIVER RD
NICKOLOPLOS RD
BROCKMAN HWY

Att 12.2.1

Jane Buckland. 31 July 2018

Development Services Officer. Shire of Nannup.

Dear Jane

DEVELOPMENT APPLICATION FOR A PRIVATE CAMPING GROUND AT 235 NEVERMANN ROAD, JALBARRAGUP – NANNUP

Further to the meeting in your office on Thursday 14 June 2018 we now enclose our development application as required.

During March this year Hale School conducted a trial camp on the above property for 200 year 7 boys and 20 leaders. The camps were held over 2 weeks each of 4 days 3 nights duration (Monday to Thursday) with 100 boys each week.

Camps were set out in 4 locations on the property as marked on the attached plan and the base was at the barn that is located on the property. The camps were tented and 2 x porta loos were associated with each of the campsites and 2 at the base with locations shown on the plan.

The camp was so successful that Hale requested to hold camps on the site for at least the next 7 years and expand the camps to include both year 7 and year 8 boys. This has been agreed to by the owners Common Ground Pty Ltd.

The year 7 camps would continue to be held in March over 2 weeks and the activities are held predominantly on site. The year 8 camps (also 200 + 20) would be in May and held over 4 weeks of 5 days 4 nights (Monday to Friday) with 50 boys each week.

The year 8 camps would commence in 2020 as they are committed to another site for next year. The year 8 camps are more adventure orientated with most of the activities held off site.

The neighbours to the North on Nevermann Road (Wendy and Ian Duncan and Christine Genoni) were informed well before and were fully supportive of the year 7 camps held in March this year. After the camps we had further discussions and no adverse comments were received. Only positive. The neighbours to the South at 189 Nevermann Rd are a related party to Common Ground and are fully supportive.

To improve the site for the camps the addition of a shelter approx. 12M x 8M will, in conjunction with the existing Barn provide a degree of shelter in the event of adverse weather. It is also proposed to add an additional bathroom to the one already existing containing 1 x toilet, shower and basin. These will be used only by the leaders as required and shareholders from time to time. Both as shown on the attached plan.

The Hale arrangement is covered by a "Licence to Occupy" between Hale and the owners Common Ground Pty Ltd covering all aspects of usage, insurances and indemnities for the owners.

It would be planned to have the works completed before the March 2019 camps.

The following are enclosed:

Development application.

Site plan.

Certificate of Title.

Bushfire Survival Plan. (subject to further review and escape map).

If you would like any additional information please contact Ian Baxter on

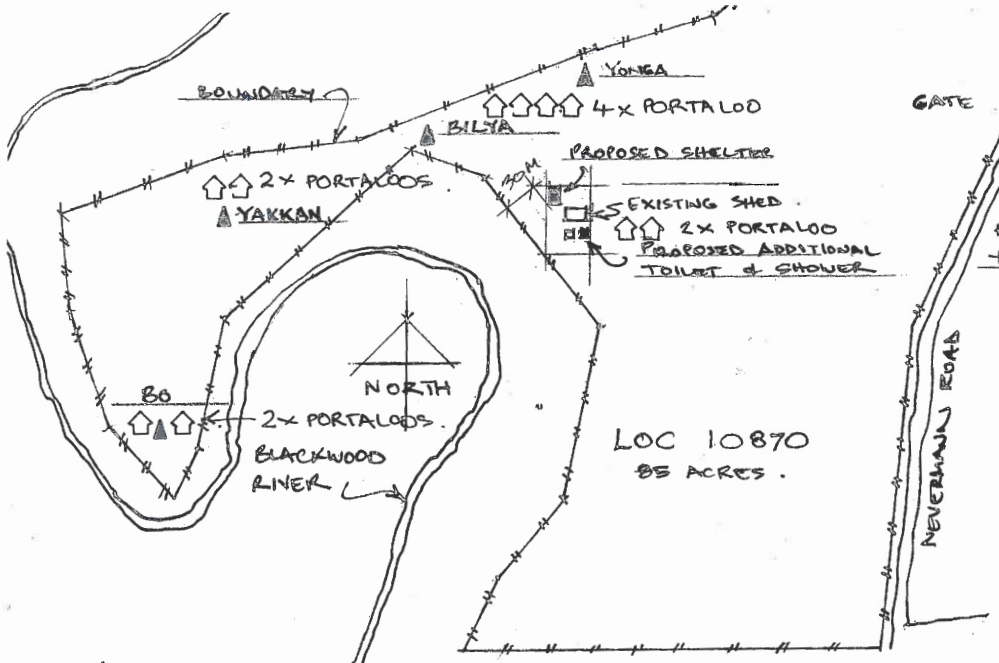
0417 779 9991 or email: ianhbaxter@gmail.com

Yours sincerely

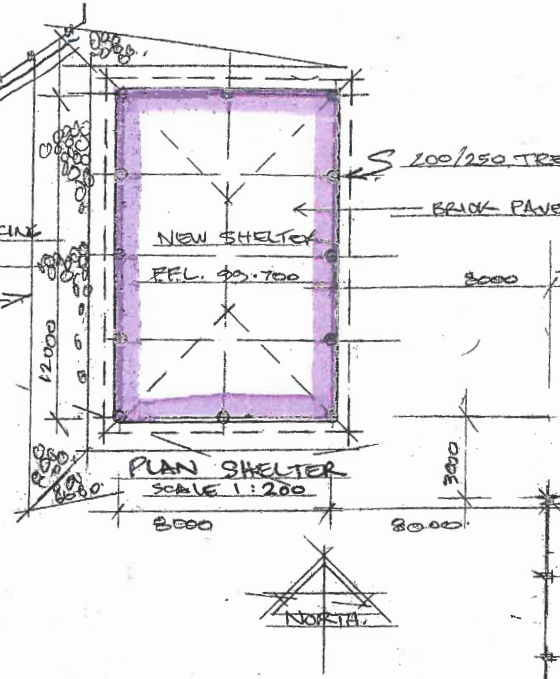
Wayne.

Wayne Reed

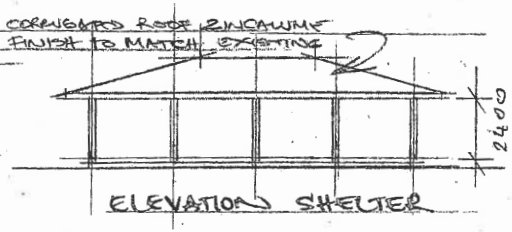
Common Ground Pty Ltd.



LOCATION PLAN
SCALE 1 : 5000

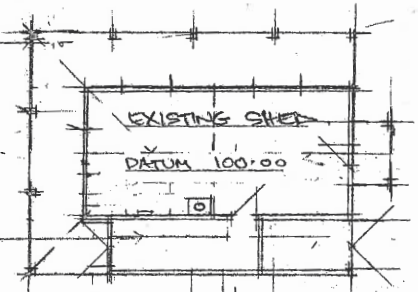


PLAN SHELTER
SCALE 1 : 200

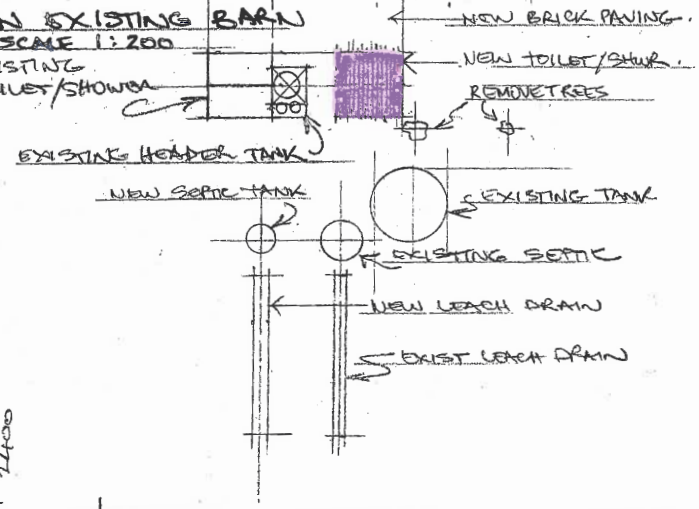


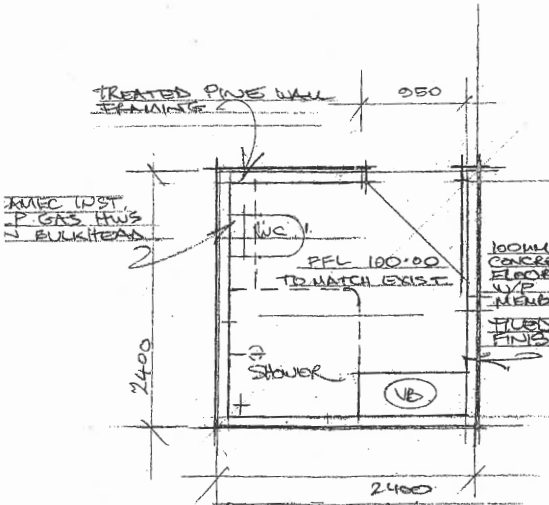
ELEVATION SHELTER

SEE LARGER PLAN

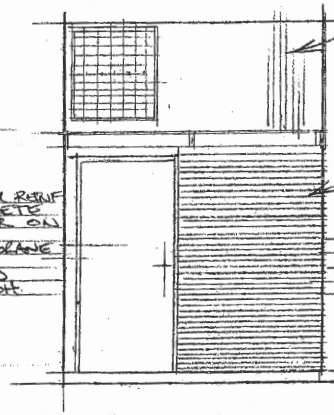


PLAN EXISTING BARN
SCALE 1 : 200

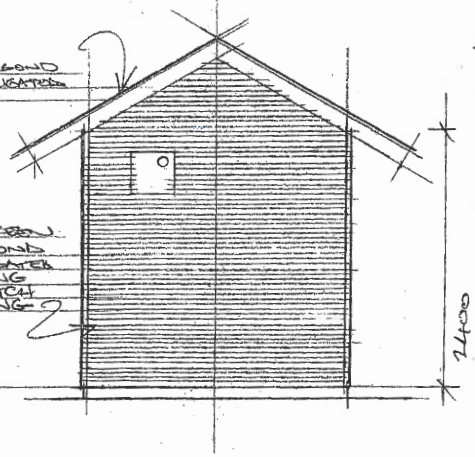




PLAN SHOWER/WC.
SCALE 1 : 50



NORTH ELEVATION



WEST ELEVATION

PROPOSED SHELTER + TOILET ADDITION
FOR COMMON GROUND PTY LTD
LOCATION 10870 / 235 NEVERMANN RD
JALBARRAGUP JULY 2018.

COMMON GROUND PTY LTD

BUSHFIRE EMERGENCY EVACUATION PLAN

CALL 000 IF YOU SEE A FIRE

Issued: August 2018
(Subject to regular review)

WHAT TO DO?

IF YOU SEE A FIRE CALL 000.

THEN MONITOR IT TO SEE IF YOU ARE IN DANGER

IF IN THE SLIGHTEST DOUBT – GET OUT IF YOU CAN.

IF THE FIRE RATING IS TO BE SEVERE, EXTREME OR CATASTROPHIC THEN LEAVE THE DAY BEFORE

IF YOU CAN'T SAFELY LEAVE THEN YOU MUST STAY

LOCATION: Where are you?

235 Nevermann Rd
Jalbarragup, Nannup

NOTE: When on site always leave the adjoining gate to 189 Nevermann Rd open. During school camps relocate the fire trailer to the barn. Be familiar with its operation.

MONITORING POTENTIAL FIRES AND CONTACTS:

EMERGENCY. Call 000.

Watch for smoke

RADIO ABC SOUTHWEST. Go to AM 684. If there are fires they are reported at 15 minutes to and from the hour.

INTERNET. Go to www.emergency.wa.gov.au or www.dfes.wa.gov.au Actual fires and burn offs listed and fire danger ratings.

TELEPHONE. DFES public info line 133337.

FIRE OFFICER Carey Curtis 0432 139 319

SHIRE OF NANNUP. 9756 1018 or 0429 318 763

BUREAU OF METEOROLOGY weather and fire ratings. www.bom.gov.au/weather/wa

NEIGHBOURS

To the South (Right out front gate) 189 Nevermann Road. Homestead. 9756 1252. Caretakers 9756 1686

To the North. (left out front gate). 1st house 0429 920 285, last house 9756 3086.

HALE CAMP SITES. All 5 sites are in two-way radio communication at all times

GETTING OUT (see Evacuation Plan attached and in barn).

BEFORE DECIDING TO LEAVE YOU MUST BE ABSOLUTELY SURE THAT THE ROUTE IS CLEAR. IF NOT STAY.

ESCAPE ROUTE.

If there is confirmation that Nevermann Road and River Road to Brockman Hwy are safe to drive through then GET OUT.

Exit the property by the main gate (turn right) to Nevermann Rd or via the South gate into the adjoining property to the South (then turn left) and exit to Nevermann Rd.

It is 8KM to the Brockman Highway. 4KM good gravel and 4KM bitumen.

Return to Nannup on the Brockman Highway unless conditions and information advise alternatives.

HALE SCHOOL. The school have their own monitoring procedures and steps to evacuation as shown in the Bushfire Management Plan.

STAYING

If the Nevermann Rd/River Rd route is at immediate fire risk then the decision must be to STAY.

Muster at the Barn Gate.

Head to the open ground to the South near the big dead tree. Use vehicles to run rings around a large clear spot to eliminate any ground cover. Locate vehicles and any other assets to best position to protect against radiant heat and ember attack. Establish group in the area away from the firefront. Bring essentials including blankets and water. Blankets should be wet and sheltered under. If the fire truck is available spray over people under blankets.

Objectives:

- Eliminate/reduce chance of impact from remnant ground cover.
- Protection from ember attack and smoke.
- Maximise distance from radiant heat.

(This area is technically outside of the designated Bushfire Prone Zone).

SEE EVACUATION PLAN ATTACHED WITH RECOMMENDED LOCATION OF REFUGE

PREPARATION

FIREFIGHTING EQUIPMENT:

- The hose is to be extended to enable it to reach the far side of the proposed new shelter.
- Install a higher performance water pressure pump.
- There are 2 Powder Type Fire Extinguishers provided in the Barn. (1 x 2.1KG and 1x 1KG)
- The Nannup Brook fire trailer is located at the barn during school camps with the permission of the local Fire Warden.
- The Evacuation Plan will be fixed both on the inside of the barn door and on the West side of the Barn wall (the most prominent).

SEASONAL PREPARATION:

Various works are undertaken prior to the Bushfire Season and additionally prior to the Hale School camps.

- Check all access ways and drive ways are clear vertically and horizontally.
- Check low fuel loads in vicinity of shelter, barn and bathrooms.
- Conduct annual working bee by ex-Hale students and others to ensure low or nil fuel loads in designated camping areas.
- Check currency of Fire Extinguishers and the hose is in good order.
- Check the solar power system and water pressure pump.

- Check gas cylinders are positioned with relief valves facing away from the building and not within 6M of flammable material.
- Check that the Emergency Evacuation Plan is in position and still relevant.

DAILY PREPARATION DURING THE FIRE SEASON

- Check daily or more frequently if circumstances require for any alerts or warnings and monitor radio AM 684 and other sources of information.
- Monitor weather conditions.
- Check no flammable materials are stored near buildings.
- Ensure all visitors are aware of the Evacuation procedures and Refuge location and requirements.
- During camps. Check that the fuel load in the camping areas remains low and free of obvious hazards.
- Check fuel and oil levels in Fire trailer and test start whilst on site during camps.

RESTRICTED AND PROHIBITED FIRE PERIODS (inc. Camp Fires).

Be aware of the Nannup Shire fire restricted and prohibited periods.

SHIRE OF NANNUP. Firebreak and Fuel Hazard Reduction Notice. Is attached.

EVACUATION PLAN

235 Nevermann Road Jalbarragup, Nannup

EVACUATE

1 CALL 000

2 Muster at BARN GATE.

3. Evacuate early via MAIN GATE or SOUTH GATE to Nannup via Nevermann Road to River Road and Brockman Hwy.

4 Do not return until it is declared safe to do so.

TAKE REFUGE

1 CALL 000

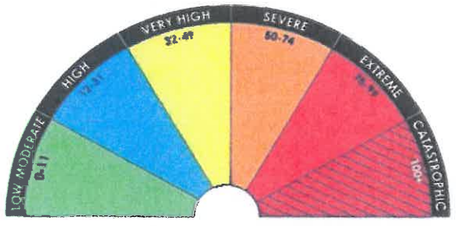
2 Muster at BARN GATE with heavy clothing, water and blankets.

3 Relocate to designated REFUGE AREA near big tree.

4 Use vehicles to eliminate continuity of any ground cover.

5. Relocate fire trailer to location and spray over blankets.

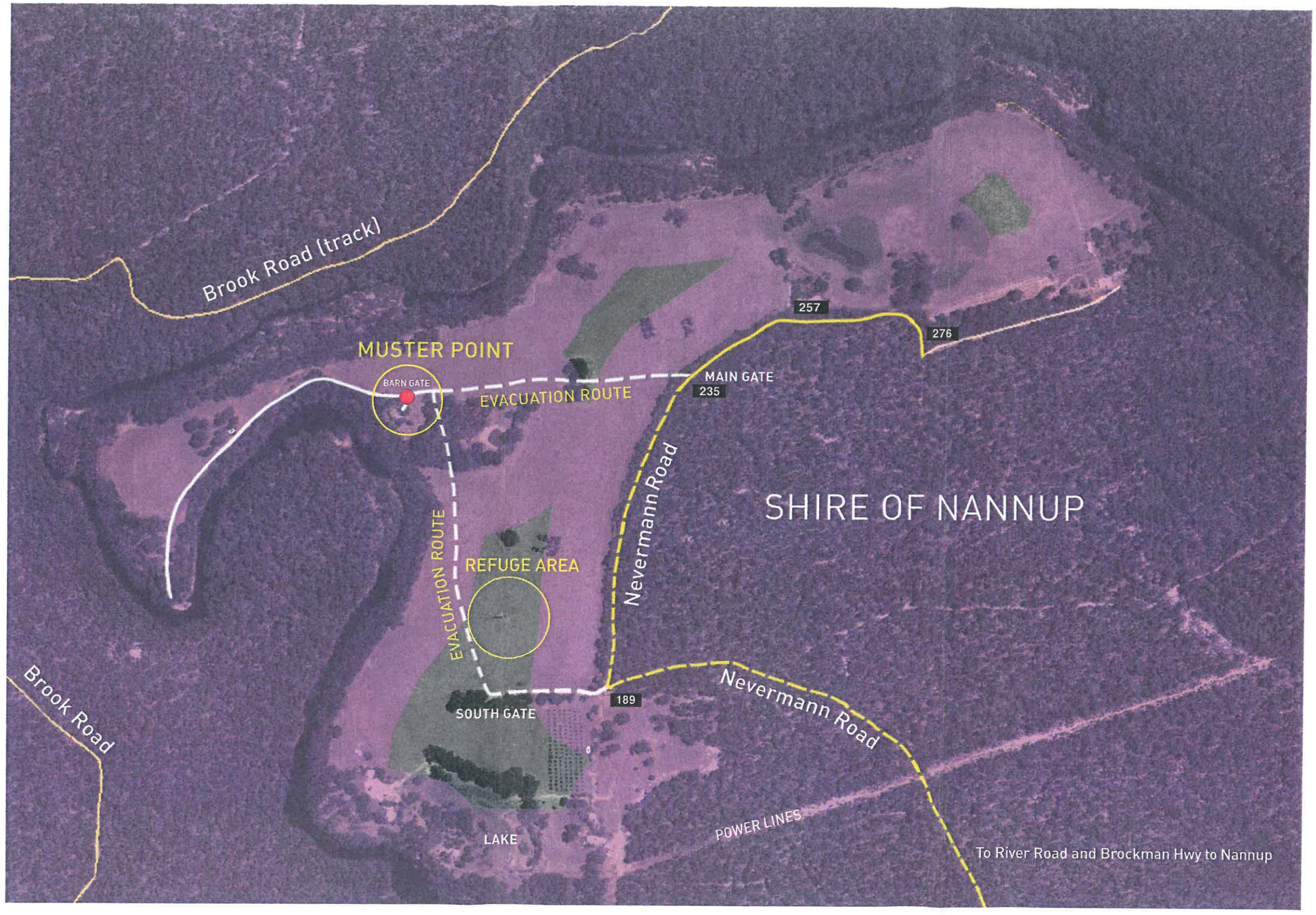
6. Shelter in or behind vehicles and under wet blankets.

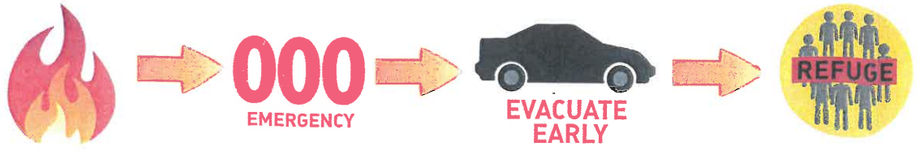


FIRE DANGER RATING

On any days when the warning is SEVERE, EXTREME or CATASTROPHIC stay away from the property

Monitor ABC AM 684 and DFES website for updates.





Shire of Nannup

FIREBREAK AND FUEL HAZARD REDUCTION NOTICE

2017/2018 BUSH FIRE SEASON

FIRST AND FINAL NOTICE IS HEREBY SERVED TO ALL RESIDENTS AND RATEPAYERS

Bush Fires Act 1954

Take notice that pursuant to Part 3 Division 6 Section 33 of the Bush Fires Act 1954, all owners and occupiers of land in the Shire of Nannup are required to carry out fire prevention work and to maintain access for fire fighting vehicles on the land owned or occupied in accordance with the provision of this order.

It is the property owner **not** the contractor that is responsible for the standard and quality of the firebreaks installed and maintained.

Penalties may apply for failure to comply with this notice.

RING 000 FOR ALL FIRES

BUSH FIRES ACT 1954

PROPERTY COMPLIANCE REQUIREMENTS

Compliance inspections of land will be carried out from 16 November 2017, to assess landowner(s) or occupier(s) of land compliance with the Shire of Nannup Firebreak and Fuel Hazard Reduction Notice.

- Rural, Special Rural, Urban and Industrial Land requirements must be compliant by 4 December 2017
- A firebreak shall be constructed within 6 metres of the boundary of the property, must be at least 4 metres wide with a minimum of 3 metres wide of mineral earth and have all trees adjoining the firebreak progressively pruned to a minimum height of 4 metres
- Local Government may serve a notice pursuant to Section 33 of the Bush Fire Act 1954, requiring the property owner to undertake any extra work to reduce the impact of a fire.
- Rural, Special Rural, Urban and Industrial Land requirements must be maintained until 31 May 2018 or a later date if the compliance period is extended, in which case a notice will be placed in the local Telegraph paper.

Dates are subject to seasonal change. Any variation can be obtained from your area fire control officer or shire office and is made by consultation with the Chief Bushfire Control Officer

MAINTENANCE PERIOD	
1 November 2017	Application for variation to this notice closes
6 November 2017	Restricted burning period commences. A permit is required to burn.
13 November 2017	All fire prevention work in Plantations other than Scott River, covered by this notice must be completed
4 December 2017	All fire prevention work in the Nannup townsite, Rural and Special Rural areas, covered by this notice must be completed
11 December 2017	All fire prevention work for plantations in the Scott River area, covered by this notice must be completed
18 December 2017	Prohibited burning period commences.
1 March 2018	Restricted burning period commences. A permit is required to burn.
31 May 2018	Restricted burning period ends.
1 June 2018	No burning restrictions. No permit is required to burn.

During the Maintenance Period (1 November to 1 June) all properties must be maintained and be compliant as per this notice. It is the landowner's responsibility to ensure the property is compliant throughout the maintenance period. Failure to do so may result in an on-the-spot fine of $250.00.

Hazard reduction is required to be maintained throughout the restricted and prohibited season

FIRE PERMITS

- Permits to burn are required for the whole of the restricted periods and can only be obtained from the Fire Control Officer for your area. **It is an offence to apply to another Brigade Fire Control Officer for a permit if YOUR Brigade Fire Control Officer has refused you.**
- Permits are to be obtained before burning commences (the permit holder must be in possession of the permit during the burn)

Before you call a Fire Control Officer ensure you have the following information:

- Who will be the three able bodied persons in attendance at all times whilst the fire is alight, including contact phone numbers?
- What is the address of the property to which the permit applies?
- What firefighting equipment and resources will you have at the fire and is it in good working order?
- What is the size of the burn to take place?
- Are there firebreaks installed and can a fire unit get access to the area?
- What material are you burning? Is it dry? Are there any plastics, tyres or treated posts in the piles or area to be burnt? If so, remove them to a safe place.

Once the permit is issued, the permit holder shall give notice of their intention to burn to:

- The Shire offices no later than on the day prior to when the burning is taking place. **Weekend burning must be notified by Friday at 4.00pm.**

- The owner or occupier of adjoining land. Period of Notice to neighbours prior to burning cannot be more than 27 days or less than 4 days, although lesser notice may be determined by mutual agreement of all neighbours.
- The nearest Department of Parks and Wildlife office (DPaW), if the land is situated within 3km of State Forest, phone DPaW Kirup on (08) 9731 6232 or the Donnelly District phone (08) 9776 1207.

Any special Condition imposed by the Fire Control Officer when issuing permits must be strictly adhered to.

Your attention is drawn to items 5, 6 and 7 printed on the back of the permit.

Burning is permitted during the restricted Burning Period on Sundays and Public Holidays under permit.

All landowners and occupiers upon whose land a bushfire occurs have an obligation to assist each Brigade Fire Control Officer to compile a Fire Report form.

Fire Permits are free of charge.

For further information contact your local Fire Control Officer or the Shire of Nannup on 9756 1018.

VOLUNTEER BUSH FIRE CONTROL OFFICERS

Chief Bushfire Control Officer

Robin Mellema	9756 1156	0427 975 611

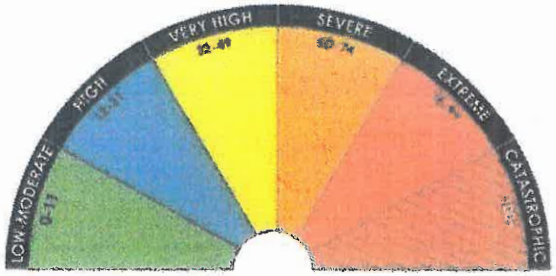
Deputy Chief Bushfire Control Officer

Ashley Kidd	9756 0703	0478 215 002

Brigade Fire Control Officers

Balingup Road	Mark Scott	9756 0444
Carlotta	Ian Wishart	9756 1165
Cundinup	Gerald Brown	9756 2055
Darradup	John Patman	9756 1514
East Nannup	Vic Lorkiewicz	9756 1129
Nannup Brook	Carey Curtis	0432 139 319
North Nannup	Paul Lamers	9756 1891
Peerabeelup	John Gaunt	9776 2005
Scott River/Jasper	John Dunnet	9758 2238

FIRE DANGER RATING



Fires can threaten suddenly and without warning.

Watch for signs of fire, especially smoke and flames.

Know your Fire Danger Rating and be aware of local conditions.

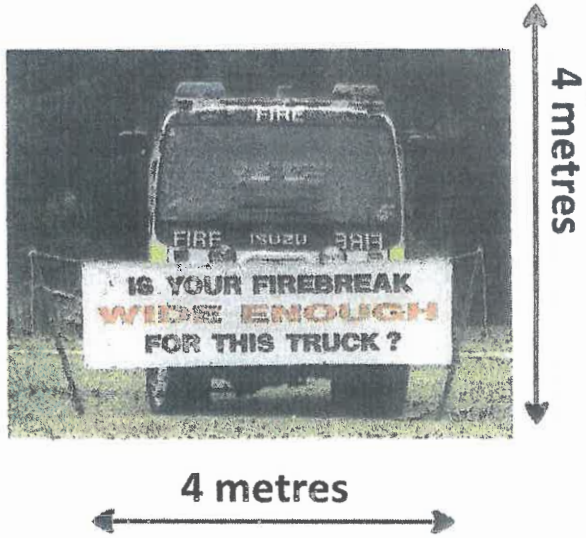
Have your bushfire survival plan and kit ready.

To seek information listen to local radio, go to www.dfes.wa.gov.au or call the DFES information line on 13 DFES (13 33 37)

Ring 000 to report a fire.

Please note: on any day during the restricted burning period where the fire danger rating is **Catastrophic, Severe, Extreme** or **Very High,** the burning of garden refuse or wood or the use of solid fuel barbeques or Webbers is **NOT** permitted under any circumstances. Permits are automatically cancelled on these days. Due to unseasonable weather conditions these dates may be extended.

DO YOU HAVE OVERHANGING BRANCHES ON YOUR FIREBREAKS?



WOULD THIS TRUCK HAVE ADEQUATE ACCESS TO DEFEND YOUR PROPERTY?

Applications for a variation of this Firebreak and Fuel Hazard Reduction Notice, where ground considerations or environmental concerns prevent compliance with the requirements of this Notice, must be lodged in writing together with a Firebreak and Fuel hazard Reduction Notice Variation form, prior to **1 November 2017.**

Shire of Nannup

Fire Safety Notes 2017/2018

PREPARE NOW FOR FIRE SEASON

As landowners/occupiers, we all need to prepare for fire season.

The installation of a firebreak is only one element of the fire prevention picture. Hazard reduction is required to be maintained throughout the restricted and prohibited season every year. Firebreaks are there to provide a safe access to your property for firefighters. Firefighters need to be able to use the firebreak as a place of safety for themselves and their vehicles where the fire will not travel under their vehicles or underfoot and they can manoeuvre the vehicle for a safe exit.

IMPORTANT CHANGES TO COMPLIANCE DATE

Firebreaks and fuel hazard reduction on all Rural, Special Rural, Urban and Industrial Land **MUST** be completed by 4 December 2017 and compliance maintained until 31 May 2018.

Remember – fire safety is a whole of community responsibility. If everyone gets involved in preparing their properties, not only are we helping ourselves, we are helping our neighbours and the rest of the community.

COULD YOUR HOME DEFEND ITSELF?

So you've been very diligent in thinking about your Bushfire Survival Plan – what do you plan to do if there is a bush fire in close proximity to your house?

Have you considered matters like;

- What is your personal capacity to defend your home?
- Will you stay or go?
- Do you have alternative power supplies to maintain water supplies?
- Protective clothing for each member of the household?
- Radios to keep up to date with the latest information from fire authorities?
- Survival Kit to take with you if you have to evacuate?
- Do you know your emergency evacuation routes?

But what will happen if you are not at home to enact your Plan? Could your home defend itself, or at least are the surrounds kept in such a manner that will minimise the direct impact of a fire?

When we consider how much time we are away from our homes due to work, visiting friends or holidays and the prospect that roads into your locality might be closed due to fire response/safety considerations; there is a fair possibility that you may not be able to do all those things you have planned.

Your actions will greatly enhance the prospects of our volunteer fire fighters in successfully defending our community.

Simple measures such as clearing the leaves out of your gutter and keeping your lawns mown short can make all the difference in protecting your home in the event of a bushfire. Here are some simple pointers that are just as useful for older houses as they are for newly built homes. These tasks need to be undertaken before and during the bushfire season to ensure your home is well prepared.

You should keep leaves clear of all gutters, roofing and downpipes both before and during the bushfire season to prevent fi re-entering through your roof

Do a full inspection of your external walls to check they are in good condition. Check for gaps in the walls and block them.

Ensure that under steps, verandahs, patios and balconies there are no combustible materials. Clear out leaf litter and grass and don't store wood, rubbish, building materials or anything that might catch alight in a bushfire close to the building.

Replace combustible welcome mats with non-combustible versions and move them back from the steps a short distance

Check taps, hoses and hose reels are in good condition and fittings are tight and in good working order. Check pumps are fuelled and oiled and will start easily—you don't want to wait until you need to use the pump to find out it is broken.

Exposed plastic water pipes and hoses may melt in the heat of a fire—just when you need them most. To avoid this:

- Bury plastic water pipes (PVC and poly pipes) at least 30 centimetres underground .
- Use metal hose fittings rather than plastic fittings.

Walk around your property imagining a bushfire is approaching in the middle of summer. Are there any fire traps you've overlooked?

BUILDING PROTECTION ZONE

In Rural and Special Rural areas you are required to have Building Protection Zones (BPZ).

A BPZ is a low fuel area immediately surrounding a building to minimise the likelihood of flame contact with the building. A BPZ is required around all buildings used for habitation and to all associated buildings such as sheds, pergolas, carports and other buildings within 6 metres of a habitable building.

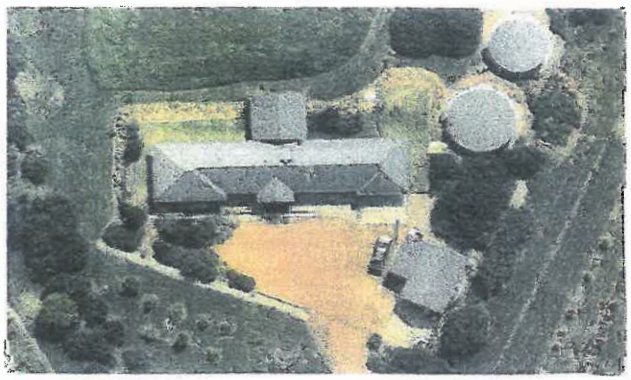
A BPZ around your property must adhere to the following:

- The minimum BPZ for existing buildings must be at least 20 metres wide (25 metres for all buildings constructed after November 2011)
- Free of wood piles and fuel – this material must be a minimum of 10 metres away from buildings
- Minimal bushfire fuels, including all leaves and dead material. This material must be removed or maintained to a height of no greater than 10 centimetres (isolated live trees and bushes not closer than 5 metres to buildings)
- Individual or groups of trees should be spaced 15 metres apart to provide for a 4 metre separation between tree crowns
- Trees and branches must be removed or pruned to ensure a clear separation of a least 3 metres back from building eaves and 5 metres above the roof top. Branches that may fall on a habitable building must also be removed

Features allowed within the BPZ include:

- Driveways, hardstands, vegetable patches and lawn
- Fruit trees and small orchards
- Vegetable gardens higher than 10 centimetres

BPZ COMPLIANT



BPZ NON-COMPLIANT

HAZARD SEPARATION ZONES (HSZ)

A Hazard Separation Zone (HSZ) is a modified area of reduced fuel load that extends 75 metres beyond the BPZ and provides further separation between bushfire hazards and buildings. A HSZ is recommended to assist in reducing a fire's intensity when flames are approaching buildings.

The maximum fuel load recommended in a HSZ is 6-8 tonne per hectare. This can be implemented by fuel reduction methods such as burning, mowing, and slashing but should not require the removal of live trees or significant shrubs. Clearing of trees may require a clearing permit from the Department of Environmental Regulation and Shire approval.

FIREBREAK AND FUEL REDUCTION

Firebreaks and fuel reduction on Rural, Special Rural, Urban and Inbdustrial properties must be completed by 4 December 2017 and maintained until 31 May 2018.

Driveways should be maintained, if a fire truck cannot get to your property safely and turn around, it will not be able to defend your home from a bushfire.

NON-COMPLIANT FIREBREAK

COMPLIANT FIREBREAK

Urban Land means "Land within the Shire of Nannup which is within the Nannup townsite or zoned as 'Residential', 'Special Residential' or 'Special Use Zone No. 7' in the Shire of Nannup Local Planning Scheme No. 3."

Land less than or equal to 2024m² (approx. 0.5 acre)
All flammable material shall be removed from the whole of the land to a height of 75mm, with the exception of live, standing trees and live garden plants.

Land exceeding 2024m² (approx. 0.5 acre)
Firebreaks not less than 3 metres wide shall be constructed immediately inside the boundary for the whole of the land. All flammable material except for live standing trees and live garden plants shall be cleared within a 20 metre radius of all buildings.

Rural Land means "Land within the Shire of Nannup which is zoned 'Agriculture', 'Agriculture Priority 1 – Scott Coastal Plain', 'Agriculture Priority 2', 'Coastal Landscape', 'Special Use' (outside the Nannup townsite) and 'Future Development' and any freehold land outside the Nannup townsite that is a 'Local Scheme Reserve' in the Shire of Nannup Local Planning Scheme No. 3."

Rural Managed Land And Accommodation Venues

All rural holdings of land that allow access to the general public, e.g. chalet developments, bed and breakfast establishments, museums, door sale businesses etc are included in this Rural Land section.

- There must be active fuel reduction carried out on the property throughout the period of this notice, by means such as grazing by an appropriate number of livestock, slashing and baling etc, or a fuel reduction plan which shows the means of fuel reduction on the land.
- All buildings must have an access track not less than 3 metres in width and vertical clearance of 4 metres to allow access by fire appliances.
- Around all buildings, haystacks and fuel storage areas, slash and remove all flammable materials likely to create a fire hazard, except living trees and shrubbery, for at least 20 metres around the Buildings, haystacks and fuel storage areas. Height of grass not to exceed 75mm.
- Managed land is not required to have perimeter firebreaks, although land owners and occupiers are encouraged to install them in strategic places to protect their property in the event of a fire.

Unmanaged Land

Property owners are required to maintain a Low Fuel Zone on their own property and maintain this Zone throughout the Maintenance Period. Flammable material

must be managed and not exceed 75mm, except for living trees and shrubbery.

Special Rural means "Land within the Shire of Nannup which is zoned 'Special Rural' in the Shire of Nannup Local Planning Scheme No. 3."

- Firebreaks (cleared of all flammable material) not less than 3 metres wide and 4 metres vertically shall be constructed immediately abutting all homesteads, buildings and fuel storage areas on the land. (Note: live standing trees may be permitted in this area).
- A Building Protection Zone extending 20 metres from the homestead / building / fuel storage area firebreak shall be maintained. (Note: live standing trees may be permitted in this area).
- A Trafficable Area shall be constructed inside and within 6 metres of the boundary for the whole of each lot. Further, a 3 metre mineral earth firebreak shall be constructed within this Trafficable Area.
- There is no requirement for firebreaks where the whole area is not covered by homestead and/or buildings and is kept mown or slashed or clear of Flammable Material, or is kept green by efficient water reticulation systems installed by the landowner.

Special Requirements

The Valley: Residents are required to comply with the above notice.

Cockatoo Valley:
Residents are required to comply with the above notice.

- An area of not less than 3 metres wide immediately abutting all homesteads, buildings and fuel storage areas must be kept clear of all Flammable Material; this excludes reticulated gardens.
- An area extending 20 metres from the homestead shall comprise, and be maintained as, a Low Fuel Zone. Live standing trees and shrubs may be permitted in this area.
- The whole area, except for homestead and buildings shall be kept mown, slashed or clean of Flammable Material; the height of the fuel is not to exceed 75mm. Alternatively, the area shall be kept green by efficient water reticulation systems installed by the landowner.
- An annual contribution of $50 shall be paid by the landowner for maintenance of the strategic fire break.

A plantation means any area of trees, other than a windbreak exceeding 3 hectares, planted in pine, eucalypt or other trees that have been planted for commercial gain, excluding vineyards and fruit producing trees within orchards.

- The firebreak requirements for harvested plantations are the same as those for a plantation unless it has been clear felled and all pruning's, branches and other accumulated tree litter and logging residue have been removed.
- A windbreak is a planted area of trees less than 3 hectares.
- All plantations require Planning Approval from Council prior to development. Council may require plantation fire protection measures to be fulfilled as a condition of Planning Approval.
- These measures shall apply to all new plantations, the replanting of plantations and renegotiated lease agreements in the case of blue gum plantings.
- Boundary firebreaks shall be constructed on the boundaries of plantations or on such alternative location as may be agreed between Council and the plantation owner.
- Boundary firebreaks shall consist of an area not less than 15 metres wide, cleared of all flammable material and having no overhanging tree branches for a vertical clearance of at least 5 metres.
- Internal firebreaks clear of all flammable material and not less than 6 metres wide, progressively pruned on both sides to a minimum height of 4 metres, shall be constructed surrounding compartments of approximately 30 hectares.
- Internal firebreaks must be maintained in a Trafficable condition as previously defined in this order.
- Where power lines pass through or near plantation areas, additional obligations are imposed by the State power authority. Plantation owners and/or managers should consult Western Power for advice.

VOLUNTEER BUSHFIRE BRIGADES

It is in the interest of all owners/occupiers of land to be registered members of the Bush Fire Brigade covering the area wherein they own land.

Bushfire Brigade training is carried out on a regular basis; please contact your Fire Control Officer to join your Brigade and participate in the Introductory training for Bushfire Brigade members.

BUSHFIRE MANAGEMENT PLAN

235 NEVERMANN ROAD JALBARRAGUP, NANNUP

BUSHFIRE MANAGEMENT PLAN - Simple Development Application.

Property address: 235 Nevermann Road Jalbarragup, Nannup

Lot size: 34.55 hectares. (85 acres).

Landowner: Common Ground Pty Ltd. A not for profit organisation with 10 individual shareholders.

Development Application Ref: 235 Nevermann Rd.

Prepared by: Wayne Reed waynefreed@hotmail.com 9381 7438

BACKGROUND:

The site was once predominantly open farmland. It is now divided into 2 sections. The first and larger is on the Eastern side and along Nevermann Road. (The agistment area) The second section is to the West of the property (the camping area) both shown on the sketch attached.

The agistment area is used primarily for agistment of cattle by local cattle farmer Gerald Brown. Cattle are placed on the property for about 6 months and are usually removed in January or February.

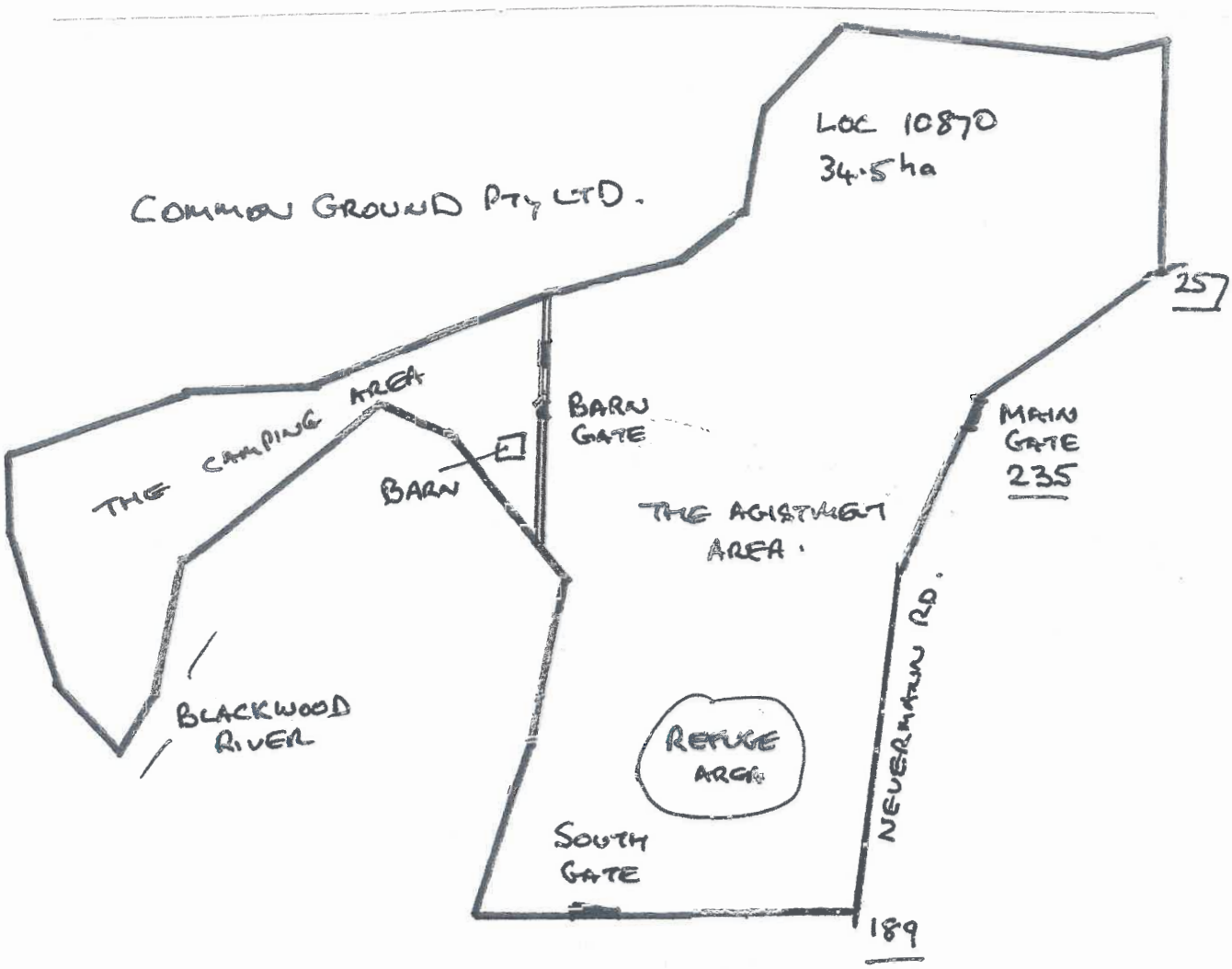
The Camping area contains a small barn with a bathroom facility adjacent. This section of the property is used for camping and caravanning by shareholders and their families and friends. This year this section of the property was used by Hale School for their year 7 camps.

The site is mostly flat and cleared with some scattered tree belts. It has approx. 2.5 KM of frontage to the Blackwood River.

The National Park, State Forest/Nevermann Rd. and 2 private properties form the boundary of the property (257 to the North and 189 to the South).

The site is in a rural area within the Shire of Nannup.

The site is largely a declared bushfire prone area. There is one area in the open agistment area that shows as not being Bushfire prone.



BARN

BATHROOM

MAIN GATE

SOUTH GATE

ACCESS FROM MAIN GATE TO BARN.

Access to the site is from Nevermann Road (MAIN GATE) via River Road which connects to the Brockman Highway 8KM away. The property is 12km from the Nannup Townsite. A second entrance is available via the property at 189 Nevermann Rd where there is an access gate (SOUTH GATE).

Early evacuation is essential with the last option to stay being on the open ground on the property in the agistment area (REFUGE AREA).

Hale School are now planning to hold camps on the property under an exclusive Licence to Occupy Agreement during March and May each year. At the March camps over 3 nights 4 days over 2 weeks there will be approx. 100 boys and 20 leaders. At the May camps over 4 nights and 5 days over 4 weeks there will be approx. 50 boys and 15 leaders. The holding of the camps is subject to the approval of the Shire of Nannup.

Hale located camps in 5 locations throughout the camping area either in small tents or in the open in swags (leaders). There is no accommodation in any buildings. The Hale team have exclusive use of the site during the camps and carry the responsibility for the sites and safety during their occupancy.

VULNERABLE LAND USE:

An Emergency Evacuation Plan forms part of this document. Visitors are able bodied and can see and smell smoke and see a fire.

There are 2 distinct groups that will use the property.

A. Owners, family and friends. These are usually small independent groups who caravan or camp at various times for short periods in the camping area. The owners and their families are very familiar with the property and the area including some who have been associated with the property for 40 years. They are not considered to be in the Vulnerable category.
B. The Hale Camps. The Hale School Outdoor Education Department and team are highly experienced in all aspects of outdoor life and the associated risks. However, the year 7 boys attending this camp for the first time and on their return in year 8 would be classified as Vulnerable. The Hale team have established procedures for monitoring the potential bush fire risks and a summary of their procedures is attached.

HALE SCHOOL – TYPICAL 2018 CAMP SITES ON THE PROPERTY

HALE SCHOOL

MONITORING CONDITIONS

Pre-programme communication
Individual coordinators will contacts, local DPaW/Landgate/FESA/BOM to find out what the Fire Danger Rating FDR is Two weeks out Five days out, Two days out, Day of programme and during the programme. Please see below
During the programme the coordinators also needs to have informed the local ranger in writing to keep them up to date on the FDR if changes occur in the programme area/surroundings. They also have to work our Evacuation routes/safe areas/communication between field Instrutours and base manager for expedition programmes.

If the Fire danger rating is one of the below the Communication line is.

DFES Alerts and warnings	http://www.dfes.wa.gov.au/alerts/Pages/alertsmap.aspx
Western Australian Forecast Areas Map	http://www.bom.gov.au/wa/forecasts/map.shtml
Fire Danger Ratings General	http://www.bom.gov.au/wa/forecasts/fire-danger.shtml
Fire Weather Forecast for Southwest Land Division	http://www.bom.gov.au/wa/forecasts/fire-southwest.shtml
Fire Weather Forecast for Northern Western Australia	http://www.bom.gov.au/wa/forecasts/fire-northern.shtml
Landgate FireWatch Hotsport (read comment box)	http://myfirewatch.landgate.wa.gov.au/
Colour Forecast map next 4 days	http://www.bom.gov.au/australia/charts/4day_col.shtml

Catastrophic	**2 WEEKS OUT**: Inform HOD and director of OutED consider effects. Planning for contingencies					**5 DAYS OUT**: Inform HOD and director of OutED consider effects. Planning for contingencies				**2 DAYS OUT**: Cancel programme and inform Police ,DPaW any other stakeholders	
Extreme	**2 WEEKS OUT**: Inform HOD and director of OutED consider effects. Planning for contingencies					**5 DAYS OUT**: Inform HOD and director of OutED consider effects. Planning for contingencies				**2 DAYS OUT**: Cancel programme and inform Police ,DPaW any other stakeholders	
Severe	**2 WEEKS OUT**: Inform HOD and director of OutED consider effects. Planning for contingencies					**5 DAYS OUT**: Inform HOD and director of OutED consider effects. Planning for contingencies				**2 DAYS OUT**: Cancel programme and inform Police ,DPaW any other stakeholders	
Very High	**2 WEEKS OUT**: Inform HOD only + get weather forecast from authorities .					**5 DAYS OUT**: inform HOD & DoOE, what is the FDR + get weather forecast and the effects on area camp.				**2 DAYS OUT**: Modified programme proceeds	
High	**2 WEEKS OUT**: Inform HOD only + get weather forecast from authorities .					**5 DAYS OUT**: inform HOD + get weather forecast from authorities look at modifying programme.				**2 DAYS OUT**: Monitor during programme	
Low-Moderate	**2 WEEKS OUT**: No further action needed					**5 DAYS OUT**: No further action needed				**2 DAYS OUT**: Monitor during programme	

Catastrophic	**Start day:**	Programme cancelled: phone parents inform them of the FDR.				**Programme Day:**	Evacuate	Have pre-set plan.
Extreme	**Start day:**	Programme cancelled: phone parents inform them of the FDR.				**Programme Day:**	Evacuate	Have pre-set plan.
Severe	**Start day:**	Programme cancelled: phone parents inform them of the FDR.				**Programme Day:**	Evacuate	Have pre-set plan.
Very High	**Start day:**	With the intention of undertaking modified program acknowledgement that if FDR elavates then inform HOD & Director; get weather forecast, develop communication plan, what are effects				**Programme Day:**	If FDR has elavated inform HOD + DoOE, get weather forecast speak to local Ranger/PaWD what are effects, Start to put into place evaction communction, inform, staff, transport company, ON STAND BY	
High	**Start day:**	If FDR has elavated inform HOD; get weather forecast what are effects				**Programme Day:**	If FDR has elavated inform HOD + get weather forecast speak to local Ranger/PaWD what are effects, keep monitoring	
Low-Moderate	**Start day:** No further action needed					**Programme Day:** No further action needed		

					FIRE DANGER RATING												
					Catastrophic	Extreme	Severe	Very High	High	Low-Moderate							
	Year Gr	**Location**	**coordinator**	**Date**	100 +	99-75	74-50	49-25	24-12	11-0	**BOM**	**Location conditions, any fires in area?**	**Decision taken**	**Checked by**			
	Yr 7	Nannup Nelson	MEC	22/02/2018					High		Off BOM site						
	Yr 7	Nannup Nelson	MEC	26/02/2018					High		Off BOM site						
	Yr 7	Nannup Nelson	MEC	5/03/2018					High		Off BOM site	No fires in area, tem reducing by Sunday 11th.					
	yr 7	Nannup Nelson	MEC	7/03/2018					High		Off BOM site	No fires in area, tem reducing by Sunday 11th.					
	yr 7	Nannup Nelson	MEC	8/03/2018					High		Off BOM site	No fires in area, tem reducing by Sunday 11th.					

Programme coordinators must concider the following

1	Make staff/participants aware of Fire Alarm/Fall back up plans, Muster points
2	Have effective communication between groups
3	Have a plan for Emergency Transport evacuation
4	Have currant maps of area retreat maps
5	Maintain communication with DPaW during programme.
6	Have radio to listen to ABC fire alert (have the correct frequency)

The Hale camps are exclusive and there will not be any shareholder groups on the property at the same time.

BUILDINGS:

The development application submitted to the Shire includes an open sided shelter approx. 12M x 8M with treated pine posts, roof trusses with a corrugated metal roof. The floor will be concrete. An additional bathroom will be constructed approx. 2.4M x 2.4M of concrete floor, timber frame and corrugated metal exterior.

PREPARATION FOR HALE CAMPS

During 2017 and in planning for the first Hale Camp major works were undertaken to reduce fuel loads and potential hazards including broken branches and dead trees. This involved major works by Contractors using an Excavator, Bobcat, chainsaws and tree loppers. See picture of debris accumulated. This was one of 2 such piles.

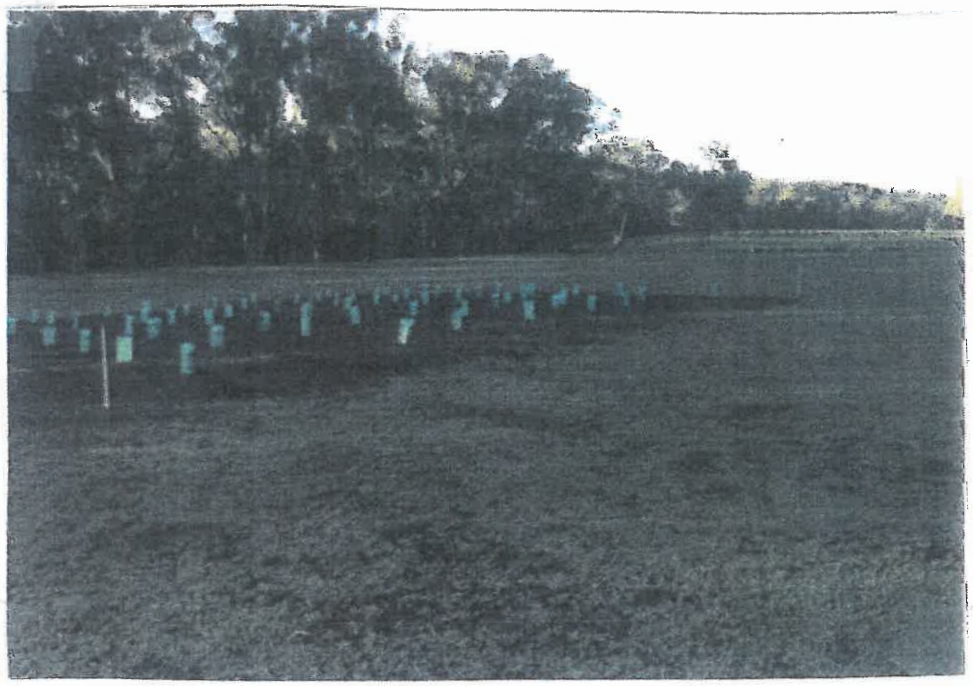
Two weeks before the March 2018 camp a team consisting of Ex Hale students, Hale employees, parents of Hale and the Caretaker from 189 Nevermann Rd undertook a major sweep of debris and remaining fuel loads. This involved a tractor with a back rake and 3 vehicles with trailers. The cleared result can be seen on the picture of the campsite.

It would be intended to undertake the same project each year prior to the first camp.

ENVIRONMENTAL CONSIDERATIONS.

There will not be any significant impact from either the construction or the camps. A few trees will be removed. The shareholders are conscious of the need for conservation and have recently planted 500 new trees in the largely open agistment area of the property. Some trees have been previously impacted by the agistment of cattle.

SITE CLEANUP IN CAMPING AREA



500 TREES PLANTED IN AGISTMENT AREA

LOCATION

A contour map is attached. The larger areas of the property are very flat. There are gentle contours toward the west end of the Camping area. There is a drop off from the fence line which is on the edge of the predominantly level area down to the river all along the approx. 2.5 KM of river frontage. The drop off slope varies but the distance from the level ground to the normal river height is about 10M. The river has various widths and depts but in the vicinity of the barn, bathroom and proposed additions is about 70M wide.

The river edge on the property is primarily river gums and modest low vegetation including some fern. There are some peppermint trees in 2 of the camping areas. This vegetation is in part on the property and in part the Blackwood River National Park. There is little or no low to mid-level vegetation on the property.

SITING AND DESIGN

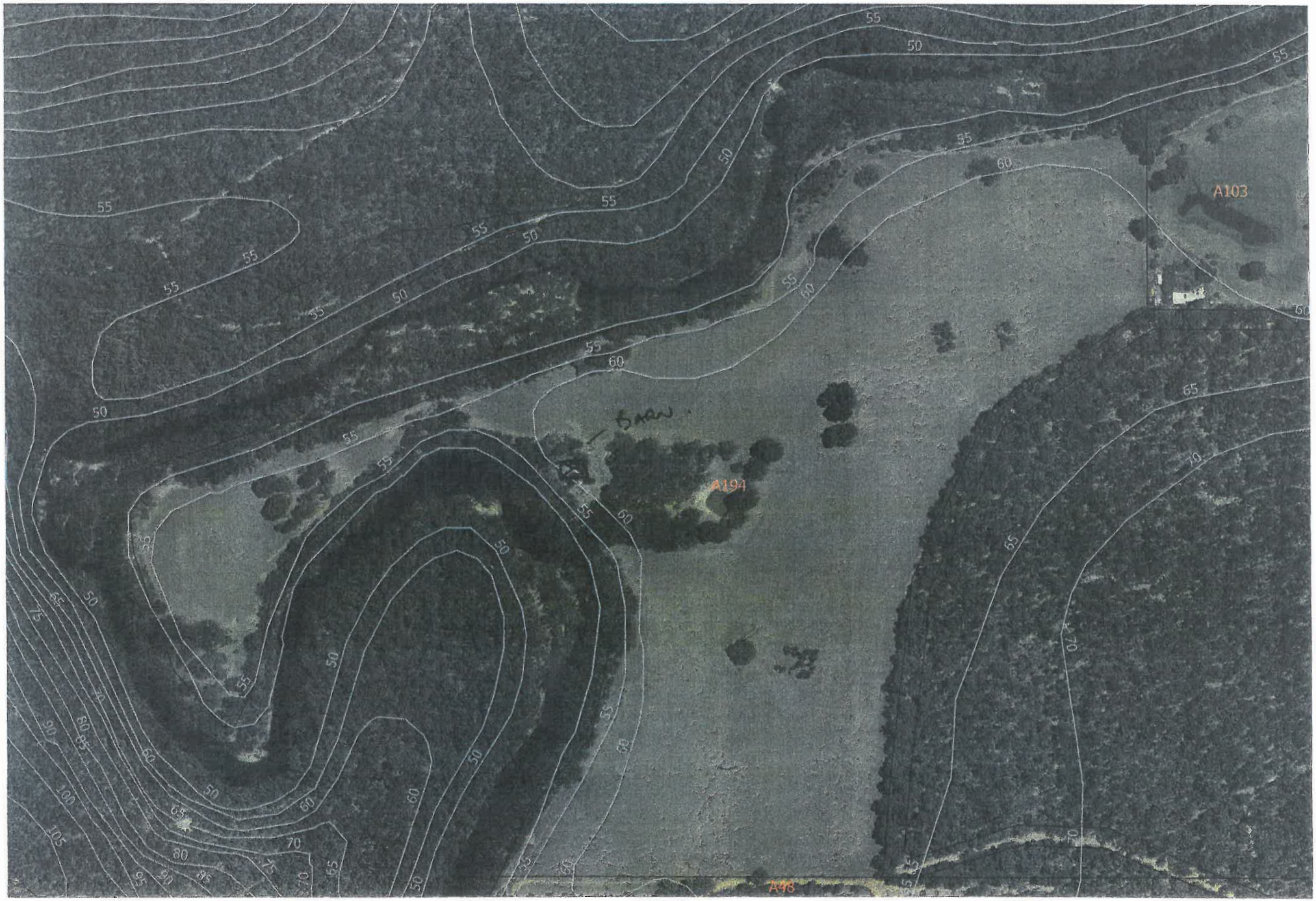
The proposed development is an open sided shelter measuring approx. 12M x 8M. It is not for habitation specifically but may be used to shelter under in severe inclement weather. It is not in any way intended to be a Refuge from Bushfires nor is the existing barn. It will be constructed with a concrete floor, treated pine posts and timber roof trusses with a corrugated metal roof. An additional free-standing bathroom is to be constructed to match the existing and will have a corrugated metal exterior.

The shelter will be constructed in an open area where a couple of trees and shrubs will be removed. The nearest trees of substance are located from between 10 to 20 Metres from the shelter. There is little or no low to mid-level vegetation in the vicinity.

The owners accept that in the event of a serious bushfire impacting on the property that the buildings may suffer damage or loss.

BUSHFIRE PROTECTION CRITERIA :

Development location. The development is in an area that could be subject to a bushfire hazard. However, the proposed new buildings are not for habitation. The agisted cattle reduce the fuel loads in the Agistment area to almost nil by the end of the agistment period. The Camping area although not agisted dries out resulting in very low remnant vegetation. In both areas the ground cover is



CONTOURS - 235 NEUERMAN RD.

PROPOSED SHELTER LOCATION

MINIMAL LOW TO MID LEVEL VEGETATION.

predominantly Cape weed and Clover. There is little low to mid-level vegetation.

VEHICULAR ACCESS:

There are 2 exits from the property and both meet up at a corner of Nevermann Rd. at the entrance to 189. Exit 1 is from the MAIN GATE of the property into Nevermann Rd turning right. The second exit is via the SOUTH GATE to the adjoining property to the South at 189 Nevermann Rd and turning left. From the exit of 189 both Routes are along Nevermann Rd to River Road and Brockman highway.

There is clear access to all areas of the property for any type of vehicle. The property is predominantly flat and emergency vehicles would have easy access around the property and to vulnerable areas. Buses of 50+ capacity bring the Hale boys to and from site via the MAIN GATE without problems including turning. The distance from the MAIN GATE to the barn and the proposed shelter is approx. 400M.

The whole site is in fact wide open, mostly flat and easily accessible to all areas including camping areas for large vehicles with no need to rely on tracks.

The MAIN GATE at Nevermann Rd is 3.5M wide and the front gate to 189 is also 3.5M wide. The adjoining SOUTH GATE between the 2 properties (235 and 189) is 4.2M wide. There is one main gate in the fence between the Agistment area and the Camping area. This 3.5M wide and is always open outside the agistment time.

WATER:

There are 3 water tanks adjacent to the barn and these are accessible if needed. The capacity is approx 10,000 lt.

There is also a dam on the property for watering cattle. This is just 100M from the barn and the proposed shelter. It is spring fed and the level does not drop below 75% capacity. It would contain at least 10,000 lt and is easily accessible to emergency vehicles. There is also one easy access point at the West end of the property where river water could be accessed with a 30-metre suction hose.

NORTH
AGISTMENT AREA

SOUTH
AGISTMENT AREA

WEST
CAMPING AREA

DAM

The water trailer owned by the Nannup Brook Fire group is located adjacent to the barn during the Hale camps. This is with the permission of the local Nannup Brook Fire Warden. The Hale leaders have been instructed in its starting procedure and its operation.

On the neighbouring property to the South at 189 Nevermann Rd there is a water tank of 100,000lt with appropriate fittings. There is also a dam with over 10 million litres. Both are readily accessible from the property.

Jane Buckland

From: DFES Land Use Planning <advice@dfes.wa.gov.au>
Sent: Thursday, 9 August 2018 11:16 AM
To: Jane Buckland
Subject: Lot 10870 (235) Nevermann Road, Jalbarragup - DFES Response

DFES Ref: D06404

Dear Jane,

The Department of Fire & Emergency Services (DFES) provide the following comments with respect to *State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7)* and the *Guidelines for Planning in Bushfire Prone Areas* (Guidelines):-

- The proposed development application is located within an area that has been designated as a 'bushfire prone area' by the Fire and Emergency Services Commissioner pursuant to the *Fire and Emergency Services Act 1998*. In accordance with the requirements SPP 3.7, any development within a bushfire prone area is to be accompanied by:
  - a) (i) a BAL assessment. BAL assessments should be prepared by an accredited Level 1 BAL Assessor or a Bushfire Planning Practitioner unless otherwise exempted in the Guidelines; or
    - (ii) a BAL Contour Map that has been prepared for an approved subdivision clearly showing the indicative acceptable BAL rating across the subject site, in accordance with the Guidelines. BAL Contour Maps should be prepared by an accredited Bushfire Planning Practitioner.
  - b) the identification of any bushfire hazard issues arising from the BAL Contour Map or the BAL assessment; and
  - c) an assessment against the bushfire protection criteria requirements contained within the Guidelines demonstrating compliance within the boundary of the development site. This information can be provided in the form of a Bushfire Management Plan or an amended Bushfire Management Plan where one has been previously endorsed.
- The proposed land use will also need to demonstrate compliance to Policy Measure 6.6 - Vulnerable or High-risk land uses of SPP 3.7.

Given the proposed development has the potential to increase the threat of bushfire to people, property and infrastructure, it is considered that it should not be supported until such time that the bushfire risk and hazard reduction measures are established and understood. DFES recommends that this development application be deferred to allow the proponent to submit the required information in accordance with SPP 3.7 and the Guidelines.

Emma Darcey
Administration Support Officer | Land Use Planning
Rural Fire Division | Department of Fire and Emergency Services
20 Southport Street West Leederville WA 6007
E: advice@dfes.wa.gov.au
www.dfes.wa.gov.au

Government of Western Australia
Department of Fire & Emergency Services

DFES
Department of Fire & Emergency Services

Jane Buckland

From: Patricia Fraser
Sent: Thursday, 9 August 2018 2:14 PM
To: Jane Buckland
Subject: Development Application Lot 10870 (235) Neverman Road

Hi Jane,
I been a neighbour ,not a close one ,to the development on Lot 10870 Neverman Road .Would like to give my support to the development .It has been stated on the application that the camps held this year for the first time where very successful .I didn't have any trouble with my cattle at the time the camps where held , so the young gentlemen must have been very respectable to their surroundings while enjoying their camping holiday.To read that the camps will likely be held for the next 7 years and including year 8 young gentlemen as well sounds like the camp was and hopefully will be an asset to both Nannup and Hale schooling .
A reminder sent out to the neighbours along River Road area when the dates of the camps will be held would be good idea ,so we know who are about in our area .
Kind Regards,
Patricia Fraser

SHIRE OF NANNUP
RECEIVED
Ref: A944/A575 No: 2018/399
16 AUG 2018
Officer: Jane

Tugela Investments Pty Ltd

PO Box 1247

Subiaco WA 6904

13 August 2018

JANE BUCKLAND

DEVELOPMENT SERVICES OFFICER

SHIRE OF NANNUP

Dear Jane

DEVELOPMENT APPLICATION – LOT 10870 (235) NEVERMANN ROAD, JALBARRAGUP. PROPOSED PRIVATE CAMPING AREA.

Thank you for your letter dated 8 August 2018 regarding the above application and inviting our comment.

Firstly, we should declare that we are a related party to the applicant Common Ground Pty Ltd. Tugela Investments Pty Ltd (Tugela) atf Reed Farm Trust owns 10% of the shares and 2 Directors Margaret and Wayne Reed jointly own another 10% of the shares in the applicant.

Further, 3 sons of Directors of Tugela are students at Hale School and one Director (Dave Reed) is Director of Community Engagement at Hale School

We are familiar with the application and are fully supportive of the Development proceeding.

Yours sincerely

Lisa Gibson. (0408 090738)

Director.

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Project No: CMM18568.01

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Bushfire Management Strategy
Development Application: Lot 10870 (#235) Nevermann Road, Jalbarragup

Background and planning context

Overview of proposal

Common Ground Pty Ltd (the landowner) has lodged a Development Application (DA) with Shire of Nannup (the Shire) in relation to Lot 10870 (235) Nevermann Road, Jalbarragup (the project area) to facilitate a proposed additional use as a school camp destination. An overview of the project area from Landgate (2018) is depicted in Plate 1 and a map of the site including the proposed camping area is depicted in Plate 2.

Hale School is planning to hold camps on the property within the proposed camping area under an exclusive Licence to Occupy Agreement during March and May each year. As part of the proposal, there is expected to be approximately:

- 100 boys (Year 7 and 8 middle school, approximately 12–13 years of age) and 20 leaders (adults/teachers) on site over a duration of four days (three nights) at each of the two camps proposed in March
- 50 boys (Year 7 and 8 middle school, approximately 12–13 years of age) and 15 leaders (adults/teachers) on site over a duration of five days (four nights) at each of the four camps proposed in May.

The camps were trialled in 2018 at five locations within the project area and the success of the trial prompted the landowner and Hale School to secure a more permanent and formal arrangement (i.e. additional use of the site via formal DA submission). The DA does not provide for the construction of any habitable buildings as defined under WAPC Planning Bulletin 111/2016 (Planning in Bushfire Prone Areas), but rather constitutes an intensification of land use through a temporary increase in the occupancy of the site at various locations over short-term intervals at specific times of the year. An open-sided shelter and an additional ablutions building (non-habitable buildings) are also proposed as part of the DA.

Overview of current planning framework in relation to the proposal

Due to the designated bushfire prone status over of the majority of the project area and surrounding land (as depicted in Plate 3), lodgement of the DA triggers requirements of State Planning Policy 3.7 (SPP3.7) and accompanying Guidelines for Planning in Bushfire Prone Areas (the Guidelines) in regard to the following provisions of Policy Measures 6.5 and 6.6:

- Policy Measure 6.5 Information to accompany DAs:
  - a BAL assessment prepared by an accredited Bushfire Planning Practitioner
  - the identification of any bushfire hazard issues arising from the BAL assessment
  - an assessment against the bushfire protection criteria requirements contained within the Guidelines demonstrating compliance within the boundary of the development site
  - the above information can be provided in the form of a Bushfire Management Plan (BMP)

- Policy Measure 6.6.1 Vulnerable land uses in areas where BAL-12.5 to BAL-29 applies:
  - provision of a Bushfire Emergency Evacuation Plan (BEEP) for proposed occupants
- Policy Measure 6.6.2 Vulnerable land uses in areas where BAL-40 or BAL-FZ applies:
  - DAs for vulnerable land uses in areas of BAL-40 or BAL-FZ will not be supported unless they comply with Policy Measures 6.7.1 or 6.7.2 relating to 'Minor' or 'Unavoidable' development.

The landowner has prepared a BMP and BEEP to accompany the DA submission; however, the Shire has requested that the necessary documentation be updated where necessary and endorsed by a Level 3 BPAD accredited practitioner.

Given the likely (albeit temporary) location of the proposed vulnerable land use in areas of BAL-40/FZ, the current planning framework provided for under SPP3.7 does not cater for these types of planning proposals (not dissimilar to eco-tourism). In fact, there is no specific regulatory bushfire guidance available to facilitate appropriate bushfire solutions for these types of planning proposals, unless 'Minor' or 'Unavoidable' development can be achieved.

Although the proposal does not meet the strict definition of 'Minor' or 'Unavoidable' development under SPP3.7, the criteria for addressing 'Unavoidable' development provided for under Policy Measure 6.7.2 of SPP3.7 outlines the most appropriate framework that is currently available to address the bushfire risk to this proposal, in particular with regards to addressing the temporary, short term location and siting of occupants in areas of BAL-40/FZ.

Plate 1: Site overview of project area

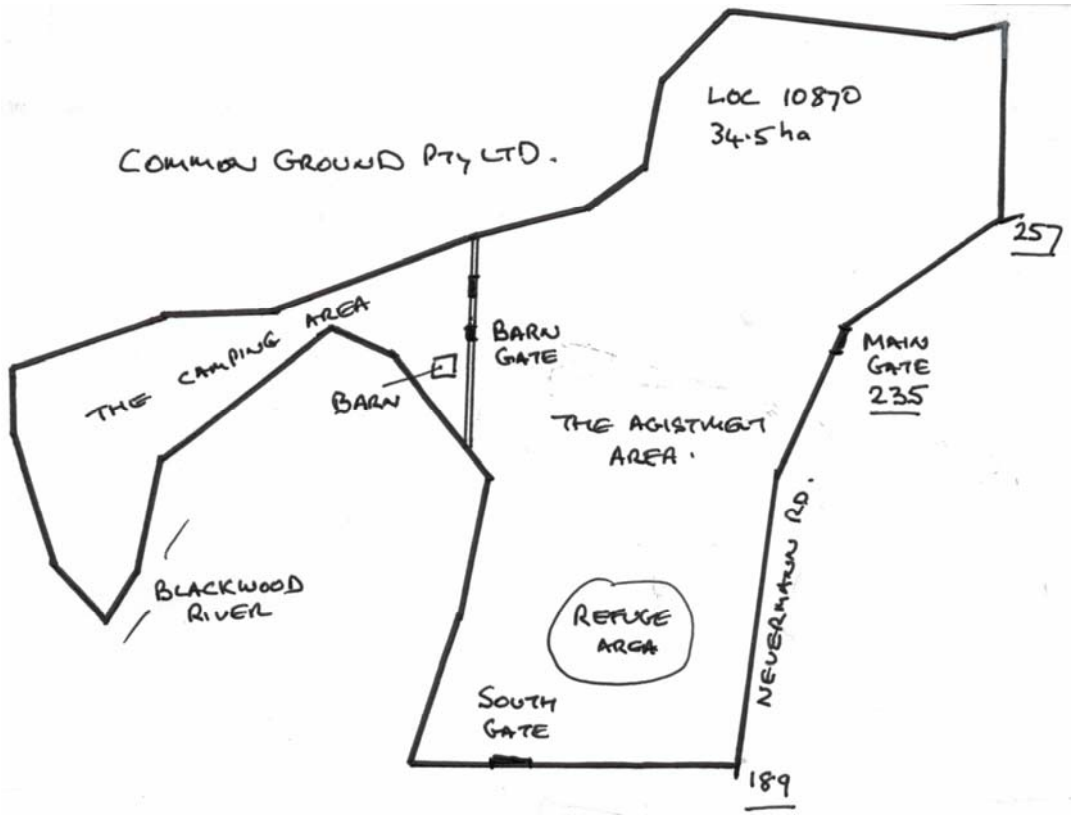


Plate 2: Map of intended camping area

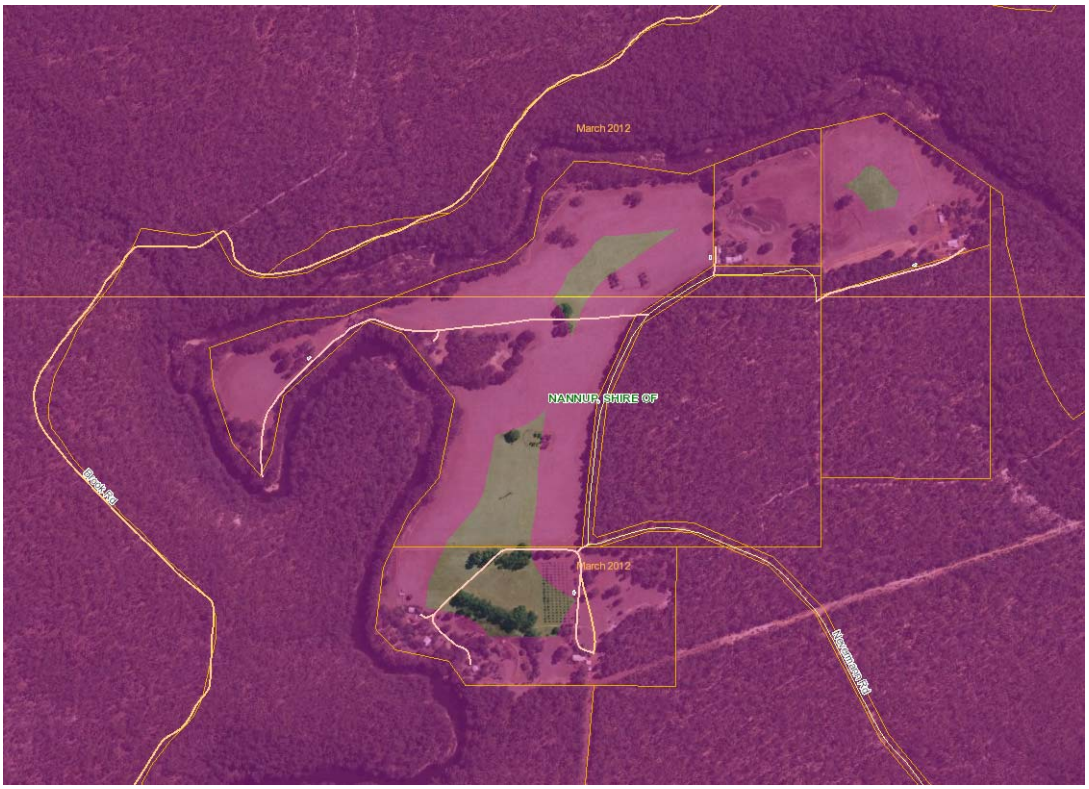


Plate 3: Designated bushfire prone status of the project area and surrounding land

Current flaws in the application of an acceptable solutions assessment against the bushfire protection criteria

Strategen has undertaken a preliminary review of the proposal against the bushfire protection criteria of the Guidelines (basic acceptable solutions assessment) and determined the following:

1. Location: the intent of the proposal is to provide a temporary, short term outdoor education experience for students in the natural environment, involving camping in or adjacent to native bushland. The likely result is that people, including children, will be temporarily occupying areas subject to BAL-40/FZ at various stages throughout the duration of the camps. On this basis, proposed land use intensification is unlikely to be located in areas of BAL-29 or lower at all times and is therefore unlikely to fully comply with acceptable solution A1.1.
2. Siting and design: based on non-compliance with A1.1 above, proposed land use intensification is unlikely to be able to establish appropriate Asset Protection Zones (APZs) to achieve BAL-29 or lower at all times and is therefore unlikely to fully comply with acceptable solution A2.1.
3. Vehicular access: existing (legacy) vehicular access/egress to the project area (i.e. via River Road and Nevermann Road) ensures that two formal and compliant vehicular access routes leading to two different destinations cannot be achieved; therefore, the proposal cannot fully comply with acceptable solution A3.1.
4. Water: the project area is non-reticulated and contains three water tanks with a combined effective volume capacity of 10 kL. Therefore, existing on-site water supply may be compliant with acceptable solution A4.3, subject to confirmation that the water tanks are equipped with the appropriate fittings and appliance access infrastructure.

On the basis of the above information, the proposal is unlikely to meet all of the bushfire protection criteria based on assessment against the acceptable solutions of the Guidelines. The majority of non-compliances are a result of one or a combination of the type of proposal (i.e. temporary and mobile visitor occupancy rather than fixed habitable development) and existing legacy issues of the site and surrounding land (i.e. access provisions, lot layout, etc).

Use of performance principle based solutions to address bushfire protection criteria

Given that acceptable solutions of the Guidelines are inflexible and cannot be tailored to this proposal, Strategen considers it inappropriate to assess the proposal against the bushfire protection criteria using an acceptable solutions assessment. Strategen considers that instead, a suite of performance principle-based solutions be developed in consultation with the Shire that provide an appropriate level of bushfire risk mitigation for the proposal in lieu of compliance with acceptable solutions, with a focus on the preservation of life as a priority. The strategy will also adopt the framework provided for under Policy Measure 6.7.2 of SPP3.7 for 'Unavoidable' development to address specific requirements in terms of location and siting. This approach would enable bushfire risk responses and treatments to be developed, tailored to the specific site context of the proposal, existing bushfire environment/risk and existing site (legacy) conditions and constraints.

Intent of the Bushfire Management Strategy

This Bushfire Management Strategy has been prepared by Strategen as an interim document for Shire consideration. The intent of the document is to garner 'in principle' support from the Shire for the proposal and associated bushfire strategy, prior to preparing a BMP/BEEP that addresses formal bushfire management requirements of the DA under relevant provisions of SPP3.7. Strategen anticipates that this document will provide the Shire with an appropriate level of comfort that the bushfire risk to proposed occupants can be adequately managed in order to facilitate DA approval, in lieu of preparation of a formal BMP/BEEP, which would presumably be conditioned as part of DA approval and prepared at a later date.

This Bushfire Management Strategy is endorsed by a Level 3 BPAD accredited practitioner (Linden Wears, BPAD19809) and contains the overarching approach to bushfire risk management for the proposal using a suite of performance principle-based solutions as the compliance pathway, along with assessment against the criteria of 'Unavoidable' development. The cornerstone of the strategy is to promote the preservation of life as a priority by avoiding the introduction of occupants into a potentially dangerous bushfire risk situation in the first instance and reliance on a suite of contingencies should unforeseen bushfire events/conditions arise during a camping event.

Overview of existing (inherent) bushfire risk

Strategen has undertaken a desktop assessment of current on-ground conditions and a review of the existing BMP and BEEP prepared by the landowner to obtain a general overview of the existing bushfire environment and inherent (pre-management) bushfire risk. Results are as follows:

- the predominant vegetation classifications within the project include:
  - Class B woodland in areas of eucalyptus/peppermint canopy over grass
  - Class G grassland in areas of open pasture grass
- the predominant vegetation classification within the broader area external to the site is intact eucalyptus Class A forest retained within adjacent National Park and State Forest tenure
- effective slope on site is relatively flat; however, effective slope adjacent to the site is undulating to steep (down-slope) in association with the Blackwood River
- the bushfire hazard level throughout intact forest and woodland areas is extreme, with the remaining cleared pasture areas comprising a moderate bushfire hazard level
- continuous fire runs in all directions external to the site exceed 10 km (some in excess of 50 km), which constitutes landscape scale bushfire risk to the site
- fire runs are predominantly through forest fuels with varying fuel ages/bushfire history on undulating to steep topography
- worst case bushfire behaviour is expected to occur under extreme/catastrophic fire danger conditions in association with a fire run from the northern quadrant
- a fire run from the southern and western quadrants could also generate significant bushfire behaviour in association with predominant afternoon weather conditions and prevailing winds.

Based on the above existing bushfire environment, the project area is vulnerable to significant bushfire impacts from all directions, with recognition that significant bushfire behaviour/impact is less likely to occur outside of the designated bushfire season (between November and April, subject to seasonal variability).

Whilst the internal site area (in particular grazed pastures of the agistment area, refer to Plate 2) affords setbacks from intact bushland exceeding 100 m in areas, the lengthy access route through approximately 10 km of forest fuels to the Nannup townsite (i.e. Nevermann Road, River Road, Brockman Highway) may not necessarily afford a reliable security of access/evacuation from the site during a bushfire event (i.e. risk of entrapment). This is also the case with the informal secondary access route linking the site with Six Mile Road and Stacey Road to the southwest, which may be compromised should a bushfire impact the local area. Emergency fire fighting water supply is available in the form of water tanks, dams and mobile light units contained on site and within adjacent properties. A prompt fire fighting suppression response is also available via assistance from neighbours and/or local bushfire brigades.

Based on the above information, Strategen considers that the inherent bushfire risk to residents/visitors of the site during the designated bushfire season is extreme based on likelihood and consequence factors. However, this risk will fluctuate seasonally and will be significantly diminished in the winter months in association with a reduced Fire Danger Index (FDI).

Proposed bushfire management strategy

In light of the above bushfire risk assessment, Strategen has developed a suite of bushfire management measures as part of a strategy that aims to mitigate the bushfire risk to future occupants of the site with a focus on the preservation of life as a priority rather than protection of infrastructure (since the proposal will not result in the construction of any habitable infrastructure). As previously stated, the strategy is proposed as part of a performance principle-based assessment against the bushfire protection criteria, a summary of which is provided in Table 1. The framework provided for under Policy Measure 6.7.2 relating to ‘Unavoidable’ development in areas of BAL-40/FZ has also been adopted where required, specifically in relation to location and siting/design, and is summarised in Table 2. As previously stated, the cornerstone of the strategy is to promote the preservation of life as a priority by avoiding the introduction of occupants into a potentially dangerous bushfire risk situation in the first instance and reliance on a suite of contingencies should unforeseen bushfire events/conditions arise during a camping event.

Table 1: Summary of performance principle based assessment against the bushfire protection criteria

Performance Principle	Proposal compliance
Performance Principle P1 The strategic planning proposal, subdivision and development application is located in an area where the bushfire hazard assessment is or will, on completion, be moderate or low, or a BAL-29 or below, and the risk can be managed. For unavoidable development in areas where BAL-40 or BAL-FZ applies, demonstrating that the risk can be managed to the satisfaction of the Department of Fire and Emergency Services and the decision-maker.	• Compliance with Acceptable Solution A1.1 cannot be fully achieved, as portions of the proposed camping area (and therefore site occupancy) will be located in areas with BAL-40/FZ • Compliance with Performance Principle P1 will be achieved through the use of the following alternative solutions: ∗ restricting camping events to within the periods proposed in March and May to (i.e. outside of the higher risk summer period) to promote lower FDIs and reduced bushfire risk ∗ monitoring of mobile/internet coverage/reception to ensure lines of communication are open at all times ∗ implementation of the communications plan (refer to Appendix 1), which will enable significant forward planning based on forecasting of weather conditions and FDIs to inform early cancellation if required. Cancellation of events would occur under FDI ratings of 'Severe' or above in recognition of reduced bushfire behaviour when the FDI is Low/Moderate, High or Very High. This would allow early decisions to be made that would avoid the introduction of occupants into a potentially dangerous bushfire situation in the first instance ∗ ongoing and early communication with relevant authorities and property neighbours in the event that bushfire, or weather conditions conducive to bushfire, occur ∗ implementation of comprehensive bushfire emergency evacuation procedures documented in a BEEP that outline specific triggers, thresholds and contingency actions, including early mobilisation at a designated on-site assembly point, early evacuation to nominated off-site refuge areas (if safe to do so as advised by the appropriate emergency agencies), on-site open space refuge in low threat pasture areas of the site managed to achieve BAL-Low (as a last resort option if off-site evacuation cannot be safely achieved), appropriate up-skilling of team leaders/designated fire wardens as required, implementing provisions that cater for the needs of individuals as required (e.g. provision of nurses/carers for any children with reduced mental/physical ability to respond during a bushfire event) ∗ team leaders will continually monitor for any signs of bushfire to enable early implementation of BEEP if required ∗ provision of specific camping event controls and treatments. • The proposal is being addressed against the criteria of 'Unavoidable' development as shown in Table 2. • Compliance is demonstrated with Performance Principle P1
Performance Principle P2 The siting and design of the strategic planning proposal, subdivision or development application, including roads, paths and landscaping, is appropriate to the level of bushfire threat that applies to the site. That it incorporates a defendable space and significantly reduces the heat intensities at the building surface thereby minimising the bushfire risk to people, property and infrastructure, including compliance with AS 3959 if appropriate.	• Asset Protection Zones (APZs) cannot be established due the temporary and mobile nature of the occupants, intent of the proposed camping experience (i.e. camping in the bush), as well as existing environmental constraints. As such, compliance with Acceptable Solution A2.1 cannot be fully achieved • Compliance with Performance Principle P2 will be achieved through the use of the following alternative solutions: ∗ mechanical/manual fuel removal within the site in advance of camp events, including grassland hazard reduction (slashing) to create an appropriately sized open space refuge area that caters for all proposed occupants and achieves BAL-Low within the central portion of the agistment area, manual removal of dead fuel/litter/trash/bark that accumulates annually, removal of any hazardous tree branches and removal of understorey fuel within the site ∗ reliance on contingencies developed in the BEEP with regards to off-site evacuation and on-site open space refuge where appropriate. • The proposal is being addressed against the criteria of 'Unavoidable' development as shown in Table 2. • Compliance is demonstrated with Performance Principle P2.
Performance Principle P3 To ensure that the vehicular access serving a subdivision/development is available and safe during a	• Compliance with Acceptable Solution A3.1 cannot be fully achieved due to existing legacy access provisions, nor is it considered appropriate to do so for a temporary camping event of this nature • Compliance with Performance Principle P3 will be achieved through the use of the following alternative solutions:

Performance Principle	Proposal compliance
bushfire event.	∗ ensure the existing primary access route to the southwest (via Nevermann Road and River Road) is maintained in advance (i.e. has appropriate horizontal and vertical clearance) and is adequately trafficable for buses ∗ investigating options that will ensure transport off site for all occupants is readily available at short notice should buses not be able to remain on site for the full duration of individual camp events ∗ the informal secondary access route to the southeast (via River Road and informal track) is not considered an appropriate evacuation route for occupants during a bushfire event and presents a risk of entrapment due to the length of the track through intact forest fuels and lack of suitable/trafficable road base ∗ ensure the Shire of Nannup annual firebreak notice is complied with regarding on-site firebreak construction (refer to Appendix 2) ∗ reliance on contingencies developed in the BEEP with regards to off-site evacuation and on-site open space refuge where appropriate. • The proposal is being addressed against the criteria of 'Unavoidable' development as shown in Table 2. • <u>Compliance is demonstrated with Performance Principle P3.</u>
<u>Performance Principle P4</u> To ensure that water is available to the subdivision, development or land use to enable people, property and infrastructure to be defended from bushfire.	• Although compliance will largely be achieved with Acceptable Solution A4.3, given the temporary and specific nature of the proposal, compliance is best demonstrated via an 'alternative solution' • Compliance with Performance Principle P4 will be achieved through use of the following alternative solution: ∗ utilisation of three existing on-site water tanks fitted with the appropriate infrastructure to enable refill by fire appliances ∗ access and use of the existing spring fed dam (approximately 10 kL volume capacity, maintained at 75% capacity all year round) as a source of emergency water supply if required (infrastructure requirements to be confirmed) ∗ access and use of the Blackwood River as a source of emergency water supply if required (infrastructure requirements to be confirmed) ∗ additional fire fighting water supply provided through suppression response with assistance from neighbours and/or local bushfire brigade ∗ investigate options that will deliver a temporary emergency water supply (e.g. 5 kL transportable water tank and associated pump and hose reel) to the open space refuge area to enable appropriately trained occupants to combat potential spotting from embers during a bushfire event if open space refuge is adopted as a last resort. • The proposal is being addressed against the criteria of 'Unavoidable' development as shown in Table 2. • <u>Compliance is demonstrated with Performance Principle P4.</u>

Table 2: Response to criteria stated under Policy Measure 6.7.2 for 'Unavoidable' development

Criteria	Proposal justification
The landowner/proponent has provided sufficient reason for why the proposal is considered to represent exceptional circumstances which adequately justifies a deviation from the policy measures.	• The proposal seeks to provide outdoor education experiences to students, which is an important component of the school's education program. By its very nature, outdoor education needs to occur in the natural environment to achieve the desired educational intent. • The proposal will not result in the construction of any habitable buildings, but rather provides for short term temporary occupation of the site by people and falls outside the scope of application of the bushfire protection criteria and acceptable solutions of the Guidelines. • The site provides a unique range of outdoor education opportunities on freehold land, adjacent to the Blackwood River and associated National Park, and will result in highly beneficial educational experiences, as evidenced by the 2018 trial year. • The site is subject to existing legacy conditions, which makes it impossible to fully comply with acceptable solutions of the Guidelines. • The proposal seeks to highlight the natural beauty of bushland areas of South West WA, whilst also minimising risk to proposed visitors and any impact on the environment.

Criteria	Proposal justification
The proposal greatly improves the bushfire management of the site and surrounding area through the provision of a demonstrably significant reduction in the bushfire-related risk level to the community and property.	• Bushfire risk to the site will be mitigated as much as possible with a focus on the preservation of life as a priority by avoiding the introduction of occupants into a potentially dangerous bushfire risk situation in the first instance (i.e. camping events restricted to March and May and cancellation triggered under FDI ratings of Severe or greater) • The camping events will result in biannual fuel reduction practices (i.e. prior to March and May) and provision of on-site open space refuge managed to BAL-Low. These fuel reduction provisions were not previously undertaken throughout the site. • Evacuation procedures will be established as part of a comprehensive BEEP document. • Relevant authorities will be alerted to the camping event and will be able to respond to any emergency relatively quickly, including bushfires. • Bushfire fighting water supply is in close proximity to the proposed camping area and the fire suppression response time is expected to be prompt.
The benefits of the proposal going ahead in the area outweigh the costs to adjacent landowners, government and the general community.	• The proposal provides for temporary, short term occupancy of the site and is a relatively small scale operation that is not expected to impose any costs to adjacent landowners, government or the general community.
The proposal is accompanied by a Bushfire Management Plan, jointly endorsed by the relevant local government and the State authority responsible for emergency services. The Bushfire Management Plan should demonstrate ongoing management measures that will improve the bushfire management of the site and/or surrounding area by minimising the level of bushfire impact.	• A BMP and associated BEEP will be prepared as a condition of DA for approval by the Shire and relevant agencies. These documents will outline the holistic bushfire management strategy for the proposal.

Expected (residual) bushfire risk

Following implementation of the bushfire management measures specified in the above strategy, the residual bushfire risk is expected to be significantly reduced to the level that life assets associated with the proposed temporary, short term occupancy of the site will be safeguarded against the inherent bushfire threat. On this basis, Strategen considers that the residual bushfire risk to the proposal will be reduced to a manageable level.

Conclusion and recommendations

Strategen considers that based on the comprehensive suite of alternative solutions proposed and response to criteria under 'Unavoidable' development, the proposal can meet the performance principles of the bushfire protection criteria. On this basis, Strategen considers that the bushfire risk to the proposal can be adequately managed and recommends that in relation to bushfire issues, the DA be approved subject to the following condition:

- A Bushfire Management Plan (BMP) and accompanying Bushfire Emergency Evacuation Plan (BEEP) be prepared to address formal requirements of SPP3.7 and the Guidelines in general accordance with the overarching Bushfire Management Strategy prepared by Strategen (October 2018).

Appendix 1
Proposed communications plan

Pre-programme communication
Individual coordinators will contacts, local DPaW/Landgate/FESA/BOM to find out what the Fire Danger Rating FDR is Two weeks out Five days out, Two days out, Day of programme and during the programme. Please see below
During the programme the coordinators also needs to have informed the local ranger in writing to keep them up to date on the FDR if changes occur in the programme area/surroundings. They also have to work our Evacuation routes/safe areas/communication between field Instrutours and base manager for expedition programmes.

DFES Alerts and warnings http://www.dfes.wa.gov.au/alerts/Pages/alertsmap.aspx
Western Australian Forecast Areas Map http://www.bom.gov.au/wa/forecasts/map.shtml
Fire Danger Ratings General http://www.bom.gov.au/wa/forecasts/fire-danger.shtml
Fire Weather Forecast for Southwest Land Division http://www.bom.gov.au/wa/forecasts/fire-southwest.shtml
Fire Weather Forecast for Northern Western Australia http://www.bom.gov.au/wa/forecasts/fire-northern.shtml
Landgate FireWatch Hotsport (read comment box) http://myfirewatch.landgate.wa.gov.au/
Colour Forecast map next 4 days http://www.bom.gov.au/australia/charts/4day_col.shtml

If the Fire danger rating is one of the below the Communication line is.

Catastrophic	**2 WEEKS OUT**: Inform HOD and director of OutED consider effects. Planning for contingencies				**5 DAYS OUT**: Inform HOD and director of OutED consider effects. Planning for contingencies		**2 DAYS OUT**: Cancel programme and inform Police ,DPaW any other stakeholders	
Extreme	**2 WEEKS OUT**: Inform HOD and director of OutED consider effects. Planning for contingencies				**5 DAYS OUT**: Inform HOD and director of OutED consider effects. Planning for contingencies		**2 DAYS OUT**: Cancel programme and inform Police ,DPaW any other stakeholders	
Severe	**2 WEEKS OUT**: Inform HOD and director of OutED consider effects. Planning for contingencies				**5 DAYS OUT**: Inform HOD and director of OutED consider effects. Planning for contingencies		**2 DAYS OUT**: Cancel programme and inform Police ,DPaW any other stakeholders	
Very High	**2 WEEKS OUT**: Inform HOD only + get weather forecast from authorities .				**5 DAYS OUT**: inform HOD & DoOE, what is the FDR + get weather forecast and the effects on area camp.		**2 DAYS OUT**: Modified programme proceeds	
High	**2 WEEKS OUT**: Inform HOD only + get weather forecast from authorities .				**5 DAYS OUT**: inform HOD + get weather forecast from authorities look at modifying programme.		**2 DAYS OUT**: Monitor during programme	
Low-Moderate	**2 WEEKS OUT**: No further action needed				**5 DAYS OUT**: No further action needed		**2 DAYS OUT**: Monitor during programme	

Catastrophic	**Start day:**	Programme cancelled: phone parents inform them of the FDR.			**Programme Day**:	Evacuate	Have pre-set plan.
Extreme	**Start day:**	Programme cancelled: phone parents inform them of the FDR.			**Programme Day**:	Evacuate	Have pre-set plan.
Severe	**Start day:**	Programme cancelled: phone parents inform them of the FDR.			**Programme Day**:	Evacuate	Have pre-set plan.
Very High	**Start day:**	With the intention of undertaking modified program acknowledgement that if FDR elavates then inform HOD & Director; get weather forecast, develop communication plan, what are effects			**Programme Day**:	If FDR has elavated inform HOD + DoOE, get weather forecast speak to local Ranger/PaWD what are effects, Start to put into place evaction communction, inform, staff, transport company, ON STAND BY	
High	**Start day:**	If FDR has elavated inform HOD; get weather forecast what are effects			**Programme Day**:	If FDR has elavated inform HOD + get weather forecast speak to local Ranger/PaWD what are effects, keep monitoring	
Low-Moderate	**Start day:** No further action needed				**Programme Day**: No further action needed		

					FIRE DANGER RATING												
					Catastrophic	Extreme	Severe	Very High	High	Low-Moderate							
	Year Gr	Location	coordinator	Date	100 +	99-75	74-50	49-25	24-12	11-0	BOM	Location conditions, any fires in area?	Decision taken	Checked by			
	Yr 7	Nannup Nelson	MEC	22/02/2018					High		Off BOM site						
	Yr 7	Nannup Nelson	MEC	26/02/2018					High		Off BOM site						
	Yr 7	Nannup Nelson	MEC	5/03/2018					High		Off BOM site	No fires in area, tem reducing by Sunday 11th.					
	yr 7	Nannup Nelson	MEC	7/03/2018					High		Off BOM site	No fires in area, tem reducing by Sunday 11th.					
	yr 7	Nannup Nelson	MEC	8/03/2018					High		Off BOM site	No fires in area, tem reducing by Sunday 11th.					

Programme coordinators must concider the following

1	Make staff/participants aware of Fire Alarm/Fall back up plans, Muster points
2	Have effective communication between groups
3	Have a plan for Emergency Transport evacuation
4	Have currant maps of area retreat maps
5	Maintain communication with DPaW during programme.
6	Have radio to listen to ABC fire alert (have the correct frequency)

Appendix 2
Shire of Nannup annual firebreak notice

FIREBREAK AND FUEL HAZARD REDUCTION NOTICE

2018/2019 BUSH FIRE SEASON

FIRST AND FINAL NOTICE IS HEREBY SERVED TO ALL RESIDENTS AND RATEPAYERS

Bush Fires Act 1954

Take notice that pursuant to Part 3 Division 6 Section 33 of the Bush Fires Act 1954, all owners and occupiers of land in the Shire of Nannup are required to carry out fire prevention work and to maintain access for fire fighting vehicles on the land owned or occupied in accordance with the provision of this order.

It is the property owner **not** the contractor that is responsible for the standard and quality of the firebreaks installed and maintained.

Penalties may apply for failure to comply with this notice.

RING 000 FOR ALL FIRES

BUSH FIRES ACT 1954

PROPERTY COMPLIANCE REQUIREMENTS

Compliance inspections of land will be carried out from 16 November 2018, to assess landowner(s) or occupier(s) of land compliance with the Shire of Nannup Firebreak and Fuel Hazard Reduction Notice.

- Rural, Special Rural, Urban and Industrial Land requirements must be compliant by 4 December 2018. A firebreak shall be constructed within 6 metres of the boundary of the property, must be at least 4 metres wide with a minimum of 3 metres wide of mineral earth and have all trees adjoining the firebreak progressively pruned to a minimum height of 4 metres
- Local Government may serve a notice pursuant to Section 33 of the Bush Fire Act 1954, requiring the property owner to undertake any extra work to reduce the impact of a fire.
- Rural, Special Rural, Urban and Industrial Land requirements must be maintained until 31 May 2019 or a later date if the compliance period is extended, in which case a notice will be placed in the local Telegraph paper.

Dates are subject to seasonal change. Any variation can be obtained from your area fire control officer or shire office and is made by consultation with the Chief Bushfire Control Officer

MAINTENANCE PERIOD	
1 November 2018	Application for variation to this notice closes
6 November 2018	Restricted burning period commences. A permit is required to burn.
13 November 2018	All fire prevention work in Plantations other than Scott River, covered by this notice must be completed
4 December 2018	All fire prevention work in the Nannup townsite, Rural and Special Rural areas, covered by this notice must be completed
11 December 2018	All fire prevention work for plantations in the Scott River area, covered by this notice must be completed
18 December 2018	Prohibited burning period commences.
1 March 2019	Restricted burning period commences. A permit is required to burn.
31 May 2019	Restricted burning period ends.
1 June 2019	No burning restrictions. No permit is required to burn.

During the Maintenance Period (1 November to 1 June) all properties must be maintained and be compliant as per this notice. It is the landowner's responsibility to ensure the property is compliant throughout the maintenance period. Failure to do so may result in an on-the-spot fine of $250.00.

Hazard reduction is required to be maintained throughout the restricted and prohibited season

FIRE PERMITS

- Permits to burn are required for the whole of the restricted periods and can only be obtained from the Fire Control Officer for your area. **It is an offence to apply to another Brigade Fire Control Officer for a permit if YOUR Brigade Fire Control Officer has refused you.**
- Permits are to be obtained before burning commences (the permit holder must be in possession of the permit during the burn)

Before you call a Fire Control Officer ensure you have the following information:

- Who will be the three able bodied persons in attendance at all times whilst the fire is alight, including contact phone numbers?
- What is the address of the property to which the permit applies?
- What firefighting equipment and resources will you have at the fire and is it in good working order?
- What is the size of the burn to take place?
- Are there firebreaks installed and can a fire unit get access to the area?
- What material are you burning? Is it dry? Are there any plastics, tyres or treated posts in the piles or area to be burnt? If so, remove them to a safe place.

Once the permit is issued, the permit holder shall give notice of their intention to burn to:

- The Shire offices no later than on the day prior to when the burning is taking place. **Weekend burning must be notified by Friday at 4.00pm.**

- The owner or occupier of adjoining land. Period of Notice to neighbours prior to burning cannot be more than 27 days or less than 4 days, although lesser notice may be determined by mutual agreement of all neighbours.
- The nearest Department of Bio-diversity Conservation and Attractions (DBCA), if the land is situated within 3km of State Forest, phone DBCA Kirup on (08) 9731 6232 or the Donnelly District phone (08) 9776 1207.

Any special Condition imposed by the Fire Control Officer when issuing permits must be strictly adhered to.

Your attention is drawn to items 5, 6 and 7 printed on the back of the permit.

Burning is permitted during the restricted Burning Period on Sundays and Public Holidays under permit.

All landowners and occupiers upon whose land a bushfire occurs have an obligation to assist each Brigade Fire Control Officer to compile a Fire Report form.

Fire Permits are free of charge.

VOLUNTEER BUSH FIRE CONTROL OFFICERS

Chief Bushfire Control Officer

Robin Mellema	9756 1156	0427 975 611

Deputy Chief Bushfire Control Officer

Ashley Kidd	9756 0703	0478 215 002

Brigade Fire Control Officers

Balingup Road	Mark Scott	9756 0444
Carlotta	Ian Wishart	9756 1165
		0427 561 164
Cundinup	Gerald Brown	9756 2055
Darradup	Steve Mulvaney	0417 994 155
East Nannup	Vic Lorkiewicz	9756 1129
Nannup Brook	Carey Curtis	0432 139 319
North Nannup	Paul Lamers	9756 1891
Peerabeelup	John Gaunt	9776 2005
Scott River/Jasper	John Dunnet	0427 582 238

FIRE DANGER RATING

Fires can threaten suddenly and without warning.

Watch for signs of fire, especially smoke and flames.

Know your Fire Danger Rating and be aware of local conditions.

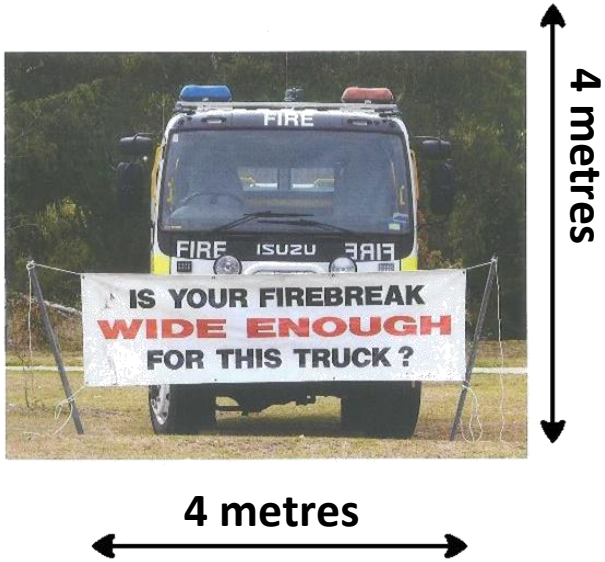
Have your bushfire survival plan and kit ready.

To seek information listen to local radio, go to www.dfes.wa.gov.au or call the DFES information line on 13 DFES (13 33 37)

Ring 000 to report a fire.

Please note: on any day during the restricted burning period where the fire danger rating is **Catastrophic, Severe, Extreme** or **Very High,** the burning of garden refuse or wood or the use of solid fuel barbeques or Webbers is **NOT** permitted under any circumstances. Permits are automatically cancelled on these days. Due to unseasonable weather conditions these dates may be extended.

DO YOU HAVE OVERHANGING BRANCHES ON YOUR FIREBREAKS?



WOULD THIS TRUCK HAVE ADEQUATE ACCESS TO DEFEND YOUR PROPERTY?

Applications for a variation of this Firebreak and Fuel Hazard Reduction Notice, where ground considerations or environmental concerns prevent compliance with the requirements of this Notice, must be lodged in writing together with a Firebreak and Fuel hazard Reduction Notice Variation form, prior to **1 November 2018.**

Policy Number:	LPP 12
Policy Type:	Local Planning Policy
Policy Name:	**Tourist Accommodation in Rural Areas**
Policy Owner:	Chief Executive Officer

Authority:

Shire of Nannup Local Planning Scheme No.3

OBJECTIVE

To approve high quality tourist accommodation in the non-urban areas whilst conserving the rural character and primary production values of the District.

DEFINITIONS

Nil

POLICY

Introduction

With regard to the broad objectives of this Policy the following specific objectives for the approval of tourist accommodation are:

1) To minimise conflict between rural and non-rural landowners.
2) To establish suitable guidelines and controls for tourist accommodation to ensure that development approval does not become a basis for future unplanned urban development with consequent demands on the local government for additional services.
3) To establish suitable guidelines and controls for tourist accommodation outlining minimal infrastructure standards required by the local government for development approval to be granted.
4) To encourage links between tourist accommodation and established rural pursuits so as to diversify economic base and retain development at a low key nature.

As set out in Local Planning Scheme No.3, in particular in the Zoning Table or in the Schedules for certain land, various types of tourist accommodation can be considered in most zones.

Guidelines for the Assessment and Approval of Tourist Accommodation

In determining an application, the local government will consider matters set out in clause 10.2 of the Scheme along with Scheme provisions relating to the zone. Depending on the site, key matters include:

These are standard conditions and it is to be noted that additional conditions may be imposed on a development approval if there is a need to address a particular circumstance.

Rating

If the development of tourist accommodation changes the predominant use of a lot from a rural agricultural base to a non-agricultural base the local government may change the rating of such a lot from Un-Improved Value to Gross Rental Value.

Related Policies:	LPP 4 Bed and Breakfast HLT 5 Bed & Breakfast LPP 20 Developer and Subdivider Contributions LPP 21 Bush Fire Management
Related Procedures/ Documents	
Delegation Level:	CEO, Executive Officer, Development Services Officer
Adopted:	OM 24 September 1992
Reviewed:	OM 22 February 1996 OM 22 April 2010 OM 24 September 2015 #9269

Att 12.3.1

Carlotta Progress Association

President:	Treasurer:	Secretary:
Lucy Cole	Laila Guthridge	Bron Rack
PO Box 24	PO Box 63	PO Box 340
NANNUP WA 6275	NANNUP WA 6275	NANNUP WA 6275
Phone: 9756 1086	Phone: 9756 1197	Phone: 9756 1525

12 October 2018

SHIRE OF NANNUP
RECEIVED
Ref: RES20915 No: 2018/481
15 OCT 2018
Officer: CEO

Shire of Nannup
PO Box 11
NANNUP WA 6275

Dear Sir

Re: Fencing – Carlotta Hall surrounds

As you may be aware we use the Carlotta Hall for all sorts of community based functions which most of the time include lots of toddlers and young children.

Carlotta Hall is very close to Vasse Highway which has become a lot busier in recent years. Also cars are parked close to the hall and move in and out as people come and go. We are concerned that children may wander off into the car park, highway or nearby bush (no matter how careful we are to protect them). We consider we have an unacceptable safety risk here and need to do something about it.

What we propose to do is put a fence around the Carlotta Hall and surrounds. Attached is a plan of how we would like to do it.

What we would like to ask the Shire for is:
(a) Permission to install the fence
(b) Advice on our proposed plan and any suggestions
(c) Any funding that we may be able to apply for through the Shire to put towards this fence.

We estimate the proposed fenced area is approximately 92 metres which would include a double gate at the rear (for access of fire and work vehicles and loading/unloading) and also a gate for pedestrians, preferably with some sort of child proof lock. We aren't looking for a fancy fence, just a fence that functions well from a safety point of view.

We think we may be able to get members of the Carlotta community to chip in with help and supply of some equipment to erect the fence. Ideally we would like to have the fence in place before our Carlotta Christmas party which is on 22 December 2018.

Your consideration of our proposal is much appreciated.

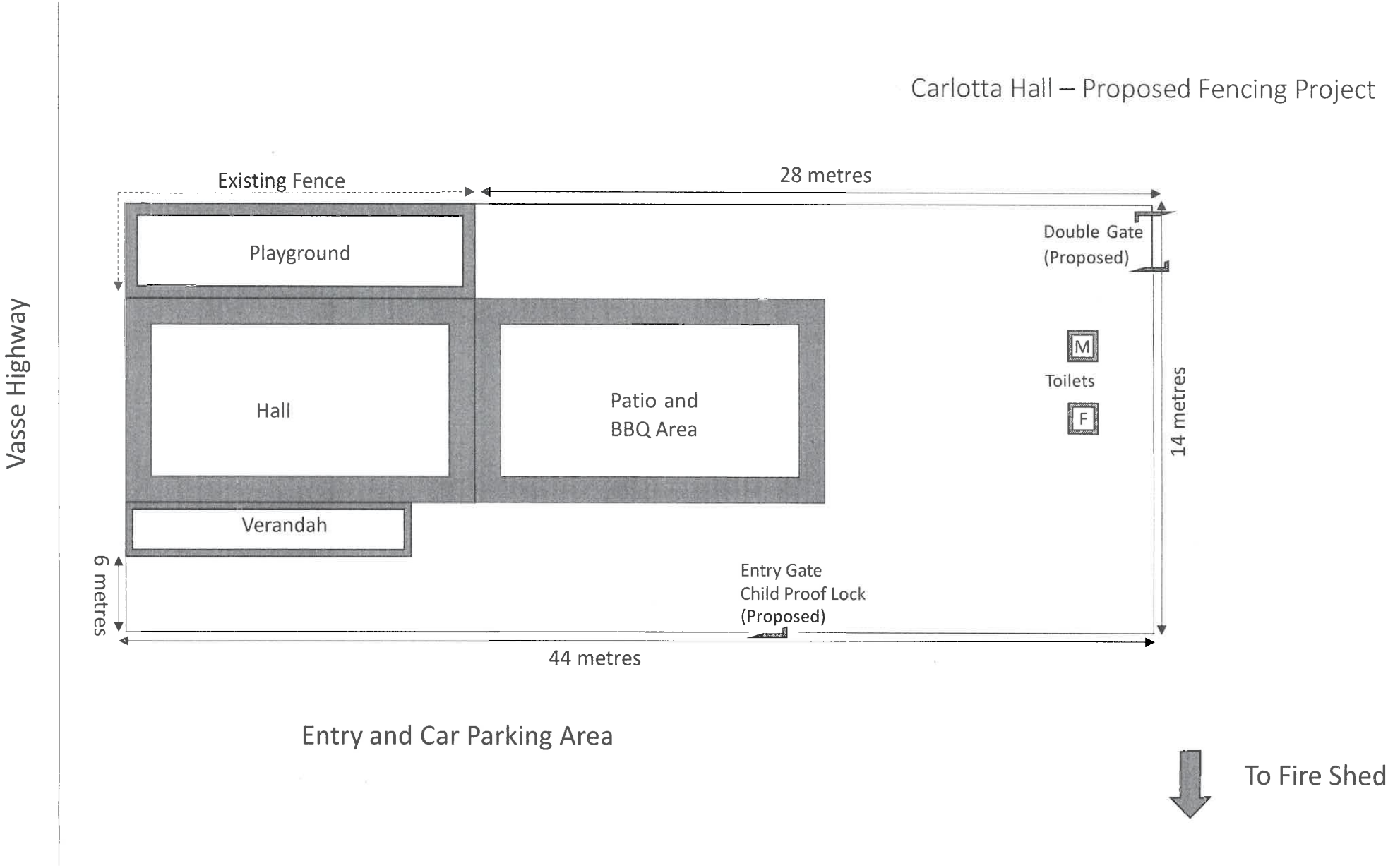
Yours faithfully
Carlotta Progress Association

Bron Rack.

Bron Rack
Secretary

bron.rack@iinet.net.au 0409106312

Carlotta Hall – Proposed Fencing Project



Att 12.5.1

Nannup Tee-Ball and Baseball Association
74 Carey Street
Nannup WA 6275

SHIRE OF NANNUP
RECEIVED
Ref: REC 5 No: 429
- 6 SEP 2018
Officer: David

3rd September 2018

David Taylor (CEO)
Nannup Shire
15 Adam Street
Nannup WA 6275

Dear David,

This is to request free use of the Nannup town oval for the Nannup Tee-Ball and Baseball Association for the upcoming 2018/19 season.

We would like to utilise the town oval for training and match sessions on Friday afternoons from 1630hrs – 1800hrs during school terms, commencing on 12th October 2018. We will mark 2 - 3 non permanent "diamonds" on the oval for each of the different age groups. The season finishes on 12th April 2019. We will be sure to maintain the integrity and cleanliness of the oval and its surrounds.

If you would like to discuss this further I can be contacted on 0427560046, alternatively you can speak to our President, Lorraine Learmond, on 0498173175, or contact us via email nannuptball@hotmail.com

Yours sincerely,

Regan Guthridge
Secretary
NTBA

Att 12.6.1

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 August 2018

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF NANNUP

Information Summary

For the Period Ended 31 August 2018

Key Information

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 3 and shows a surplus as at 31 August 2018 of $2,506,006.

Items of Significance

The material variance adopted by the Shire of Nannup for the 2018/19 year is $30,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

Capital Expenditue

	% Collected / Completed	Annual Budget	YTD Budget	YTD Actual
Significant Projects				
Grants, Subsidies and Contributions				
Operating Grants, Subsidies and Contributions	18%	-$ 917,438	-$ 917,438	-$ 163,177
Non-operating Grants, Subsidies and Contributions	3%	-$ 488,000	-$ 488,000	-$ 16,866
	13%	-$ 1,405,438	-$ 1,405,438	-$ 180,043
Rates Levied	100%	$ 1,695,864	$ 1,695,864	$ 1,699,891

% Compares current ytd actuals to annual budget

Financial Position		Prior Year 30 June 2018	Current Year 30 June 2019	Note
Adjusted Net Current Assets	81%	$ 3,087,042	$ 2,506,445	3
Cash and Equivalent - Unrestricted		$ 2,690,010	$ 2,020,334	3 & 4
Receivables - Rates	239%	$ 745,995	$ 1,779,597	3 & 6
Receivables - Other	133%	$ 12,545	$ 16,660	3 & 6
Payables	8%	$ 402,731	$ 30,260	3

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

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

Preparation

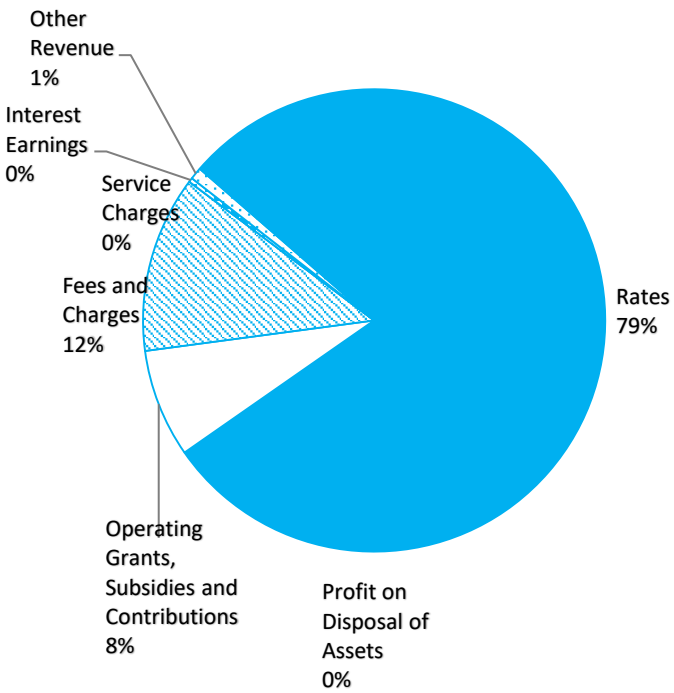
Prepared by: Robin Lorkiewicz

Reviewed by: Tracie Bishop

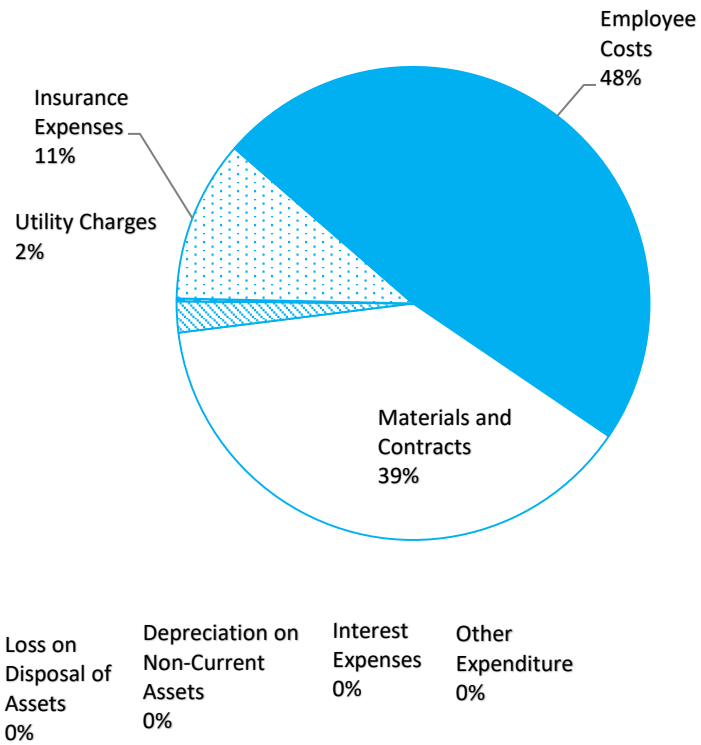
Date prepared: 25/10/2018

SHIRE OF NANNUP
Information Summary
For the Period Ended 31 August 2018

Operating Revenue



Operating Expenditure



SHIRE OF NANNUP
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 August 2018

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)		Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$		$	%	
Opening Funding Surplus(Deficit)		865,003	865,003	**1,453,924**		588,921	68%	
Revenue from operating activities								
Governance		0	0	**0**		0		
General Purpose Funding - Rates	9	1,695,864	*1,695,864*	**1,699,891**		57,097	49%	
General Purpose Funding - Other		701,964	116,994	**174,091**		(39,104)	(95%)	
Law, Order and Public Safety		245,790	40,965	**1,861**		(39,104)	(95%)	
Health		12,975	2,163	**7,198**		5,036	233%	
Education and Welfare		29,819	4,970	**27,355**		22,385	450%	
Housing		20,800	3,467	**2,000**		(1,467)	(42%)	
Community Amenities		274,868	45,811	**238,431**		192,620	420%	
Recreation and Culture		18,436	3,073	**(638)**		(3,711)	(121%)	
Transport		62,284	10,381	**0**		(10,381)	(100%)	
Economic Services		24,730	4,122	**2,854**		(1,268)	(31%)	
Other Property and Services		20,000	3,333	**746**		(2,587)	(78%)	
		3,107,530	**1,931,142**	**2,153,789**				
Expenditure from operating activities								
Governance		(929,323)	(154,887)	**(84,325)**		70,562	46%	
General Purpose Funding		(101,941)	(16,990)	**(15,655)**		1,335	8%	
Law, Order and Public Safety		(397,283)	(66,214)	**(150,426)**		(84,212)	(127%)	
Health		(54,951)	(9,158)	**(11,263)**		(2,105)	(23%)	
Education and Welfare		(117,246)	(19,541)	**(23,480)**		(3,939)	(20%)	
Housing		(24,410)	(4,068)	**(6,244)**		(2,176)	(53%)	
Community Amenities		(333,478)	(55,580)	**(41,048)**		14,532	26%	
Recreation and Culture		(260,588)	(43,431)	**(77,718)**		(34,287)	(79%)	
Transport		(1,645,135)	(274,189)	**(258,118)**		16,071	6%	
Economic Services		(146,695)	(24,449)	**(54,066)**		(29,617)	(121%)	
Other Property and Services		(878,303)	(146,384)	**25,584**		171,968	117%	
		(4,889,353)	**(814,892)**	**(696,759)**				
Financing Costs								
Community Amenities		(9,868)	(1,645)	**(1,099)**		546	(33%)	
Transport		0	0	**0**		0		
		(9,868)	**(1,645)**	**(1,099)**				
Operating activities excluded from budget								
Add back Depreciation		821,280	136,880	**0**		(136,880)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	118,126	19,688	**0**		(19,688)	(100%)	
Adjust Provisions and Accruals		0	0	**14,227**		14,227		
Amount attributable to operating activities		**(852,285)**	**1,271,173**	**1,470,157**				
Investing Activities								
Non-operating Grants, Subsidies and Contributions	11	488,000	81,333	**16,866**	0	(64,467)	(79%)	▼
Proceeds from Disposal of Assets	8	131,818	21,970	**0**		(21,970)	(100%)	
Land Held for Resale		0	0	**0**		0		
Land and Buildings	13	(150,000)	(25,000)	**(14,241)**		10,759	43%	▲
Infrastructure Assets - Roads	13	(495,036)	(82,506)	**(13,415)**		69,091	84%	▲
Infrastructure Assets - Public Facilities	13	0	0	**0**		0		
Infrastructure Assets - Footpaths	13	0	0	**0**		0		
Infrastructure Assets - Drainage	13	0	0	**0**		0		
Heritage Assets	13	0	0	**0**		0		
Plant and Equipment	13	(228,000)	(38,000)	**(52,559)**		(14,559)	(38%)	
Furniture and Equipment	13	(18,000)	(3,000)	**(2,090)**		910	30%	▲
Amount attributable to investing activities		**(271,218)**	**(45,203)**	**(65,437)**				
Financing Actvities								
Proceeds from New Debentures		(350,000)	(350,000)	**(350,000)**		0	0%	
Proceeds from Advances		350,000	350,000	**0**		(350,000)	(100%)	▼
Self-Supporting Loan Principal		43,386	7,231	**2,833**		(4,398)	(61%)	
Transfer from Reserves	7	293,500	48,917	**0**		(48,917)	(100%)	▼
Advances to Community Groups		0	0	**0**		0		
Repayment of Debentures	10	(43,386)	(7,231)	**(2,833)**		4,398	61%	▲
Transfer to Reserves	7	(35,000)	(5,833)	**(2,638)**		3,196	55%	▲
Amount attributable to financing activities		**258,500**	**43,083**	**(352,638)**				
Closing Funding Surplus(Deficit)	3	**0**	**2,134,056**	**2,506,006**				

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

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

SHIRE OF NANNUP
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 August 2018

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Opening Funding Surplus (Deficit)		865,003	865,003	**1,453,924**	588,921	68%	▲
Revenue from operating activities							
Rates	9	1,695,864	*1,695,864*	**1,699,891**	4,027	0%	
Operating Grants, Subsidies and Contributions	11	917,438	152,906	**163,177**	10,271	7%	
Fees and Charges		421,204	70,201	**266,027**	195,826	279%	▲
Service Charges		0	0	**0**	0		
Interest Earnings		41,868	6,978	**6,456**	(522)	(7%)	
Other Revenue		31,156	5,193	**18,239**	13,046	251%	
		3,107,529	**1,931,142**	**2,153,789**			
Expenditure from operating activities							
Employee Costs		(1,875,166)	(312,528)	**(283,255)**	29,272	9%	
Materials		(1,684,257)	(280,709)	**(226,929)**	53,781	19%	▲
Contracts		(114,500)	(19,083)	**(108,967)**	(89,883)	(471%)	▼
Utility Charges		(92,249)	(15,375)	**(12,522)**	2,853	19%	▲
Depreciation on Non-Current Assets		(821,280)	(136,880)	**0**	136,880	100%	▲
Interest Expenses		(9,868)	(1,645)	**(1,099)**	545	33%	▲
Insurance Expenses		(182,575)	(30,429)	**(65,087)**	(34,658)	(114%)	▼
Other Expenditure		(1,200)	(200)	**0**	200	100%	▲
		(4,781,094)	**(796,849)**	**(697,859)**			
Operating activities excluded from budget							
Add back Depreciation		821,280	136,880	**0**	(136,880)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	0	0	**0**	0		
Adjust Provisions and Accruals		0	0	**14,227**	14,227		
Amount attributable to operating activities		**(852,285)**	**1,271,173**	**1,470,157**			
Investing activities							
Grants, Subsidies and Contributions	11	488,000	81,333	**16,866**	(64,467)	(79%)	▼
Proceeds from Disposal of Assets	8	131,818	21,970	**0**	(21,970)	(100%)	
Land Held for Resale		0	0	**0**	0		
Land and Buildings	13	(150,000)	(25,000)	**(14,241)**	10,759	43%	▲
Infrastructure Assets - Roads	13	(495,036)	(82,506)	**(13,415)**	69,091	84%	▲
Infrastructure Assets - Public Facilities	13	0	0	**0**	0		
Infrastructure Assets - Footpaths	13	0	0	**0**	0		
Infrastructure Assets - Drainage	13	0	0	**0**	0		
Heritage Assets	13	0	0	**0**	0		
Plant and Equipment	13	(228,000)	(38,000)	**(52,559)**	(14,559)	(38%)	
Furniture and Equipment	13	(18,000)	(3,000)	**(2,090)**	910	30%	▲
Amount attributable to investing activities		**(271,218)**	**(45,203)**	**(65,437)**			
Financing Activities							
Proceeds from New Debentures		(350,000)	(58,333)	**(350,000)**	(291,667)	500%	
Proceeds from Advances		350,000	58,333	**0**	(58,333)	(100%)	▼
Self-Supporting Loan Principal		43,386	7,231	**2,833**	(4,398)	(61%)	
Transfer from Reserves	7	293,500	48,917	**0**	(48,917)	(100%)	▼
Advances to Community Groups		0	0	**0**	0		
Repayment of Debentures	10	(43,386)	(7,231)	**(2,833)**	4,398	61%	▲
Transfer to Reserves	7	(35,000)	(5,833)	**(2,638)**	3,196	55%	▲
Amount attributable to financing activities		**258,500**	**43,083**	**(352,638)**			
Closing Funding Surplus (Deficit)	3	0	2,134,056	**2,506,007**	**371,951**	17%	▲

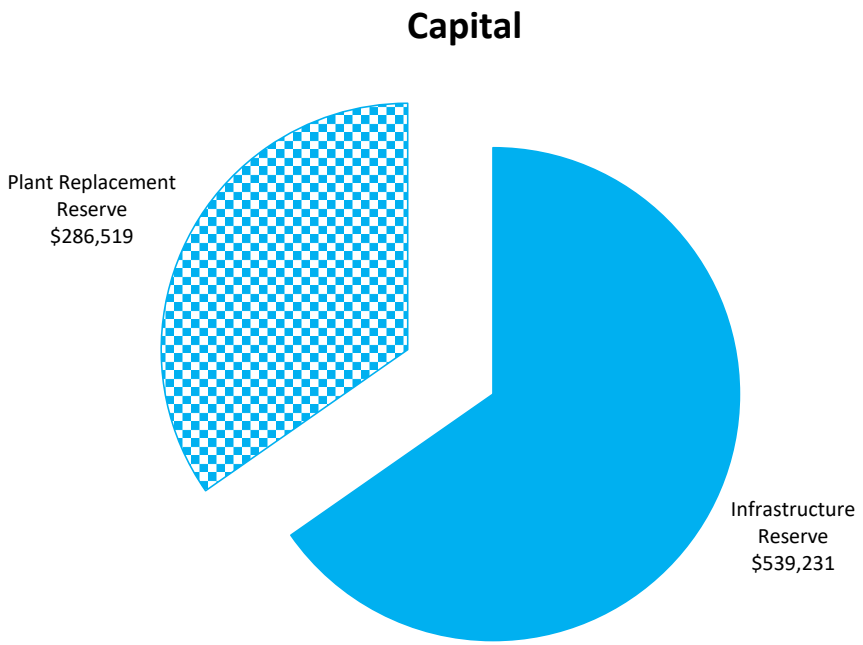
Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

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

SHIRE OF NANNUP
STATEMENT OF CAPITAL ACQUSITIONS AND CAPITAL FUNDING
For the Period Ended 31 August 2018

Capital Acquisitions

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		$	$	$	$	$	$
Land and Buildings	13	(14,241)	0	0	(150,000)	**(14,241)**	(14,241)
Infrastructure Assets - Roads	13	(13,415)	0	(495,036)	(495,036)	**(13,415)**	481,621
Infrastructure Assets - Public Facilities	13	0	0	0	0	**0**	0
Infrastructure Assets - Footpaths	13	0	0	0	0	**0**	0
Infrastructure Assets - Drainage	13	0	0	0	0	**0**	0
Heritage Assets	13	0	0	0	0	**0**	0
Plant and Equipment	13	(52,559)	0	(228,000)	(228,000)	**(52,559)**	175,441
Furniture and Equipment	13	(2,090)	0	0	(18,000)	**(2,090)**	(2,090)
Capital Expenditure Totals		(82,304)	0	(723,036)	(891,036)	**(82,304)**	640,732
Capital acquisitions funded by:							
Capital Grants and Contributions				**(142,000)**	**(142,000)**	**0**	
Borrowings				**(350,000)**	**(350,000)**	**350,000**	
Other (Disposals & C/Fwd)				**21,970**	**131,818**	**0**	
Council contribution - Cash Backed Reserves							
Infrastructure Reserve		**0**	**0**	$539,231	(100,000)	0	**(539,231)**
Plant Replacement Reserve		**0**	**0**	$286,519	(138,000)	0	**(286,519)**
Council contribution - operations				**(1,078,756)**	**(292,854)**	**(432,304)**	
Capital Funding Total				**(723,036)**	**(891,036)**	**(82,304)**	



SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 1: Significant Accounting Policies

(a) Basis of Accounting

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

Critical Accounting Estimates

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

(b) The Local Government Reporting Entity

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

(f) Cash and Cash Equivalents

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

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are

(h) Inventories

General

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

Land Held for Resale

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

(i) Fixed Assets

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

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months

Borrowing Costs

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

(n) Provisions

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

(o) Current and Non-Current Classification

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

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Program Classifications (Function/Activity)

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

GOVERNANCE
Objective:
To provide a decision making process for the efficient allocation of scarce resources.
Activities:
Administration and operation of facilities and services to members of council; other costs that relate to the tasks of assisting elected members and
GENERAL PURPOSE FUNDING
Objective:
To collect revenue to allow for the provision of services.
Activities:
Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY
Objective:
To provide services to help ensure a safer community.
Activities:
Supervision of various by-laws, fire prevention, emergency services and animal control.
HEALTH
Objective:
To provide an operational framework for good community health.
Activities:
Food quality, building sanitation and sewage.
EDUCATION AND WELFARE
Objective:
To provide services to disadvantaged persons, the elderly, children and youth.
Activities:
Operation of pre-school, provision of youth support.
HOUSING
Objective:
Help ensure adequate housing.
Activities:
Maintenance of staff and rental housing.
COMMUNITY AMENITIES
Objective:
To provide services required by the community.
Activities:
Rubbish collection services, operation of tip, noise control, administration of the town planning scheme, maintenance of cemetery and maintenance of
RECREATION AND CULTURE
Objective:
To establish and effectively manage infrastructure and resource which will help the social well being of the community.
Activities:
Maintenance of halls, recreation centre and various reserves; operation of library.
TRANSPORT
Objective:
To provide effective and efficient transport services to the community.
Activities:
Construction and maintenance of streets, roads, bridges; cleaning of streets, depot maintenance.
ECONOMIC SERVICES
Objective:
To help promote the shire and its economic wellbeing.
Activities:
Assistance to tourism, area promotion, building control, noxious weeds, vermin control.
OTHER PROPERTY AND SERVICES
Objective:
To accurately allocate plant and labour costs across the various programs of Council.
Activities:
Private works operations, plant repairs and operations costs.

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 2: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2018/19 year is $30,000 or 10% whichever is the greater.
In this period of the financial year, a detailed analysis is not provided. Officers consider material variances an instance of timing, rather than a true variation of budget expenditure and income. Full budget review will occur in February 2019, at which time a full detailed analysis will be provided.

Reporting Program	Var. $	Timing/ Permanent	Explanation of Variance
Operating Revenues	$		
	$0		
Operating Expense			
	$0.00		
Capital Expenses			
	$0.00		

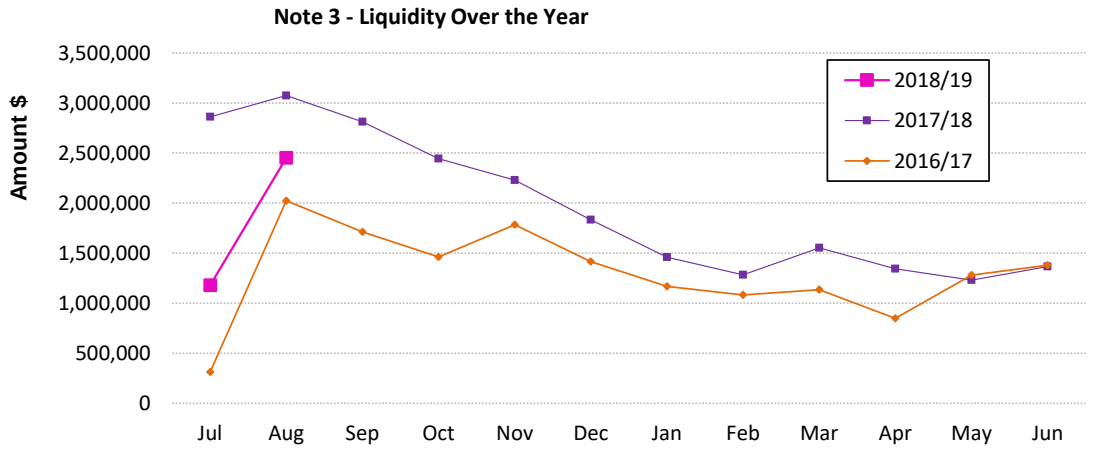
Gross Deficit / (Surplus) Expected		2018/19
Revenue	$	-
Expenditure	$	-
Capital	$	-
Projected Deficit / (Surplus)	**$**	**-**

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing 30 June 2018	This Time Last Year 31 Aug 2017	Current 31 Aug 2018
		$	$	$
Current Assets				
Cash Unrestricted	4	2,534,384	2,690,010	1,001,107
Cash Restricted - Conditions over Grants	11	(725,551)	0	0
Cash Restricted	4	(19,456)	1,607,335	2,020,334
Receivables - Rates & Rubbish		147,487	745,995	1,779,597
Receivables - Other	6	171,982	12,545	16,660
Interest / ATO Receivable/ Trust	6	33,247	14,920	47,061
Inventories		6,240	6,240	6,240
		2,148,334	5,077,045	4,870,999
Less: Current Liabilities				
Payables		(402,731)	(0)	(30,260)
Provisions		(364,580)	(394,108)	(350,353)
		(767,311)	(394,108)	(380,613)
Less:				
Cash Reserves	7	19,456	(1,607,335)	(2,020,334)
Restricted Assets		(19,324)	(35,110)	(19,324)
YAC Committee		(16,250)	(16,250)	(16,250)
ATO Liability		(1)	(72,141)	(28,440)
Loans receivable - Clubs/Institutions		(33,844)	(955)	(17,429)
		(49,964)	(1,731,792)	(2,101,777)
Add:				
Cash Backed Long Service Leave		122,864	135,897	117,836
		122,864	135,897	117,836
		1,453,924	**3,087,042**	**2,506,445**



Comments - Net Current Funding Position

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	$	$	$	$			
(a) **Cash Deposits**							
Municipal Bank Account	400,857			400,857	CBA	Tiered	At Call
Reserve Bank Account		20,334		20,334	CBA	Tiered	At Call
Trust Bank Account			(79,578)	(79,578)	CBA	Tiered	At Call
Cash On Hand	250			250	N/A	Nil	On Hand
(b) **Term Deposits**							
Municipal	600,000			600,000	CBA	2.71%	14-Feb-19
Reserves		2,000,000		2,000,000	CBA	2.71%	14-Feb-19
Total	**1,001,107**	**2,020,334**	**(79,578)**	**2,941,862**			

Comments/Notes - Investments

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 5: Budget Amendments

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

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

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

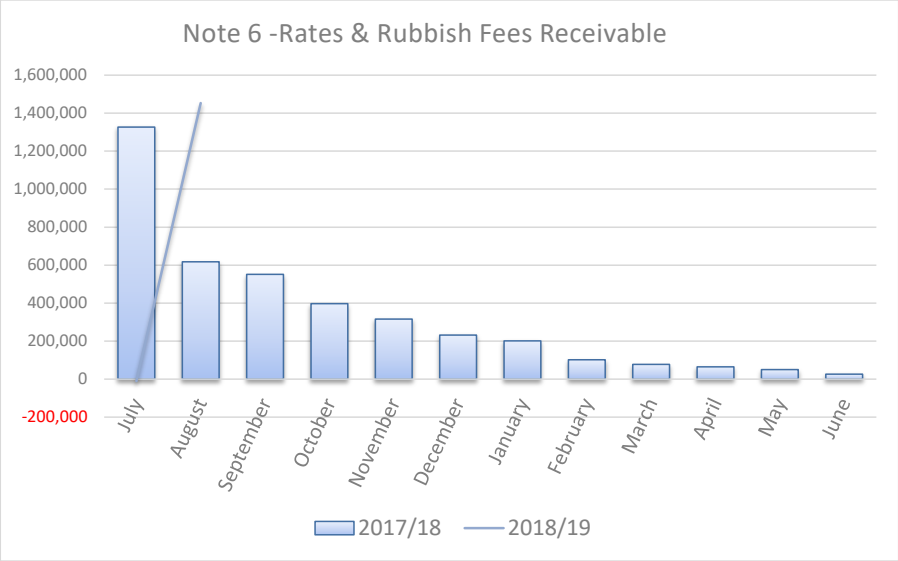
SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

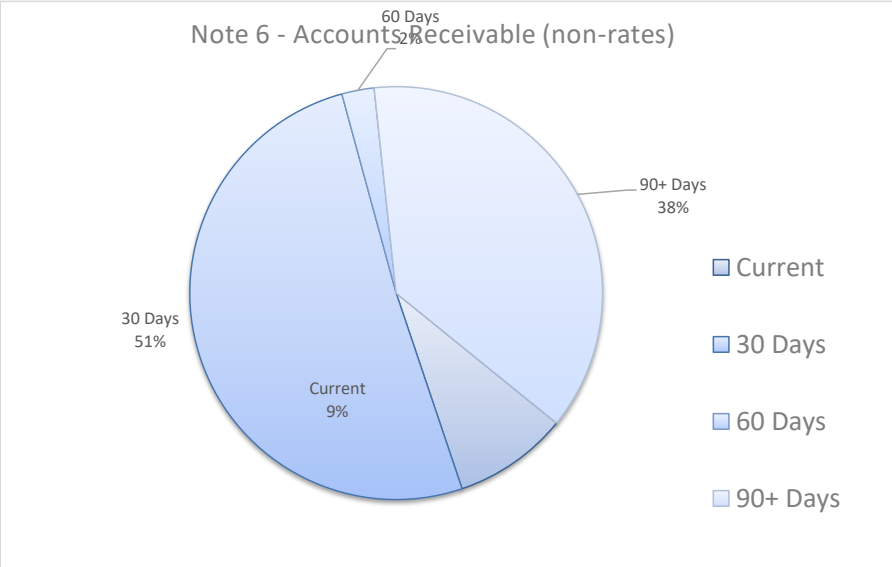
Note 6: Receivables

Receivables - Rates Receivable	31 Aug 2018	30 June 2018
	$	$
Opening Arrears Previous Years	94,693	68,506
Levied this year	1,699,891	1,591,879
Less Collections to date	(246,776)	(1,565,692)
Equals Current Outstanding	**1,547,808**	**94,693**
Net Rates Collectable	**1,547,808**	**94,693**
% Collected	14.52%	94.30%

Receivables - General	Current	30 Days	60 Days	90+ Days	90+Days
	$	$	$	$	$
Receivables - General	1,499	8,485	422	6,254	16,660
Balance per Trial Balance					
Sundry Debtors					16,660
Receivables - Other					47,061
Total Receivables General Outstanding					**63,721**
				Error Check	0.00

Amounts shown above include GST (where applicable)





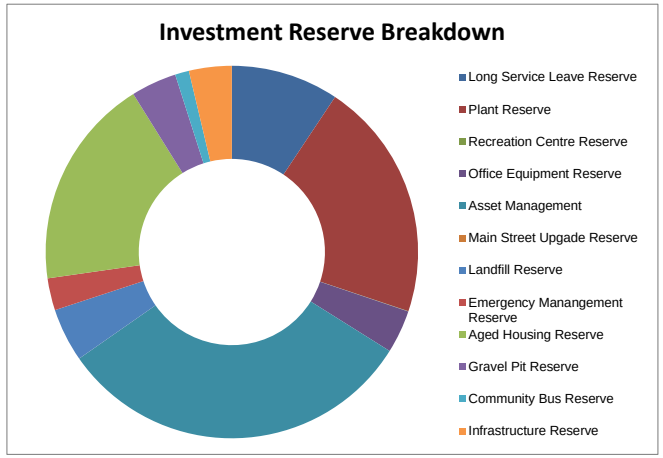
Comments/Notes - Receivables Rates

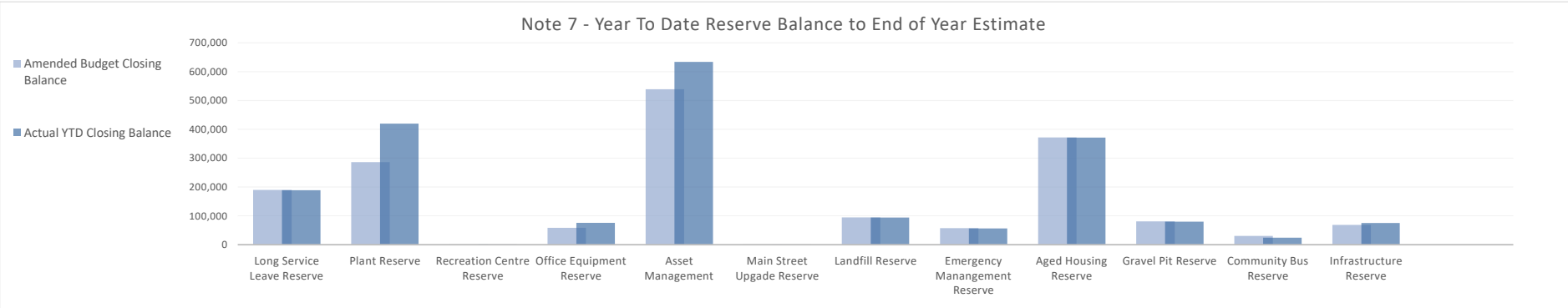
Comments/Notes - Receivables General

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 7: Cash Backed Reserve

Name	Opening Balance 1/7/2018	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	$	$	$	$	$	$	$	$	$
Long Service Leave Reserve	188,703	1,500	267	0	0	0	0	190,203	188,970
Plant Reserve	419,519	5,000	594	0	0	(138,000)	0	286,519	420,113
Recreation Centre Reserve	545	0	1	0	0	0	0	545	546
Office Equipment Reserve	75,458	1,000	107	0	0	(18,000)	0	58,458	75,565
Asset Management	633,231	6,000	897	0	0	(100,000)	0	539,231	634,128
Main Street Upgade Reserve	57	500	0	0	0	0	0	557	57
Landfill Reserve	93,746	1,000	133	0	0	0	0	94,746	93,878
Emergency Manangement Reserve	56,234	1,000	80	0	0	0	0	57,234	56,314
Aged Housing Reserve	370,827	1,000	525	0	0	0	0	371,827	371,352
Gravel Pit Reserve	80,000	1,000	0	0	0	0	0	81,000	80,000
Community Bus Reserve	24,376	1,000	35	5,000	0	0	0	30,376	24,410
Infrastructure Reserve	75,000	1,000	0	30,000	0	(37,500)	0	68,500	75,000
	2,017,697	**20,000**	**2,638**	**35,000**	**0**	**(293,500)**	**0**	**1,779,197**	**2,020,334**





SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 8: Disposal of Assets

		YTD Actual				Amended Budget			
Asset Number	Asset Description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$
	Plant and Equipment					131,818	131,818		0
		0	**0**	**0**	**0**	**131,818**	**131,818**	**0**	**0**

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 9: Rating Information		Number		YTD Actual				Amended Budget			
	Rate in	of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	$		$	$	$	$	$	$	$	$	$
Differential General Rate											
GRV	8.6979	418	6,793,736	590,912	0	0	590,912	590,912			590,912
UV	0.4534	207	118,337,000	536,540	0	0	536,540	536,540			536,540
UV Pastoral				0	0	0	0		0	0	0
Sub-Totals		**625**	**125,130,736**	**1,127,452**	**0**	**0**	**1,127,452**	**1,127,452**	**0**	**0**	**1,127,452**
	Minimum										
Minimum Payment	**$**										
GRV	928.00	320	2,076,672	296,960	0	0	296,960	314,848	0	0	314,848
UV	1,118.00	200	25,824,398	223,600	0	0	223,600	205,712	0	0	205,712
Sub-Totals		**520**	**27,901,070**	**520,560**	**0**	**0**	**520,560**	**520,560**	**0**	**0**	**520,560**
		1,145	**153,031,806**	**1,648,012**	**0**	**0**	**1,648,012**	**1,648,012**	**0**	**0**	**1,648,012**
							0				0
Concession							0				0
Amount from General Rates							**1,648,012**				**1,648,012**
Ex-Gratia Rates							47,852				47,852
Specified Area Rates							0				0
Totals							**1,695,864**				**1,695,864**

Comments - Rating Information

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 10: Information on Borrowings
(a) Debenture Repayments

			Principal Repayments		Principal Outstanding		Interest Repayments		
Particulars	**01 Jul 2018**	**New Loans**	**Actual**	**Amended Budget**	**Actual**	**Amended Budget**	**Actual**	**Amended Budget**	
			$	**$**	**$**	**$**	**$**	**$**	
Governance									
Loan 37 NCRC	50,561		2,833	17,429	47,728	30,485	1,099	2,647	*
Loan 39 NMC		350,000		25,957	-	315,690		8,353	
					-	0	-	0	
	50,561	350,000	2,833	43,386	47,728	346,175	1,099	11,000	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

New Debenture for Nannup Music Club has been budgeted for, and July did not have any receipts or payments within the reporting month.
It is expected that August 2018 will see both a receipt and expense for the capital Self Supporting Loan.

* Per SSL 2018_19

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 11: Grants and Contributions

	Grant Provider	Type	Opening Balance (a)	Amended Budget Operating	Amended Budget Capital	YTD Budget	Annual Budget (d)	Post Variations (e)	Expected (d)+(e)	YTD Actual Revenue	YTD Actual (Expended) (c)	Unspent Grant (a)+(b)+(c)
				$	$	$				$	$	$
General Purpose Funding												
Grants Commission - General Equalisation	WALGGC	operating	(434,077)	(393,337)	0	(393,337)	(393,337)		(393,337)	(104,186)	104,186	0
Grants Commission - Roads	WALGGC	operating	(262,334)	(208,127)	0	(208,127)	(208,127)		(208,127)	(55,555)	55,555	0
Law, Order and Public Safety												
FESA LEVY DFES	Dept. of Fire & Emergency Serv.	operating - Tied	0	(120,000)	0	(120,000)	(120,000)		(120,000)	0	0	0
Bushfire Management Plan	Dept. of Fire & Emergency Serv.	Operating	(19,140)	(19,140)	0	(19,140)	(19,140)		(19,140)	0	0	0
Grant FESA - SES	Dept. of Fire & Emergency Serv.	operating - Tied	0	(12,000)	0	(12,000)	(12,000)		(12,000)	0	0	0
CESM MOA Grant	Dept. of Fire & Emergency Serv.	Operating	0	(87,550)	0	(87,550)	(87,550)		(87,550)	0	0	0
Education and Welfare												0
Grants - Community Bus	Contributions	Operating	0	(2,000)	0	(2,000)	(2,000)		(2,000)	0	0	0
Local Drug Action Group	Local Drug Action Group	Non-operating	0	0	0	0	0		0	(4,144)	4,144	
Family Fun Day	Dept. Regional Development	Operating	0	0	0	0	0		0	(3,300)	3,300	0
Community Development Grants	Dept. Regional Development	Non-operating	0	0	0	0	0		0	(12,645)	12,645	0
Community Development Grants	Dept. Regional Development	Operating	0	(3,000)	0	(3,000)	(3,000)		(3,000)	(136)	136	0
Department of Local Government, Active Healthy Living	Dept of Local Government	Operating	(10,000)	0	0	0			0		0	0
Kidsport	Dept. Regional Development	operating - Tied	0	(10,000)	0	(10,000)	(10,000)		(10,000)	0	0	0
Recreation and Culture												0
Grants - Recreation and Culture	LotteryWest	Non-operating	0	0	(50,000)	(50,000)	(50,000)		(50,000)	0	0	0
Transport												0
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	(228,000)	(228,000)	(228,000)		(228,000)	(77)	77	0
MRD Grants - Capital Projects	Regional Road Group	Operating	0	(62,284)	0	(62,284)	(62,284)		(62,284)	0	0	0
Grant - Regional Road Group	Regional Road Group	Non-operating	0	0	(210,000)	(210,000)	(210,000)		(210,000)	0	0	0
			(725,551)	**(917,438)**	**(488,000)**	**(1,405,438)**	**(1,405,438)**	**0**	**(1,405,438)**	**(180,043)**	**180,043**	**0**
SUMMARY												
Operating	Operating Grants, Subsidies and Contributions		(725,551)	(775,438)	0	(775,438)	(775,438)	0	(775,438)	(163,177)	163,177	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	(142,000)	0	(142,000)	(142,000)	0	(142,000)	0	0	0
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	(488,000)	(488,000)	(488,000)	0	(488,000)	(16,866)	16,866	0
TOTALS			**(725,551)**	**(917,438)**	**(488,000)**	**(1,405,438)**	**(1,405,438)**	**0**	**(1,405,438)**	**(180,043)**	**180,043**	**0**

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 12: Trust Fund

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

Description	Opening Balance 01 Jul 2018	Amount Received	Amount Paid	Closing Balance 31 Aug 2018
	$	$	$	$
BCITF Levy	0	1,084	462	**622**
BRB Levy	0	1,982	958	**1,025**
Bonds	44,732	33,200	0	**77,932**
Nomination Deposit	0	0	0	**0**
Donation Rec Centre Deposit	0	0	0	**0**
Nannup Community Bus	0	0	0	**0**
	44,732	**36,266**	**1,420**	**79,578.32**

	79,578
Error	0.00

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 13: Capital Acquisitions

Assets	Account	YTD Actual New/Upgrade	YTD Actual Renewal	YTD Actual Total YTD	Amended Budget Annual Budget	Amended Budget YTD Budget	Amended Budget YTD Variance	egic Refer ence
		$	$	$	$	$	$	
Level of completion indicator, please see table at the end of this note for further detail.								
Buildings								
Recreation And Culture								
Capital Works Recreation Centre	2574	0	0	0	150,000	0	0	
Town Hall	2422	6,857	0	6,857	0	0	6,857	
Recreation And Culture Total		**6,857**	**0**	**6,857**	**150,000**	**0**	**6,857**	
Buildings Total		**14,241**	**0**	**14,241**	**150,000**	**0**	**14,241**	
Furniture & Office Equip.								
Governance								
Shire Office	0254	2,090	0	2,090	0	0	2,090	
Shire Offices	0584	0	0	0	18,000	0	0	
Governance Total		**2,090**	**0**	**2,090**	**18,000**	**0**	**2,090**	
Furniture & Office Equip. Total		**2,090**	**0**	**2,090**	**18,000**	**0**	**2,090**	
Plant , Equip. & Vehicles								
Governance		0	0	0	0	0	0	
Vehicle purchases - Office Staff	0544	0	0	0	50,000	50,000	(50,000)	
Governance Total		**0**	**0**	**0**	**50,000**	**50,000**	**(50,000)**	
Transport								
Purchase Of Plant	3564	52,559	0	52,559	178,000	178,000	(125,441)	
Transport Total		**52,559**	**0**	**52,559**	**178,000**	**178,000**	**(125,441)**	
Plant , Equip. & Vehicles Total		**52,559**	**0**	**52,559**	**228,000**	**228,000**	**(175,441)**	
Roads (Non Town)								
Transport								
Local Road Construction	3170	11,015	0	11,015	486,250	486,250	(475,235)	
Footpath Program	3210	0	0	0	8,786	8,786	(8,786)	
Transport Total		**11,015**	**0**	**11,015**	**495,036**	**495,036**	**(484,021)**	
Roads (Non Town) Total		**11,015**	**0**	**11,015**	**495,036**	**495,036**	**(484,021)**	
Streetscapes								
Economic Services								
Mainstreet Upgrade	3264	2,400	0	2,400	0	0	2,400	
Economic Services Total		**2,400**	**0**	**2,400**	**0**	**0**	**2,400**	
Streetscapes Total		**2,400**	**0**	**2,400**	**0**	**0**	**2,400**	
Capital Expenditure Total		**82,304**	**0**	**82,304**	**891,036**	**723,036**	**(640,732)**	

Level of Completion Indicators
0%
20%
40%
60%
80%
100%
Over 100%

Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

31/08/2018

Att 12.6.2

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 September 2018

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF NANNUP

Information Summary

For the Period Ended 30 September 2018

Key Information

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 3 and shows a surplus as at 30 September 2018 of $2,506,708.

Items of Significance

The material variance adopted by the Shire of Nannup for the 2018/19 year is $30,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

Capital Expenditue

	% Collected / Completed	Annual Budget	YTD Budget	YTD Actual
Significant Projects				
Grants, Subsidies and Contributions				
Operating Grants, Subsidies and Contributions	30%	-$ 917,438	-$ 917,438	-$ 275,211
Non-operating Grants, Subsidies and Contributions	21%	-$ 488,000	-$ 488,000	-$ 100,866
	27%	-$ 1,405,438	-$ 1,405,438	-$ 376,078
Rates Levied	100%	$ 1,695,864	$ 1,695,864	$ 1,699,855

% Compares current ytd actuals to annual budget

Financial Position		Prior Year 30 June 2018	Current Year 30 June 2019	Note
Adjusted Net Current Assets	96%	$ 2,861,614	$ 2,746,474	3
Cash and Equivalent - Unrestricted		$ 2,494,840	$ 2,020,335	3 & 4
Receivables - Rates	130%	$ 663,524	$ 861,157	3 & 6
Receivables - Other	1334%	$ 19,667	$ 262,303	3 & 6
Payables	11%	$ 402,731	$ 44,171	3

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

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

Preparation

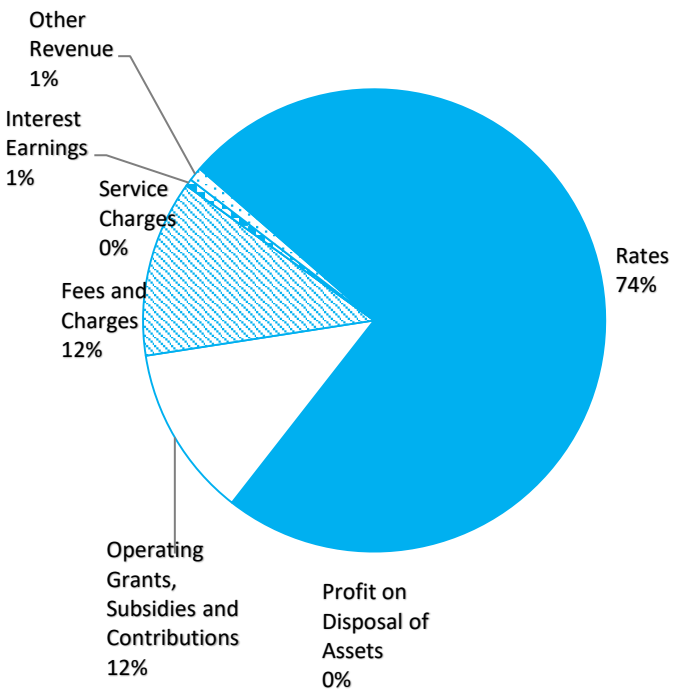
Prepared by: Robin Lorkiewicz

Reviewed by: Tracie Bishop

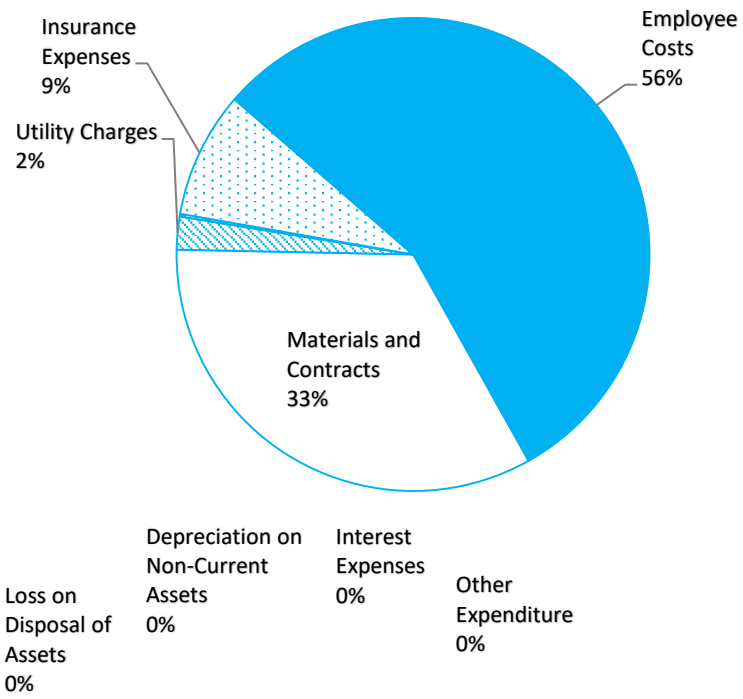
Date prepared: 25/10/2018

SHIRE OF NANNUP
Information Summary
For the Period Ended 30 September 2018

Operating Revenue



Operating Expenditure



SHIRE OF NANNUP
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 September 2018

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Opening Funding Surplus(Deficit)		865,003	865,003	**1,453,924**	588,921	68%	
Revenue from operating activities							
Governance		0	0	**0**	0		
General Purpose Funding - Rates	9	1,695,864	*1,695,864*	**1,699,855**	10,920	6%	
General Purpose Funding - Other		701,964	175,491	**186,411**	(59,292)	(96%)	
Law, Order and Public Safety		245,790	61,448	**2,156**	(59,292)	(96%)	
Health		12,975	3,244	**8,647**	5,403	167%	
Education and Welfare		29,819	7,455	**32,203**	24,748	332%	
Housing		20,800	5,200	**2,800**	(2,400)	(46%)	
Community Amenities		274,868	68,717	**241,649**	172,932	252%	
Recreation and Culture		18,436	4,609	**866**	(3,743)	(81%)	
Transport		62,284	15,571	**109,337**	93,766	602%	
Economic Services		24,730	6,183	**5,627**	(556)	(9%)	
Other Property and Services		20,000	5,000	**2,581**	(2,419)	(48%)	
		3,107,530	**2,048,780**	**2,292,132**			
Expenditure from operating activities							
Governance		(929,323)	(232,331)	**(132,580)**	99,751	43%	
General Purpose Funding		(101,941)	(25,485)	**(21,555)**	3,930	15%	
Law, Order and Public Safety		(397,283)	(99,321)	**(163,850)**	(64,529)	(65%)	
Health		(54,951)	(13,738)	**(12,443)**	1,295	9%	
Education and Welfare		(117,246)	(29,312)	**(29,365)**	(54)	(0%)	
Housing		(24,410)	(6,103)	**(6,331)**	(229)	(4%)	
Community Amenities		(333,478)	(83,370)	**(59,041)**	24,329	29%	
Recreation and Culture		(260,588)	(65,147)	**(92,922)**	(27,775)	(43%)	
Transport		(1,645,135)	(411,284)	**(342,750)**	68,534	17%	
Economic Services		(146,695)	(36,674)	**(62,819)**	(26,145)	(71%)	
Other Property and Services		(878,303)	(219,576)	**29,476**	249,052	113%	
		(4,889,353)	**(1,222,338)**	**(894,180)**			
Financing Costs							
Community Amenities		(9,868)	(2,467)	**(1,338)**	1,129	(46%)	
Transport		0	0	**0**	0		
		(9,868)	**(2,467)**	**(1,338)**			
Operating activities excluded from budget							
Add back Depreciation		821,280	205,320	**0**	(205,320)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	118,126	29,532	**0**	(29,532)	(100%)	
Adjust Provisions and Accruals		0	0	**15,725**	15,725		
Amount attributable to operating activities		**(852,285)**	**1,058,827**	**1,412,338**			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	488,000	122,000	**100,866**	0 (21,134)	(17%)	
Proceeds from Disposal of Assets	8	131,818	32,955	**0**	(32,955)	(100%)	▼
Land Held for Resale		0	0	**0**	0		
Land and Buildings	13	(150,000)	(37,500)	**(29,420)**	8,080	22%	▲
Infrastructure Assets - Roads	13	(495,036)	(123,759)	**(23,713)**	100,046	81%	▲
Infrastructure Assets - Public Facilities	13	0	0	**0**	0		
Infrastructure Assets - Footpaths	13	0	0	**0**	0		
Infrastructure Assets - Drainage	13	0	0	**0**	0		
Heritage Assets	13	0	0	**0**	0		
Plant and Equipment	13	(228,000)	(57,000)	**(52,559)**	4,441	8%	
Furniture and Equipment	13	(18,000)	(4,500)	**(2,090)**	2,410	54%	▲
Amount attributable to investing activities		**(271,218)**	**(67,805)**	**(6,915)**			
Financing Actvities							
Proceeds from New Debentures		(350,000)	(350,000)	**(350,000)**	0	0%	
Proceeds from Advances		350,000	350,000	**0**	(350,000)	(100%)	▼
Self-Supporting Loan Principal		43,386	10,847	**4,260**	(6,587)	(61%)	
Transfer from Reserves	7	293,500	73,375	**0**	(73,375)	(100%)	▼
Advances to Community Groups		0	0	**0**	0		
Repayment of Debentures	10	(43,386)	(10,847)	**(4,260)**	6,587	61%	▲
Transfer to Reserves	7	(35,000)	(8,750)	**(2,639)**	6,111	70%	▲
Amount attributable to financing activities		**258,500**	**64,625**	**(352,639)**			
Closing Funding Surplus(Deficit)	3	**0**	**1,920,650**	**2,506,708**			

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

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

SHIRE OF NANNUP
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 September 2018

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Opening Funding Surplus (Deficit)		865,003	865,003	**1,453,924**	588,921	68%	▲
Revenue from operating activities							
Rates	9	1,695,864	*1,695,864*	**1,699,855**	3,991	0%	
Operating Grants, Subsidies and Contributions	11	917,438	229,360	**275,211**	45,852	20%	▲
Fees and Charges		421,204	105,301	**283,248**	177,947	169%	▲
Service Charges		0	0	**0**	0		
Interest Earnings		41,868	10,467	**11,560**	1,093	10%	
Other Revenue		31,156	7,789	**22,258**	14,469	186%	
		3,107,529	**2,048,780**	**2,292,132**			
Expenditure from operating activities							
Employee Costs		(1,875,166)	(468,791)	**(418,183)**	50,608	11%	▲
Materials		(1,684,257)	(421,064)	**(252,017)**	169,048	40%	▲
Contracts		(114,500)	(28,625)	**(141,937)**	(113,312)	(396%)	▼
Utility Charges		(92,249)	(23,062)	**(16,958)**	6,104	26%	▲
Depreciation on Non-Current Assets		(821,280)	(205,320)	**0**	205,320	100%	▲
Interest Expenses		(9,868)	(2,467)	**(1,338)**	1,129	46%	▲
Insurance Expenses		(182,575)	(45,644)	**(65,087)**	(19,443)	(43%)	
Other Expenditure		(1,200)	(300)	**0**	300	100%	▲
		(4,781,094)	**(1,195,273)**	**(895,520)**			
Operating activities excluded from budget							
Add back Depreciation		821,280	205,320	**0**	(205,320)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	0	0	**0**	0		
Adjust Provisions and Accruals		0	0	**15,725**	15,725		
Amount attributable to operating activities		**(852,285)**	**1,058,827**	**1,412,337**			
Investing activities							
Grants, Subsidies and Contributions	11	488,000	122,000	**100,866**	(21,134)	(17%)	
Proceeds from Disposal of Assets	8	131,818	32,955	**0**	(32,955)	(100%)	▼
Land Held for Resale		0	0	**0**	0		
Land and Buildings	13	(150,000)	(37,500)	**(29,420)**	8,080	22%	▲
Infrastructure Assets - Roads	13	(495,036)	(123,759)	**(23,713)**	100,046	81%	▲
Infrastructure Assets - Public Facilities	13	0	0	**0**	0		
Infrastructure Assets - Footpaths	13	0	0	**0**	0		
Infrastructure Assets - Drainage	13	0	0	**0**	0		
Heritage Assets	13	0	0	**0**	0		
Plant and Equipment	13	(228,000)	(57,000)	**(52,559)**	4,441	8%	
Furniture and Equipment	13	(18,000)	(4,500)	**(2,090)**	2,410	54%	▲
Amount attributable to investing activities		**(271,218)**	**(67,805)**	**(6,915)**			
Financing Activities							
Proceeds from New Debentures		(350,000)	(87,500)	**(350,000)**	(262,500)	300%	
Proceeds from Advances		350,000	87,500	**0**	(87,500)	(100%)	▼
Self-Supporting Loan Principal		43,386	10,847	**4,260**	(6,587)	(61%)	
Transfer from Reserves	7	293,500	73,375	**0**	(73,375)	(100%)	▼
Advances to Community Groups		0	0	**0**	0		
Repayment of Debentures	10	(43,386)	(10,847)	**(4,260)**	6,587	61%	▲
Transfer to Reserves	7	(35,000)	(8,750)	**(2,639)**	6,111	70%	▲
Amount attributable to financing activities		**258,500**	**64,625**	**(352,639)**			
Closing Funding Surplus (Deficit)	3	0	1,920,650	**2,506,707**	**586,057**	31%	▲

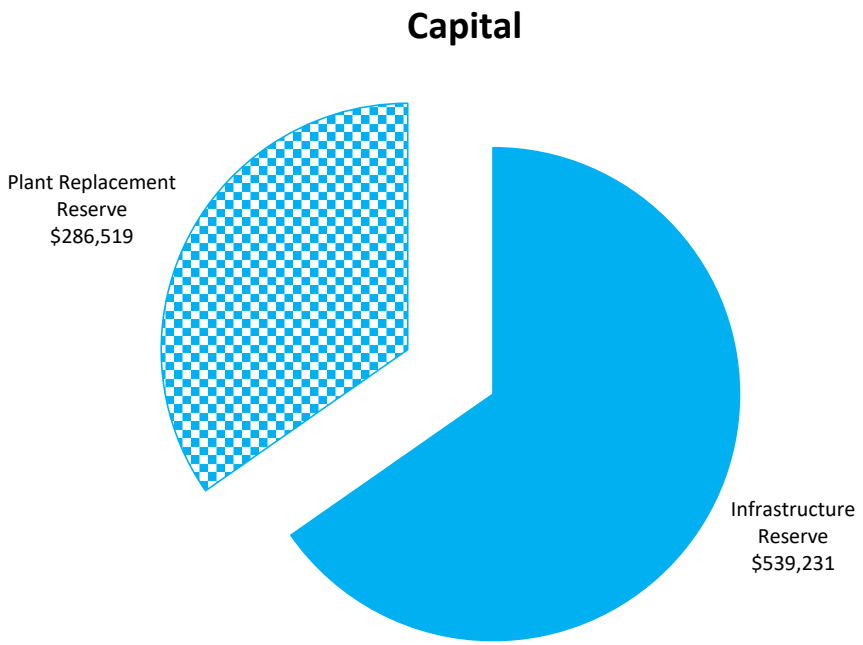
Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

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

SHIRE OF NANNUP
STATEMENT OF CAPITAL ACQUSITIONS AND CAPITAL FUNDING
For the Period Ended 30 September 2018

Capital Acquisitions

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		$	$	$	$	$	$
Land and Buildings	13	(29,420)	0	0	(150,000)	**(29,420)**	(29,420)
Infrastructure Assets - Roads	13	(23,713)	0	(495,036)	(495,036)	**(23,713)**	471,323
Infrastructure Assets - Public Facilities	13	0	0	0	0	**0**	0
Infrastructure Assets - Footpaths	13	0	0	0	0	**0**	0
Infrastructure Assets - Drainage	13	0	0	0	0	**0**	0
Heritage Assets	13	0	0	0	0	**0**	0
Plant and Equipment	13	(52,559)	0	(228,000)	(228,000)	**(52,559)**	175,441
Furniture and Equipment	13	(2,090)	0	0	(18,000)	**(2,090)**	(2,090)
Capital Expenditure Totals		(107,781)	0	(723,036)	(891,036)	**(107,781)**	615,255
Capital acquisitions funded by:							
Capital Grants and Contributions				**(142,000)**	**(142,000)**	**0**	
Borrowings				**(350,000)**	**(350,000)**	**350,000**	
Other (Disposals & C/Fwd)				**32,955**	**131,818**	**0**	
Council contribution - Cash Backed Reserves							
Infrastructure Reserve		**0**	**0**	$539,231	(100,000)	0	**(539,231)**
Plant Replacement Reserve		**0**	**0**	$286,519	(138,000)	0	**(286,519)**
Council contribution - operations				**(1,089,741)**	**(292,854)**	**(457,781)**	
Capital Funding Total				**(723,036)**	**(891,036)**	**(107,781)**	



SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 1: Significant Accounting Policies
(a) Basis of Accounting
This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they
Critical Accounting Estimates
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and
(b) The Local Government Reporting Entity
All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the
(c) Rounding Off Figures
All figures shown in this statement are rounded to the nearest dollar.
(d) Rates, Grants, Donations and Other Contributions
Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the
(e) Goods and Services Tax
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the
(f) Cash and Cash Equivalents
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments
(g) Trade and Other Receivables
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for
Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are
(h) Inventories
General
Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of
Land Held for Resale
Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development,
(i) Fixed Assets
All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the
(j) Depreciation of Non-Current Assets
All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months

Borrowing Costs

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

(n) Provisions

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

(o) Current and Non-Current Classification

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

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Program Classifications (Function/Activity)

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

GOVERNANCE
Objective:
To provide a decision making process for the efficient allocation of scarce resources.
Activities:
Administration and operation of facilities and services to members of council; other costs that relate to the tasks of assisting elected members and
GENERAL PURPOSE FUNDING
Objective:
To collect revenue to allow for the provision of services.
Activities:
Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY
Objective:
To provide services to help ensure a safer community.
Activities:
Supervision of various by-laws, fire prevention, emergency services and animal control.
HEALTH
Objective:
To provide an operational framework for good community health.
Activities:
Food quality, building sanitation and sewage.
EDUCATION AND WELFARE
Objective:
To provide services to disadvantaged persons, the elderly, children and youth.
Activities:
Operation of pre-school, provision of youth support.
HOUSING
Objective:
Help ensure adequate housing.
Activities:
Maintenance of staff and rental housing.
COMMUNITY AMENITIES
Objective:
To provide services required by the community.
Activities:
Rubbish collection services, operation of tip, noise control, administration of the town planning scheme, maintenance of cemetery and maintenance of
RECREATION AND CULTURE
Objective:
To establish and effectively manage infrastructure and resource which will help the social well being of the community.
Activities:
Maintenance of halls, recreation centre and various reserves; operation of library.
TRANSPORT
Objective:
To provide effective and efficient transport services to the community.
Activities:
Construction and maintenance of streets, roads, bridges; cleaning of streets, depot maintenance.
ECONOMIC SERVICES
Objective:
To help promote the shire and its economic wellbeing.
Activities:
Assistance to tourism, area promotion, building control, noxious weeds, vermin control.
OTHER PROPERTY AND SERVICES
Objective:
To accurately allocate plant and labour costs across the various programs of Council.
Activities:
Private works operations, plant repairs and operations costs.

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 2: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2018/19 year is $30,000 or 10% whichever is the greater.
In this period of the financial year, a detailed analysis is not provided. Officers consider material variances an instance of timing, rather than a true variation of budget expenditure and income. Full budget review will occur in February 2019, at which time a full detailed analysis will be provided.

Reporting Program	Var. $	Timing/ Permanent	Explanation of Variance
Operating Revenues	$		
	$0		
Operating Expense			
	$0.00		
Capital Expenses			
	$0.00		

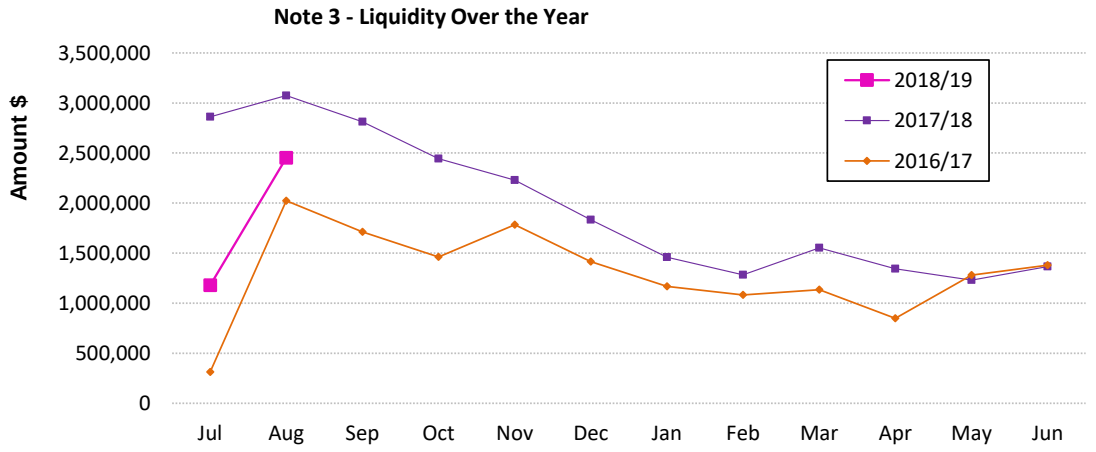
Gross Deficit / (Surplus) Expected	2018/19
Revenue	$ -
Expenditure	$ -
Capital	$ -
Projected Deficit / (Surplus)	**$ -**

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing 30 June 2018	This Time Last Year 30 Sep 2017	Current 30 Sep 2018
		$	$	$
Current Assets				
Cash Unrestricted	4	2,534,384	2,494,840	1,956,502
Cash Restricted - Conditions over Grants	11	(725,551)	0	0
Cash Restricted	4	(19,456)	1,607,361	2,020,335
Receivables - Rates & Rubbish		147,487	663,524	861,157
Receivables - Other	6	171,982	19,667	262,303
Interest / ATO Receivable/ Trust	6	33,247	17,162	24,117
Inventories		6,240	6,240	6,240
		2,148,334	4,808,794	5,130,654
Less: Current Liabilities				
Payables		(402,731)	(0)	(44,171)
Provisions		(364,580)	(388,373)	(348,855)
		(767,311)	(388,373)	(393,026)
Less:				
Cash Reserves	7	19,456	(1,607,361)	(2,020,335)
Restricted Assets		(19,324)	(35,110)	(19,324)
YAC Committee		(16,250)	(16,250)	(16,250)
ATO Liability		(1)	(35,026)	(35,651)
Loans receivable - Clubs/Institutions		(33,844)	(955)	(17,429)
		(49,964)	(1,694,703)	(2,108,991)
Add:				
Cash Backed Long Service Leave		122,864	135,897	117,836
		122,864	135,897	117,836
		1,453,924	**2,861,614**	**2,746,474**



Comments - Net Current Funding Position

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	$	$	$	$			
(a) **Cash Deposits**							
Municipal Bank Account	1,356,252			1,356,252	CBA	Tiered	At Call
Reserve Bank Account		20,335		20,335	CBA	Tiered	At Call
Trust Bank Account			(81,114)	(81,114)	CBA	Tiered	At Call
Cash On Hand	250			250	N/A	Nil	On Hand
(b) **Term Deposits**							
Municipal	600,000			600,000	CBA	2.71%	14-Feb-19
Reserves		2,000,000		2,000,000	CBA	2.71%	14-Feb-19
Total	**1,956,502**	**2,020,335**	**(81,114)**	**3,895,723**			

Comments/Notes - Investments

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 5: Budget Amendments

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

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

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

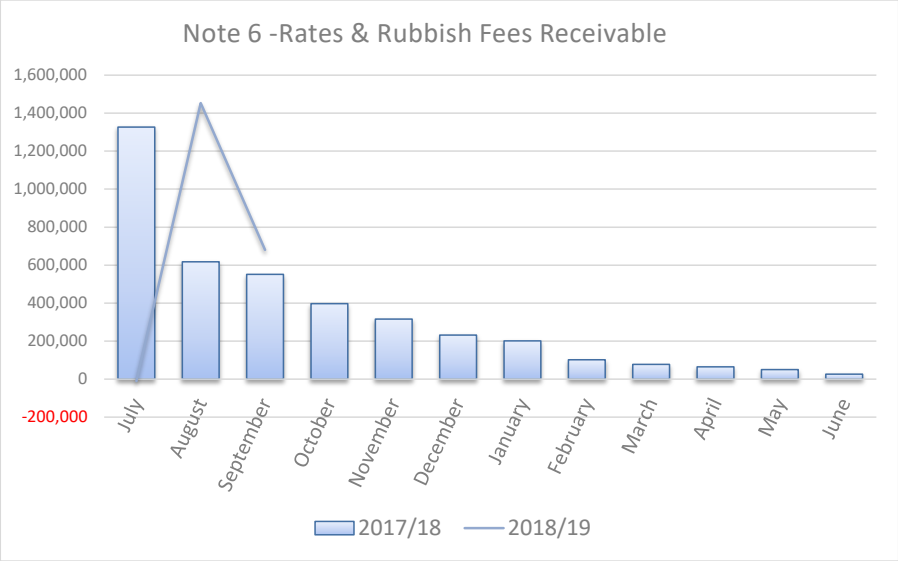
SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

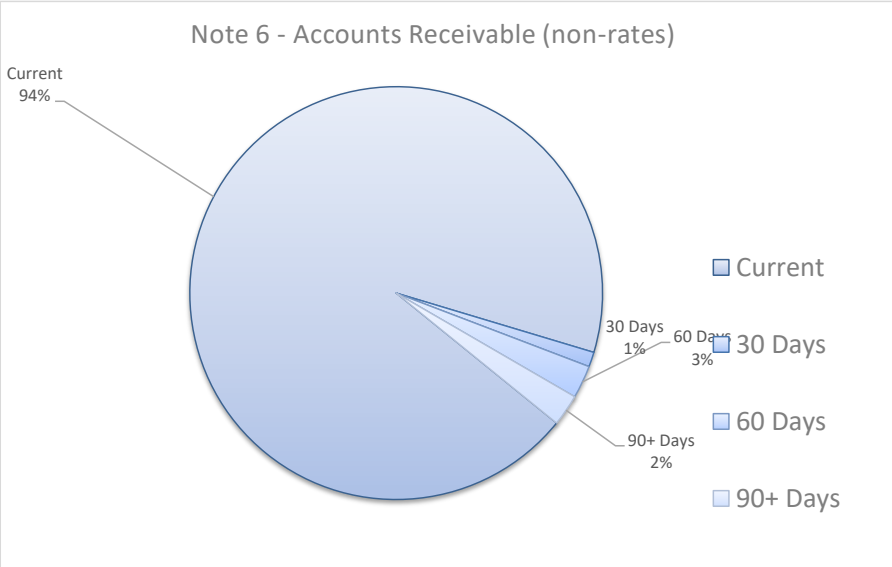
Note 6: Receivables

Receivables - Rates Receivable	30 Sep 2018	30 June 2018
	$	$
Opening Arrears Previous Years	94,693	68,506
Levied this year	1,699,855	1,591,879
Less Collections to date	(1,019,643)	(1,565,692)
Equals Current Outstanding	**774,904**	**94,693**
Net Rates Collectable	**774,904**	**94,693**
% Collected	59.98%	94.30%

Receivables - General	Current	30 Days	60 Days	90+ Days	90+Days
	$	$	$	$	$
Receivables - General	246,052	3,039	6,755	6,457	262,303
Balance per Trial Balance					
Sundry Debtors					262,303
Receivables - Other					24,117
Total Receivables General Outstanding					**286,420**
				Error Check	0.00

Amounts shown above include GST (where applicable)





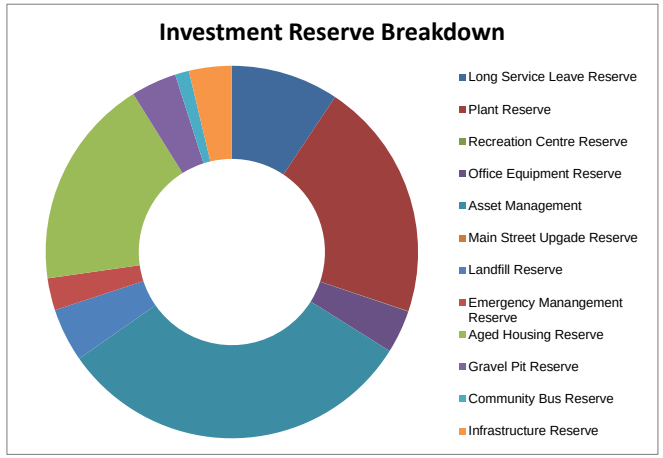
Comments/Notes - Receivables Rates

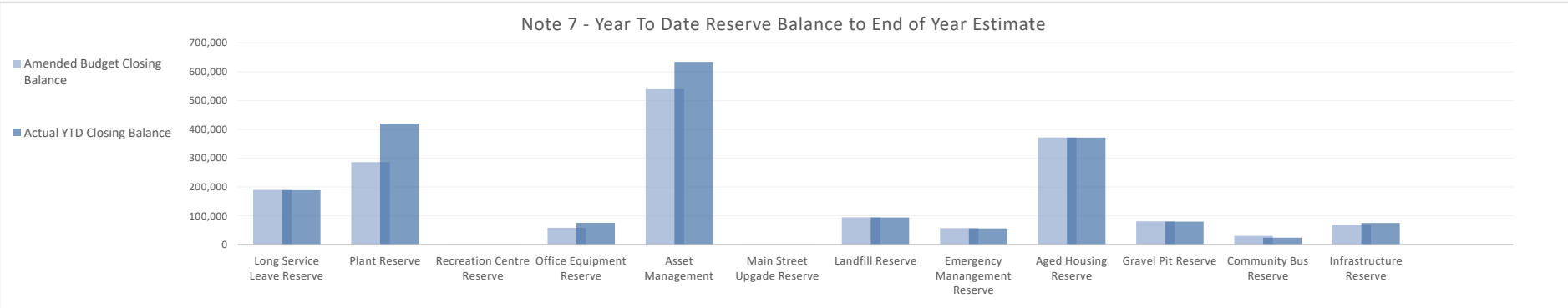
Comments/Notes - Receivables General

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 7: Cash Backed Reserve

Name	Opening Balance 1/7/2018	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	$	$	$	$	$	$	$	$	$
Long Service Leave Reserve	188,703	1,500	267	0	0	0	0	190,203	188,970
Plant Reserve	419,519	5,000	594	0	0	(138,000)	0	286,519	420,114
Recreation Centre Reserve	545	0	1	0	0	0	0	545	546
Office Equipment Reserve	75,458	1,000	107	0	0	(18,000)	0	58,458	75,565
Asset Management	633,231	6,000	897	0	0	(100,000)	0	539,231	634,129
Main Street Upgade Reserve	57	500	0	0	0	0	0	557	57
Landfill Reserve	93,746	1,000	133	0	0	0	0	94,746	93,879
Emergency Manangement Reserve	56,234	1,000	80	0	0	0	0	57,234	56,314
Aged Housing Reserve	370,827	1,000	525	0	0	0	0	371,827	371,353
Gravel Pit Reserve	80,000	1,000	0	0	0	0	0	81,000	80,000
Community Bus Reserve	24,376	1,000	35	5,000	0	0	0	30,376	24,410
Infrastructure Reserve	75,000	1,000	0	30,000	0	(37,500)	0	68,500	75,000
	2,017,697	**20,000**	**2,639**	**35,000**	**0**	**(293,500)**	**0**	**1,779,197**	**2,020,336**





SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 8: Disposal of Assets

		YTD Actual				Amended Budget			
Asset Number	**Asset Description**	**Net Book Value**	**Proceeds**	**Profit**	**(Loss)**	**Net Book Value**	**Proceeds**	**Profit**	**(Loss)**
		$	$	$	$	$	$	$	$
	Plant and Equipment					131,818	131,818		0
		0	**0**	**0**	**0**	**131,818**	**131,818**	**0**	**0**

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 9: Rating Information		Number		YTD Actual				Amended Budget			
	Rate in	of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	$		$	$	$	$	$	$	$	$	$
Differential General Rate											
GRV	8.6979	418	6,793,736	590,912	0	0	590,912	590,912			590,912
UV	0.4534	207	118,337,000	536,540	0	0	536,540	536,540			536,540
UV Pastoral				0	0	0	0		0	0	0
Sub-Totals		**625**	**125,130,736**	**1,127,452**	**0**	**0**	**1,127,452**	**1,127,452**	**0**	**0**	**1,127,452**
	Minimum										
Minimum Payment	**$**										
GRV	928.00	320	2,076,672	296,960	0	0	296,960	314,848	0	0	314,848
UV	1,118.00	200	25,824,398	223,600	0	0	223,600	205,712	0	0	205,712
Sub-Totals		**520**	**27,901,070**	**520,560**	**0**	**0**	**520,560**	**520,560**	**0**	**0**	**520,560**
		1,145	**153,031,806**	**1,648,012**	**0**	**0**	**1,648,012**	**1,648,012**	**0**	**0**	**1,648,012**
							0				0
Concession							0				0
Amount from General Rates							**1,648,012**				**1,648,012**
Ex-Gratia Rates							47,852				47,852
Specified Area Rates							0				0
Totals							**1,695,864**				**1,695,864**

Comments - Rating Information

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 10: Information on Borrowings
(a) Debenture Repayments

			Principal Repayments		Principal Outstanding		Interest Repayments		
Particulars	**01 Jul 2018**	**New Loans**	**Actual**	**Amended Budget**	**Actual**	**Amended Budget**	**Actual**	**Amended Budget**	
			$	$	$	$	$	$	
Governance									
Loan 37 NCRC	50,561		4,260	17,429	46,301	30,485	1,338	2,647	*
Loan 39 NMC		350,000		25,957	-	315,690		8,353	
					-	0	-	0	
	50,561	350,000	4,260	43,386	46,301	346,175	1,338	11,000	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

New Debenture for Nannup Music Club has been budgeted for, and July did not have any receipts or payments within the reporting month.
It is expected that August 2018 will see both a receipt and expense for the capital Self Supporting Loan.

* Per SSL 2018_19

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 11: Grants and Contributions

	Grant Provider	Type	Opening Balance (a)	Amended Budget Operating	Amended Budget Capital	YTD Budget	Annual Budget (d)	Post Variations (e)	Expected (d)+(e)	YTD Actual Revenue	YTD Actual (Expended) (c)	Unspent Grant (a)+(b)+(c)
				$	$	$				$	$	$
General Purpose Funding												
Grants Commission - General Equalisation	WALGGC	operating	(434,077)	(393,337)	0	(393,337)	(393,337)		(393,337)	(104,186)	104,186	0
Grants Commission - Roads	WALGGC	operating	(262,334)	(208,127)	0	(208,127)	(208,127)		(208,127)	(55,555)	55,555	0
Law, Order and Public Safety												
FESA LEVY DFES	Dept. of Fire & Emergency Serv.	operating - Tied	0	(120,000)	0	(120,000)	(120,000)		(120,000)	0	0	0
Bushfire Management Plan	Dept. of Fire & Emergency Serv.	Operating	(19,140)	(19,140)	0	(19,140)	(19,140)		(19,140)	0	0	0
Grant FESA - SES	Dept. of Fire & Emergency Serv.	operating - Tied	0	(12,000)	0	(12,000)	(12,000)		(12,000)	0	0	0
CESM MOA Grant	Dept. of Fire & Emergency Serv.	Operating	0	(87,550)	0	(87,550)	(87,550)		(87,550)	0	0	0
Education and Welfare												0
Grants - Community Bus	Contributions	Operating	0	(2,000)	0	(2,000)	(2,000)		(2,000)	0	0	0
Local Drug Action Group	Local Drug Action Group	Non-operating	0	0	0	0	0		0	(4,144)	4,144	
Family Fun Day	Dept. Regional Development	Operating	0	0	0	0	0		0	(5,998)	5,998	0
Community Development Grants	Dept. Regional Development	Non-operating	0	0	0	0	0		0	(12,645)	12,645	0
Community Development Grants	Dept. Regional Development	Operating	0	(3,000)	0	(3,000)	(3,000)		(3,000)	(136)	136	0
Department of Local Government, Active Healthy Living	Dept of Local Government	Operating	(10,000)	0	0	0			0		0	0
Kidsport	Dept. Regional Development	operating - Tied	0	(10,000)	0	(10,000)	(10,000)		(10,000)	0	0	0
Recreation and Culture												0
Grants - Recreation and Culture	LotteryWest	Non-operating	0	0	(50,000)	(50,000)	(50,000)		(50,000)	0	0	0
Transport												0
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	(228,000)	(228,000)	(228,000)		(228,000)	(77)	77	0
MRD Grants - Capital Projects	Regional Road Group	Operating	0	(62,284)	0	(62,284)	(62,284)		(62,284)	(109,337)	109,337	0
Grant - Regional Road Group	Regional Road Group	Non-operating	0	0	(210,000)	(210,000)	(210,000)		(210,000)	(84,000)	84,000	0
			(725,551)	**(917,438)**	**(488,000)**	**(1,405,438)**	**(1,405,438)**	**0**	**(1,405,438)**	**(376,078)**	**376,078**	**0**
SUMMARY												
Operating	Operating Grants, Subsidies and Contributions		(725,551)	(775,438)	0	(775,438)	(775,438)	0	(775,438)	(275,211)	275,211	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	(142,000)	0	(142,000)	(142,000)	0	(142,000)	0	0	0
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	(488,000)	(488,000)	(488,000)	0	(488,000)	(100,866)	100,866	0
TOTALS			**(725,551)**	**(917,438)**	**(488,000)**	**(1,405,438)**	**(1,405,438)**	**0**	**(1,405,438)**	**(376,078)**	**376,078**	**0**

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 12: Trust Fund

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

Description	Opening Balance 01 Jul 2018	Amount Received	Amount Paid	Closing Balance 30 Sep 2018
	$	$	$	$
BCITF Levy	0	2,384	462	**1,922**
BRB Levy	0	3,181	1,921	**1,260**
Bonds	44,732	33,200	0	**77,932**
Nomination Deposit	0	0	0	**0**
Donation Rec Centre Deposit	0	0	0	**0**
Nannup Community Bus	0	0	0	**0**
	44,732	**38,765**	**2,383**	**81,114.14**

	81,114
Error	0.00

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 13: Capital Acquisitions

Assets	Account	YTD Actual New/Upgrade	YTD Actual Renewal	YTD Actual Total YTD	Amended Budget Annual Budget	Amended Budget YTD Budget	Amended Budget YTD Variance	egic Refer ence
		$	$	$	$	$	$	
Level of completion indicator, please see table at the end of this note for further detail.								
Buildings								
Recreation And Culture								
Capital Works Recreation Centre	2574	0	0	0	150,000	0	0	
Town Hall	2422	7,370	0	7,370	0	0	7,370	
Recreation And Culture Total		**7,370**	**0**	**7,370**	**150,000**	**0**	**7,370**	
Buildings Total		**29,420**	**0**	**29,420**	**150,000**	**0**	**29,420**	
Furniture & Office Equip.								
Governance								
Shire Office	0254	2,090	0	2,090	0	0	2,090	
Shire Offices	0584	0	0	0	18,000	0	0	
Governance Total		**2,090**	**0**	**2,090**	**18,000**	**0**	**2,090**	
Furniture & Office Equip. Total		**2,090**	**0**	**2,090**	**18,000**	**0**	**2,090**	
Plant , Equip. & Vehicles								
Governance		0	0	0	0	0	0	
Vehicle purchases - Office Staff	0544	0	0	0	50,000	50,000	(50,000)	
Governance Total		**0**	**0**	**0**	**50,000**	**50,000**	**(50,000)**	
Transport								
Purchase Of Plant	3564	52,559	0	52,559	178,000	178,000	(125,441)	
Transport Total		**52,559**	**0**	**52,559**	**178,000**	**178,000**	**(125,441)**	
Plant , Equip. & Vehicles Total		**52,559**	**0**	**52,559**	**228,000**	**228,000**	**(175,441)**	
Roads (Non Town)								
Transport								
Local Road Construction	3170	21,313	0	21,313	486,250	486,250	(464,937)	
Footpath Program	3210	0	0	0	8,786	8,786	(8,786)	
Transport Total		**21,313**	**0**	**21,313**	**495,036**	**495,036**	**(473,723)**	
Roads (Non Town) Total		**21,313**	**0**	**21,313**	**495,036**	**495,036**	**(473,723)**	
Streetscapes								
Economic Services								
Mainstreet Upgrade	3264	2,400	0	2,400	0	0	2,400	
Economic Services Total		**2,400**	**0**	**2,400**	**0**	**0**	**2,400**	
Streetscapes Total		**2,400**	**0**	**2,400**	**0**	**0**	**2,400**	
Capital Expenditure Total		**107,781**	**0**	**107,781**	**891,036**	**723,036**	**(615,255)**	

Level of Completion Indicators
0%
20%
40%
60%
80%
100%
Over 100%

Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

30/09/2018

Att 12.7.1

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

EFT/ Cheque	Date	Name	Invoice Description		Amount
Shire of Nannup Municipal Fund					
EFT10960	03/09/2018	SIGNS & LINES	RIVERSIDE TRAIL - SIGNAGE	$	2,675.64
EFT10961	03/09/2018	DATA DOCUMENTS	MAPS	$	2,475.00
EFT10962	03/09/2018	DOBBIN DESIGN	REPAIRS AND MAINTENANCE TO 'BIRD HIDE', BLACKWOOD RIVER	$	3,300.00
EFT10963	03/09/2018	NANNUP COMMUNITY RESOURCE CENTRE	ADVERTISING	$	326.70
EFT10964	03/09/2018	WORTHY CONTRACTING	GRAVEL EXPENSES	$	607.20
EFT10965	03/09/2018	STELLAR FRASER PHOTOGRAPHY	ECONOMIC DEVELOPMENT PHOTOGRAPHER	$	150.00
EFT10966	13/09/2018	B & B STREET SWEEPING PTY LTD	STREET SWEEPING	$	1,430.00
EFT10967	13/09/2018	CIVIC LEGAL	LEGAL FEES	$	1,088.30
EFT10968	13/09/2018	KIM DAWE CONCRETE	DARRADUP VBFB SHED UPGRADE	$	12,667.00
EFT10969	13/09/2018	COVS PARTS	MINOR EQUIPMENT REPAIRS AND MAINTENANCE	$	81.95
EFT10970	13/09/2018	PICKLE & O	CATERING - OUTDOOR STAFF TRAINING	$	320.00
EFT10971	13/09/2018	CITY & REGIONAL FUELS	FUEL EXPENSES	$	1,668.75
EFT10972	13/09/2018	NANNUP SPORTS & RECREATION ASSOC (INC)	KIDSPORT EXPENSES	$	144.00
EFT10973	13/09/2018	AFGRI	MINOR EQUIPMENT REPAIRS AND MAINTENANCE	$	445.90
EFT10974	13/09/2018	FAIRTEL PTY LTD	SES BROADBAND	$	211.88
EFT10975	13/09/2018	DAVID TAYLOR	CONFERENCE EXPENSES - REIMBURSEMENT	$	263.77
EFT10976	13/09/2018	BUNNINGS- BUSSELTON	SHELVING - EAST NANNUP VBFB SHED EQUIPMENT	$	836.00
EFT10977	13/09/2018	K & C HARPER	RIVERBEND CARAVAN PARK REPAIRS	$	1,324.95
EFT10978	13/09/2018	NANNUP NEWSAGENCY	STATIONERY EXPENSES	$	81.96
EFT10979	13/09/2018	NANNUP COMMUNITY RESOURCE CENTRE	YEARLY MEMBERSHIP TO NANNUP CRC FOR DARRADUP VBFB TO DEC 2018	$	36.00
EFT10980	13/09/2018	FULTON HOGAN INDUSTRIES PTY LTD	ROAD CONSTRUCTION SUPPLIES	$	1,795.20
EFT10981	13/09/2018	GT BRAKE & CLUTCH REPAIRS	MINOR EQUIPMENT REPAIRS AND MAINTENANCE	$	93.50
EFT10983	13/09/2018	DUNSBOROUGH SETTLEMENTS	RATES REFUND	$	1,010.90
EFT10984	19/09/2018	MJB INDUSTRIES	ROAD CONSTRUCTION SUPPLIES	$	11,327.80
EFT10985	19/09/2018	AUSTRALIA POST	STATIONERY EXPENSES	$	548.80
EFT10986	19/09/2018	KELYN TRAINING SERVICES	FIRST AID TRAINING - OUTDOORS TAFF	$	3,055.00
EFT10987	19/09/2018	WARREN BLACKWOOD ALLIANCE OF COUNCILS	WARREN BLACKWOOD ALLIANCE OF COUNCILS PROJECT	$	13,910.90
EFT10988	19/09/2018	NANNUP BRIDGE CAFE	CATERING	$	548.00
EFT10989	19/09/2018	EDGE PLANNING & PROPERTY	PLANNING SERVICES	$	1,419.00
EFT10990	19/09/2018	PICKLE & O	CATERING FOR FIRST AID TRAINING INDOOR STAFF	$	68.50
EFT10991	19/09/2018	ROB BOOTSMA	CESM VEHICLE - MINOR REPAIRS AND MAINTENANCE	$	265.34
EFT10992	19/09/2018	CITY & REGIONAL FUELS	FUEL EXPENSES	$	3,921.45
EFT10993	19/09/2018	SCOPE BUSINESS IMAGING	PHOTOCOPIER SERVICE PLAN	$	799.51
EFT10994	19/09/2018	NANNUP DELI	FUEL & MINOR STAFF AMENITIES EXPENSES	$	383.75
EFT10995	19/09/2018	BUSINESS INITIATIVE GROUP NANNUP (BIG N)	EVERYTHING NANNUP -SIGNAGE	$	65.00
EFT10996	19/09/2018	FRIENDS TO THE DARRADUP COMMUNITY INC.	DARRADUP VBFB SHED UPGRADE	$	2,000.00
EFT10997	19/09/2018	SUN AND FLOWER STUDIOS	WICKED WEAVING WORKSHOP	$	505.07
EFT10998	19/09/2018	RAMM SOFTWARE PTY LTD	RAMM ANNUAL SUPPORT AND MAINTENANCE FEE FOR THE PERIOD 1/7/2018 - 30/6/2019	$	6,358.56
EFT10999	19/09/2018	CLEANAWAY	RUBBISH AND RECYCLING CONTRACT	$	9,258.63
EFT11000	19/09/2018	JOHN BROUGH	REIMBURSEMENT OF DEPOT EXPENSES	$	192.00
EFT11001	19/09/2018	AW ROADWORKS PTY LTD	TRAFFIC MANAGEMENT PLANS	$	907.50
EFT11002	19/09/2018	NANNUP LIQUOR STORE	REFRESHMENTS	$	341.31
EFT11003	19/09/2018	LANDGATE	INTERIM REVALUATIONS	$	151.27
EFT11004	19/09/2018	NANNUP GARDEN VILLAGE COMMITTEE	WICKED WEAVING WORKSHOP	$	900.00
EFT11005	19/09/2018	NANNUP HARDWARE & AGENCIES	PLANTS	$	1,000.00
EFT11006	19/09/2018	NANNUP NEWSAGENCY	STATIONERY AND POSTAGE	$	1,073.15
EFT11007	19/09/2018	NANNUP EZIWAY SELF SERVICE STORE	GAS BOTTLES TOWN HALL	$	555.25
EFT11008	19/09/2018	PRESTIGE PRODUCTS	CLEANING SUPPLIES	$	184.69
EFT11009	19/09/2018	ST. JOHN AMBULANCE	ST JOHN MEMBERSHIPS	$	146.00
EFT11010	19/09/2018	IT VISION	PURCHASE ORDER SOFTWARE - MINOR ADJUSTMENT	$	38.50
			Total EFT Payments for period:	***$***	***92,959.58***
20317	03/09/2018	NANNUP DISTRICT HIGH SCHOOL	DONATION TO NDHS	$	200.00
20318	03/09/2018	NANNUP HISTORICAL SOCIETY INC.	PHOTOS FOR INTERPRETATION PANELS	$	200.00
20319	19/09/2018	HARVEY NORMAN AV/IT SUPERSTORE BUSSELTON	SMALL PRINTER - DEPOT	$	694.00
20320	19/09/2018	TELSTRA	TELEPHONE EXPENSES	$	177.07
			Total Cheque Payments for period:	***$***	***1,271.07***
DD10278.1	30/09/2018	GO GO MEDIA * DIRECT DEBIT*	GO GO MEDIA SEPTEMBER 2018	$	75.90
DD10278.2	30/09/2018	SYNERGY	SYNERGY SEPTEMBER 2018	$	3,195.65
DD10278.3	30/09/2018	SGFLEET	SG FLEET SEPTEMBER 2018	$	1,912.21
DD10278.4	30/09/2018	BOC LIMITED	BOC SEPTEMBER 2018	$	70.08
DD10278.5	30/09/2018	BP AUSTRALIA	BP AUSTRALIA SEPTEMBER 2018	$	228.79
DD10278.6	30/09/2018	WESTNET	WESTNET SEPTEMBER 2018	$	462.84
DD10278.7	30/09/2018	CALL ASSOCIATES PTY LTD - INSIGHT & CONNECT	CALL ASSOCIATES SEPTEMBER 2018	$	252.40
DD10278.8	30/09/2018	TELSTRA	TELSTRA SEPTEMBER 2018	$	1,583.39
DD10278.9	30/09/2018	CALTEX AUSTRALIA	CALTEX SEPTEMBER 2018	$	597.29
DD10278.10	30/09/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 37 SEPTEMBER 2018	$	1,666.06
			Total Direct Debit Payments for period:	***$***	***10,044.61***
Shire of Nannup Trust Fund					
EFT10982	13/09/2018	BUILDING COMMISSION	BUILDING SERVICES LEVY AUGUST 2018	$	912.93
			Total Trust Payments for period:	***$***	***912.93***
			TOTAL MUNICIPAL PAYMENTS FOR PERIOD	**$**	**104,275.26**
			TOTAL TRUST PAYMENTS FOR PERIOD	**$**	**912.93**
			TOTAL PAYMENTS FOR PERIOD:	**$**	**105,188.19**

SHIRE OF NANNUP			
ACCOUNTS FOR PAYMENT - SEPTEMBER 2018			
Date	**Supplier**	**Description**	**Amount**
			$ -

COPY

Att 12.8.1

SAFETY AND HEALTH POLICY

The Shire of Nannup is committed to providing a safe and healthy working environment for all employees, volunteers, contractors, suppliers, visitors and non-employees by conforming with current legislation, regulations, codes of practice, best practice and appropriate national standards. The objectives of this policy are to:

- avoid, eliminate and control workplace hazards;
- provide employees with safety information, supervision and training appropriate to the hazards they are likely to encounter;
- continuously improve the standard of occupational safety and health for all employees.

The responsibility for implementing this policy rests with the Chief Executive Officer.

The Manager Corporate Services is assigned the authority to act as the Safety Co-Ordinator and is responsible for initiating and driving all safety and health strategies on behalf of the Chief Executive Officer through all levels of management throughout the organisation.

Supervisors are responsible for ensuring that all contractors and workers adhere to the Shire of Nannup's policies and procedures and all legislation pertaining to safety in the workplace.

All employees are responsible for safety and health by taking reasonable care for their own safety and health at work and to avoid harming the safety and health of other people through any act or omission at work.

Safety and health issues will be dealt with in consultation with employees through the elected safety and health representative. Council will provide the time and resources necessary to implement this policy and will identify hazards, assess risks and develop the necessary plans and procedures to improve all aspects of workplace safety and health.

This policy will be kept under continuous review by Council and employees and will be formally reviewed every twenty-four months.

Lincoln Kay Depot Representative Date:	Robin Lorkiewicz Administration Representative Date:
David Taylor Chief Executive Officer Date:	Tony Dean Shire President Date:

Reviewed Date: August 2018
Next to be Reviewed August 2020

Att 12.8.2

Policy Number:	BFC 3
Policy Type:	Bushfire Control
Policy Name:	**Bushfire Brigade Training**
Policy Owner:	Chief Executive Officer

POLICY

The Council duty of care recognises the competencies contained in DFES Introduction to Fire Fighting and Bushfire Fighting courses to be the ~~desired~~ minimum requirement for fire fighters on fire ground in the Nannup Shire area.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 27 February 1997
Reviewed	OM 25 January 2018

A224
A297
A441
A441
A430
A233
A893
Supper Room
Town Hall
Bowling Club
WARREN ROAD
GRANGE ROAD
Proposed location for commemorative art installation
Village Green
Memorial
FORREST STREET

Att 12.9.1

Art Work Concept Brief

Art installation comprising two old timber saw blades, inset mounted onto jarrah slab surrounded by 100 free standing metal poppies and eleven large rusted poppies engraved with the names of the fallen who are recognized on the Nannup Avenue of Remembrance. The saw blade installation to be permanent, the poppies will be temporary and used for various events on the RSL calendar, as and if they fit in with the theme.

The saw blades to have four images etched into depicting a soldier, a horseman, a sailor and a nurse, second saw blade has images of a woman and child, a timber worker and a farmer. It will be installed in the town War Memorial area, and will be a lasting commemoration of the end of the Great War. This area is located central to town, on the main street, and offers residents and visitors a lovely shaded, grassed area to sit and contemplate. Our war memorial celebrated its centenary in February 2018. This commemorated the erection of the first war memorial in February 1918 which was made possible through the fundraising efforts of a committee of Nannup mothers, sisters, daughters and sweethearts who wished to honour their menfolk.

Nannup is known as a timber town and a significant number of enlistees were timber workers or cleared trees from the land to enable farming. So many of the town's male population enlisted that the women, children and elderly were left to run the farms.

The slabs of wood and saw blades symbolise the Nannup community and its sense of place in the bush. Etched into the first saw blade are images of servicemen and women and on the second saw blade their families and friends who waited for their return.

The symbolism of the poppies is to present a visual remembrance image of Armistice which is known to everyone, irrespective of age or ethnic background. 100 poppies to represent the 100 years since peace was declared in Europe. Eleven large rusted poppies representing those who never returned to their country and homes. This project which will involves many different groups in Nannup, and it is hoped that it will be a legacy of the peace we enjoy and an opportunity to celebrate it as a community.

The poppies are a separate work and will be made by the RSL members but will be set around the art work on Remembrance Day to create a composite installation.The poppies will only be placed out on ceremonial days, the art work will be a permanent work located in the war memorial precinct.

Community Consultation on Art Installation and Grant Application

RSL Nannup Sub Branch has a total of **50 Financial Members** as at 1 October 2018
18 Full Service Members, 24 Affiliate Members, 3 Social Members
There are also an additional 4 memberships waiting approval from RSLWA
RSL Members were consulted at every meeting, covering all stages of the project.

The Secretary met with the CEO of Shire of Nannup, Peter Clarke in February to discuss the proposed project and on the 13th September met with the new CEO, David Taylor and Shire Staff at the war memorial site.

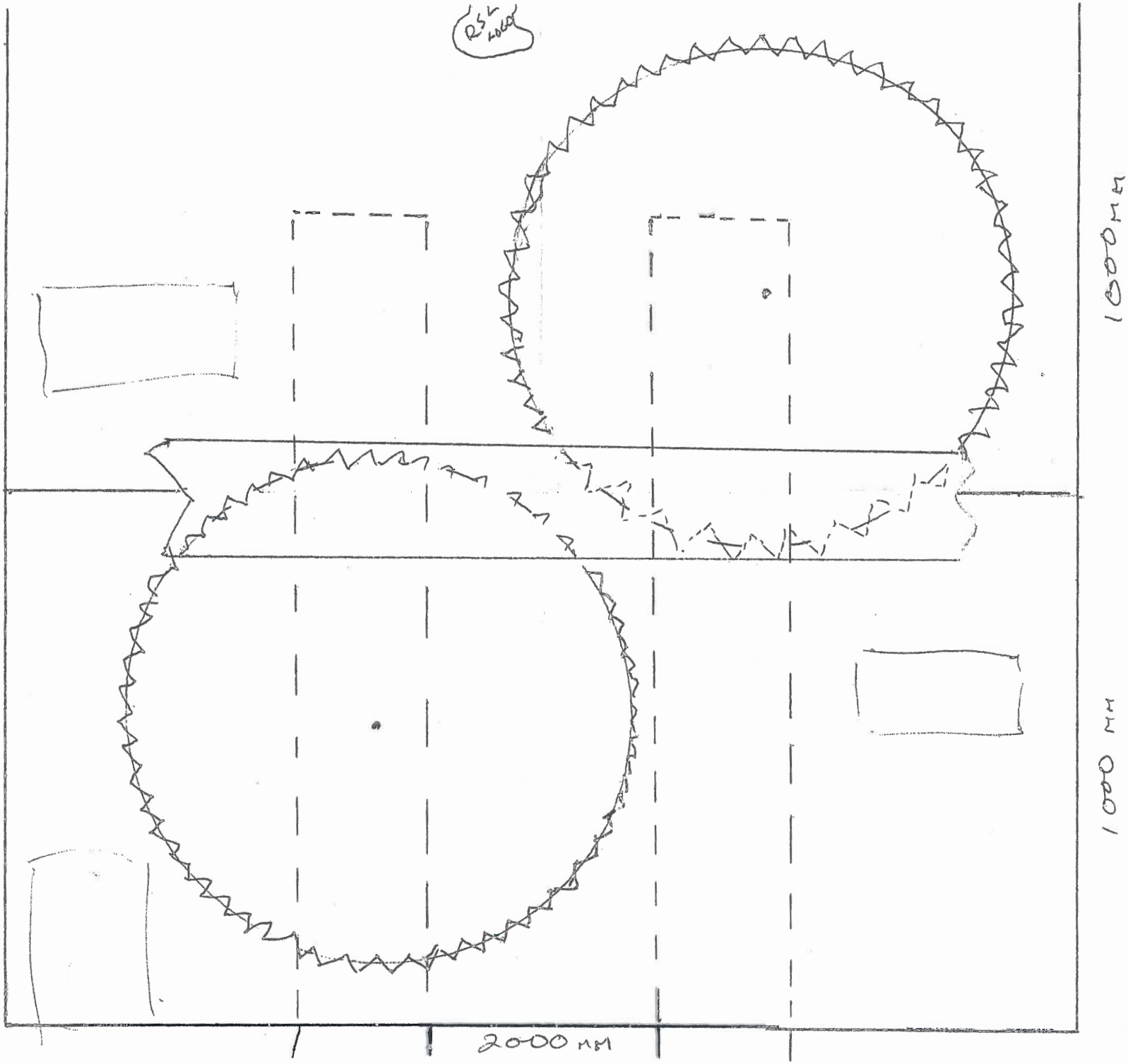
Community Letters of Support for the Project were received from six Nannup community organisation, and these formed part of our Grant submission. The project was explained to these groups when the RSL sought their support. Please see attached copies of letters from:

Nannup Men's Shed Inc.
Nannup Arts Council Inc.
Nannup Historical Society Inc.
Country Women's Association Nannup Branch
Nannup District High School, Principal
Shire of Nannup, CEO

Local artists Lewis Horne and Rod Laws are providing the art work for the blades and working in collaboration with Graeme Gibson of Manjimup Senior High School on the plasma cutting of the saw blades. Peter Hansen has designed and made the one hundred metal poppies. Nannup Signs and Nannup Hardware have been contracted to provide signage and hardware respectively.

The saw blades were donated by Robin Mellema. The Jarrah wood slabs were donated by John Fredericks of Unique Hardwoods. Members of the RSL and the Men's Shed are routing, sanding and finishing the slabs. The CWA are providing catering for the Armistice Commemoration. The Department of Veterans Affairs grant funding is being spent in Nannup and spread throughout the community groups.

The Armistice Commemoration will involve a large number of Nannup citizens. The Honour Roll of the Nannup WW1 Dead with the accompanying participant list is attached.


2000 MM
1000 MM
1000 MM

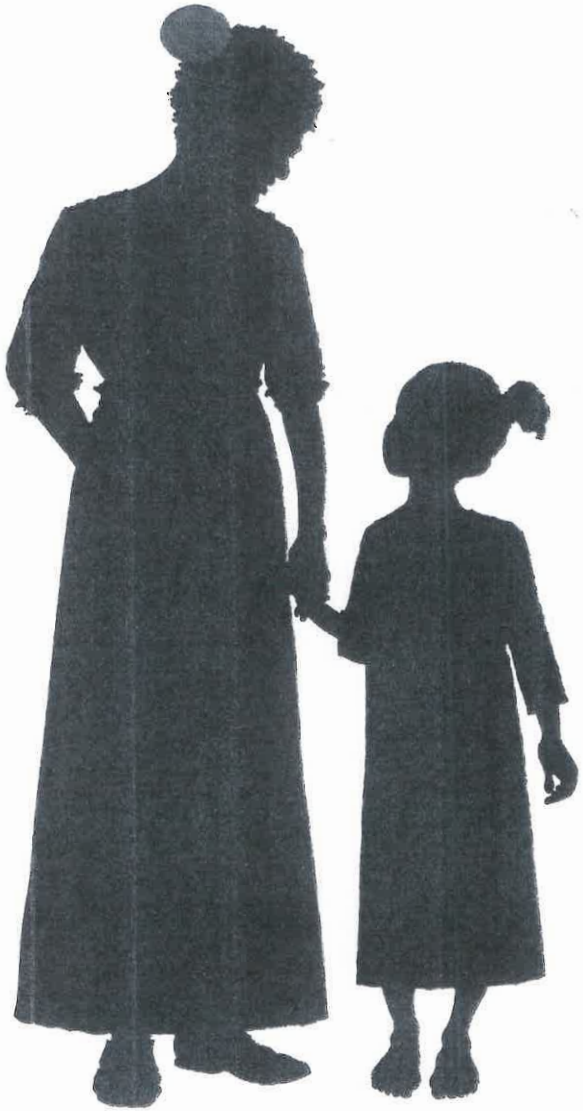
Commemorative Plaque

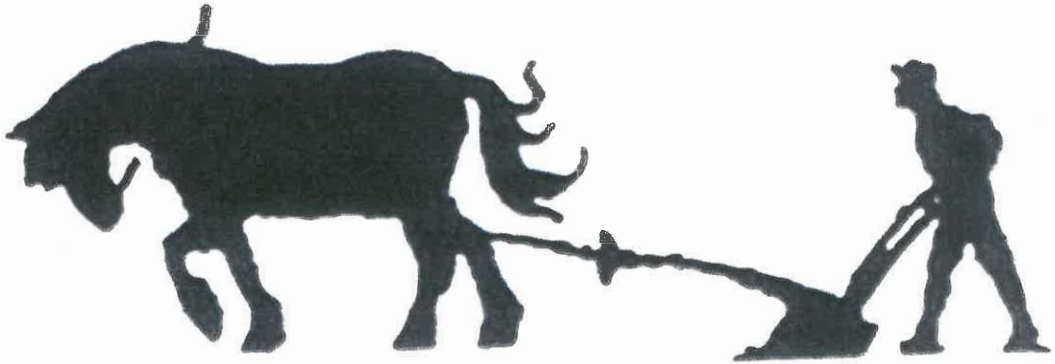
Timber Town Remembering - Centenary of Armistice

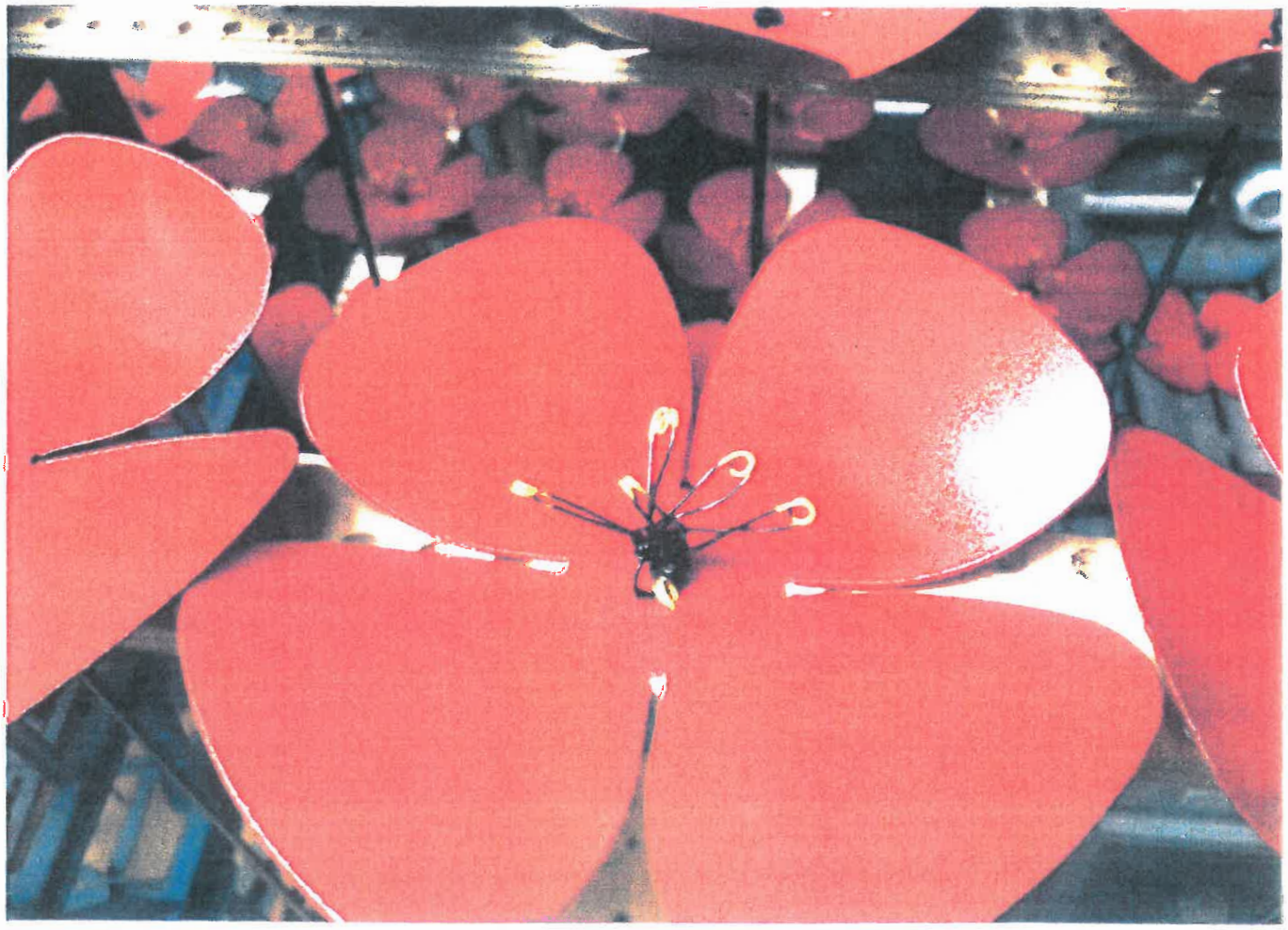
11 November 2018 WW1 1914-1918

This work is dedicated to the men and women of Nannup who left their farms, homes and mill jobs to represent their country in the defence of freedom and to those who waited at home and took on the responsibilities of maintaining the community. The slabs of wood and saw blades symbolise the Nannup community and its sense of place in the bush. Etched into the first saw blade are images of servicemen and women and on the second saw blade their families and friends who waited for their return. We acknowledge the Department of Veterans' Affairs, RSL Nannup Sub Branch, Shire of Nannup and the Nannup Community who made this project possible.

Lest We Forget







Att 12.9.2

Shire of Nannup
rest • connect • grow

Our Ref: A 428

16 February 2018

Mrs Vicki Hansen
Secretary
Nannup Sub-Branch RSL WA
Cross Street
NANNUP WA 6275

Dear Vicki

ARMISTICE CENTENARY GRANT PROGRAM

I refer to our discussions regarding the Nannup Sub-Branch of the Returned and Services League WA's intention to submit a grant application under the above program and seeking Council's support for same.

The proposed project, being an art installation comprising a large saw blade, with appropriate images depicted on the blade, mounted on a jarrah slab surrounded by 100 free standing metal poppies is considered to be a fitting tribute to the Armistice Centenary. The proposed location of this art piece adjacent to the Nannup War Memorial will also be a welcome addition to this important area in the town site of Nannup.

The Nannup Sub-Branch of the RSL should be commended for this initiative and on behalf of Council I wish the RSL every success in its grant application.

Yours sincerely

Peter Clarke
CHIEF EXECUTIVE OFFICER

Adam Street • PO Box 11 Nannup WA 6275 • P (08) **9756 1018** • F: (08) 9756 1275
nannup@nannup.wa.gov.au • **www.nannup.wa.gov.au** • ABN 43 038 160 786

Vicki Hansen
Secretary
RSL WA Nannup Branch
PO Box 349
WA Nannup 6275

LETTER OF SUPPORT – RSL Nannup Branch

Nannup District High School fully endorses the funding submission by the Nannup RSL Branch to organise and facilitate a variety of social and cultural activities and events to be held in Nannup. The 11 November 2018 marks the Centenary of Armistice. The RSL Nannup Branch is applying for a grant for a project that celebrates this event, commemorates the service of Australian service men and women and engages the local community.

An art installation comprising two old timber saw blades, mounted on a jarrah slab surrounded by 100 free standing metal poppies will be made. The saw blades are to have four images etched into them depicting a soldier, a horseman, a sailor and farm women. It will be installed in the town War Memorial area, and will be a lasting commemoration of the end of the Great War. This area is located central to town, on the main street, and offers residents and visitors a shaded grassed area to sit and contemplate. The Nannup War Memorial celebrated its centenary on February 2018. In 1917 it was built by the fundraising efforts of a committee of town women.

The activities proposed provide a direct benefit to the students of Nannup District High School, through opportunities for participating in art workshops to paint the metal poppies. There is also scope for some of the secondary students who take Design and Technology classes to get hands on experience working with metals in the crafting of the poppies.

These workshops add to the curriculum enhancement of our Arts and Technologies education learning areas. It will also give a positive message to the youth that they are an integral part of the Nannup Community. I am thrilled we have a caring and responsive RSL branch who wants to arrange these activities that include our students.

These projects are strongly supported by staff and students because of its whole town focus and the increased opportunities it offers our students and school community. We wish the Shire of Nannup the very best with their submission.

Yours sincerely

Ms Dear AM

Ms Felicity Dear AM

PRINCIPAL

22 February 2018

Nannup District High School
Bishop Street Nannup WA 6275
Telephone: 9756 1008 Facsimile: 9756 1278

23/02/ 2018

To: Charles Ferguson
Nannup R.S.L Sub Branch

Dear Charles,

We are writing on behalf of Nannup C.W.A Branch to strongly support the grant application for the installation of an art project to represent a visual remembrance Armistice and the 100 years since peace was declared in Europe.

We understand that the project will involve many community groups and it will bring together many to celebrate the remembrance of service men and women from all conflicts and celebrate the peace that we now enjoy.

Kind Regards

Diane Ness
President C.W.A. Nannup Branch
PO Box 222
Nannup WA 6275
08 9756 1562

Nannup Historical Society Inc
PO Box 184
Nannup WA 6275

21st February 2018

To: Nannup RSL

REF: Support

We are writing on behalf of the Nannup Historical Society Inc. to strongly support Nannup RSL in your endeavour to secure the success of your Project.

We do understand The Nannup RSL benefits the community of Nannup in many ways and provides visitors and local residents an opportunity to Pause, Reflect and Connect on many levels.

We at Nannup Historical Society Inc. encourage and wish Nannup RSL continued success in promoting our town in the future.

Kind Regards
Davina Gibb
Secretary for
Nannup Historical Society

NANNUP ARTS COUNCIL INC
PO BOX 318
NANNUP 6275

23 February 2018

Department of Veterans' Affairs
commemorativegrants@dva.gov.au

RE- APPLICATION FOR AN ARMISTICE CENTENARY GRANT - NANNUP RSL BRANCH

The committee of Nannup Arts Council Inc supports the Grant Application lodged by the Nannup RSL Branch for $3,550 to assist them in the commissioning and installation of a public art work, commemorating the end of the Great War in 1918. The permanent sculpture is to be located next to the Nannup War Memorial in the main street, where it will be visible to passing traffic and readily accessible to both locals and visitors. Such an initiative will provide a lasting memorial and pay tribute to so many local and regional farmers, timber workers and townspeople who fought in that war.

As an Arts representative body, the Nannup Arts Council Inc considers public art a powerful and meaningful tool to draw attention to important narratives. Nothing could symbolise a more meaningful story than that of honouring our strongest and bravest, and doing so in a visual way, gives a clear and insightful message to all. The subject of the installation also reflects the origins of our timber town as well as marking the Centenary. We are confident that Nannup's residents will be proud to have such an expression of Remembrance placed in the centre of town.

Our support for the Nannup RSL Branch in their endeavour to honour the end of the Great War in such a symbolic and reverential manner, is unequivocal. We will assist where possible, to progress the completion of such a worthy project.

This empirical event, the end of the Great War, has left an imprint on our culture. We feel it must be acknowledged in a significant way, and the Armistice Centenary Grant Application submitted by the branch, provides strong recognition of that significance.

Yours sincerely

Carole Patch

pp [signature] SECRETARY.

PRESIDENT
Nannup Arts Council Inc.

NANNUP MEN'S SHED INC.

Corner Adams Street and Grange Road
c/o PO Box 172, NANNUP, W.A. 6275

18th February 2018

Nannup Sub Branch, RSL.
7 Cross Street
NANNUP, W.A. 6275.

The Nannup Men's Shed Inc., supports very strongly the Nannup Sub Branch, RSL application for an Armistice Centenary Grant. Our members see this as an excellent opportunity to provide labour and expertise in kind.

Whilst those that made the ultimate sacrifice in the First World War and subsequent conflicts are remembered each time the people of Nannup pass the Memorial and as are those that returned from service in these theatres by dint of the RSL. There is very little to mark the service of those that kept the home fires burning especially the numerous timber mills in the area that either provided manpower for the War or wood for the War effort and the women who filled many of the roles of the men in their absence. The other aspect which we hope will come through is the futility of war and the need to strive for peace.

This project looks to rectify this shortcoming and for that we wholeheartedly support you in your endeavours

Yours Sincerely

D. Brown

Derek Brown
Chairman,
Nannup Men's Shed Inc.