

Attachment 3.1

24 June 2019

Our Ref: ADM4

Samantha Conway

Dear Samantha,

**RE: QUESTION TAKEN ON NOTICE AT COUNCIL MEETING HELD 24
APRIL 2019**

Firstly, I would like to thank you for your patience in allowing me time to collate information relating to your question taken on notice at the April 2019 Council meeting.

As you know one of the major guiding plans relating to disability access and inclusion within the Shire of Nannup is the Disability Access and Inclusion Plan (DAIP). These plans identify a number of projects that work towards making our community accommodating to people living with a disability. In the past the Shire has pursued grant funding to fulfil projects identified within the DAIP due to constraints within the annual budgeting process. A list of completed projects since 2013 was collated within the 2019 DAIP review and is included in the document. The 2019/20 annual budget process is yet to be finalised, however there is currently a provision for \$2,000 included to go towards identified projects in the 2019 DAIP review, further to this, there are general staff costs associated with various planning, lobbying and smaller works associated with fulfilling and working towards a higher level of accessibility within the Shire of Nannup.

The link you referred to not working on the Shire of Nannup website was tested by myself and found to be working and redirecting to the AccessWA webpage; I then selected the Shire of Nannup in the dropdown box and it revealed a number of accessible locations and facilities within the Shire of Nannup. All Shire facilities are constructed to the relevant standards at the time of construction. As you know these standards keep changing and the Shire does have limited funds available to implement all of these changes as many can be significant and costly, that being said, the Shire is always pursuing external funding sources where possible to increase the Access and Inclusion building standards within our facilities.

Any concerns or requests regarding Access and Inclusion are recorded at the Shire of Nannup and where possible are dealt with. If the matter requires further planning, decision or budget allocation it is reviewed during the annual budgeting process and balanced against other obligations that need to be met over all Shire programs.

As you may be aware, Shire of Nannup staff recently undertook a review of the Disability Access and Inclusion Plan (DAIP) which was formally endorsed by at the Ordinary Meeting of Council held on the 23rd of May 2019. You will note that not all of the identified strategies/actions have associated timelines as these either have an ongoing nature or require external funding to be completed. At the same May Council meeting, the Shire of Nannup Council endorsed a recommendation to be part of a Southwest Access and Inclusion Alliance which will work towards sharing knowledge and information about becoming more accessible and inclusive communities and allows an opportunity whereby as a region we could hopefully leverage more funding towards providing/upgrading facilities to become more accessible and inclusive into the future.

In relation to your final question regarding ACROD parking on the main street and the bus bay parking at Marinko Tomas park will need to obtain approval from Mainroads WA, I will have the Shire's Manager Infrastructure contact you to commence that conversation with Mainroads to address the concerns.

I would like to assure you that the Shire of Nannup is committed wherever possible to making our community a more accessible and inclusive place to live and visit, but it is very important to note that often funding limits

If you would like any further information or have any queries regarding the above mentioned, please do not hesitate to contact me on (08) 9756 1018 or via email to david@nannup.wa.gov.au.

Yours sincerely,

DAVID TAYLOR
CHIEF EXECUTIVE OFFICER



Minutes

Council Meeting held Thursday 23 May 2019

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**Shire of Nannup
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Minutes

1. DECLARATION OF OPENING

The Shire President declared the meeting open at 4.32pm.

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

ATTENDANCE:

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

David Taylor – Chief Executive Officer
Tracie Bishop – Manager Corporate Services
Jonathan Jones – Manager Infrastructure
Jane Buckland – Development Services Officer

APOLOGIES:

Nil.

LEAVE OF ABSENCE:

Cr Longmore

VISITORS:

Kerri Firth, Julie Kay, Ian Gibb, Cheryle Brown.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Kerri Firth; East Nannup Road

Q. 1

Can “sports” people please be informed at least 24 hours in advance that the Shire is going to be closed? It was closed on Wednesday 22 May and I was not informed.

A. 1 Shire President:

The Shire administration office and depot was closed on that day so that all staff could attend a funeral of a long serving staff member. We apologise for your inconvenience and will take your feedback into consideration.

5. APPLICATION FOR LEAVE OF ABSENCE:

19044 MELLEMA/HANSEN

Cr Stevenson be granted a leave of absence from the June Ordinary Council Meeting.

CARRIED (7/0)

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

7. DECLARATIONS OF INTEREST

Nil.

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

19045 HANSEN/MELLEMA

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 24 April 2019 be confirmed as a true and correct record.

CARRIED (7/0)

9. MINUTES OF COUNCIL COMMITTEES

9.1 19046 STEVENSON/BUCKLAND

That the Minutes of the Western Australian Local Government Association South West Zone meeting held 3 May 2019 be received.

CARRIED (7/0)

9.2 19047 MELLEMA/STEER

That the Minutes of the Bush Fire Advisory Committee meeting held 6 May 2019 be confirmed as a true and correct record.

CARRIED (7/0)

Please refer to Items 12.5 and 12.6 of this Council Agenda for endorsements made on recommendations by the BFAC.

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

11. REPORTS BY MEMBERS ATTENDING COMMITTEES

Meeting and Date	Councillor
Bush Fire Advisory Committee 6 May 2019	Stevenson, Fraser.

12. REPORTS OF OFFICERS

AGENDA NUMBER:	12.1
SUBJECT:	Delegated Planning Decisions for March & April 2019
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:	14 May 2019
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 March & April 2019 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 March & April 2019, six (6) 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 March & April 2019 compared to March & April 2018:

	March & April 2018	March & April 2019
Delegated Decisions	13 (\$446,500)	6 (\$187,400)
Council Decisions	0	0
Total	13 (\$446,500)	6 (\$187,400)

100% of approvals issued in the month of March & April were completed within the statutory timeframes of either 60 or 90 days.

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 March & April 2019 as per Attachment 12.1.1.

19048 BUCKLAND/STEVENSON

That Council receives the report on Delegated Development Approvals for March & April 2019 as per Attachment 12.1.1.

CARRIED (7/0)

**Shire of Nannup
Ordinary Council Meeting Minutes: May 2019**

AGENDA NUMBER:	12.2
SUBJECT:	South West Sports Hall of Fame
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	WALGA – South West Zone
FILE REFERENCE:	
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	15 May 2019

BACKGROUND:

The South West Sports Hall of Fame was established in 2002/03 with an election commitment from the Premier, Geoff Gallop along with the South West Development Commission with the following Local Government's;

- City of Bunbury
- City of Busselton
- Shire Harvey
- Shire of Dardanup
- Shire of Collie
- Shire of Boyup Brook
- Shire of Capel
- Shire of Augusta Margaret River
- Shire of Donnybrook Balingup
- Shire of Bridgetown Greenbushes
- Shire of Manjimup
- Shire of Nannup

It was established to recognise the sporting achievements at national and international level by South West residents; with the intent to not only recognise past champions but also inspire future generations.

The South West Sports Hall of Fame is located at the South West Sports Centre in Bunbury as it is recognised as the regional sporting hub for the South West. There were initially 11 sportsmen and sportswomen inducted into the Sports Hall of Fame when it was unveiled in 2004. There have been no further sportspersons inducted since then due to a lack of funding and support from all member organisations.

In 2015, the City of Bunbury received a number of requests for new inductees which coincided with similar requests to other local government members. As a result, DSR requested the formation of a Steering Committee to guide the future direction of the Hall of Fame where \$5,000 was provided to develop a project scope using consultant services to develop the scope under direction from the Steering Committee. Eight members of the original membership chose to form the Steering Committee which was

tasked with developing a plan to induct new athletes that meet the selection criteria whilst also looking to create a greater South West focus.

At this time, it was agreed by the Steering Committee that all Local Governments in the South West should be able to showcase their inductee's achievements as part of the program. The consultant (Gumpton) was tasked with replicating the original display cabinets whilst also providing a certificate for each athlete inducted to be provided to their respective local government for public display. Due to the lack of artwork for the original displays the report from Gumpton recommended they be replaced with new cabinets and associated certificates for their respective representative local government. The cost to undertake this for each athlete was estimated at \$4,650; which meant that there would be a recurring cost of \$4,650 per athlete inducted into the Sports Hall of Fame thereafter. Following this recommendation produced by Gumpton no member councils were prepared to provide the funds identified to further develop the Hall of Fame as it was felt to be cost prohibitive.

Subsequently the City of Bunbury has been undertaking further research to identify alternative and more cost effective options for the Hall of Fame project. The proposed recommendation (below) is provided below and is subject to an agreement from the SW Zone members to jointly fund the project – initially to reactivate the Sports Hall of Fame and subsequently to provide ongoing recurrent funding to facilitate the management, maintenance and future induction of athletes.

Proposal

Replace the existing display cabinets with an interactive display based at the South West Sports Centre via an interactive touch screen kiosk with associated displays providing information about the South West Hall of Fame, eligibility criteria and information regarding where information about inducted athletes can be accessed at other local government within the region. The touch screen would enable viewers to interact with the display to find out information about specific athletes as well as access media footage of their performance at national and international events.

An initial capital cost to revitalise the current display and create an interactive Hall of Fame that allows easy induction of future athletes meeting the eligibility criteria is estimated at approximately \$40,000 with an ongoing management cost of \$2 - \$3,000 per year to maintain the program and update with any new inductees. The breakdown per member council is as follows;

Local Government Area	Indicative Upfront contribution (based on rates levied)	Indicative Annual Management Cost (based on rates levied)
Augusta-Margaret River	\$4,800	\$360
Boyup Brook	\$460	\$35
Bridgetown-Greenbushes	\$915	\$70
Bunbury	\$8,460	\$635
Busselton	\$10,285	\$770

Shire of Nannup
Ordinary Council Meeting Minutes: May 2019

Capel	\$2,740	\$205
Collie	\$1,370	\$100
Dardanup	\$2,740	\$205
Donnybrook-Balingup	\$1,140	\$85
Harvey	\$4,570	\$340
Manjimup	\$2,060	\$155
Nannup	\$460	\$35

Should member organisations wish to hold an event (annually or every other year) to induct new athletes to the Sports Hall of Fame this will be treated as a separate project.

COMMENT:

The City of Bunbury recognises the importance of the Hall of Fame being for the whole South West region and is keen to reinvigorate the program with an updated, modern and interactive display that provides interested parties with the option of viewing and interacting with the main display at the South West Sports Centre as well as local displays at a nominated site within each member local government.

History shows no support from member council for any proposal with the main reason being that it is cost prohibitive and there is a misconception that because the Hall of Fame is located in Bunbury it is by default the responsibility of the City of Bunbury.

It has been indicated that if there is no support from member local governments then the City of Bunbury will look to wind-up the South West Hall of Fame project.

Minutes extract from the WALGA SWZ;

*“Moved: Cr T Smith
 Seconded: Cr T Dean*

That:

That the SW Zone support in principle the proposal to revitalise the South West Hall of Fame and request that member local government commit to a shared funding model for the initial capital cost and ongoing management of the program for a period of 10 years as below:

Local Government Area	Indicative Upfront contribution (based on rates levied)	Indicative Annual Management Cost (based on rates levied)
<i>Augusta-Margaret River</i>	<i>\$4,800</i>	<i>\$360</i>
<i>Boyup Brook</i>	<i>\$460</i>	<i>\$35</i>
<i>Bridgetown-Greenbushes</i>	<i>\$915</i>	<i>\$70</i>
<i>Bunbury</i>	<i>\$8,460</i>	<i>\$635</i>
<i>Busselton</i>	<i>\$10,285</i>	<i>\$770</i>
<i>Capel</i>	<i>\$2,740</i>	<i>\$205</i>

Shire of Nannup
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<i>Collie</i>	<i>\$1,370</i>	<i>\$100</i>
<i>Dardanup</i>	<i>\$2,740</i>	<i>\$205</i>
<i>Donnybrook-Balingup</i>	<i>\$1,140</i>	<i>\$85</i>
<i>Harvey</i>	<i>\$4,570</i>	<i>\$340</i>
<i>Manjimup</i>	<i>\$2,060</i>	<i>\$155</i>
<i>Nannup</i>	<i>\$460</i>	<i>\$35</i>

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Shire of Nannup's contribution to South West Sports Hall of Fame;
Indicative upfront revitalisation contribution \$460
Indicative Annual Maintenance Costs \$35

STRATEGIC IMPLICATIONS:

Shire of Nannup Strategic Community Plan

Our Council Leadership

6.1 Lead, Listen, Advocate, Represent and Provide - A listening Leadership that provides and represents all.

Our Council Leadership

6.2 We are one – To do what is right and fair for the people.

RECOMMENDATION:

That Council;

1. Agree to participate in the new funding proposal for the South West Sports Hall of Fame on the basis that;
 - a) a Memorandum of Understanding is developed within the South West Country Zone local governments; and
 - b) that the upfront revitalisation contribution for the Shire of Nannup does not exceed \$1,000; and
 - c) that the ongoing annual maintenance costs contribution for the Shire of Nannup does not exceed \$100 annually.
2. Authorise the Chief Executive Officer to enter into a Memorandum of Understanding on the basis that the criteria listed in 1 are met.

19049 DEAN/MELLEMA

That Council;

- 1 Agree to participate in the new funding proposal for the South West Sports Hall of Fame on the basis that;***
 - a) a Memorandum of Understanding is developed within the South West Country Zone local governments; and***
 - b) that the upfront revitalisation contribution for the Shire of Nannup does not exceed \$1,000; and***
 - c) that the ongoing annual maintenance costs contribution for the Shire of Nannup does not exceed \$100 annually.***
- 2 Authorise the Chief Executive Officer to enter into a Memorandum of Understanding on the basis that the criteria listed in 1 are met.***

CARRIED (7/0)

**Shire of Nannup
Ordinary Council Meeting Minutes: May 2019**

AGENDA NUMBER:	12.3
SUBJECT:	Southwest Access and Inclusion Alliance
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	WALGA – South West Zone
FILE REFERENCE:	
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	15 May 2019

BACKGROUND:

An item was put forward to the Zone by the City of Busselton at the May 2019 WALGA South West Zone meeting to consider forming a South West Access and Inclusion Alliance within the Member Council's within the South West Zone.

COMMENT:

The City of Busselton provided further background to their proposal and explained that Ben Aldridge from 30 Foot Drop gave a presentation to the City of Busselton Council on being accessible and inclusive communities for people living with disabilities.

Ben Aldridge who lives with a disability after surviving a 30 foot fall lives in Capel and suggested member Councils for a South West Access and Inclusion Alliance to share information on becoming more accessible and inclusive communities.

Minutes extract from the WALGA SWZ;

*"Moved: Mayor G Henley
Seconded: Cr S Stanley*

That:

- 1. That member Council's be invited to advise their interest in the proposal for a SW Access and Inclusion Alliance;"*

STATUTORY ENVIRONMENT:

There is no legislation requiring the formation of an Alliance. It is noted that a Memorandum of Understanding (MOU) will need to be developed in relation to an Alliance.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil direct financial contribution has been identified at this point in time. An Officer would be appointed to this group therefore creating costs associated with salary allocation.

STRATEGIC IMPLICATIONS:

Shire of Nannup Strategic Community Plan

Our Council Leadership

6.1 Lead, Listen, Advocate, Represent and Provide - A listening Leadership that provides and represents all

An Alliance would work with and compliment the Shire of Nannup Community Access and Inclusion Plan (DAIP's).

RECOMMENDATION:

That Council;

1. Authorise the Chief Executive Officer to write to the Executive Officer of the Western Australia Local Government Association South West Zone advising that the Shire of Nannup is willing to in principle participate in a South West Access and Inclusion Alliance within the Member Council's within the South West Zone subject to the development of a Memorandum of Understanding; and;
2. that any recommendations, actions and/or projects that result from the Alliance is subject to annual budget considerations.

19050 MELLEMA/HANSEN

That Council;

- 1. Authorise the Chief Executive Officer to write to the Executive Officer of the Western Australia Local Government Association South West Zone advising that the Shire of Nannup is willing to in principle participate in a South West Access and Inclusion Alliance within the Member Council's within the South West Zone subject to the development of a Memorandum of Understanding; and;***
- 2. that any recommendations, actions and/or projects that result from the Alliance is subject to annual budget considerations.***

CARRIED (7/0)

Shire of Nannup
Ordinary Council Meeting Minutes: May 2019

AGENDA NUMBER:	12.4
SUBJECT:	Correspondence relating to Cottonbush
LOCATION/ADDRESS:	
NAME OF APPLICANT:	David Taylor – Chief Executive Officer
FILE REFERENCE:	
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	16 May 2019

BACKGROUND:

The Chief Executive Officer received a letter from Mr Trevor Hines that was addressed to Minister MacTiernan, Minister for Regional Development; Agriculture and Food; Ports expressing his concerns regarding the Cottonbush infestation on the land within the area known as the Folly.

His letter raises concern about the history of the Cottonbush infestation within the Folly area and the potential for harvesting operations that are currently occurring spreading the Cottonbush infestation further within the area and abroad due to machinery operations and trucking movements.

COMMENT:

The Cottonbush infestation is significantly large within the Folly area with many hundreds of acres being thickly covered in the Declared Pest. Mr Hines letter offers an opportunity for the Shire of Nannup to write to the Minister requesting that the Department of Agriculture enforce measures on the landowners in the Folly area to deal with and control the Cottonbush infestation.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Nil.

RECOMMENDATION:

That Council authorise the Chief Executive Officer, in conjunction with the Shire President, write to the Minister for Regional Development; Agriculture and Food; Ports expressing concerns regarding the Cotton Bush situation in the area and request that the Department of Agriculture and Food enforce control measures on the landowners in the Folly area.

19051 BUCKLAND/STEER

That Council authorise the Chief Executive Officer, in conjunction with the Shire President, write to the Minister for Regional Development; Agriculture and Food; Ports expressing concerns regarding the Cotton Bush situation in the area and request that the Department of Agriculture and Food enforce control measures on the landowners in the Folly area.

CARRIED (7/0)

**Shire of Nannup
Ordinary Council Meeting Minutes: May 2019**

AGENDA NUMBER:	12.5
SUBJECT:	Bush Fire Advisory Committee (BFAC) Terms of Reference Draft 2019
LOCATION/ADDRESS:	Whole of Shire
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	
AUTHOR:	Jonathan Jones – Manager Infrastructure
REPORTING OFFICER:	Jonathan Jones – Manager Infrastructure
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	14 May 2019
ATTACHMENT:	12.5.1 – Draft BFAC Terms of Reference

BACKGROUND:

The Shire of Nannup Bush Fire Advisory Committee (BFAC) carries out the function of providing Council with advice and assistance in the management of Bush Fire related activities in the Shire of Nannup.

The BFAC has carried out this function under the Bush Fire Advisory Committee – Terms of Reference drafted in 2015. This version has remained a draft since this date.

COMMENT:

It was recognised that the Terms of Reference drafted in 2015 did not fully explain or properly detail the requirements of BFAC committee members and included reference to old Council policies.

A new updated Bush Fire Advisory Committee (BFAC) Terms of Reference has been drafted to fully explain the requirements of BFAC members in their role in the BFAC and address any items that required clarification, addition or removal.

The Bush Fire Advisory Committee (BFAC) advises and assists Council in the effective management of Bush Fire related activities in the Shire of Nannup district.

The BFAC assist Council with the preparation and adoption of the Bush Fire Management Plan required under the Emergency Management Act 2005. It ensures that required resource levels for adequate district fire protection in conjunction with Department of Fire and Emergency Services (DFES); advises and assist with Bushfire Education; advises and assist with the planning, setting of standards and work programs for fire prevention within the Shire of Nannup; advises and assist with preparedness for bushfire situations; response and controlling bushfire situations; recovery from bushfire events; recommends and regularly reviews Council's Policies relating to the delivery of fire prevention, preparedness, response and recovery; and advises Council on issues of compliance with

the Bushfires Act 1954 regarding all matters relating to prosecutions for breaches of the Bush Fires Act 1954.

The BFAC is also responsible for reporting to Council on financial affairs of the brigades and the general management of affairs of the brigades and activities of brigades.

The 2019 draft version was presented to the May 6th 2019 BFAC Committee meeting for further comment and acceptance.

BFAC members and FCO's asked for clarification over the wording in Section 7 Membership and that a small wording change be made to read as "Council Representatives" not "Members".

With clarification and assurance of the wording change BFAC members and FCO's voted to accept the new Terms of Reference as drafted and to present this version to the Shire of Nannup Council for endorsement at its May 2019 Council meeting.

STATUTORY ENVIRONMENT:

Bush Fires Act 1954, Emergency Management Act 2005, Bush Fire Advisory Committee – Terms of Reference draft 2019, Bush Fire Advisory Committee Meeting 6th May 2019.

POLICY IMPLICATIONS:

BFC 1

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Nil

BUSHFIRE ADVISORY COMMITTEE RECOMMENDATION:
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That Council accept and endorse the new final draft of the Bush Fire Advisory Committee (BFAC) Terms of Reference.
--

19052 MELLEMA/STEVENSON

That Council accept and endorse the new final draft of the Bush Fire Advisory Committee (BFAC) Terms of Reference.

CARRIED (7/0)

Shire of Nannup
Ordinary Council Meeting Minutes: May 2019

AGENDA NUMBER:	12.6
SUBJECT:	Operation of Plantation Logging Harvesters during Prohibited Burning Times
LOCATION/ADDRESS:	Whole of Shire
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	
AUTHOR:	Jonathan Jones – Manager Infrastructure
REPORTING OFFICER:	Jonathan Jones – Manager Infrastructure
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	15 May 2019
ATTACHMENT:	12.6.1 - Bush Fires Act 1954 Division 6 Section 27 Subsection (7) 12.6.2 - BFAC Minutes 6 th May 2019

BACKGROUND:

At the May 6th 2019 Bush Fire Advisory Committee (BFAC) meeting a committee Fire Control Officer (FCO) raised the issue regarding the perceived lack of “regulation” from the Shire of Nannup in respect to the operation of plantation Logging Harvesters during the Prohibited Burning Times between 18th December and end of February.

The FCO asked through the BFAC committee that this be addressed by the Shire of Nannup and a recommendation be made to Shire of Nannup Council for their endorsement.

BFAC committee members voted to accept these recommendations and to have them presented to the Shire of Nannup Council for endorsement at its May 2019 Council meeting.

COMMENT:

An FCO addressed the BFAC meeting regarding the perceived lack of regulation in respect to Harvest and Vehicle Movement Bans (HVMB) by the Shire of Nannup and asked that this be addressed through BFAC and the Shire of Nannup Council.

The Shire of Nannup currently relies on industry to self-regulate their own harvesting operations through their own operation policies and procedures, however the Shire can impose subject to the Fire Danger Index (FDI) calculated by the Bureau of Meteorology or by calculation carried out by the relevant shire officer Harvest Vehicle Movement Bans.

The Bush Fires Act 1954 Section 27 subsection (7) authorise a local government or FCO to prohibit carrying out a specific activity or operation that may present a fire hazard. This method of regulating HVMB has been imposed in the past by the Shire but not specifically plantation harvesting operations.

The FCO addressing the BFAC believed there is confusion over the (FDI) being used between Department of Fire Emergency Services (DFES) who uses Hardwood FDI, the Department of Biodiversity Conservation and Attractions (DBCA) who use both Hardwood and Softwood FDI and Forest Products Commission (FPC) use Softwood FDI in relation to harvesting operations specifically.

The FCO stated *“There have been several large fires over a few years in the Southampton Valley/Balingup road area resulting from plantation harvesters operating in hilly terrain given the high fire danger weather conditions on the day”* and believes *“types of harvesting machinery should be revised so all plantation harvesting contractors and other contractors operating similar types of equipment not necessarily as plantation harvesters should operate under the same FDI guidelines to minimize further ignitions”*. The FCO also stated *“It is time to act now before another incident occurs and the result may be very different and the process should capture all machinery operators and a method of notification between all parties”*.

STATUTORY ENVIRONMENT:

Nil.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Nil.

BUSHFIRE ADVISORY COMMITTEE RECOMMENDATION:

That Council:

1. Initially develops a Memorandum of Understanding (MOU) with Forest Products Commission and Department of Biodiversity, Conservation and Attractions with regards to soft woods plantations and harvesting in the Blackwood valley. It should include:
 - information on harvesting operation locations to be given to the Shire of Nannup
 - introduce scheduling for steep high risk land;

- introduce a common system of harvest restrictions and Fire Danger Index for softwood plantations;
 - the location and number of paid professional fire staff and equipment; and
 - the make-up of incident management teams including Shire involvement and staffing.
2. Liaise with neighbouring Shires, namely Shire of Donnybrook/Balingup and Shire of Bridgetown/Greenbushes, to have this MOU shared with those neighbouring Shires.

19053 STEVENSON/MELLEMA

That Council:

1. ***Initially develops a Memorandum of Understanding (MOU) with Forest Products Commission and Department of Biodiversity, Conservation and Attractions with regards to soft woods plantations and harvesting in the Blackwood valley. It should include:***
 - ***information on harvesting operation locations to be given to the Shire of Nannup***
 - ***introduce scheduling for steep high risk land;***
 - ***introduce a common system of harvest restrictions and Fire Danger Index for softwood plantations;***
 - ***the location and number of paid professional fire staff and equipment; and***
 - ***the make-up of incident management teams including Shire involvement and staffing.***
2. ***Liaise with neighbouring Shires, namely Shire of Donnybrook/Balingup and Shire of Bridgetown/Greenbushes, to have this MOU shared with those neighbouring Shires.***

CARRIED (7/0)

**Shire of Nannup
Ordinary Council Meeting Minutes: May 2019**

AGENDA NUMBER:	12.7
SUBJECT:	Acceptance of Lotterywest grant
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC6O
AUTHOR:	Louise Stokes – Economic & Community Development Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF NTEREST:	Nil
DATE OF REPORT	15 May 2019
ATTACHMENTS:	12.7.1 - Letter of Acknowledgement

BACKGROUND:

Funding acknowledgement has been received of \$133,000 from Lotterywest for the purposes of developing a cycling masterplan and concept and detailed designs for trails development at Tank 7 & 8 in Nannup. As this funding is over \$5,000, Council is required to accept the funding as per policy FNC6.

COMMENT:

This project is a partnership of the Shire of Nannup, Department of Biodiversity, Conservation & Attractions, Forest Products Commission, Water Corporation and the Nannup Mountain Bike Club and has been in development for several years.

The aim is to construct sanctioned mountain bike trails in Nannup and to develop a masterplan that will inform future trails projects. This funding will develop the masterplan and undertake the trails planning to construction stage.

There is a condition on the Lotterywest grant that final costings and tender scoping document are approved by Lotterywest prior to approving the successful contractor.

STATUTORY ENVIRONMENT:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Total	Organisation	Confirmed
\$133,000.00	Lotterywest	Yes
\$6,500.00	Shire of Nannup operational trails budget	Yes
\$15,000.00	Forest Products Commission	Yes
\$5,000.00	Nannup Mountain Bike Club	Yes
\$500.00	Melo Velo	Yes
\$10,000.00	Youth Advisory Council reserve account	Yes
\$170,000.00		Total

Ride WA has committed \$4,900 as in kind support for consultation and development of the master plan and Forest Products Commission has committed a further \$5,000 to mapping for the masterplan.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2017 -2027

2.2 Our Economy

Tourism/Recreation: Working together to attract people to our amazing Shire: Increased and varied trails throughout the district.

RECOMMENDATION:

That Council accept the grant of \$133,000 from Lotterywest for the purposes of developing a cycling masterplan and undertaking concept planning and detailed design for mountain biking trails in Nannup.

19054 HANSEN/STEVENSON

That Council accept the grant of \$133,000 from Lotterywest for the purposes of developing a cycling masterplan and undertaking concept planning and detailed design for mountain biking trails in Nannup.

CARRIED (7/0)

**Shire of Nannup
Ordinary Council Meeting Minutes: May 2019**

AGENDA NUMBER:	12.8
SUBJECT:	Acceptance of Forest Products Commission Sponsorship
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC6O
AUTHOR:	Louise Stokes – Economic & Community Development Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF NTEREST:	Nil
DATE OF REPORT	15 May 2019
ATTACHMENTS:	12.8.1 - Letter of Support with financial & in kind support 12.8.2 - Email of Acknowledgement

BACKGROUND:

Sponsorship acknowledgement has been received of \$15,000 from Forest Products Commission (FPC) for the purposes of developing a cycling masterplan in Nannup. As this funding is over \$5,000, Council is required to accept the funding as per policy FNC6.

COMMENT:

This project is a partnership of the Shire of Nannup, Department of Biodiversity, Conservation & Attractions, Lotterywest, Water Corporation and the Nannup Mountain Bike Club and has been in development for several years.

The total project aim is to construct sanctioned mountain bike trails in Nannup and to develop a masterplan that will inform future trails projects. This funding will assist to develop the cycle masterplan.

This sponsorship was subject to successful funding from Lotterywest which has been received, and acknowledged by FPC.

STATUTORY ENVIRONMENT:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Total	Organisation	Confirmed
\$133,000.00	Lotterywest	Yes
\$6,500.00	Shire of Nannup operational trails budget	Yes
\$15,000.00	Forest Products Commission	Yes
\$5,000.00	Nannup Mountain Bike Club	Yes
\$500.00	Melo Velo	Yes
\$10,000.00	Youth Advisory Council reserve account	Yes
\$170,000.00		Total

Ride WA has committed \$4,900 as in kind support for consultation and development of the master plan and Forest Products Commission has committed a further \$5,000 to mapping for the masterplan.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2017 -2027

2.2 Our Economy

Tourism/Recreation: Working together to attract people to our amazing Shire: Increased and varied trails throughout the district.

RECOMMENDATION:

That Council accept the sponsorship of \$15,000 from Forest Products Commission for the purposes of assisting to develop a cycling masterplan in Nannup.

19055 STEVENSON/BUCKLAND

That Council accept the sponsorship of \$15,000 from Forest Products Commission for the purposes of assisting to develop a cycling masterplan in Nannup.

CARRIED (7/0)

**Shire of Nannup
Ordinary Council Meeting Minutes: May 2019**

AGENDA NUMBER:	12.9
SUBJECT:	Acceptance of Shire of Nannup Disability Access & Inclusion Plan
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	WLF 5
AUTHOR:	Louise Stokes – Economic & Community Development Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF NTEREST:	Nil
DATE OF REPORT	15 May 2019
ATTACHMENT:	12.9.1 - Shire of Nannup Disability Access & Inclusion Plan

BACKGROUND:

It is a legislative requirement that Council has a current Disability, Access & Inclusion Plan (DAIP). Annually Council submits a report to Disability Services Commission on activities and actions completed during that year. The required reporting for the 2018/19 financial year has been lodged.

COMMENT:

Currently the state based Disability Services Commission (DSC) is transitioning to service delivery provided federally by the National Disability Insurance Scheme (NDIS) for people under the age of 65 with a significant and permanent disability. The National Disability Insurance Agency (NDIA) is an independent agency that is responsible for delivering the NDIS Australia-wide.

As of 1 July 2018, the State Government will cease to deliver programs, with the Federal NDIA to deliver the NDIS in Western Australia. The NDIS is Australia's first national Scheme for people with disability. It provides funding directly to individuals, who in conjunction with their families and carers work with a Local Coordinator to create a plan for their future based on their individual situation. Through planning, people explore opportunities, identify goals and link with local community, government and mainstream supports and services.

Advanced Personnel Management (APM) is the Local Area Coordinator for the South West with services rolling out from May 1 2019.

As the existing plan is now two years old it was felt that a minor review of the DAIP was required to capture outstanding actions, particularly with the Economic & Community Development Officer leaving the role.

Shire of Nannup
Ordinary Council Meeting Minutes: May 2019

A meeting was held on Wednesday 8th May with community members, Council staff and associated agencies to review the current plan and to receive feedback for inclusion into the DAIP. The actions that have been completed in the past year include:

- Line marking along Warren Rd,
- Kerb to oval entrance reconstructed,
- Directional signage to disabled toilets along main street installed,
- Purchase of e-books for library, and
- Initiate a home and hospital delivery service for library books.

New priorities that have been incorporated include:

Issue	Action
Shire front counter is too high	If funding becomes available investigate options for counter to have pull out panel installed to improve customer service
Recreation Centre Door heavy	Investigate if automatic door closer can be modified so door is not so heavy
Foreshore Park toilets	Expand the entry path to toilets to increase the turning circle into the toilet
	Install vacant/engaged indicator sign
ACROD parking bays	Liaise with Main Roads to relocate existing ACROD bay to more appropriate location on main street and ensure installation complies with Australian standards
Customer Service and accessibility	Council staff and Councillors participate in training workshops on accessibility
Access	Audit to be undertaken of Council facilities (doors, taps, ingress/egress)
Main street footpaths	Communication to main street traders to bring bins in promptly after emptying, appropriate placement of A frame signs
Town Hall door	The Town Hall door is renovated for ease of opening/closing to Australian standards

STATUTORY ENVIRONMENT:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2017 -2027

1.1 All of us/who we are:

We will retain pride in being a small but friendly town that is a welcoming place live and full of wonderful people.

RECOMMENDATION:

That Council accept and endorse the Shire of Nannup Disability & Inclusion Plan and implement actions as funding becomes available.

19056 HANSEN/STEER

That Council accept and endorse the Shire of Nannup Disability & Inclusion Plan and implement actions as funding becomes available.

CARRIED (7/0)

Shire of Nannup
Ordinary Council Meeting Minutes: May 2019

AGENDA NUMBER:	12.10
SUBJECT:	Purchase of Hot Water System – Bowling Club
LOCATION/ADDRESS:	Reserve 3708B – Warren Road, Nannup
NAME OF APPLICANT:	Nannup Bowling Club
FILE REFERENCE:	Reserve 3708B
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	1 May 2019
ATTACHMENT:	12.10.1 - Account Payable received 5 April 2019 from Nannup Bowling Club

BACKGROUND:

A Tax invoice was handed over the front counter on the 5th of April payable to Kerry Harper for the installation of a hot water system at the above location from a representative of the Nannup Bowling Club (NBC). Prior to the installation no contact had been made with any Council Officers in relation to the issue with the existing system or to gain an understanding of whether Council were prepared to finance the installation of this system.

The installation appears to have occurred in December 2018.

COMMENT:

The tax invoice was originally sent to Council for payment at an earlier date at which time there was a conversation with the representatives of the NBC that the replacement of this system should first have been discussed with Council and then *if* Council decided that this was a responsibility of Council then quotes would be sourced and a purchase order written. As this due process had not been followed the way forward would be to write to Council on behalf of the association and request that Council contribute to this purchase.

At the time of presenting the account for payment on the 5th of April, a copy of the lease agreement was also given which had highlighted the obligations of Council in regards to the current lease agreement. This is replicated below.

“The obligations of the parties shall be as follows:

SHIRE OF NANNUP

2. *Maintain the building in respect of internal and external painting, upkeep and replacement of roof guttering, plumbing and electrical maintenance, glazing and annual control of pests.*

No discussion was entered, with the representative merely handing papers over the desk and then exiting. It appears that from the club's point of view, this dot point is sufficient to represent the replacement of the hot water system.

Officers view this in a different light for the following reasons:

1. The NBC have a peppercorn lease with Council that expires in 2020. In financial terms, the terms of this lease are 1 peppercorn annually, however if we put aside the 'peppercorn', the lease itself is classed as a commercial lease.
2. Commercial leases are very different from residential leases in that rates and any other payables are usually at the responsibility of the tenant, fit out is the responsibility of the tenant and any wear and tear as a result of the business of the tenant is the responsibility of the tenant.

Plumbing and electrical maintenance are usually repairs not replacement to existing infrastructure and for the reasons mentioned in point 2 above, there needs to be consideration as to if the wear and tear on the previous system were as a result of the business on the tenant. I.e. the consistent usage as a result of subletting of the premises. If this is answered in the affirmative, then the replacement of the entire system should be seen as a capital expense possibly as a cost of business to the NBC.

The reason for reaching this decision can be explained by the following:

1. The NBC sub-lease the premises on a weekly basis to the Community Kitchen. This is a financial transaction that provides income to the NBC. It is reasonable to surmise that the problems that arose with the previous hot water system were increased due to the increased level of activity at the bowling club.
2. There is also an annual sub-lease to the Music Festival each year which also provides financial advantage to the NBC.
3. There are also various adhoc subletting occurring on an annual basis all to the financial benefit of the NBC.

In all cases, it is reasonable to assume that the additional workload on the previous hot water system could be contributed to the need for a new system to be installed. As with all business ventures, be they through a private enterprise, a publically listed company or a not-for-profit organisation there is a need to balance the financial gain received through the transactions against the expense incurred. It is Officer's opinion that in this case the cost of subleasing this building on a weekly/annual basis should include the cost of the replacement of the hot water system.

Based on all of the above, Officer recommendation is that a letter be sent to the NBC outlining all of the above and explaining that in this instance it is Council's opinion that the cost of replacing the hot water system should remain with the club.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

None if Officer recommendation followed or \$735.46 if liability accepted.

STRATEGIC IMPLICATIONS:

None.

RECOMMENDATION:

That Council request that Officer's write to the Nannup Bowling Club, outlining the reasoning behind Council's decision that, in this instance, it is considered this expense should remain with the Nannup Bowling Club for payment.

19057 BUCKLAND/MELLEMA

That Council request that Officer's write to the Nannup Bowling Club, outlining the reasoning behind Council's decision that, in this instance, it is considered this expense should remain with the Nannup Bowling Club for payment.

CARRIED (7/0)

Shire of Nannup
Ordinary Council Meeting Minutes: May 2019

AGENDA NUMBER:	12.11
SUBJECT:	Room Hire Concession
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	Lower Blackwood Valley Pest Management Group per Barbara Dunnet
FILE REFERENCE:	ASS 5
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	16 May 2019
ATTACHMENTS:	12.11.1 - Invoice 5748 12.11.2 - Email from Mrs Dunnet re debt recovery

BACKGROUND:

A booking was made by the above group for the hire of the community meeting room on 1 May 2018. Originally the request was for the use of Council Chambers or the Shirley Humble Room. This was denied as the group is not a committee of Council and therefore not entitled to use of these rooms.

This information was passed on to Mrs Dunnet at the time of the booking as well as the fees and charges associated with the hire of the alternative venue. Mrs Dunnet advised officers that in the past, these meetings had been allowed to utilise Council facilities without payment and requested that a similar process be followed this time.

Officers advised that the waiving of fees could not be set by Officers and if this was to occur a letter would need to be submitted to Council with this request.

No such letter was submitted and as a result, once the debt remained unpaid for an extended period of time, the Corporate Services Officer contacted Mrs Dunnet requesting payment to be forthcoming. At this point in time an email was received from Mrs Dunnet stating that the invoice is the responsibility of the Shire of Nannup to pay.

COMMENT:

For Council the issue remains around the equity of the above request. There are many community groups who use Council facilities to hold meetings/functions/etc. These groups are expected to pay for the use of these facilities. Included within the hire fees are the costs associated with cleaning and utilities, these are sunk costs after the event has been held and if not paid as a result of the 'user pays' system are subsidised via ratepayers.

In other requests received from community groups Council has agreed to a reduction of the fee. This ensures that there is some cost recover to cover the costs mentioned above. Given that this has been the process taken with previous requests this would seem to be a more equitable outcome than just writing off the debt in its entirety.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

FNC 3 – Community Group Grants and Donations

FINANCIAL IMPLICATIONS:

Full charge per Fees and Charges \$52

Total lost revenue for Shire of Nannup – applying 50% fee reduction - \$26

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2017 -2027

Our Council Leadership

6.1 Lead, Listen, Advocate, Represent and Provide

A listening leadership that provides and represents all.

Sustainability is the key to Nannup's future.

- We will have a sustainable, innovative and equitable economy
- Working together to attract people to our amazing Shire.

Strategies

- Be an example of sustainability.
- Provide a stable, consistent and honest government

Action

- Balance our environmental, social and financial requirements.

Responsibility

- Provider

RECOMMENDATION

That Council advise the Lower Blackwood Valley Pest Management Group that:

1. The Lower Blackwood Valley Pest Management Group is not a committee of Council and therefore the responsibility for payment for hiring of Council facilities remains with the group.
2. That in the interests of equity within the community, Council is prepared to reduce the fees by 50%.

3. That as this payment is now 12 months overdue, Council requests prompt payment of the remaining balance.

19058 BUCKLAND/STEER

That Council advise the Lower Blackwood Valley Pest Management Group that:

- 1. The Lower Blackwood Valley Pest Management Group is not a committee of Council and therefore the responsibility for payment for hiring of Council facilities remains with the group.***
- 2. That in the interests of equity within the community, Council is prepared to reduce the fees by 50%.***
- 3. That as this payment is now 12 months overdue, Council requests prompt payment of the remaining balance.***

CARRIED (6/1)
Voted Against Motion: Cr Fraser

**Shire of Nannup
Ordinary Council Meeting Minutes: May 2019**

AGENDA NUMBER:	12.12
SUBJECT:	Budget Monitoring – April 2019
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	09 May 2019
ATTACHMENT:	12.12.1 – Financial Statements for the period ending 30 April 2019

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 12.12.1.

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 ending 30 April 2019 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
30 April 2019 be received.

19059 STEVENSON/STEER

***Monthly Financial Statements for the period ending
30 April 2019 be received.***

CARRIED (7/0)

**Shire of Nannup
Ordinary Council Meeting Minutes: May 2019**

AGENDA NUMBER:	12.13
SUBJECT:	Monthly Accounts for Payment - April 2019
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	09 May 2019
ATTACHMENT:	12.13.1 – Accounts for Payment – April 2019

BACKGROUND:

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 April 2019 to 30 April 2019 as detailed hereunder and noted on the attached schedule, are submitted to Council.

COMMENT:

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

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

Municipal Account		
Accounts paid by EFT	11515 – 11574	124,571.44
Accounts paid by cheque	20366 – 20369	11,589.92
Accounts paid by Direct Debit	DD10435.1 – DD10442.14	60,737.17
<i>Sub Total Municipal Account</i>		<i>\$196,898.53</i>
Trust Account		
Accounts paid by EFT	11562 – 11562	433.71
Accounts Paid by cheque	22810 – 22811	3,200.00
<i>Sub Total Trust Account</i>		<i>\$3,633.71</i>
Total Payments		\$200,532.24

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 \$200,532.24 1 April 2019 to 30 April 2019 in the attached schedule(s) be endorsed.

19060 MELLEMA/STEVENSON

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$200,532.24 1 April 2019 to 30 April 2019 in the attached schedule(s) be endorsed.

CARRIED (7/0)

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

Nil

13.1 OFFICERS

Procedural Motion

19061 MELLEMA/STEER

That the late agenda item 13.1: Blackwood Biosecurity Inc. – Proposed Declared Pest Rate is accepted as an urgent motion.

CARRIED (7/0)

AGENDA NUMBER:	13.1
SUBJECT:	Blackwood Biosecurity Inc. - Proposed Declared Pest Rate 2019-20.
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	David Taylor – Chief Executive Officer
FILE REFERENCE:	DEP 33
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	16 May 2019

BACKGROUND:

The Chief Executive Officer received notification from the Department of Primary Industries and Regional Development on the 21st May 2019 regarding the consultation period for their upcoming 2019-20 Declared Pest Rates for the Recognised Biosecurity Groups within Western Australia as required under Section 130 of the Biosecurity and Agriculture Management Act 2007 (BAM Act 2007).

The Biosecurity Group associated with Nannup is Blackwood Biosecurity Inc. (BBI). The Group was originally formed in 2014 and was called the Bridgetown-Greenbushes Biosecurity Group. In 2015, the group changed its name to Blackwood Biosecurity Inc, and changed its constitution to enable it to operate further afield throughout the whole of the Blackwood Valley Catchment (including the Shires of Bridgetown-Greenbushes, Boyup Brook, West Arthur, Donnybrook, Balingup and Nannup.

Below is a summary of Council's involvement with the Imposition of a Declared Pest Rate;

In 2017, the organisation moved to become a Recognised Biosecurity Group under the BAM Act 2007, enabling a declared pest rate to be imposed on landowners in the

catchment area; with the total amount rated being matched by the State Government. This came to the attention of the Shire of Nannup when in January 2018, the *Commissioner of State Revenue* requested the Shire to supply up-to-date postal addresses for the affected ratepayers/landowner.

Council at its Ordinary Meeting held on January 2018 resolved the following;

“18018 DEAN/MELLEMA

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

CARRIED (7/0)”

In March 2018, Council received a presentation from Mr Rob Taylor who gave a presentation on the Proposed Declared Pest Rate with the basis of the presentation being a case study completed on behalf of the Blackwood Biosecurity Inc. – Biosecurity Group Case Study 2017.

During the submission period, the Shire of Nannup provided a submission on the Proposed Introduction of a Declared Pest Rate, this was sent to Minister MacTiernan on the 3 April 2018.

During the submission period, the Blackwood Biosecurity Inc., held consultation workshops in Alexander Hall, Nannup Town Hall and North Nannup Fire Shed in an attempt to capture the Nannup Community. The downside to these workshops was they were held at times that were not suitable to the Community, i.e. were within working hours and therefore not allowing anyone who works an opportunity to attend.

Council conducted a survey and sent to all Ratepayers requesting their position on whether or not they wanted the introduction of a Declared Pest Rate, with responses closing on the 16th April 2019. From 1,010 survey sent, 459 were received and from these received surveys, 75% did not support the introduction of a Declared Pest Rate.

Council at its Ordinary Meeting held on 26 April 2019 resolved the following;

“18068 STEVENSON/LONGMORE

That Council, as a result of responses received from ratepayers, follow through with the actions below:

- 1. Write to the Minister for Regional Development, Agriculture and Food, the Hon. Alannah MacTiernan advising that the majority of ratepayers who responded to the survey within the Shire of Nannup do not wish to be included within the mitigation program planned by the Blackwood Biosecurity Inc.***
- 2. Write to the Blackwood Biosecurity Inc. advising same.***

- 3. *Publish the results of the survey within the local newspaper and post on the Shire of Nannup website alerting ratepayers to the outcome of the survey.***

CARRIED (7/0)"

Council wrote to Minister MacTiernan and the Blackwood Biosecurity Inc informing them of the survey results. A response was received from Minister MacTiernan confirming that the rate will not be introduced in the Shire of Nannup in 2018/19 and that this decision will allow time for the further work to occur between the Department, the Shire of Nannup and the BBI group to establish clear expectations and agree outcomes.

COMMENT:

The Shire of Nannup received notification from the Department of Primary Industries and Regional Development on the 21st May 2019 regarding the commencement of a consultation period for their upcoming 2019-20 Declared Pest Rates for the Recognised Biosecurity Groups within Western Australia as required under Section 130 of the Biosecurity and Agriculture Management Act 2007 (BAM Act 2007). The consultation period is open from Monday 20th May 2019 until 4pm, Wednesday 19th June 2019.

The CEO has made enquiries to the Department of Primary Industries and Regional Development who clarified that ratepayers/landowners in the Shire of Nannup will be receiving correspondence during the consultation period for the proposed 2019/20 DPR. This means that the process for excluding the Shire of Nannup from the proposed rate for 2019/20 would require to be resubmitted to the Minister, if this is not completed and clarification is provided to the Minister that the Shire of Nannup does not wish to be included within the 2019/20 DPR. There is a risk that the rate will be imposed within the Shire of Nannup.

There has been no attempt to establish any clear expectations and agreed outcomes since April 2018 by the Department, BBI or the Shire of Nannup as recommended in Minister MacTiernan's letter.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil to Council, based on the 18/19 rate, the cost to the Ratepayers was \$49,190. The Shire of Nannup has not been advised what the proposed rate is for the 2019/20 financial year.

STRATEGIC IMPLICATIONS:

Shire of Nannup Strategic Community Plan

Our community Leadership

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

RECOMMENDATION

That Council;

1. Authorise the Chief Executive Officer, in conjunction with the Shire President, write to Minister MacTiernan, Minister for Regional Development; Agriculture and Food; Ports requesting that the Shire of Nannup uphold its survey results from 2018/19 and be excluded from the proposed 2019/20 Declared Pest Rate, and;
2. Request that the Shire of Nannup be removed from the Catchment area of the Blackwood Biosecurity Inc., so that no future Declared Pest Rates are imposed.

That Council;

1. Authorise the Chief Executive Officer, in conjunction with the Shire President, write to Minister MacTiernan, Minister for Regional Development; Agriculture and Food; Ports requesting that the Shire of Nannup uphold its survey results from 2018/19 and be excluded from the proposed 2019/20 Declared Pest Rate, and;

2. Request that the Shire of Nannup be removed from the Catchment area of the Blackwood Biosecurity Inc., so that no future Declared Pest Rates are imposed.

19062 MELLEMA/HANSEN

Council opted to include a third point to the recommendation; that the Blackwood Biosecurity Inc. be notified of the outcome of the aforementioned agenda item.

CARRIED (7/0)

13.2 ELECTED MEMBERS

14. MEETING CLOSED TO THE PUBLIC

Nil

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

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

Nil

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

Nil

17. CLOSURE OF MEETING

The Shire President declared the meeting closed at 5.35pm.



Minutes

Meeting held Wednesday 19 June 2019
Nannup Community Meeting Room

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Contents

Item	Minute	Title
1		Declaration of Opening 11:07 welcoming Nicole Botica ECDO Shire of Nannup Council endorsed LDAG become member of council. Cate Stevenson to chair
2		Record of Attendance/Apologies/Leave of Absence/Visitors (Previously Approved) Cate Stevenson sends apologies, Liz Jones, Kim Sandilands, Heather McQueen, Nikki Smith, Steve Giovanizzi, Cheryle Brown, Arron Kelemen, Ross Croft, Nicole Botica, Alan McNiven, Louise Stokes, Andrea Jenkins, Deanne Fleay
3		Response to Previous Public Questions Taken on Notice
4		Public Question Time
5		Petitions/Deputations/Presentations
6		Confirmation of Minutes of Previous Meetings Ross moved, seconded by Arron
7		Business Arising from Previous Minutes
	a)	Endorsed Cate Stevenson
	b)	Secretary? Point of contact for grants and correspondence. Nicole Botica
	c)	Pump Track-looking good Fires please don't leave them unattended-Proximity to the playground Bike Helmets-30 th July Tuesday Program for the day Arron and Andy. BBQ lunch? Free dress day, gold coin donation towards camp. Source food through Coles or Woolworths. LDAG back up funding has been endorsed. LDAG banners to put up at school. Use school BBQ Some helmets got used already over events such as Nannup Trail Dash Talk about helmets on heads, bike safety and maintenance, traffic, lock and leave, participation with the kids and obstacle course. Get a certificate. Take photographs and

- d) put in the telegraph. Cadel WWCC? Heather, Ross, Alan, Steve, Andy
Bike Helmet handover photos for acquittal and in paper Communications Plan. Thank you Deanne for running through the process and Heather for feedback
Update calendar of events - Cate and Heather to fill out and bring to the next meeting
Format and messaging endorsed and make it a live document
Trialed for National Youth Week and Louise found it really valuable
Heather to add page numbers
Moved by Cheryle, seconded Arron

8 Announcements By Presiding Member Without Discussion

9 Reports By Members Attending Committees

10 Reports of Officers

Finance Report

2018/19 budget fully expended. Application submitted for operational funding of \$1,000 for 2019/20
Finance report accepted

Road Wise Report

12 accidents, 3 fatalities May and June 2019
Phones, texting and automobiles Expo in Bunbury, 20th September. Nannup students are attending. Andrea to liaise with the school. LDAG will pay for the bus if required

Southwest program launched RYDE Program-Investing in our youth
4 year pilot program
Nannup would love to be involved
Safety on the road-Alan happy to help passenger L-Drivers
2 assessors to 1, once a month. Now only able to test Nannup kids. Request for Road Wise to lobby for a second assessor in Nannup

LDAG Project Officer Report Tabled (see attached)

**11 New Business of an Urgent Nature Introduced By
Decision Of Meeting**

12 General Business

- 12.1 Nannup Flower and Garden Lego Masters
STRIVE application approved \$2,993. Andrea to purchase
banners
- 12.2 LDAG Conference 15th-16th August 2019
Heather will attend
Discussion regarding formal Nannup LDAG polo shirts for
conferences. Look at colours and costing - Deanne
- 12.3 EdConnect
Andrea meeting with Karen from EdConnect, Thursday 20th
June and will liaise with the Nannup VRC.
- 12.4 LDAG funding 2020
Application being prepared to submit in August
- 12.5 Current Heath Campaigns
Deanne updated
Nannup rehabilitation bed number gone up to 23?
Request a seat on our committee Cyrenian House
therapeutic clinic. Nicole to contact Marie-Therese
Mahoney to invite her to join committee.
- 12.6 Alan is nominating to hold a board position with NDHS
- 12.7 Mental Health Week-October-Nannup biannual art
exhibition. Putting in a grant application for mental health
week. Mental health, drug use and art to help. Letter of
support from LDAG. Heather to volunteer on Saturday 12th
(morning) for drug awareness. Further suggestions on how
to partner with the arts council to get the LDAG message
out? Dedicated art competition for youth held at Town Hall
and Art Gallery
Art can address mental health and drug issues
Deanne and Cheryle to talk further about it
- 12.8 Arron-magic mushrooms- property security/opportunistic
- 12.9 Committee endorsed application for STRIVE grant for
Family Fun Day 2020

**13 Elected Members Motions Of Which Previous Notice
Has Been Given**

- 14 **Question By Members Of Which Due Notice Has Been Given**
- 15 **Next meeting date and time to be advised.**
- 16 **Closure of Meeting 1.00pm**



Alcohol
and Drug
Foundation



LDAG Project Officer Report

Youth Mentor:

- Forest Rally: Defensive Driving Course: there were 7 participants, youth and adults. Evaluation showed attendees learned braking distances, driver distractions, rural crashes, road conditions, tyres and attitude to driver safety. Yurgen and Helen ran a very efficient and well planned workshop. The focus on driver attitude and not blaming the 'other' on the road was very powerful. All attendees enjoyed the workshop and said they would recommend it to friends. Many participants noted that the practical component to the workshop was their favourite. For next year, it is worth noting that some attendees didn't know where the workshop was (need signs or different information at registration) and the parents were not aware that they needed to drive with the L-Platers in their own car. When registering, participants need more information on how the two elements of the workshop, theory then practical, will occur.
- The Fat Chef and Resume Writing 24th April: this was designed as a follow on workshop for those that had done the barista training and wanted more skills/confidence to apply for jobs (feedback from evaluation forms). First, we tried to run just a resume writing workshop and no one signed up. Connecting the trip to the café with resume writing was a way to make it more fun and practical.

In collaboration with Pip, Richard and Narelle at the Fat Chef, we organised that our visit include training opportunities with the aim of learning many practical and transferable work skills. These skills included customer service, professional attire and language, personal hygiene, efficiency and work ethic. Participants practised taking orders, making drinks, running food, clearing tables, carrying three plates and serving other customers. Narelle spoke in length to participants, linking skills to many different professions. The skills learned were then utilised during a resume writing workshop held at, and in conjunction with, the Nannup CRC.

It was a great day out and many new skills were learned. Resumes were completed by all participants and each participant took their resume home on a USB that also contained my (Andy) contact information, resume template and workshop notes. Most feedback was positive with one participant stating it was a little too slow in pace. Unfortunately, we are still not reaching our target group with these excursions and workshops. I would love to do something similar through to the school for youth that need support with careers and training opportunities.

- Youth Zone: Esther Mills, Louise and myself met in February to discuss utilising Esther's expertise with youth programs in Nannup. Esther shared her experience of a youth zone during her time in Denham. Louise and I felt that it is a project that could be emulated well in our community while addressing the identified gap in opportunities and activities for young people aged 12-18 years old in Nannup. We

believe that this program can empower youth, help provide direction and encourage social interaction. The limited youth consultation for this concept has proved there is support for this project to go ahead and be accessible to 12-17 years old only.

The concept of the program so far:

Friday evenings fortnightly at the Recreation Centre, 4:30-8:30pm

\$5 fee plus membership to Nannup Sport and Recreation Association (if not already a member)

Local community groups invited to address youth on project opportunities, help to cook dinner, activities including but not limited to:

Dodge ball

Nerf wars

Movement with yoga

Rock and Water

- School based training and mentor program: in consultation with Liz at the school to see if this is an option. I am meeting with Karen from EdConnect on the 20th June with regards to volunteering at the school and the potential to link this program with EdConnect and the school.

Youth Volunteering:

- National Youth Week
- Nannup Trail Dash: Registration numbers??

Turned out to be a fabulous community event and feedback has been positive. I would love to see this become an annual event and am prepared to write grants and work for this to be part of the Nannup calendar.

Through Chris Buckland, a meeting with myself and student councillors was organised to promote the event and volunteering opportunities. It was clear, by the councillors lack of knowledge about the event, that posters, newsletters and social media are not reaching enough of the target audience. After the meeting the councillors visited each class, giving out posters and information on the event. This was a valuable way to include youth in the event and youth volunteering numbers on the day reflected the increased engagement.

Volunteers helped with cutting up fruit, setting up and giving out prizes, registrations, calling out finishing times, art activities, encouraging participants and marshalling the Nannup Trail Bug run around the golf course. This event has the potential to provide further youth engagement and training opportunities if continued in years to come.

- Mad Hatter's Tea Party for National Volunteer Week: was organised through the VRC with LDAG supporting. The CRC was spectacularly redecorated for the event. Looked absolutely incredible and I know Andrea and the team at the CRC put so much time and effort into it. Some (8?) youth volunteers attended the event.

- Having met with Phaedra at the Music Club it was decided that art activities for the 2020 Nannup Music Festival can occur in the September school holiday program. This is an opportunity for youth to engage with the events in their community and contribute to the artistry of the festival. Phaedra suggested creating characters from Plaster of Paris. After researching this, I agree that this will be a very fun project and will give youth art a public space in years to come. Young artists will be asked to register for, potentially, a series of workshops to complete characters. Costumes stored in the YAC shed can be used for these characters. Further details still to be confirmed.

Education Workshops:

- Girls to Women-Andrea Nerva facilitated a very empowering and enriching educational experience through the Girls to Women workshop. There were 9 participants, 4 of whom were from Nannup. Feedback was very positive with mothers asking Andrea why ‘this stuff’ is not taught in schools. They jested that Andrea ought to work at the local school. It would be great to offer this workshop to local girls again in the future.

Over the course of the weekend, Andrea taught the girls:

- the differences in the female and male brains
- womens’ cycles
- menstrual products
- what to do if there is a potential pregnancy
- self-defence
- learning to say no and healthy boundaries
- sacred sex as opposed to pornography and the value of waiting until you are older
- body/self-image-knowing your worth and protecting it
- self-harm and anxieties linked with being a girl in today’s world
- the effects of alcohol and drugs on the developing body and unsafe situations
- communication with mothers and how to support each other during transitions

Posters

- Are being changed monthly by Ross Croft. Men’s shed installed the new frames on 10th April. I prepare the posters for each month and give them to Ross.

Posters to date:

April/May: Nannup Trail Dash

May/June: Standard drinks information and talking to your teenagers about alcohol

June/July: Dry July and effects on your body: cancer

Ongoing Funding

- A further \$20,000 is available through the LDAT grant. Andy is to apply for this in August for the period 06.01.2020-29.06.2020. We are looking to increase the role of LDAG officer from 4 hours/week to 6 hours/week. A draft concept for funding breakdown is as follows:

\$4,200 wages

\$5,000 camp

\$7,000 youth zone

\$1,000 supervision

\$2,800 parents?

Job Transactions [Accrual]

July 2018 To May 2019

ABN: 94 113 648 706

ID No.	Src	Date	Memo	Account No.	Debit	Credit
03 Nannup ADF M C & G Mentor Grant 0955						
CR000955	CR	11/12/2018	Alcohol and Drug Foundation	4-3011		\$9,000.00
					\$0.00	\$9,000.00
Beginning Balance :						
			\$0.00			
			Net Activity :	\$9,000.00		
			Ending Balance :	\$9,000.00		
03 Nannup ADF V C & G Volunteer Grant 0937						
CR000937	CR	16/11/2018	Alcohol and Drug Foundation	4-3011		\$10,550.00
00002996	PJ	20/05/2019	Purchase; Nannup Community	6-2020	\$5.00	
00003027	PJ	31/05/2019	Purchase; Stokes, Louise	6-2010	\$83.64	
					\$88.64	\$10,550.00
Beginning Balance :						
			\$0.00			
			Net Activity :	\$10,461.36		
			Ending Balance :	\$10,461.36		
03 Nannup Op Operational						
GJ002044	GJ	1/07/2018	Reintroduce Operational Funding	4-3017		\$0.96
GJ002047	GJ	1/07/2018	Allocate Operational Funding	4-2005		\$999.04
00002589	PJ	3/08/2018	Purchase; Shire of Nannup	6-2040	\$136.36	
00002584	PJ	8/08/2018	Purchase; Melo Velo	6-2040	\$95.55	
00002659	PJ	11/09/2018	Purchase; Teen Challenge Perth	6-2075	\$100.00	
00002874	PJ	1/02/2019	Purchase; Rogers, Katherine	6-2010	\$90.00	
00002830	PJ	5/02/2019	Purchase; Melo Velo	6-2040	\$84.09	
00002863	PJ	19/02/2019	Purchase; Rogers, Katherine	6-2010	\$43.63	
00002935	PJ	1/04/2019	Purchase; Melo Velo	6-2040	\$72.36	
00002997	PJ	20/05/2019	Purchase; Melo Velo	6-2040	\$12.27	
00002998	PJ	20/05/2019	Purchase; Melo Velo	6-2040	\$72.36	
					\$706.62	\$1,000.00
Beginning Balance :						
			\$0.00			
			Net Activity :	\$293.38		
			Ending Balance :	\$293.38		
03 Nannup S4 2019 Family Fun Day						
GJ002116	GJ	31/10/2018	Allocate Merchandise Oct 18	6-2050	\$205.00	
GJ002116	GJ	31/10/2018	Allocate Merchandise Oct 18	6-1060	\$10.00	
GJ002117	GJ	31/10/2018	Strive Round 4	4-2004		\$3,000.00
					\$215.00	\$3,000.00
Beginning Balance :						
			\$0.00			
			Net Activity :	\$2,785.00		
			Ending Balance :	\$2,785.00		
03 Nannup S6-19 Bike Ride & Fun Run						
GJ002170	GJ	28/02/2019	Strive Round 6	4-2004		\$3,000.00
GJ002176	GJ	28/02/2019	Allocate Merchandise - Feb 1st	6-1060	\$20.00	
GJ002176	GJ	28/02/2019	Allocate Merchandise - Feb 1st	6-2050	\$560.00	

This report includes Year-End Adjustments.

Job Transactions [Accrual]

July 2018 To May 2019

ABN: 94 113 648 706

ID No.	Src	Date	Memo	Account No.	Debit	Credit
00002994	PJ	20/05/2019	Purchase; Stokes, Louise	6-2052	\$31.73	
00002995	PJ	20/05/2019	Purchase; Stokes, Louise	6-2010	\$109.09	
00002995	PJ	20/05/2019	Purchase; Stokes, Louise	6-2052	\$123.41	
00003017	PJ	30/05/2019	Purchase; Stokes, Louise	6-2052	\$52.27	
					\$896.50	\$3,000.00

Beginning Balance : \$0.00

Net Activity : \$2,103.50

Ending Balance : \$2,103.50

03 Nannup S9 Lego Mindfulness

GJ002224	GJ	31/05/2019	Strive Round 9	4-2004		\$2,993.00
					\$0.00	\$2,993.00

Beginning Balance : \$0.00

Net Activity : \$2,993.00

Ending Balance : \$2,993.00

This report includes Year-End Adjustments.

WALGA RoadWise

South West Region Report



RoadWise is funded by the State Government and supported by Local Governments.
www.roadwise.asn.au



May/June 2019

Working together to prevent road trauma

WA Road Fatalities as at 29 April 2019

	2019 (YTD)	2018 (YTD Comparison)	2017 (YTD Comparison)
WA	58	59	57
Metropolitan	27	26	24
Regional	31	33	33
South West	9	N/A	N/A

Source: www.rsc.wa.gov.au. Please note these are preliminary statistics and are subject to change.

Blessing of the Roads 2019



The WALGA RoadWise annual Easter road safety campaign, *Blessing of the Roads*, challenges the belief that road trauma is inevitable and a consequence of travel on the road network. In 2019 Shire of Bridgetown-Greenbushes and City of Mandurah RoadWise committees both held *Blessing of the Roads* events in their local communities. Both events brought together the local community and recognised the dedication and effort of those, both full-time and volunteers, who work towards reducing road trauma.



For more information about getting involved in the 2020 *Blessing of the Roads* campaign visit the RoadWise website; www.roadwise.asn.au

National Road Safety Week 2019



National Road Safety Week is an annual initiative created by the Safer Australian Roads and Highways (SARAH) Group and is supported by Governments, road safety organisations and businesses across the country, including the WA Road Safety Commission. To be held from 6 - 12 May 2019 (coinciding with UN Global Road Safety Week), Commonwealth, State and Local Governments in partnership with road safety organisations, campaigners and businesses will shine a light on road safety with events, safety meetings, memorials and displays. City of Mandurah and City of Bunbury RoadWise committees will light up their respective local bridges yellow for the week to promote the theme "*Drive So Others Survive*".

CONTACT

Type 1 Child Car Restraint Fitting Service

Local Governments in the South West have been busy promoting child car restraints in the lead up to Easter and over the school holiday break with support from the WALGA RoadWise Type 1 Child Car Restraint Fitting Service. The Shire of Dardanup offered free Type 1 Child Car Restraint Fitting and Checking on the 8 May at the Eaton Library as part of its ongoing events program. The Shire of Donnybrook-Balingup also offered a free checking and fitting event at the Apple Fun Park on the 18 April. Free Type 1 Child Car Restraint Fitting and Checking was also offered in the Shire of Harvey on the 16 April and a discounted fitting service will be offered in the Shire of Capel on the 4 May. The WALGA RoadWise Program runs Type 1 Child Car Restraint courses to enable people in the regions to become Type 1 Child Car Restraint Fitters. A Type 1 Child Car Restraint Fitter Course will be offered in the South West on Wednesday 26 June and registrations will open on the 1 May.



For more information about WALGA's RoadWise Type 1 Child Car Restraint Fitter Course visit the RoadWise website; <https://www.roadwise.asn.au/type-1-fitter-training.aspx> or contact Nicky Smith on 0438 982 563 or nsmith@walga.asn.au

Road Safety at City of Bunbury GrandFamilies Day



Child car restraints and children's road safety were the theme of the City of Bunbury RoadWise stall the annual GrandFamilies Day at the Bunbury Wildlife Park on the 17 April. Over two thousand people attended the event from around the Greater Bunbury region. The stall was very popular promoting children's road safety with the Belt Up SUV stress toys, "Please Slow Down, Consider Our Kids" bin stickers and information on Smart Steps from School Drug Education and Road Aware (SDERA).

For more information on WALGA's RoadWise Type 1 Child Car Restraint Fitting Service visit the website <https://www.roadwise.asn.au/child-car-restraints.aspx>

Phones, Texting & Automobiles – Youth Road Safety Event

St John Ambulance and City of Bunbury RoadWise are partnering with a range of road safety stakeholders to offer a road crash simulation and youth road safety exhibition on the 20 September at the Bunbury Regional Entertainment Centre. The event is aimed at students in year 10 and 11 and St John Ambulance will be offering the schools that get involved free training in *Road Trauma First Aid* prior to the event. The event itself will involve a road crash simulation with a focus on first responders. Following the simulation there will be a question and answer session featuring a panel of speakers including emergency services personnel, Paraplegic Benefit Fund and Road Trauma Support WA. There will also be a youth road safety display inside and outside the Entertainment Centre which will feature interactive displays focusing on staying safe on the roads and getting your driver's license. Parents of pre-learners or novice drivers are also invited to attend the event and register for a *Keys for Life* parent workshop after the event.

For more information or to register interest contact annette.mateljan@stjohnambulance.com.au

CONTACT

NANNUP COMMUNITY EDUCATION PLAN 2019

The Nannup Community Education Plan 2019 (NCEP) has been developed to support the Nannup Local Drug Action Group Strategic Plan 2016-2019.

The key outcomes of the NCEP are to:

- Raise awareness of the consequences of harmful alcohol use; and
- Raise awareness of the harmful effects of Illicit Drug use.

<i>Target Groups</i>	<i>Focus Area</i>
Young People	Alcohol
Parents of Young People	Secondary Supply
Whole of Community	Alcohol and Health
15 to 25 year olds	Drug Aware – Real Facts

Campaign messages

The NCEP 2019 will utilise the WA State Government resources to achieve the awareness raising outcomes. Provided are the campaigns and associated links to access resources:

- [Alcohol. Think Again \(ATA\): Alcohol and young people](#),
- [Alcohol. Think Again \(ATA\): Alcohol and health](#).
- [Drug Aware: Real Facts](#)
- [Drug Aware: Safer Events and Venues](#)

Evaluation

Refer to the Nannup Local Drug Action Group Strategic Plan 2016-2019.

More information regarding the development, implementation and evaluation of the NCEP 2019 can be acquired by contacting the chair of the Nannup Local Drug Action Group or the Mental Health Commission, Community Support and Development Programs Team.

NANNUP COMMUNITY EDUCATION PLAN:

OUTCOME: Increase community awareness of the harmful effects of alcohol and other drugs

TARGET GROUPS

Young people under the age of 18 years

Parents of Young People

Whole of community

Older People

CAMPAIGN MESSAGE/S

Parents, Young People and Alcohol 'I need you to say no';
Parents, Young People and Alcohol 'Leavers'


Parents, Young People and Alcohol 'I need you to say no';
Parents, Young People and Alcohol 'Leavers'

Alcohol and Health 'Glassbody' .
Roadwise
Think Mental Health

Veterans Affairs

Communications Channel	Location	Resources	When	Campaign Message	Who	\$	Notes
Print - Unpaid	Nannup Telegraph – Monthly Community Services Directory Nannup Community Telephone Directory (yearly)						
		Positive News Story with included messaging Include ATA Poster – front/back page Include ATA Poster – front/back page	January	ATA Health - Glassbody	LDAG	\$200	Include ATA Health Alcohol can damage your fragile body poster in the Community Services Directory and the Nannup Community Telephone Directory https://alcoholthinkagain.com.au/Campaigns/Campaign/ArticleID/475/ArticleID/15/Alcohol-and-Health-Glassbody
Print - paid media articles			March	Think Mental Health	CRC	\$0	Write up in the Telegraph about the Black dog ride, include Talking and Listening are powerful poster.

							https://www.thinkmentalhealthwa.com.au/about-think-mental-health/campaigns/
			April	Roadwise – Blessing of the Road	LDAG	\$0	Write up in the Telegraph about upcoming Blessing of the Roads – all resources and campaign material - https://www.roadwise.asn.au/blessing-of-the-roads.aspx
			May	ATA Health – Glassbody	LDAG	\$0	Write up in the Telegraph about upcoming events such as the Nannup trail Dash – relate to the importance of exercise, looking after body and then accompany this with the ATA message. https://alcoholthinkagain.com.au/Campaigns/Campaign/ArticleID/475/ArticleID/15/Alcohol-and-Health-Glassbody
			July	ATA – Young people	LDAG	\$0	Write up in the Telegraph – talking to your teenager about alcohol. Use campaign material. https://alcoholthinkagain.com.au/Campaigns/Campaign/ArticleID/475/ArticleID/17/Parents-Young-People-and-Alcohol-I-need-you-to-say-no
			September	RUOK?	CRC	\$0	RUOK Day write up https://www.ruok.org.au/get-involved

			November	ATA – Young People – Leavers	LDAG	\$30	 180925_ata_leavers kit_commkit_FINAL.px Leavers write up
			November	Roadwise – Road Ribbon for Safety	LDAG	\$0	https://www.roadwise.asn.au/road-ribbon-for-road-safety.aspx Commences third Sunday in November – provide a write up of the planned activity.
Communications Channel	Location	Resources	When	Campaign	Who	\$	Notes
Electronic Newsletters	School Newsletter (fortnightly)	Write specific articles and information that surround upcoming events (refer to calendar)	March Black Dog Ride	Think Mental Health	LDAG to write for Shire/VRC newsletter	\$0	Article on the importance of Mens Mental Health and include the Talking and Listening are powerful poster.
			May Nannup Trail Dash	ATA Health – Glassbody	LDAG to write for Shire/VRC newsletter	\$0	Article that focuses on the damaging effects of alcohol and emphasises how the body is fragile and reducing alcohol consumption can reduce a person's risk of alcohol caused disease such a stroke, heart attack and cancer.
			November Leavers	ATA - Leavers	LDAG to write for Education newsletter	\$0	Article in School Newsletter – use the Community Toolkit to Assist

Outdoor advertising/Signage	At entrance to town	Banner advertising health promotions (subject to availability of resources)					
Radio	BC Southwest 98.1 Radio National 98.9		March	Think Mental Health	LDAG	\$500	Consider using the TMH 30 Second Radio Ad.
			September	Think Mental Health	LDAG	\$500	Consider using the TMH 30 Second Radio Ad.
Email signatures, websites	LDAG Project Officer All members of LDAG to have approval from their own workplaces to utilise the email signatures.		January	ATA – Glassbody	LDAG	\$-0	Use ATA Email Signature
			March	Think Mental Health	LDAG	\$-0	Use TMH Email Signature
			May	ATA – Glassbody	LDAG	\$-0	Use ATA Email Signature
			July	ATA – Young People	LDAG	\$-0	Use ATA Email Signature
			September	Think Mental Health	LDAG	\$-0	Use TMH Email Signature
			November	ATA – Young People	LDAG	\$-0	Use ATA Email Signature
			November/December	Roadwise – Ribbon for Safety	LDAG	\$0	Use Road Ribbon Email Signature

Communications Channel	Location	Resources	When	Campaign	Who	\$	Notes
Poster/ Postcards/ Pamphlets	School Rec Centre Ampol Toilet Blocks Cafes CRC Post Office Pharmacy Hardware BP Library Hospital Doctors Surgery The Timber Mill Playgroup Mens Shed Town Hall St John Ambulance Police CWA Community House NUCS – Uniting Church RSL Club Hotel	All resources can be ordered from the Mental Health Commission. Refer to each of the toolkits to see what Posters/Fact Sheets etc. you would like to display and provide for handing out. https://alcoholthinkagain.com.au/Portals/0/documents/publications/Glassbody/ATA_health_communitykit_final.pdf https://alcoholthinkagain.com.au/Portals/0/Images/I_need_you_to_say_no/181109_ata_youngpeople_commkit_final.pdf https://www.thinkmentalhealthwa.com.au/media/1118/181214_thinkmentalhealth_communitykit_final.pdf https://www.roadwise.asn.au/road-ribbon-for-road-safety.aspx	January and February	ATA – Glassbody	LDAG	\$-0	
			March and April	Think Mental Health	LDAG	\$-0	
			April	Roadwise – Blessing of the Roads	LDAG	\$-0	Easter runs from Friday 19 April to Monday 22 April
			May and June	ATA – Glassbody	LDAG	\$-0	
			July and August	ATA – Young People	LDAG	\$-0	
			September and October	Think Mental Health and RUOK Materials	LDAG	\$-0	
			November and December	ATA – Young People Road Ribbon for Safety materials	LDAG	\$-0	
Social media – paid & unpaid	Instagram and or Facebook: - Shire - LDAG	Sharing of Campaign Messages	January and February	ATA – Health	ALL	\$ -100	Share Facebook Posts and Online Messages found in Toolkit

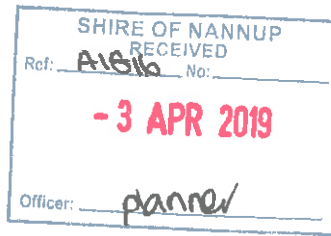
	<ul style="list-style-type: none"> - VRC - Roadwise - CRC - YAC <p>Members to promote messages within their organisations social media pages.</p>		March and April	Think Mental Health	ALL	\$-0	Share Online Ads and Animatics on your organisations Facebook page or website
			May and June	ATA – Glassbody	ALL	\$-0	Share Facebook Posts and Online Messages from the Toolkit
			July and August	ATA – Young People	ALL	\$-0	Share both Facebook and Instagram Posts found in the Toolkit
			September and October	Think Mental Health and RUOK	ALL	\$-0	Share online ads and animatics
			November and December	ATA – Young People Roadwise – Road Ribbon for Safety	All	\$-0	Share both Facebook and Instagram Posts found in Toolkits -ATA Leavers Kit (NOV) -ATA Young People Kit (DEC) -Resources can be ordered/downloaded from Roadwise website
Community Promotional events/sponsorship	Refer to Calendar of Events		January 2019 Nannup Family Fun Day	ATA-Young People	ALL	\$-0	Share both Facebook and Instagram Posts found in the Toolkit
			March 2019 Black Dog Ride	Think Mental Health	LDAG	\$-0	Liaise with St John of God CADS – Shelley O'Brien and ensure the IPAD is available for people to use the “check up tool” and the TMH drop banners are on site.

			April National Youth Week	Think Mental Health	LDAG	\$300	Selfie Frames Screenprint Fridge Magnets USB's
			May Trail Dash	ATA – Glassbody	LDAG	\$300	Have a Stall and include: Chocolate Wheel Standard Drink Presentation Information Pamphlets etc.
			August Flower & Garden Festival	Seniors ALL ATA - Glassbody	LDAG	\$300	Have a stall and include: standard drink presentation Information, pamphlets, promote the RSL agency service
			November Tour of Margaret River	ATA – Young People	LDAG	\$300	Have a stall, set up Chocolate Wheel and Standard Drink Presentation and Information.Manned by LDAG and CADS?
Presentation	Possible places to present to: Sports club, Schools, Local Council/members, Men's Shed, Rotary, Lions, Senior Citizens, Youth Drop in Zone.	Examples: <ul style="list-style-type: none"> Standards Drinks Kit, Toxicity and opioid overdose resource kit. SDERA CADS Mental Health LAMP Good Sports. MHC Campaign Kits. Roadwise- Fatal Vision goggles. WAPHA- Brief intervention education. 	On Request				All members will promote training at events and opportunistic times to their core audience and the appropriate organisation will present upon request at an agreed time.

Attachment 12.1.1



Attachment 12.1.2



Lena Wickison

PO Box 330

Nannup, 6275

Shire of Nannup

PO Box 11

Nannup. WA. 6275

Dated 3/4/2019

Re: APPLICATION FOR DEVELOPMENT APPROVAL

Dear Sir/Madam,

We seek to secure approval to allow our recently constructed Colour-bond shed to be used as a
INDUSTRY -COTTAGE, for the proposed use by Lena (Anki) Wickison to conduct painting classes,
and workshops to teach students watercolour paintings.

These classes & workshops will be for a maximum 8 students, with a maximum use of potentially
4 – 5 days per week. From approximate 10am to 3pm

As we have 2 acres of land, with the capability to accept up to 15 motor vehicles, however,

We only intend to accept a maximum of 8 students, there is ample space for off street parking.

(See attached plan)

Yours faithfully

Lena (Anki) Wickison

A large, stylized handwritten signature in black ink, appearing to read 'Lena Wickison'.

DIGGERS GREEN



BOUNDARY

OVERTLOW
CAR PARK

BOUNDARY
DRAINAGE

10m x 7m
8 CARS

8,004 m²

GARDEN

EXISTING
CAR PARK

CAR PARK
EXISTING
SHED

BOUNDARY

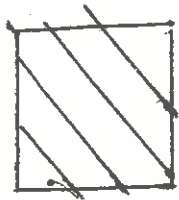
NEW
HOUSE

DAM

EXISTING
PROPOSED + CAR PARK
INDUSTRY - COTTAGE

IN
EXISTING NEW
COLOURBOND SHED
15 DIGGERS GREEN

SCALE
1:100

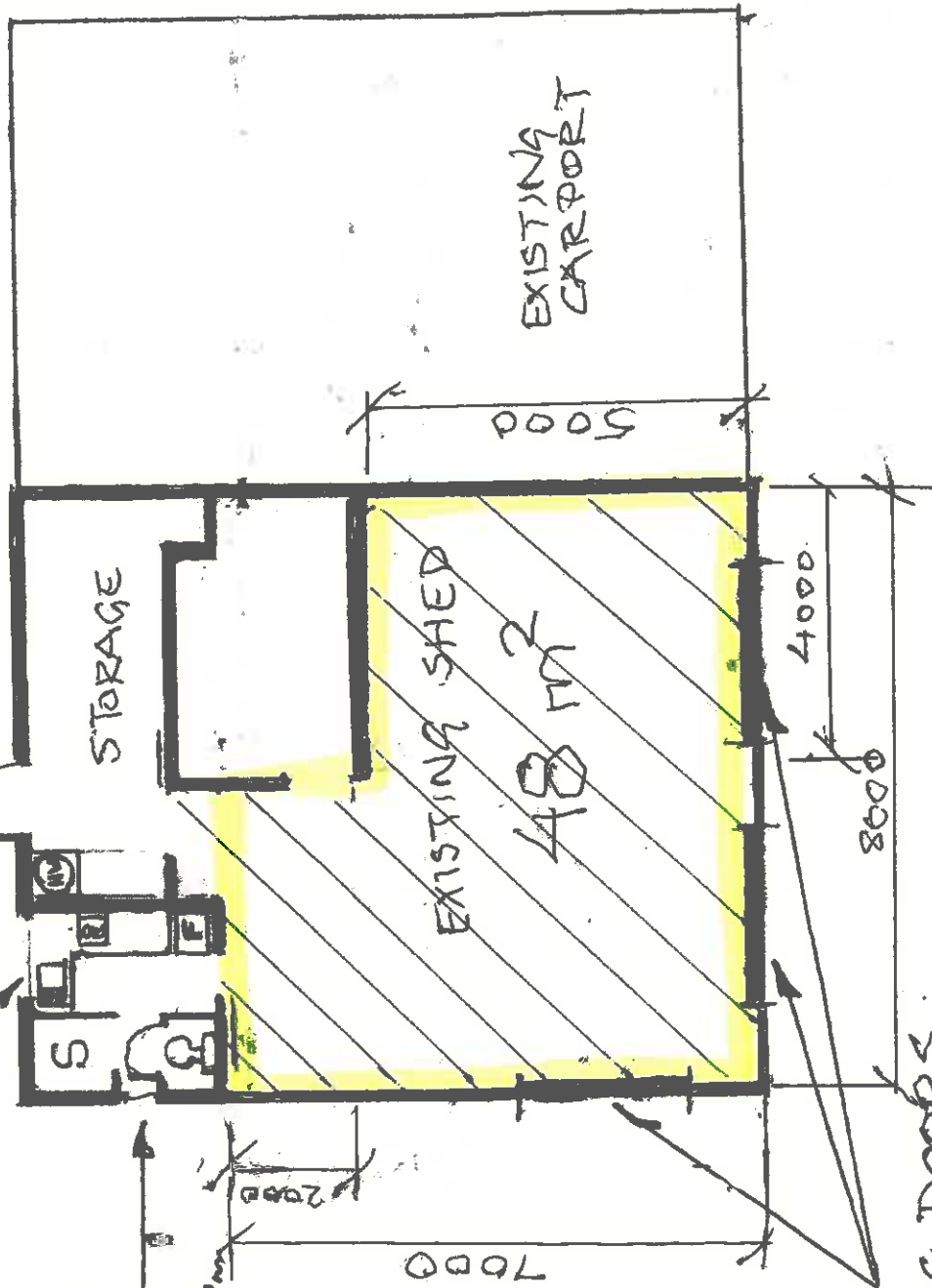


PROPOSED
INDUSTRY-
COTTAGE
48 m²

EXISTING
WINDOW
1210 x 943

EXISTING
DOOR
900 x 2100

EXISTING
WINDOW
4900 x 6000



EXISTING
GLASS SLIDING DOORS
2410 x 2143

EXISTING
NEW COLOR BOND SHED
15 DIGGERS GREEN
NANNUP



Attachment 12.1.3

Policy Number:	LPP 013
Policy Type:	Local Planning Policy
Policy Name:	Car Parking and Vehicular Access
Policy Owner:	Chief Executive Officer

OBJECTIVES

The objectives of this Policy are to:

1. complement the car parking and vehicular access provisions of the *Shire of Nannup Local Planning Scheme No. 3 (LPS3)*;
2. establish guidelines that will achieve the construction of well-designed car parking areas including providing appropriate access, circulation and manoeuvrability conditions, providing an appropriate number and adequate size of car parking bays to meet the needs of new development, and ensuring vehicular and pedestrian safety;
3. set out the requirements and standards for the development of vehicle parking areas associated with developments and land uses;
4. set out design and general construction standards for car parking spaces and manoeuvring aisles appropriate to differing situations;
5. provide for the management and convenience of vehicle parking for all developments and land uses at a scale and to a standard consistent with the amenity of a progressive town and district;
6. clarify when sealed crossovers are required for new subdivision and development;
7. improve the level of amenity and visual appearance of residential, commercial, industrial and other areas of the municipality through site development requirements;
8. outline the opportunities and limitations for variations to car parking and access requirements; and
9. set out the circumstances where landscaping for parking areas will be a requirement of planning approval.

DEFINITIONS

In this Policy, the following definitions apply:

"Agriculture zone" – includes the Agriculture, Agricultural Priority 1 – Scott Coastal Plain, Agriculture Priority 2, Cluster Farming and Coastal Landscape zones.

"AS 2890 - Australian Standard AS/NZS 2890.1.2004 – Parking Facilities – Part 1 – Off Street Car Parking published by Standards Australia in 2004 and reissued incorporating Amendment No 1 in August 2005 (and any associated updates).

"Car Parking" - the provision of off-street parking spaces for cars in accordance with LPS3 and this Policy.

"Crossover" - a constructed traffic way connecting a public road to the private property boundary that connects with the internal site circulation driveway, parking manoeuvring aisle or domestic driveway and which may carry one or two-way traffic.

"Gross Floor Area" – in relation to a building means the aggregate of the total floor area of each level of the building including the thickness of external walls but excluding the space set aside for car parking or access thereto.

"Kerbed" - parking areas or spaces around which a barrier kerb is constructed to provide support for the surface of the car park and/or to separate parking areas from footpaths, landscaped areas or other spaces not designed to carry vehicles.

"Lined Out" - the marking out of each car parking space by painted lines and/or contrasting paving inserts or other means to identify each bay or the corners thereof to guide users as to manner in which the car park is intended to be used and to show the limits of each bay. The term also applies to the provision of directional arrows on the sealed surface denoting the direction of traffic movement within the car park.

"Manoeuvring Aisle" - the area at the rear of each car parking space used to manoeuvre vehicles into and out of such spaces all of which combined comprise an access driveway providing access to the individual bays.

"Off-Site Parking" - the provision of car parking accommodation on a different lot to that on which the new development that gives rise to the need for the parking accommodation is to occur.

"R Codes" - the *Residential Design Codes* adopted by the Western Australian Planning Commission including any updates.

"Reciprocal parking" - where parking facilities serve separate uses or a mixed use development and the parking demand generated by the various uses do not coincide.

"Sealed" - the use of impenetrable surfaces such as sprayed bitumen (two coat seal), bituminous concrete (hot-mix or asphalt), in-situ concrete, paving bricks or blocks, or pea gravel seal on a compacted gravel base.

Application of the Policy

This Policy applies throughout the municipality and will be applied to Planning Applications and Subdivision Applications.

This Policy applies to all developments including new development, alterations or extensions to existing development, new site uses, additional uses, extension of uses or change of uses as considered appropriate by the local government.

Links to Local Planning Scheme and other documents

This Policy relates to various requirements set out in LPS3, the Shire of Nannup Local Planning Strategy, the R Codes and relevant Australian Standards.

The provision of onsite parking is a requirement of LPS3 for new development and for various changes in land use (especially if the proposed use is expected to increase the demand for car parking spaces and/or lead to increased traffic impacts). The number of car parking spaces to be provided in relation to a range of different land use types is set out in Schedule 11 of LPS3.

POLICY

1. General

No development shall be occupied or a use commenced on a lot unless and until the on-site vehicle parking areas, associated access driveways and the crossover/s, as set out in the Planning Approval, have been constructed and completed, and the parking bays clearly defined or marked out to the specification and satisfaction of the local government. The local government will support performance bonds to assist in enabling earlier occupation for the development and/or use.

There is a presumption in this Policy in favour of parking areas and crossovers being sealed and suitably drained. Unless otherwise set out in this Policy or approved by the local government, car parking spaces, vehicular manoeuvring areas and access ways are to be sealed for new development within the Nannup townsite and in urban zones e.g. the Town Centre, Mixed Use, Industry, Residential and Future Development zones and for the Special Use Zone (within and adjoining the Nannup townsite).

There is a presumption in this Policy for crossovers to be sealed onto sealed roads in the Nannup townsite and for land zoned Residential and Special Residential outside the Nannup townsite.

Except for a single house and certain group dwelling proposals, all car parking spaces should be designed so vehicles can enter and leave the site in a forward direction. Additionally, car parking should be designed so that both ingress and egress from each space can be achieved in one movement.

Tandem car parking is not supported for commercial or industrial development. Although generally discouraged, the local government may permit tandem parking in some forms of residential development.

An existing building extended, with or without a change of land use, may be required to comply, wholly or partly, with the provisions of this Policy. The local government shall determine the extent of car parking required in each

case, having regard to the degree of extensions and the nature of the altered land use.

Where redevelopment of an existing approved building is proposed, then the gross floor area of the existing building will be deleted from the gross floor area of the new building for determining additional car parking requirements (i.e. provided that existing parking bay numbers are retained, additional parking is only required for new floor space established). This provision is therefore not intended as a control or means to achieve retrospective provision of car parking to service an existing development, provided the land use remains the same (there is no intensification of car parking and traffic).

An applicant shall have regard, as appropriate, for the on-site provision of parking for owners/operators, staff, customers, people with disabilities, in addition to loading spaces and special purpose bays.

The local government may through issuing planning approvals or making recommendations on subdivision applications, require applicants to provide reciprocal rights of access to facilitate parking and access arrangements with adjoining owners.

Where a Planning Application proposes access to a road under the control of Main Roads Western Australia (which means the State Government's lead agency that is responsible for managing highways and the primary road network should it be renamed), the location and standard of access are to be to the satisfaction of the local government and Main Roads Western Australia.

Stormwater from impervious surfaces is to be designed and managed in accordance with the *Decision process of stormwater management in Western Australia* (DoW 2009) using systems as outlined in the *Stormwater management manual for Western Australia* (DoW 2007-2009).

2. Location and Availability

In most situations, car parking will be provided on-site. On-site car parking should be situated in locations readily accessible to staff, clients, residents and visitors, as the case may be to the satisfaction of the local government.

The number of on-site car parking spaces required to be provided for a particular development/use is set out in Schedule 11 of LPS3 or in the R Codes. The local government reserves the right to define a car parking requirement for uses not detailed according to the merits of the particular development proposed.

Unless otherwise set out in LPS3, premises and/or proposals with more than one use will be determined on the basis of the floor area for the use.

Unless otherwise set out in LPS3, the car parking standard to be applied by the local government is gross floor area.

equity between land owners and does not set an unreasonable precedent for similar applications from others.

Given the above, the local government will require the proponent to appropriately justify modifications to development standards and requirements for car parking provision.

The local government considers that the availability of adjoining and/or nearby on-street parking does not in itself constitute a reason to vary the Policy given circumstances and demands will change over time.

11. Dimensions for Parking Spaces, Manoeuvring Aisles and Access Driveways

The dimensions for parking bays and manoeuvring aisles in differing locations are set out in AS 2890 and Austroads Part 11 (February 2008) and any associated updates. To provide general guidance to prospective developers and applicants, a table and diagram of parking spaces and manoeuvring areas are found in Attachments 1 and 2 to this Policy.

For more specific information, proponents of new development proposing a small number of car parking bays (usually less than 10) should contact the Shire to determine the dimensions that should be used for the parking and access in their particular instances to ensure compliance. For larger car parking areas, proponents are encouraged to seek professional design services.

The dimensions detailed in this Policy are generally minimum requirements. Individual circumstances may require the use of dimensions different from those specified in order to provide satisfactory access, manoeuvrability conditions e.g. topography or the provision of special purpose bays.

12. Construction Standards for Parking Areas

There is a presumption in this Policy in favour of all parking areas being sealed, drained and line-marked to the satisfaction of the local government. With the exceptions set out below, all car parking areas, access driveways and crossovers will be required to be sealed, drained and as appropriate lined-marked or suitably defined to the satisfaction of the local government. The exceptions are parking for:

- development in Agricultural zones, the Special Residential Zone, the Special Rural Zone and other non-urban zones (although there is a requirement to seal crossovers that access sealed public roads);
- areas used for parking, circulation and manoeuvring of vehicles on Industry zoned land other than those areas required for customer parking, associated access ways and crossovers; and
- a single dwelling in the Residential Zone or areas classified as "Residential" in the Special Use Zone.

Car parking situated in yard areas or generally behind the front building line within the Industry Zone may be constructed to a suitable non-sealed standard e.g. gravel, subject to dust and drainage being effectively controlled. All car parking bays within front setbacks and/or associated with public use and/or showroom/front office use should be sealed and drained to the local government's satisfaction.

All car parking, vehicle access ways, loading and unloading bays and turning and manoeuvring areas in the Town Centre Zone and the Mixed Use Zone shall be sealed and drained to the specification and satisfaction of the local government.

Sealed car parking and vehicular access are required for home businesses and commercial uses in the Residential Zone or areas classified as "Residential" in the Special Use Zone.

Draining car parks may involve the provision of a sump connected to the local government's main drainage system or other arrangements to the satisfaction of the local government. The drainage design should seek to treat and detain water on-site so that as much water as possible will soak into the ground, with any surplus water being piped or directed off-site. The drainage shall not be connected to the local government's main drainage without the written authorisation of the local government and shall be constructed to the local government's satisfaction and standards.

Staff, resident and visitor car parking should be appropriately marked and/or signposted to the satisfaction of the local government.

For more detailed requirements on the construction of parking areas and width and construction of crossovers, these are set out in the adopted *Guidelines for Subdivisional Development* prepared by the Institute of Public Works Engineering Australia.

13. Pedestrian Movement between Parking Areas and Buildings

The local government will seek to ensure there are safe and convenient routes for pedestrians, including disabled persons, between car parks and buildings on each development site.

14. Vehicular Access/Crossovers

The local government requires that points of entry to and exit from properties/car parking areas onto the street suitably address the safety of all road users, road geometry, sight lines and visibility. The respective positions of street furniture such as poles, street lamps and street trees will also be taken into account.

The width of any such access ways/crossovers will be determined by matters including the numbers of vehicles proposed within the car park and the frequency of movements into and from the land in accordance with AS2890.

Generally, crossovers will be required to accommodate simultaneous traffic movements into and out of the land.

Unless appropriately justified by the applicant and agreed to by the local government, parking areas should generally be designed to enable a vehicle to manoeuvre within the site. An exception is where no more than two vehicles bays are provided and where there are safe sight distances in both directions.

The local government will require crossovers to be suitably located (to maximise sight distances and safety), constructed and drained. Any gates and fencing are to be suitably located and designed to ensure there are sufficient areas to enable vehicles to park in the crossover and/or on the property without impeding traffic or compromising safety onto the adjoining road.

Where new development is proposed, the local government will require sealed crossovers onto existing sealed roads:

- within the Nannup townsite;
- for land zoned Residential and Special Residential outside the Nannup townsite; or
- for major development, in the opinion of the local government, and for commercial development outside of the Nannup townsite.

The above applies unless the proponent demonstrates exceptional circumstances to the satisfaction of the local government.

The local government will not require crossovers to be sealed for minor development from sealed roads in the Special Rural Zone and for areas outside the Nannup townsite, although there is a requirement for the crossover to be suitably located, constructed, drained and maintained.

If the road is gravel, the local government will allow an unsealed crossover which will need to be constructed and drained to the local government's satisfaction.

A vehicular driveway (ingress and/or egress) should:

- be located such that any vehicle turning from the street into the driveway or into the street from the driveway can be readily seen by the driver of an approaching vehicle and be clear of all obstructions which may prevent drivers from having a timely view of pedestrians/cyclists;
- have separate entry/exit if it is likely that it will be used simultaneously by vehicles both entering and leaving the site and obstruction to traffic in the street could occur;
- be located to the street with the lowest traffic volume; and
- be at least 6 metres from an intersection.

Road safety and turning radii will be taken into account in deciding the position of a crossover.

Dual crossovers should be provided, wherever possible and practical.

Crossovers/access to main roads are required to be located, designed and constructed to the specifications and satisfaction of Main Roads Western Australia.

The access way should be not less than 4 metres in width, but if the size or shape of the lot makes the provision of any access way of that width impractical or unreasonable, the local government may permit a narrower access way but in no case less than 3 metres in width.

Where laneway access is provided to the rear of a site in the Town Centre or Mixed Use Zones which is not sealed, this is to be generally upgraded through new development and subdivision to provide an effective servicing function. This should be read in conjunction with *Local Planning Policy No. 20 Developer and Subdivider Contributions*.

Where there is conflict between a proposed crossover and public utilities services, such as drainage pits and structures, services inspection pits, power or light poles, traffic medians and street trees, the local government may set the position of the crossover access onto the road, require its construction and/or repair and maintain the crossover as provided for under Schedule 9.1 (7.2) of the *Local Government Act 1995*.

Any alterations for the removal/relocation of the conflicting public utilities will be at the owner's cost and subject to the approval of the service authority concerned.

Owners/designers are advised to take into account local government services, public utility services and street trees.

The Council will contribute (or subsidise) half the cost of a standard crossover up to a maximum of \$800 (one crossover to a property) or as set by the Council's adopted Fees and Charges. This is subject to the crossover being deemed by the local government to conform to the local government specifications. This is subject to the following:

- the subsidy applies to only one crossover per lot;
- proponents must make application for their crossover in writing to the local government and gain necessary approval/s for the location and design prior to any works being undertaken;
- the subsidy is claimed within 6 months of completion of the crossover;
- the local government will not meet the cost of culverts, alteration to services or tree removal;
- reconstruction of an existing crossover to a property will not attract a subsidy;

- applicants/landowners who received planning approval incorporating a condition relating to constructing or upgrading a crossover are not eligible for a subsidy; and
- subdividers are not eligible for a subsidy for freehold (green title) or strata title lots.

As required, the crossover subsidy rates will be set annually by the local government through its adopted fees and charges.

The landowner is responsible for the maintenance of crossovers to the satisfaction of the local government.

The local government will request, where considered appropriate, that the Western Australian Planning Commission impose a condition requiring the subdivider to construct crossovers prior to the clearance of titles. In particular, the local government will require that crossovers are sealed where the crossover accesses a sealed road, and/or suitably constructs/upgrades a crossover where access is from an unsealed road. The local government will seek to ensure crossovers are appropriately located and constructed by subdividers.

15. New public roads created through subdivisions

Where a subdivider proposes to create a new public road, the local government will require the road to be suitably designed by a professional engineer and then suitably constructed and drained to the satisfaction of the local government. The road is to be consistent with the *Guidelines for Subdivisional Development* prepared by the Institute of Public Works Engineering Australia and/or *Liveable Neighbourhoods*.

Where the proposed lots are 3.99 hectares or less, the road/s need to be suitably sealed and drained by the subdivider to the satisfaction of the local government.

For lots that are between 4 and 9.99 hectares, the local government will require that a sealed road is provided where more than 5 lots are created. For lots that are between 4 and 9.99 hectares, where 4 or less lots are created or have the potential to be created from the road, the local government will consider unsealed roads unless there is steeper topography or other ground conditions that create safety issues and/or higher levels of on-going maintenance.

For lots that are 10 hectares or more, the local government will accept unsealed roads.

16. Battleaxe access legs

The local government will require sealed battleaxe access legs for lots in the Town Centre and Mixed Use zones and generally in the Industry, Residential, Future Development zones and for the Special Use Zone (within and

Attachment 12.1.4

13th May 2019

SHIRE OF NANNUP	
RECEIVED	
Ref: M816	No: 193
13 MAY 2019	
Officer: Jane.	

Jane Buckland

Development Officer

Shire of Nannup

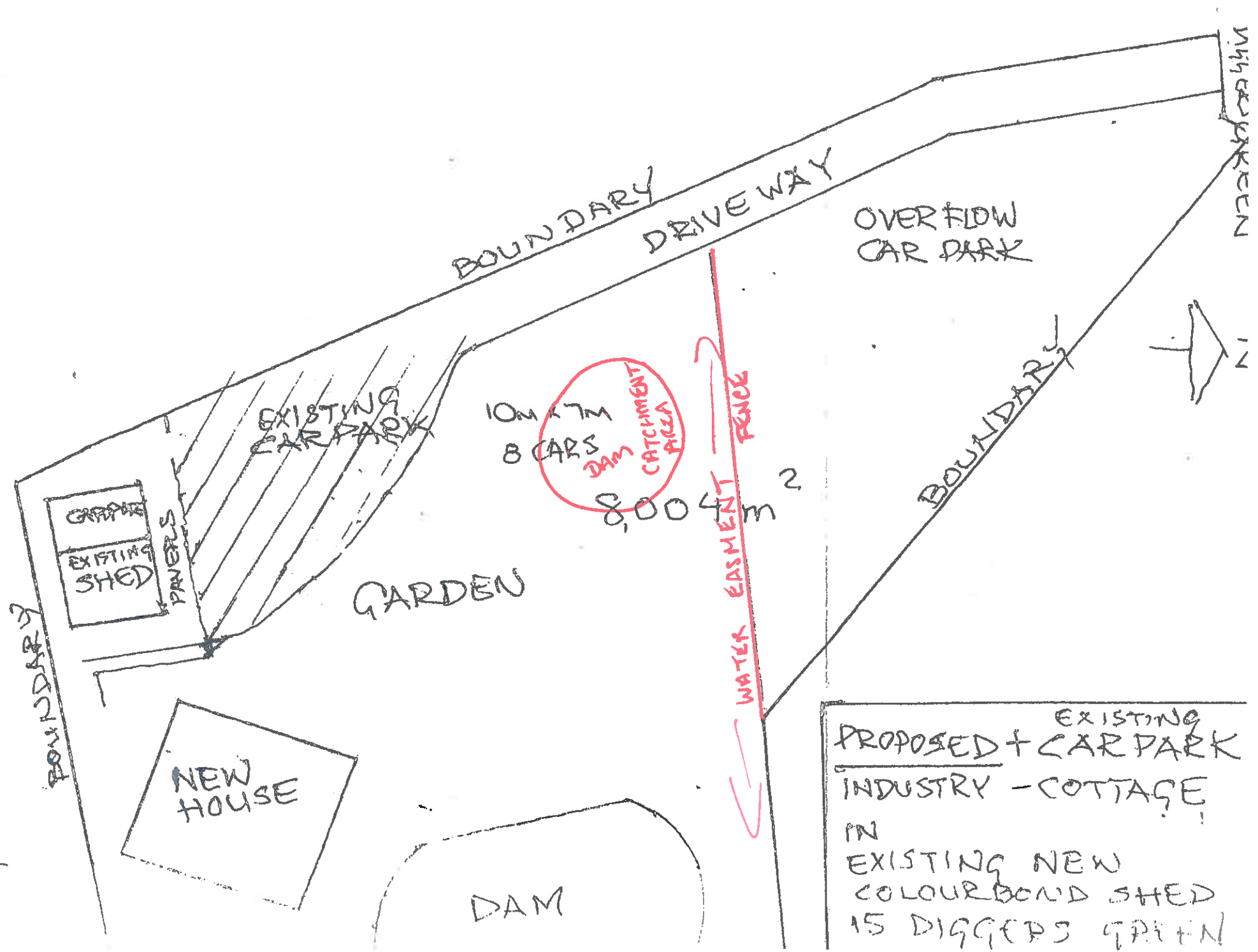
Dear Jane,

In response to the Development Application for Lot 1233 (15) Diggers Green Nannup for a Proposed Cottage Industry & Home Business.

We would like to raise our concerns and objections to this application. Firstly, we are not happy about having any form of business and feel that as we are in a residential area that any business is unsuitable. Secondly there is the issue of parking. The applicants have stated that they have enough room for up to 15 cars but only intend to allow up to 8 vehicles at any one time, they have not mentioned in their application if this includes the 3 vehicles they own. The area that has been marked suitable for 8 cars has a small Dam that has been installed as a catchment for the excess water coming out the hill in winter this would restrict parking. The area also has a water easement which is subject to being inundated with water in the winter months. There is also a fence along the area which is not shown on their map that runs up from the bottom boundary peg to the driveway, separating the overflow area marked on their map.

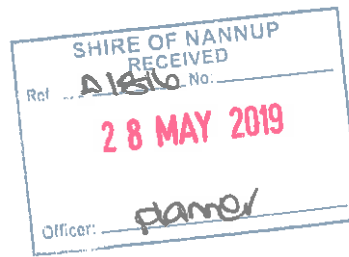
We have attached a copy of the map provided to us indicating the areas of concern mentioned in our letter.

Yours faithfully



SCALE
1:100

Attachment 12.1.5



Lot 1233 (15) Diggers Green,
Nannup, WA, 6275

Re ; Development Application

Chief Executive Officer

Shire of Nannup

PO Box 11,

Nannup WA 6275

Attention ; Shire Planning Unit.

Dear Sir/ Madam,

Further to council correspondence of 21st May, 2019 regarding our cottage industry application for our shed to be used as a venue for students to learn watercolor painting, please find the relevant details ;

Firstly, we would like to have councilors aware, that this application is not to be seen as a business (we are retired)but, as a community service for the numerous local residents that have requested an opportunity to learn the art of watercolor painting. For councilors who are unaware, Anki Wickison is the artist, and every fortnight has a stand at the Saturday Nannup Market where her paintings are for sale. This is the sales outlet for her paintings !!

Anki has been approached by many locals to teach the children of residents watercolor painting skills, there is nothing like this available to young people in Nannup so definitely would be seen as increasing the town as an arts destination.

In our application, we indicated the teaching hours are 10.00 am – 3.00 pm. Most students generally only wish to paint for 2 hours, so, it would not involve long hours, just people wanting to express their desire to learn this art.

Given we will only allow a maximum 8 students, this would mean there is minimal traffic noise & as classes are only during daylight hours virtually no traffic impact ; Our property is located at the very end of Diggers Green (2 acres) and we are 150 meters from our nearest neighbor.

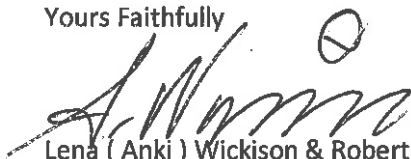
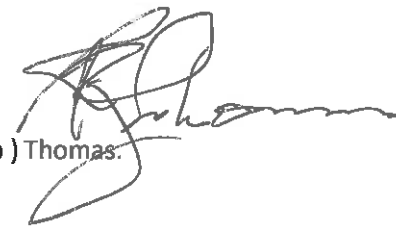
Parking ; We have attached a separate sheet showing that we are capable of parking a maximum of six cars outside the shed (without impacting on our own vehicles) plus, the opportunity to park another eight cars adjacent our house at the far southern end of the property, if required. There is more than adequate space for maneuvering vehicles in & out of parking bays

Bushfire Emergency ; A large (A3 size) detailed map will show that we have three (3) large sliding glass doors at the front of the building, plus, a rear standard size door at the rear of the shed available for emergency exit in the unlikely event of fire. A fire assembly area will be indicated on that map.

Anki is passionate about painting & one of the main reasons why we settled in Nannup.

We trust our application will be favorably considered by council.

Yours Faithfully

 
Lena (Anki) Wickison & Robert (Bob) Thomas.

Attached:

1: Plan, Scale 1:400

2: 4x Photos of Studio and Parking





SHIRE OF NANNUP
RECEIVED
Ref: _____ No: _____
28 MAY 2019
Officer: _____

Brockman Highway

1234



82.81

1233
8080m²

70.00

Dam

HOUSE

71.68

OVERFLOW
CARPARK

CARPARK

PAVED

SHED/
STUDIO

HOME
VEHICLES

GARDEN
SHED

DRAINAGE

30.12

DRIVEWAY

29.61

70.55

6000

16000

10000

FIRE
ASSEMBLY
AREA

1500 6008 6009 6008 1500

PLAN

15 DIGGERS GREEN, NANNUP

SCALE 1:400

Attachment 12.2.1

Register of Delegated Development Approvals

Application Number	Owner's Name	Applicant's Name	Assessment Number	Property Address	Type of Development	Works or Use	Proposed cost of development	Date Received	Advertised	Issue Date	Authority
2019/19	Hine Motors Pty Ltd	Trevor & Pamela Hine	A1554	Lot 110 (22) Hitchcock Dr, Nannup	Single dwelling (R-Codes variation)	Works & use	\$180,000.00	5/04/2019	Yes - 2 weeks	21/05/2019	Delegated - CEO
2019/21	Darrin Sebo & Vicki Barlow	Ross Beatty	A690	Lot 35 (60) Johnston Rd, Jalbarragup	Reduced boundary setback	Works	\$15,500.00	16/04/2019	No - no affected parties	10/05/2019	Delegated - CEO
2019/23	Geoffrey & Rosalind Hammond	Geoffrey & Rosalind Hammond	A1113	Lot 21 (38) Dunnet Rd, Nannup	Reduced boundary setback	Works	\$5,800.00	23/05/2019	No - consent from neighbour provided	24/05/2019	Delegated - CEO



Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls

Shire of Nannup

June 2019

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1.0 Engagement Overview

1.1 Scope of Services

The Shire of Nannup engaged Moore Stephens to undertake a compliance review service with a dual purpose, firstly to provide the basis for a report by the CEO to the Audit Committee on the appropriateness and effectiveness of the Shire's risk management, internal controls and legislative compliance systems and procedures as required by the *Local Government (Audit) Regulations 1996* Regulation 17. Secondly, a review of financial management systems to assess the appropriateness and effectiveness of these systems and procedures, as required by Local Government Financial Management Regulation 5(2)(c).

For efficiency, the reviews were undertaken simultaneously resulting in the production of a single report as financial management systems and procedures considered a subset of broader overall risk management, legislative compliance and internal controls. The matters examined in respect of financial management systems have been detailed in Appendix A and where opportunities for improvement were identified, they are reported within the relevant section of the Audit Regulation 17 framework design, implementation and evaluation sections of the report.

The results of the Audit Regulation 17 review are to be reported by the CEO to the Audit Committee. The Audit Committee is required to review the CEO's report and on-report to the Council. The report from the Audit Committee to the Council is required to have attached a copy of the CEO's initial report to the Audit Committee.

1.1.1 Procedures – Financial Management Review

Our procedures for the Financial Management Review encompassed a review of all of the Shire's financial systems including, but not necessarily limited to:

- Collection of money owed;
- Custody and security of money held;
- Maintenance and security of financial records;
- Accounting for revenue and expenses;
- Accounting for assets and liabilities;
- Accounting for trust transactions;
- Authorisation of purchases;
- Authorisation of payments;
- Maintenance and processing of payroll;
- Stock controls and costing records;
- Preparation of budgets and budget reviews; and
- Preparation of financial reports.

Our procedures and approach have been developed over a number of years, taking into account our extensive local government background and seeks to examine both systems and procedures in use.

The financial management review does not examine systems and procedures which are non-financial in nature and therefore we did not specifically test for legislative breaches.

1.0 Engagement Overview (continued)

1.1.2 Procedures – Risk Management, Legislative Compliance and Internal Controls Review

Our procedures for the systems and procedures review (as required by Audit Regulation 17) on behalf of the CEO encompassed the following services:

- A review of the risk management systems policies, procedures and plans in place at the Shire;
- Evaluate the non-financial/operational internal control systems and procedures at the Shire;
- Assess systems and procedures for maintaining legislative compliance; and
- Prepare a report of matters identified during the review to assist the CEO to assess the appropriateness and effectiveness of the relevant systems and procedures in accordance with Local Government Audit Regulation 17.

To undertake these procedures, we applied the following methodology:

- Conduct onsite interviews with key personnel involved in risk management, financial management and ensuring Shire adherence to legislative compliance;
- Identify the extent of commitment and mandate to risk management principles (using AS/NZS ISO 31000:2018 as the framework) within the overall risk management framework;
- Review each component (risk management, legislative compliance and internal controls) after considering the overall risk environment, governance structure and internal control environment;
- Assess the gaps (if any) between the current processes and the expected risk management, internal controls and legislative compliance systems and procedures and recommend suggested improvements; and
- Report on the appropriateness and effectiveness of current systems and procedures.

The review was a high-level review given the scale, variety and breadth of non-financial activities and considered, as a minimum, the issues identified by the Department of Local Government, Sport and Cultural Industries in Local Government Operational Guideline Number 09 – Audit in Local Government (listed in Appendix E).

2.0 Review Context

2.1 Review Context - Shire of Nannup

Understanding the external and internal context in which the Shire of Nannup operates, relevant to financial management, risk, the internal control environment and its legislative compliance obligations, as it seeks to achieve its overall strategic objectives, is important to the review of the related systems and procedures.

The external and internal environmental influences identified during the review are set out below:

External Influences	Internal Influences
Increasing community expectations of Shire's services, levels of engagement and/or public infrastructure.	The objectives and strategies contained in the Council's current Strategic Community Plan.
Increasing risk of cyber-attack, resulting in compromised or lost data.	The timing and actions contained in the Council's Corporate Business Plan.
Increased compliance requirements due to Government Policy and Legislation.	The current organisational size, structure, activities and location.
Cost shifting by the Federal and State Governments.	The current human resourcing levels and turnover rate.
Capacity to capitalise on economic development opportunities.	The current financial capacity of the Shire.
Reducing external grant funding for infrastructure and operations.	The maintenance of corporate records.
Increasing community expectations and regulations in relation to emergency management.	Allocation of resources to achieve strategic outcomes.
Government agency communication in relation to activities on DPaW land	Current organisational systems and processes.

3.0 Review Summary

3.1 Financial Management

The Shire of Nannup has a number of financial management system controls to cover the wide variety of operations undertaken by the Shire. Council has responsibility for the adoption of the annual budget, review of the monthly statement of financial activity and review of the monthly list of payments. Responsibility for the operational financial management of the Shire rests with the CEO, as detailed under *Financial Management Regulation 5(1)*.

3.1.1 Appropriateness

Considering the size, resources, variety of operations and the context in which the Shire of Nannup operates, documented internal control procedures relating to financial management systems are considered appropriate as a means of maintaining a high level of control over the financial management of the Shire, provided they are routinely and consistently applied. Some weaknesses were identified within current controls and procedures, which are further explained within the framework implementation section of this report.

3.1.2 Effectiveness

Several elements of the financial management systems and processes are open to improvement, with key areas highlighted in the improvements section below.

Development and application of financial management systems and processes, as well as refinement to existing practices, are required to be implemented throughout the organisation in order for financial management processes and procedures to be considered effective.

3.1.3 Improvements

Details of recommended improvements to the current financial management, procedures and systems for the Shire are set out within the framework implementation section of this report. Key improvements to the appropriateness and effectiveness of these procedures and internal controls were identified to include:

- IT controls;
- Procurement controls;
- Payroll controls; and
- Revenue controls at the Waste Facility.

3.0 Review Summary (continued)

3.2 Risk Management

The Shire of Nannup initially developed its formal risk management processes with the adoption of a Risk Management Policy (ordinary meeting of Council 28 September 2016). The Policy refers to the Risk Management Standard ISO 31000:2009 and is supported by a Strategic Risk Register. The policy document and register form the basis for risk management activities within the organisation. The Policy refers to the development of a risk management plan, aligned to the strategic planning process however, this has not yet been established. The Risk Management Advisory Committee meets periodically, separate to the Audit Advisory Committee and reviews risks relating to Occupational Safety and Health (OSH) as well as identified strategic risks.

3.2.1 Appropriateness

Currently, a documented entity wide risk management policy is in existence to guide the implementation of risk management throughout the organisation. The current policy is based on the previous Risk Management Standard (AS/NZ ISO 31000:2009) which was updated in February 2018. The main changes of the update were to highlight the leadership of top management and integration of risk management in organisations, along with the iterative nature of risk management. Update of the Shire's policy and development of a framework to align to the new standard is encouraged, to ensure currency of risk management practices.

Considering the size, resources, operations and the context in which the Shire of Nannup operates, a documented risk management policy and procedures is considered appropriate as a means of uniformly supporting decision making and documenting the organisation's response to risks.

3.2.2 Effectiveness

The current risk management policy reflects the Shire's commitment to organisation wide risk management principles, systems and processes aimed at ensuring consistent, effective and efficient application of risk management through planning, decision making and operational processes. Elements of risk management processes, such as updating and review of risk registers and documented risk assessments, are not consistently applied. Development and application of risk management systems and processes are required to be implemented throughout the organisation in order for risk management processes and procedures to be considered effective.

3.2.3 Improvements

Improvements to risk management practices and policies are detailed later within this report, with key matters summarised as follows:

- Review and update (through adoption by Council) the risk management policy to align to the new Risk Management Standard (ISO 31000:2018);
- Develop a risk management framework / strategy aligned to the new Risk Management Standard (ISO 31000:2018);
- Develop and apply risk management practices to management practices in accordance with a suitable risk management framework; and
- Ensure appropriate management of operational risks for high risk areas.

3.0 Review Summary (continued)

3.3 Internal Control

A formal internal control policy (ADM 2 Internal Control Manual) was adopted by the Shire of Nannup at its Ordinary Meeting held 23 March 2000. The policy aim is intended to guide the Shire to achieve high levels of compliance with legislative and internal policy requirements, as well as to ensure resources are being effectively and efficiently managed. A formal policy can assist to ensure an iterative approach to evaluating the internal controls, systems and procedures, as well as providing a mechanism whereby regular review and updates occur.

3.3.1 Appropriateness

The current internal control policy is outdated, with many operational practices noted within the policy having evolved since the original adoption. For example, section 1.2.1 of the policy details procedures for purchase orders which has not been updated to reflect the use of electronic purchase orders. Section 1.2.5 of the policy refers to procedures for 'cheque requests', however the Shire of Nannup now process payments via EFT.

Considering the size, resources, operations and the internal/external context in which the Shire of Nannup operates, the internal control framework, procedures and systems as described to us are considered appropriate for certain areas of operations however, a number of internal controls were identified which are not considered as appropriate.

3.3.2 Effectiveness

Weaknesses were identified where internal controls are not considered effective, specifically where significant trust is currently placed in senior employees and contractors with limited review and verification of transactions.

Considering the overall results of monitoring and compliance practices undertaken by the Shire of Nannup, the current internal control framework, procedures and systems (where documented and routinely tested) may be considered effective. This assessment as to effectiveness is subject to the implementation of the improvements detailed in the framework implementation section of this report and summarised below.

3.3.3 Improvements

Recommended improvements to the current internal control framework, procedures and systems are set out in detail later within this report, with selected key improvements to internal controls summarised as follows:

- Finalisation and testing of draft Business Continuity and IT Disaster Recovery Plans;
- Review and update the documented internal control policy, promoting a risk-based approach to the development and maintenance of documented internal controls and procedures. This suggestion is intended to support a continual assessment of appropriate controls throughout the organisation by identifying the need for new controls (based on risk) and ensuring existing outdated and unnecessary controls are discontinued;
- Key internal controls should be documented either as procedures, checklists or workflow diagrams;
- Procedures should be defined to improve the management of issues surrounding changes to internal controls; and
- Measures should be taken to ensure staff are fully aware of, and understand, relevant internal controls.

3.0 Review Summary (continued)

3.4 Legislative Compliance

Currently, no legislative compliance policy exists to communicate expectations of Council in relation to legislative breaches and regulatory compliance. Reliance in this regard is dependent upon the knowledge and experience of senior staff, and their desire to achieve high levels of legislative and regulatory compliance.

3.4.1 Appropriateness

Considering local governments generally maintain a low risk appetite for breaches of legislation, a documented legislative compliance policy is considered appropriate, to reflect Council's low risk appetite in relation to legislative breaches. The Shire is yet to establish a legislative compliance policy to address the issues surrounding legislative compliance.

3.4.2 Effectiveness

Maintaining legislative compliance is heavily reliant on the knowledge, experience and commitment of senior staff, to identify and prevent breaches of legislation. As a consequence, staff turnover, competing priorities and variations in workloads can have a significant negative impact on legislative compliance. Therefore, one of the most effective controls in maintaining legislative compliance is a motivated, stable, experienced and knowledgeable senior management group.

Instances of non-compliance with legislative requirements were identified during our review. Apart from the noted breaches of legislation, and in the instances where the effectiveness was able to be assessed, the current legislative compliance control procedures and systems, were considered effective.

3.4.3 Improvements

Improvements to the current framework, procedures and systems for legislative compliance are set out later within this report and summarised as follows:

- Development of a legislative compliance policy dealing with internal legislative compliance;
- Further development and approval of authorised checklists for functions which require a high level of legislative compliance; and
- Refine the current staff training matrix with a risk based training matrix approach to help ensure senior staff with the responsibility for preventing, identifying and reporting breaches of legislation are offered relevant training to ensure their knowledge of legislative requirements and qualifications are maintained and up to date where required.

4.0 Methodology

4.1 Review Methodology – Financial Management Review

The objective of this review is to assist the CEO of the Shire of Nannup to discharge responsibilities in respect to Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* (as amended).

In carrying out our review, we undertook walkthroughs of key systems and procedures and performed limited detailed testing procedures to identify weaknesses in the financial management system and report to the CEO on the appropriateness and effectiveness of the control environment within the Shire, as required by Financial Management Regulation 5(2)(c).

To this end we examined the following financial systems and procedures of the Shire:

- Bank reconciliations and petty cash management;
- Trust fund;
- Receipts/receivables;
- Rates;
- Fees and charges;
- Purchases, payments and payables (including purchase orders);
- Payroll;
- Credit card procedures;
- Fixed assets (including acquisitions, disposal and depreciation);
- Cost allocations;
- Administration allocations;
- Financial reports; and
- Budget.

4.0 Methodology (continued)

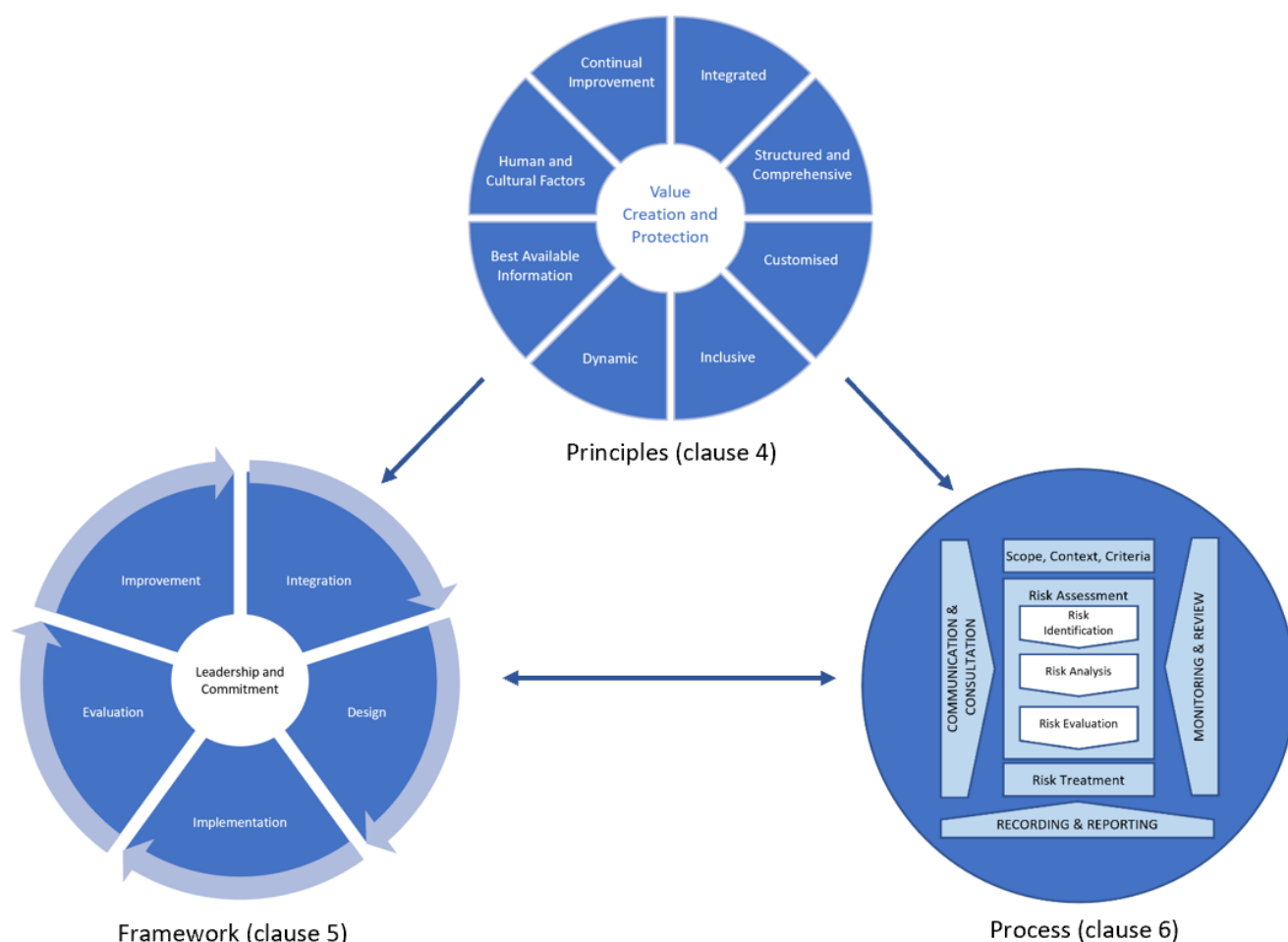
4.2 Review Methodology – Risk Management, Legislative Compliance and Internal Controls

The primary goal of this review is to assist the CEO of the Shire of Nannup to establish the appropriateness and effectiveness of the Shire of Nannup's systems and procedures in relation to risk management, legislative compliance and internal controls.

Internal controls are designed to treat risks and form part of the risk management process. Non-compliance with legislation is one of the risks that would usually be identified as a consequence of applying a risk management process.

The Australian Standard for Risk Management (ISO 31000:2018(E)) identifies three components in the application of risk management, being *Principles*, *Framework* and *Process*, as set out in Diagram 1 below.

Diagram 1. Risk Management Principles, Framework and Process



Source: Australia/New Zealand Standard ISO 31000:2018

4.0 Methodology (continued)

4.2 Review Methodology – Risk Management, Legislative Compliance and Internal Controls (Continued)

In undertaking our review, we have applied the three ISO 31000:2018 framework components, as set out on the previous page, to the review topics (risk management, internal controls and legislative compliance). This involves a process incorporating the five risk management framework components, *Integration, Design, Implementation, Evaluation and Improvement*, into the review of systems and processes:

- Identify the extent of leadership and commitment to the principles;
- Assess the extent of integration of risk management within the Shire;
- Assess the design of the current framework through an understanding of the Shire and the context within which it operates (risk management, legislative compliance and internal controls) after considering the overall context in which the review occurs;
- Assess the implementation of the current framework;
- Assess the extent of evaluation of the current framework and its effectiveness in supporting the Shire's objectives;
- Assess the current framework and improvements to the suitability, adequacy and effectiveness of the framework;
- Review the current process for the Shire's systematic application of policies, procedures and practices to the activities of communicating and consulting, establishing context, assessing, treating, monitoring, reviewing, recording and reporting risk, internal controls and legislative compliance; and
- Report on the appropriateness and effectiveness of current systems and procedures.

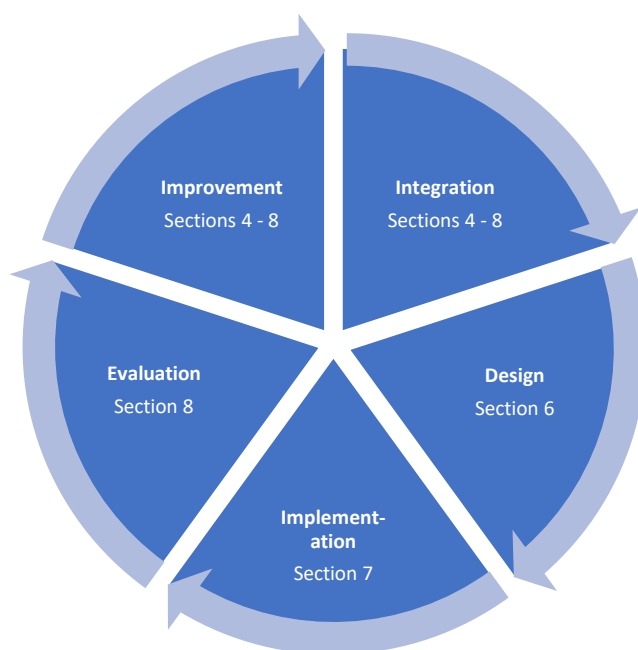
This evaluation is based on interviews with key staff, review of requested documentation listed in the Appendices B, C and D, and reference to any external audit reports or reviews previously conducted.

5.0 Appropriate Framework

5.1 Risk Management, Internal Control and Legislative Compliance

The following framework was identified as being appropriate for risk management, internal control and legislative compliance for the Shire of Nannup, after consideration of the current internal and external influences.

Diagram 2. Risk Management, Internal Control and Legislative Compliance Framework



A high-level review of risk management systems, internal controls and legislative compliance was undertaken which precluded detailed testing of all internal controls and legislative compliance.

The results of our review, as detailed on the following pages, are set out with reference to the structure of the above framework, with assessment of the following areas:

Design	Implementation	Evaluation
6.1 Strategic Plans	7.1 Strategic and Operational Plans	8.1 Council and Audit and Risk Committee
6.2 Council Policies	7.2 Operational and Financial Procedures	8.2 Strategic and Operational Registers
	7.3 Human Resource Management and Practices	8.3 Annual Compliance Audit Returns
	7.4 Insurance	8.4 Complaint Handling
		8.5 Audit Practices
		8.6 Reviews Required by the CEO

Integration, along with Leadership and Commitment, were assessed within each of the elements of the framework.

6.0 Framework Design

6.1 Strategic Plans

The Shire of Nannup has adopted two key strategic documents, the Strategic Community Plan 2017-2027 and the Corporate Business Plan 2017-2021. These plans identify the Council's organisational objectives and key outcomes, as the Shire progress on its stated vision *"to foster a community that acknowledges its heritage, values and lifestyles whilst encouraging sustainable development"*.

The Strategic Community Plan recognises the community's aspirations and values through the following key focus areas:

- 1. Our Community:** We are a unique town that role models sustainability, friendliness, take the time to celebrate our heritage and festivals;
- 2. Our Economy:** Sustainability is the key to Nannup's future;
- 3. Our Built Environment:** Keep the charm and fabric of Nannup;
- 4. Our Natural Environment:** We are surrounded by amazing nature, from our magnificent forests and bush land, to our pristine coastlines;
- 5. Our Community Leadership:** We listen to our community leaders; and
- 6. Our Council Leadership:** A listening leadership that provides for and represents all.

In seeking to achieve its objectives, the Shire of Nannup faces both inherent and business risks. Whilst striving to fulfil expectations, it is also expected to meet compliance with numerous legislative requirements. To manage these risks, the Shire has established various processes, systems and controls.

The Strategic Community Plan includes a section highlighting key challenges and risks considered during the preparation of the Plan.

This review examines the appropriateness and effectiveness of the organisation's risk management systems, internal controls and legislative compliance in the context of the Shire striving to achieve its stated objectives.

6.0 Framework Design (Continued)

6.2 Council Policies

Whilst the operations of the Shire are the responsibility of the CEO, the Council is responsible for oversight by setting the framework for operations via adopted Council policies. These policies represent an overarching framework relevant to risk management, internal controls and legislative compliance and have been reviewed for appropriateness and effectiveness.

In general, Council policies are well formulated and provide clear guidance regarding Council's position on certain matters. A list of policies reviewed is provided in Appendix B - Council Policies Examined. The table below details areas for suggested improvement.

Policy	Purpose / Goal	Matters Identified / Improvements
RM 1 Risk Management Policy	Policy to set out the Shire's approach to articulate its commitment to Risk Management.	<p>The current Policy is based on a superseded Risk Management Standard.</p> <p>Improvement: When next undertaking a review of the Policy, update the Policy and align to the current Risk Management Standard ISO 31000:2018.</p>
ADM2 Internal Control Manual	A policy to evidence Council's commitment to internal controls and their importance to the organisation.	<p>The current policy was adopted in 2000 and contains several outdated references which are no longer applicable to current operations. This includes purchase orders and cheque requests. Some matters of non-compliance were noted in relation to purchase orders, which indicates some staff are not familiar with policy requirements.</p> <p>Improvement: Review and update the Internal Control Policy, to help formalise Council's commitment to internal controls, based on risk management principles.</p>
ADM 10 Councillor Fees and Reimbursements	Policy to set out meeting attendance fees and reimbursements to elected members.	<p>The Policy stipulates reimbursements for Councillor travel will be in accordance with the <i>Public Service Award 1992</i>. The most recent determination published by the Salaries and Allowances Tribunal (SAT) sets out that travel is to be reimbursed to elected members when attending Council or committee meetings at the same rate as Section 30.6 of the <i>Local Government Officers' (Western Australia) Interim Award 2011</i>. It also sets out travel is to be reimbursed when performing other functions under the express authority of the local government, in accordance with the <i>Public Service Award 1992</i>.</p> <p>Improvement: Review and update the Policy to separate and clarify the calculation method for reimbursement of travel as set out with the most recent determination published by the SAT.</p>

6.0 Framework Design (Continued)

Policy	Purpose / Goal	Matters Identified / Improvements
ADM 22 Complaint Handling	Policy to provide guidance to the Shire's approach to managing complaints.	<p>The Policy does not provide for the handling of complaints against the CEO. There is also limited direction to ensure complaints are dealt with and resolved in a timely manner.</p> <p>Improvement: Review and amend the Policy to provide a mechanism for the handling and resolution of complaints regarding the CEO. Establish a complaint register (separate to register required under section 5.121(1) of the <i>Local Government Act 1995</i>) or procedure to ensure complaints are monitored, managed and dealt with.</p>
FNC 1 Capitalisation of Fixed Assets	Policy used to define limits for capitalisation of fixed assets.	<p>Formalisation of capitalisation thresholds in a Council Policy may result in a conflict with the thresholds applied in preparing Annual Financial Statements, due to legislative requirements.</p> <p>Improvements: Rescind the Policy.</p>
FNC 2 Depreciation Rates of Fixed Assets	Policy used to define depreciation rates for fixed assets.	<p>Formalisation of depreciation rates in a Council Policy may result in a conflict with the depreciation rates applied in preparing Annual Financial Statements, due to the accounting standard requirement to annually assess the remaining useful life of all assets.</p> <p>Improvements: Rescind the Policy or alternatively review and amend the policies, requiring depreciation rates and remaining useful life to be assessed annually.</p>
Legislative Compliance Policy	A policy to evidence Council's commitment to legislative compliance and its importance to the organisation.	<p>Currently, no policy on internal legislative compliance has been adopted by Council.</p> <p>Improvement: Development and adoption of an internal legislative compliance policy will help formalise Council's commitment to legislative compliance.</p>

6.0 Framework Design (Continued)

Policy	Purpose / Goal	Matters Identified / Improvements
Policy Review	Routine review of policies to help ensure they remain current.	<p>Policies are reviewed periodically by Council to help ensure they remain current. The 'history' (adoption / review) date does not include any reference indicating where policies have been reviewed and amended.</p> <p>Improvements:</p> <p>Following review of policies by Council, update the latest 'history' date on the Policy to provide an accurate record of when the Policy was reviewed, amended and adopted.</p>
ADM4 Purchasing	<p>Provide a best practice approach and procedures for purchasing.</p> <p>Provide for compliance with the <i>Local Government Act 1995</i> and <i>Functions and General Regulations 1996</i>.</p> <p>Ensure consistency for all purchasing activities that integrates within all the Shire of Nannup operational areas.</p>	<p>The Policy provides no direction in relation to contract variations and extensions for contracts awarded or against a written specification not awarded by tender. Extension of contracts and associated price changes are also not covered by the Policy. For contracts awarded by tender, legislation provides minimum requirements.</p> <p>The Policy sets out procedures for the opening of tenders. The <i>Local Government (Functions and General) Regulations 1996</i> requires at least two employees of a local government to be present when opening tenders, or one employee and at least one person authorised by the CEO to open tenders.</p> <p>The Policy does not provide for the use of a list of pre-qualified suppliers for low value purchases from specialist suppliers requiring qualifications, such as tradespeople.</p> <p>The Policy does not provide purchasing requirements for procurement of goods or services in accordance with the exemptions under <i>Local Government (Functions and General) Regulations 1996</i> Regulation 11(2), regardless of the value of expenditure. Although the Policy allows this, the CEO is required to ensure controls exist for purchases made using these exemptions.</p>

6.0 Framework Design (Continued)

Policy	Purpose / Goal	Matters Identified / Improvements
ADM4 Purchasing (continued)		<p>Improvements:</p> <p>Amend the Policy to provide the following:</p> <ul style="list-style-type: none">• Prohibit price variations to existing contracts awarded by tender other than those provided within the original contract, as required by <i>Local Government (Functions and General) Regulations 1996 Regulation 11(2) (j) (iv)</i>. Procedures should also be developed for the authorisation of variations allowed for by the regulations.• Purchasing requirements for the issuing of contract variations and extensions for contracts not awarded by public tender. Consideration should be given to circumstances where the contract value increase over a Policy threshold level, due to the variation or extension.• Update the Policy to ensure references relating to opening of tenders complies with Regulation 16(3)(a) of the <i>Local Government (Functions and General) Regulations 1996</i>.• Maintain a list of pre-qualified suppliers, who have provided copies of their insurance and relevant qualifications and have a clean supply record.• Insert quotation requirements for procurement of goods or services made under the exemptions under <i>Local Government (Functions and General) Regulations 1996 Regulation 11(2)</i>.

7.0 Framework Implementation

7.1 Strategic and Operational Plans

The Council has several strategic and operational plans which form the basis of entity level controls and entity level risk assessments.

A list of plans reviewed is provided in Appendix C - Plans Examined. The table below details areas for possible improvement in relation to the plans examined.

Plan	Purpose / Goal	Matters Identified / Improvements
Code of Conduct	To provide guidance to Council members, committee members, contractors and employees of enforceable rules and requirements as prescribed in relevant legislation.	<p>Code of Conduct provides guidance on responsibilities with regard to declarations of gifts. The guidance however omits the disclosure requirements under sections 5.82 and 5.83 of the <i>Local Government Act 1995</i>. In its current form, the Policy could confuse elected members and designated employees of their obligations with regard to certain disclosures.</p> <p>Elected members, committees, staff, contractors and volunteers are not required to sign the Code of Conduct, acknowledging they have read and understand the requirements within.</p> <p>Improvement:</p> <p>Update the Code of Conduct to include guidance on disclosure requirements referred to at sections 5.82 and 5.83 of the <i>Local Government Act 1995</i>, relating to disclosure of gifts and contribution to travel for elected members and designated employees.</p> <p>Update the Code of Conduct and induction procedures to ensure elected members, committee members, staff, contractors and volunteers sign their acknowledgement and understanding of the content included within the document.</p>
Corporate Business Plan	A plan to guide the internal operations of the Shire in delivering services to the community.	<p>The Corporate Business Plan has not been reviewed annually as required by <i>Local Government (Administration) Regulations 1996</i> 19DA (4).</p> <p>Improvement:</p> <p>To help ensure compliance and provide sound planning direction to the organisation, the Corporate Business Plan should be reviewed and adopted annually.</p>

7.0 Framework Implementation (Continued)

Plan	Purpose / Goal	Matters Identified / Improvements
Business Continuity Plan	Plan to facilitate organised decision-making in the event of a major incident impacting the Shire's ability to continue normal operations.	<p>A draft Business Continuity Plan was developed in 2017, but is yet to be finalised, adopted and tested.</p> <hr/> <p>Improvement:</p> <p>Finalise the Business Continuity Plan and test to ensure validity. Identify and document key business continuity risks along with the treatments, to reduce the risk to an acceptable level.</p>
ICT Strategic Plan	Plan to guide the future development and delivery of ICT services and address the handling of ICT disaster recovery.	<p>An ICT Plan highlighting and addressing ICT risks and how they are to be addressed was not available for inspection.</p> <hr/> <p>Presently the Shire of Manjimup are engaged to provide IT support services and advice regarding security services.</p> <hr/> <p>Improvement:</p> <p>Develop an ICT Strategic Plan identifying and documenting key ICT risks, along with the treatments to reduce the risk to an acceptable level.</p> <hr/> <p>Careful development of an ICT strategy will assist in developing a scope to articulate service level agreements for IT services.</p>

7.0 Framework Implementation (Continued)

7.2 Operational and Financial Procedures

In seeking to achieve its stated vision, the Shire of Nannup delivers a number of services to the community. Meetings were undertaken with key staff in each of the areas of service responsibility, as well as examination of documented processes, to determine the practices applied to issues of risk management, internal controls and legislative compliance. A summary of the reviews undertaken to evaluate the controls is included at Appendix C.

Considering the number of services provided and the current staff resourcing, a risk based approach to the prioritisation of the review and development of new procedures is recommended. The table below details areas of suggested improvement in relation to policies and procedures examined.

Component	Purpose / Goal	Matters Identified / Improvements
Risk Management Procedures	Procedures and practices to set out a uniform approach to the identification, assessment, management, reporting and monitoring of risks.	<p>Risk management activities currently undertaken are largely undocumented.</p> <hr/> <p>Improvement:</p> <p>Risk management procedures and process to be developed in accordance with the latest risk management standard (ISO 31000:2018).</p> <hr/> <p>Implement risk management procedures and processes throughout the organisation.</p>
Procedure Changes	Process to control and manage change to procedures.	<p>Process for amending or changing procedures are not formalised. This creates opportunities for unilateral undocumented changes to procedures and a breakdown in key controls.</p> <hr/> <p>Improvement:</p> <p>Establish process for the development, review, amendment and authorisation of procedures, checklists and other internal control documentation, to assist with managing changes to procedures.</p>
Stock Control	Process to ensure stock is correctly allocated, as well as to reduce the potential for theft or misappropriation.	<p>Fuel stock at the depot is metered using electronic toggles, allocated using vehicle registrations. It was noted, on occasion vehicles were refuelled using a toggle not allocated to that vehicle.</p> <hr/> <p>Improvement:</p> <p>Allowing the practice of using toggles to refuel vehicles other than the assigned Council vehicle will hinder the detection of potential misuse. Ensure vehicles requiring fuel without an allocated toggle are processed through a reimbursement or mileage claim as appropriate.</p>

7.0 Framework Implementation (Continued)

Component	Purpose / Goal	Matters Identified / Improvements
Procurement Assessment	Procedures to provide probity for the assessment of procurement options received.	<p>We did not observe any documented formal requirements when undertaking assessments to responses to requests for quotations. Documented procedures are also not in place to require the declaration of interest and confidentiality to be signed prior to assessments being undertaken.</p> <hr/> <p>Improvements:</p> <p>To help support probity and fairness when assessing responses to requests for quotation, the process undertaken should be documented. The process to be followed should require a higher level of probity and due diligence, the higher the value or risk associated with the purchase. Procedures for the declaration of interests prior to procurement assessments being undertaken should also be documented.</p> <hr/> <p>Purchases over \$150,000 should be subject to the same assessment procedures as those applied to tenders in instances where an exemption from calling tenders exists.</p>
ICT Security	Procedures and practices to ensure the security of IT information, systems and Data.	<p>We noted limited controls in relation to the access to IT systems including physical access to hardware. Some levels of permissions have been established to network access to software and data, however this is largely undocumented.</p> <hr/> <p>Improvement:</p> <p>Undertake a comprehensive IT security review, articulate current practices and implement findings of the review.</p>
Checklists	Checklists document the completion of multiple steps within an overall process.	<p>Checklists of key functions are maintained for selected functions. Checklists were not maintained and evidenced for all standard routine functions such as end of month reconciliations and reporting across the organisation. It was noted some staff have commenced with the creation of checklists and procedures.</p> <hr/> <p>Improvement:</p> <p>Creation and maintenance of standard checklists may assist in evidencing key points of control and serve as a reminder. Checklists are of assistance in ensuring compliance with repetitive legislative compliance tasks. Staff are encouraged to continue with the development of checklists and procedures for routine functions.</p>

7.0 Framework Implementation (Continued)

Component	Purpose / Goal	Matters Identified / Improvements
Tender Assessment	Procedures to provide probity for the assessment of tenders received.	<p>No procedures were available for the assessment of tenders against the selection criteria.</p> <p>Improvements:</p> <p>To help ensure probity and fairness when assessing tenders, procedures for the process to be undertaken in assessing tenders should be followed and documented, with at least three persons assessing the tender independently of each other. Persons assessing any significant procurement should be required to declare any matters which may impact or be perceived to impact on their independence.</p>
Workflow Diagrams	Workflow process diagrams create a visual representation of a process, clearly identifying key points of control and responsibility.	<p>Workflow diagrams have not been compiled for undocumented procedures.</p> <p>Improvement:</p> <p>In conjunction with, or as an alternative to, the development of documented procedures and checklists, update and development of workflow process diagrams may assist in clearly identifying controls and processes to be followed.</p>
Documented Procedures	Documented procedures by officers helps establish a standard methodology and identifies key controls for processes undertaken by officers.	<p>Limited documented procedures currently exist. We noted from staff representations, a number of procedures have recently been developed by staff or intentions are to develop procedures. This is encouraged.</p> <p>Improvement:</p> <p>Opportunities exist to improve standard operating procedures and ensure they are documented with key controls clearly identified. Once these procedures are developed and implemented, they require constant monitoring for adherence and to ensure effectiveness.</p>
Overhead and Administration Allocations	To allocate indirect costs in a practical and efficient manner.	<p>No process is currently in place to determine the allocation of indirect costs. From staff representations, current allocation rates are based on historical estimates and reviewed informally during budget preparations each year. No calculation method to support the allocations was available.</p> <p>Improvement:</p> <p>Undertake a review of activity-based costings to support calculation of overhead and administration allocations.</p>

7.0 Framework Implementation (Continued)

Component	Purpose / Goal	Matters Identified / Improvements
End of Month Processes	Processes for the completion of tasks and evidencing key points of control.	<p>End of month processes appear to exist and from staff representations are routinely performed, however there was no evidence of procedures or review by an authorised officer independent of preparing/collating documentation.</p> <hr/> <p>Improvement:</p> <p>Review of reports prepared each month is a useful mechanism to detect and rectify errors or anomalies which may exist. It also provides an opportunity to ensure staff are performing and reporting duties as required. Management are strongly encouraged to continue with the development of documented checklists and procedures to demonstrate appropriate controls and reviews are in place with monthly reporting and procedures.</p>
Creditors Systems and Processes	Controls around the changes to supplier details within the EFT payment system.	<p>The Shire's current process of changing supplier banking details is inadequate, with no formal documented procedures in place. We are aware of many incidents of payment scams/frauds within the local government industry in recent years. As a consequence of this activity, controls around the changes to supplier details within the EFT payment system are essential.</p> <hr/> <p>Improvement:</p> <p>The process to verify changes of supplier details should be documented and provided to officers responsible for preparation and entry of creditors invoices for approval for payment. This should be supported with training/direction to remind staff of the need to be ever vigilant, to exercise a level of scepticism for all requests presented and, most importantly, to raise a concern if there is any doubt about the authenticity of a request for change of EFT payment details.</p>

7.0 Framework Implementation (Continued)

Component	Purpose / Goal	Matters Identified / Improvements
Procurement	Procedures for the procurement of goods or services.	<p>Through limited testing of payments, at least two instances of non-compliant procurement were identified. This related to the procurement of services where multiple services were allocated against a purchase order, above the value of the authorised purchase order. In both examples, the total value being requested for payment exceeded \$5,000 above the value of the authorised purchase order.</p> <p>An instance was also observed where services had been procured without the issue of a purchase order.</p> <p>Improvement:</p> <p>All procurement of goods or services should be undertaken in accordance with the Purchasing Policy and legislative requirements, regardless of the type of service or goods.</p>
Waste Facility Cash Handling	Procedures and systems for the handling of cash at the waste facility.	<p>Imposition of fees and charges for domestic waste have resulted in cash being collected at the waste facility. Controls in relation to the handling of cash received at the waste facility are being pursued by management, such as reduction of cash being received with introduction of EFTPOS facilities.</p> <p>Improvement:</p> <p>Continue to remove and significantly reduce the potential amount of cash received at the waste facility, through use pre-purchased vouchers for example, EFTPOS etc. Should cash continue to be accepted, appropriate procedures and controls are required.</p>
Waste Facility Access and Billing	Procedures and systems for out of hours access and billing at the waste facility.	<p>Through routine revenue testing, a local company was identified to have out of hours access to the waste facility and are entrusted to advise the Shire when they have accessed the facility, and how much they are to be billed.</p> <p>Improvement:</p> <p>There is inherent risk in this current practice, as there are no controls to mitigate risks such as injury, nor to prevent others accessing the site whilst the contractor has unlocked the site. Current controls with regard to ensuring the correct fees are being charged to the contractor are inadequate and require improvement. The practice of allowing contractors to access the waste facility should cease immediately.</p>

7.0 Framework Implementation (Continued)

Component	Purpose / Goal	Matters Identified / Improvements
Authorisation of Electronic Bank Transactions	Controls around the processing of electronic bank transactions such as creditors and payroll.	<p>Presently, the CEO, Manager Corporate Services and the Shire President are authorised for approval of electronic banking transactions. Two of these individuals are required to authorise transactions through online banking software. Under the <i>Local Government Act 1995</i>, the Shire President has no administrative authority under the Act and so no authority to authorise electronic banking transactions.</p> <hr/> <p>Improvement:</p> <p>Remove the authorisation of the Shire President to approve electronic banking transactions and reallocate this responsibility to a suitable staff member.</p>
Access to Administration Office	Ensure access to the administration office is restricted only to personnel who are authorised.	<p>Access to the administration office includes a combination lock at the rear of the building. The code to this lock has not been changed in recent years, and no process exists to ensure regular updates to the code are undertaken.</p> <hr/> <p>Improvement:</p> <p>Arrange for the combination to the lock at the rear of the administration office to be changed as soon as possible. Also arrange for a process to occur to ensure regular changes to the code are undertaken to prevent former employees, elected members and/or contractors from potentially accessing the administration office when not authorised to do so.</p>
Debtors Invoicing and Recovery Processes	Process to ensure segregation of duties exist for accurate recovery of revenue.	<p>Managers are responsible for the follow up of outstanding debtors relevant to their departmental responsibility, each month. No formal processes exist for the routine follow up of outstanding debtors.</p> <hr/> <p>Improvement:</p> <p>Create and document procedures to ensure a transparent and consistent approach is applied to overdue debtors.</p>
Publication of the Annual Report	Ensure the annual report is published to the local government website as required.	<p>The 2017-18 annual report was adopted by Council on 22 November 2018. The annual report was uploaded to the Shire's website on 20 March 2019.</p> <hr/> <p>Improvement:</p> <p>Ensure process is in place for the annual report to be uploaded to the Shire's website within 14 days of adoption by Council, as required by section 5.55A of the <i>Local Government Act 1995</i>.</p>

7.0 Framework Implementation (Continued)

7.3 Human Resource Management and Practices

A number of components constitute the organisation's human resource management practices and form an essential element of risk management, internal control and legislative compliance. Each of these elements is examined in the table below.

Component	Purpose / Goal	Matters Identified / Improvements
Staff Training	To ensure staff have access to ongoing and appropriate training.	<p>Staff training needs are currently identified on an ad-hoc basis and recorded in a training matrix.</p> <p>Improvement:</p> <p>Refine the current staff training matrix to identify staff training needs relevant to their role, ensuring it is co-ordinated across the organisation and monitors currency of required licences and qualifications.</p>
Employee Termination Procedures	Procedures to ensure staff physical and IT access is removed and Shire assets returned at the time of departure.	<p>No formal process or procedure is currently in place to ensure the appropriate termination of employees. Departmental managers have the responsibility of ensuring Shire assets are recovered, however there is no structure in place to ensure IT permissions and security codes are restricted, or for Shire property (phones, vehicles, keys) to be returned prior to the employee finishing with the Shire.</p> <p>Improvement:</p> <p>Establish procedures or checklists to manage and document the termination of employees, ensuring access to IT systems, etc. is appropriately restricted and all allocated Shire assets are recovered.</p>
Employee Banking Details	Process to reduce opportunity for fraudulent activity with electronic banking.	<p>Changes to bank account details are processed by the Corporate Services Officer (CSO), but not reviewed by a senior officer to verify details have been correctly entered. New employees banking details are entered by the CSO into Synergysoft, and details reviewed and confirmed by the Manager Corporate Services. No verification is performed against the ABA file when payroll is processed to ensure that bank account details have not been altered since initial review was performed.</p> <p>Improvement:</p> <p>New employees banking details should be verified against the ABA file for their first pay. Procedures to minimise risk of any employee banking details being changed prior to deposit of payroll and regular reviews of software audit trails are encouraged.</p>

7.0 Framework Implementation (Continued)

Component	Purpose / Goal	Matters Identified / Improvements
Payroll Authorisation & Audit Trails	Procedure to allow for appropriate review and approval of changes made within the payroll system.	<p>Limited review of changes made to employee details and parameters is currently undertaken when each payroll is processed. Reliance is placed on officers responsible for processing and authorising payroll to remember individual details and identify any errors (such as deductions, superannuation contributions etc) when reviewing payroll reports for authorisation for payment.</p> <p>Some documented controls exist in relation to authorisation and review of payroll by authorised staff. However, current practices do not include reconciliation of total authorised payroll against the ABA file uploaded to the bank for authorisation.</p> <p>Improvement:</p> <p>Procedures to minimise risk of unauthorised changes to employee details and regular reviews of software audit trails should be implemented. Where possible, segregation of duties should exist where employees responsible for processing payroll transactions are unable to make changes to employee banking details.</p> <p>Implement documented procedures to ensure adequate controls are followed with regard to review and authorisation of payroll, and reconciliation of final fortnightly payroll reports against the ABA file.</p>

7.0 Framework Implementation (Continued)

Component	Purpose / Goal	Matters Identified / Improvements
Payroll Exception Reporting	Procedures to assist with accurate processing of employee entitlements.	<p>The officers responsible for processing and reviewing payroll are tasked with review and capture of employee entitlements, allowances, deductions, etc. Reliance is placed on these officers to remember individual details and identify any errors when reviewing payroll reports for authorisation for payment. Staff have advised more formal documentation/checklists are intended to be created to assist with payroll processing, review and authorisation.</p> <hr/> <p>Improvement:</p> <p>A full review of procedures and controls is required to determine practical procedures, documentation and controls for the accurate processing of payroll each fortnight. Details for each employee should be reviewed against individual employment contracts to capture allowances, deductions, entitlements etc, with appropriate review and authorisation for accuracy. Payroll exception reporting and review of audit trails should be undertaken to capture anomalies or unauthorised changes.</p>
Staff Contracts	To provide a documented record of the terms and conditions of each employee's contract of employment.	<p>Different forms of contract exist, with some employees having a signed conditional offer of employment. Our testing revealed that at least one employee has no documentation on file to support their current hourly rate of pay.</p> <hr/> <p>Improvement:</p> <p>Ensure contracts of employment, defining roles, responsibilities and remuneration, are signed by both parties prior to employment commencing for all staff. Undertake a review of all personnel and establish contracts of employment for employees who do not have one, documenting their conditions of employment.</p>
Timesheet Authorisation	To provide a record of hours worked by staff for accurate processing of fortnightly payroll.	<p>Through review of payroll processes, some examples were identified where incorrect time records were provided to staff responsible for processing payroll.</p> <hr/> <p>Improvement:</p> <p>Ensure all timesheets are properly completed, and authorised, when forwarding to staff for processing through fortnightly payroll to ensure employees receive correct entitlements.</p>

7.0 Framework Implementation (Continued)

Component	Purpose / Goal	Matters Identified / Improvements
Personnel Records	Ensure employee records are securely stored to prevent unauthorised access.	<p>Personnel records are securely locked in a cabinet. The key for the cabinet containing these records is kept in a drawer in the administration office, of which many staff are aware of the location.</p> <hr/> <p>Improvement: Secure the key for personnel records in a more appropriate location and restrict access only to officers who are appropriately authorised to access personnel records.</p>

7.0 Framework Implementation (Continued)

7.4 Insurance

At present, the Manager Corporate Services annually reviews the completeness of insurance, which is presented to the Chief Executive Officer for final review. Discussions are also held with the insurers annually and adjustments to policies and insurance levels made as considered appropriate. The insurance values of buildings, plant and equipment are based on the three-yearly valuations of building assets undertaken by registered valuers.

8.0 Framework Evaluation

Developing and implementing systems and procedures for risk management, legislative compliance and internal controls into an organisation can be a time consuming and expensive exercise with the potential to divert resources away from direct services. Considering the level of investment necessary to establish these systems, actions to monitor their effectiveness are an essential practice.

Over time, the relevancy of established controls may change, their purpose may be forgotten, or technology may offer a more efficient or effective way to achieve the initial goal. For these reasons, formal review procedures are required to ensure the resources applied to maintaining these systems, practices and controls are done so in the most efficient way.

Evidence of the monitoring of risk management, internal controls and legislative compliance is sourced from Minutes of Meetings, Registers of Disclosures and reports reviewed.

8.1 Council and Audit and Risk Committee

Regular monthly financial statements and lists of payments, made in the intervening period between each meeting, have been presented to the Council for review, as required by legislation. This provides the basis for high level oversight of the expenditure transactions of the organisation.

Component	Purpose / Goal	Matters Noted / Improvements
Council and Audit Risk Committee	Monitoring and consideration of risks when making strategic decisions.	<p>Identified risks are not included within agenda items for elected member consideration or recorded in an appropriate risk register.</p> <hr/> <p>Improvement:</p> <p>Identified risks relating to a Council decision should be communicated within the agenda item, to enable elected members to be fully informed of the identified risks when making decisions. Risks should also be appropriately recorded in a risk register.</p>
Council and Committee Minutes	Official record of proceedings and decisions.	<p>Our testing noted instances where Council meetings proceeded behind closed doors to consider matters of a confidential nature, the decisions made in relation to the confidential matter were not recorded in the minutes available to the public.</p> <hr/> <p>Improvement:</p> <p>Include all resolutions made by Council within copies of minutes available for public inspection.</p>

8.0 Framework Evaluation (Continued)

8.2 Strategic and Operational Registers

A number of registers are maintained by the Shire of Nannup. The table below details areas for possible improvement in relation to these registers.

Register	Purpose / Goal	Matters Identified / Improvements
Risk Register	Provide a record of risk breaches and remedial action taken.	<p>A strategic risk register was available for inspection. The register contains identified risk profiles for the Shire, and is regularly reviewed, however there is no evidence of updates to the register, as a review history is not included within the register. Current risk management activities are based on superseded standard ISO31000:2018.</p> <p>Improvement:</p> <p>Maintaining risk registers for all identified risks is important to help ensure appropriate recording and communication of high rated risks, along with providing a record to enable the verification of whether treatment plans have appropriately reduced the risk.</p> <p>Routine (at least quarterly) review of the risk register is required to assist in ensuring identified risks are adequately treated.</p> <p>Update risk management activities to align with ISO31000:2018.</p>

8.0 Framework Evaluation (Continued)

Register	Purpose / Goal	Matters Identified / Improvements
Tender Register	Statutory register of tenders called.	<p>The most recent tender recorded in the register was from 2015. Inspection of the register noted it was not compliant with the requirements of the Local Government (Functions and General) Regulations 1996.</p> <hr/> <p>Improvement:</p> <p>Ensure the tender register complies with Regulation 17 of the <i>Local Government (Functions and General) Regulations 1996</i> for any future tenders called.</p>
Delegation Register	Statutory register of delegations of authority.	<p>A number of items recorded in the delegation's register are responsibilities of the CEO, and not decisions of Council delegated to the CEO. It was noted an extensive review of the delegation's register is currently being undertaken by staff.</p> <hr/> <p>A number of delegations relating to buildings include a sub delegation by the CEO to the Building Surveyor. The individual currently performing these duties is a contractor, and is not an employee of Council, and therefore cannot be delegated authority under the <i>Building Act 2011</i>.</p> <hr/> <p>Delegation 83 allows the CEO to appoint and designate Authorised Officers under the provisions of the <i>Public Health Act 2016</i>. The individual currently engaged to provide these services is a contractor to the Shire.</p> <hr/> <p>Improvement:</p> <p>Review Council delegations to the CEO to ensure they relate to decisions of Council delegated to the CEO and update the register accordingly.</p> <hr/> <p>Review and amend delegations relating to the <i>Building Act 2011</i> and remove sub delegations to 'Building Surveyor', ensuring the delegation continues to be exercised by an appropriately authorised officer of Council.</p> <hr/> <p>Review Delegation 83 to ensure the appointment of Authorised Officers through a delegation to the CEO is valid under the provisions of the <i>Public Health Act 2016</i> and consider if the appointment is required through a delegation from Council, rather than from the CEO.</p>

8.0 Framework Evaluation (Continued)

Register	Purpose / Goal	Matters Identified / Improvements
Financial Interest Register	Records details required under the Act relating to financial circumstances of relevant persons	<p>A primary return was completed by a relevant person as required under section 5.75 (2) of the <i>Local Government Act 1995</i>. An annual return was not submitted by that relevant person for the 2017-18 period in accordance with section 5.76 (2) of the <i>Local Government Act 1995</i>.</p> <p>Returns and disclosures of interest for individuals who have ceased to be relevant persons are filed by year, rather than by name. Our inspection of the register noted several records which should have been removed from the folder for individuals who have ceased to be a relevant person for longer than five years.</p> <p>A primary return for a relevant person was not available for inspection upon examination of the Financial Interest Register. From staff representations, it was conveyed the primary return had been received, but had possibly been misfiled.</p> <p>A primary return for a relevant person was noted to have incomplete information, in that it had not been signed by the relevant person and the start date for the relevant person was also omitted.</p> <p>Improvement:</p> <p>Ensure systems and procedures are in place to obtain all returns required under the <i>Local Government Act 1995</i>. Undertake necessary actions to rectify and report this matter as required.</p> <p>Review filing of returns and disclosures individuals who have ceased to be relevant persons of the organisation, to ensure records are maintained as required under the provisions of the <i>Local Government Act 1995</i>.</p> <p>Undertake a thorough examination of files to locate the primary returns and file within the register as required within the provisions of section 5.88 of the <i>Local Government Act 1995</i>.</p> <p>Ensure all primary and annual returns are properly completed at the time of providing acknowledgement of receipt of the returns.</p>

8.0 Framework Evaluation (Continued)

8.3 Annual Compliance Audit Returns (CAR)

Returns have been completed on a self-assessment basis and approved by Council each year. The CAR was completed in house by staff for the 2017 and 2018 return periods. No areas of non-compliance were noted in 2017 or 2018 returns.

8.4 Complaint Handling

Community complaints are received by administration staff and allocated to the relevant manager to address. Responsibility for the routine follow up of complaints to ensure they have been adequately addressed remain with the manager who has been allocated the complaint.

Component	Purpose / Goal	Matters Noted / Improvements
Customer Complaints Procedures	Procedures for the recording handling and resolution of customer complaints.	<p>Policy ADM 22 sets out procedures for handling of customer complaints. A customer complaints register is not currently maintained to follow up and ensure all complaints are adequately addressed. Currently, customer complaints are entered and managed through the records management system and allocated to relevant managers with no formal process for review.</p> <p>Improvement:</p> <p>To help ensure all complaints are adequately resolved, a register of customer complaints received should be maintained. It is understood management are currently implementing an updated recording module into the ERP system, and progression with this initiative is strongly encouraged.</p>
Official Complaints Register	A complaint register is required to be maintained in accordance with Section 5.121 of the Local Government Act 1995.	<p>No official register was available for inspection.</p> <p>Improvement:</p> <p>To ensure compliance with the Act, an official complaints register should be maintained.</p>

8.0 Framework Evaluation (Continued)

8.5 Audit Practices

Council has appointed external financial auditors to the Shire of Nannup. One matter of non-compliance was noted within the 2016-17 audit report, relating to the mid-year budget review not being submitted to the Department 30 days of the review as required by Regulation 33A(4) of the *Local Government (Financial Management) Regulations 1996*. No items were raised during the 2017-18 period by the external auditors requiring improvement in relation to audit processes.

The table below details areas for possible improvement in relation to audit processes.

Component	Purpose / Goal	Matters Noted / Improvements
Internal Audit	Internal audit monitors the level of compliance with internal procedures and process along with assessing the appropriateness of these procedures.	<p>Currently, no internal auditors have been appointed, and limited internal audit functions have been undertaken.</p> <hr/> <p>Improvement:</p> <p>We suggest that as the level of documented procedures increases, an expanded internal audit function to confirm adherence to documented policies and procedures may be required as recommended by the OAG in their report to parliament on the Audit of Local Government.</p>

8.0 Framework Evaluation (Continued)

8.6 Review required to be undertaken by the CEO

The CEO is required to undertake reviews of systems and procedures of the local government. The table below presents matters noted in relation to these reviews.

Component	Purpose / Goal	Matters Noted / Improvements
Audit Regulation 17 Review	CEO's review of the appropriateness and effectiveness of systems and procedures for Risk Management, Internal Controls and Legislative Compliance in accordance with Regulation 17 of <i>Local Government (Audit) Regulations 1996</i> .	<p>Previous review contained several recommendations noted when assessing the effectiveness of the Shire's systems and processes relating to risk management, internal controls and legislative compliance. The review did not comment on the appropriateness of the systems and procedures. Many of the recommendations raised in the previous report were considered by management to be too onerous for the Shire to implement and are yet to be addressed.</p> <hr/> <p>Improvements: Ensure all matters relating to previous review are adequately addressed.</p>

9.0 Other Matters

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Moore Stephens

Level 15 Exchange Tower
2 The Esplanade
PERTH WA 6000
Phone +61 (0)8 9225 5355
Email rjbarnes@moorestephens.com.au
ABN 99 433 544 961

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Appendix A – Financial Management Systems Review

The following reviews were undertaken to evaluate the appropriateness and effectiveness of financial management system controls:

System	Description
Bank reconciliation and petty cash management	Examination of procedures and review of maintenance and management practices undertaken by staff.
Trust funds	Examination of trust funds to determine proper accountability in the Shire's financial management system and compliance with regulatory requirements.
Receipts and receivables	Examination of end of day banking procedures to determine if they were adequate in ensuring cash collection is being recorded and allocated properly to the general ledger. The receivables system including raising of invoices was also reviewed with limited testing in respect to allocation/posting.
Rates	<p>The Shire's rating procedures were examined to determine if they were adequate in ensuring rates were being imposed or raised correctly. This also included inspection of the rate record, rate notices, instalment notices, valuation reconciliations and general ledger. We randomly selected and tested rate notices which included:</p> <ul style="list-style-type: none"> • sighting the notices; • re-performing the calculations; • ascertaining whether the valuations applied agree to Landgate's valuation roll/report and rates per dollar imposed are as per adopted budget; • ensuring the rate system is properly updated; and • checking proper posting to the general ledger.
Purchases, payments and payables (including purchase orders)	<p>Random selection of payment transactions to determine whether purchases were authorised/budgeted and payments were supported, certified/authorised and correctly allocated. The Shire's purchases, payments and payables system was also examined to determine if adequate controls were in place in ensuring liabilities are properly recorded and payments are properly controlled.</p> <p>We are aware of many incidents of payment scams/frauds within the local government industry during recent years. As a consequence of this activity, we have had a specific focus on the controls around the changes to supplier details within the EFT payment system.</p>
Payroll	<p>A sample of eight employees were randomly selected from four pay runs and detailed testing of each employee's pay was performed to help ensure:</p> <ul style="list-style-type: none"> • the employee existed; • the correct rate of pay was used; • non-statutory deduction authorities are on hand; • time sheets were properly completed and authorised; • hours worked were properly authorised; and • allocations were reasonable and correctly posted. <p>The Shire's payroll system was also reviewed to determine if adequate controls were in place to help ensure wages and salaries are properly processed and payments are properly controlled</p>

Appendix A – Financial Management Systems Review (Continued)

System	Description
Credit card procedures	<p>A review of the Shire's credit card procedures was performed to determine if adequate controls were in place. We randomly selected and tested credit card transactions to determine whether they are legitimate and usual in the context of the Shire's operations. This included:</p> <ul style="list-style-type: none"> • sighting tax invoices; • ascertaining whether the transaction is for bona fide Shire business; and • determining whether transactions are in line with the Shire's Policy.
Fixed assets (including depreciation, acquisition, and disposal of property)	<p>The fixed assets system including controls over acquisition and disposal of assets, updating of the fixed assets register, depreciation of fixed assets and reconciliation of the fixed assets register to the general ledger was examined. A sample of asset additions and disposals were judgmentally selected and testing performed to ensure:</p> <ul style="list-style-type: none"> • the tax invoices existed; • correct posting to the general ledger; • fixed assets register was promptly updated; and • classification of assets was correct. <p>In addition, a sample of four assets were judgmentally selected and testing performed to ensure the depreciation rates used are in line with the Shire's Policy.</p>
Cost and administration allocation	<p>The Shire's cost and administration allocation system was examined to determine if indirect costs have been properly reallocated to various jobs/programs. This included review of the allocation basis and rates used to ensure they are appropriate and regularly reviewed.</p>
Financial reports	<p>The annual report, annual financial report and monthly financial reports were reviewed for compliance with legislative requirements.</p>
Budget	<p>The 2018-19 budget document and documents surrounding budget adoption were reviewed to ensure compliance with regulatory requirements.</p>

Appendix B – Council Policies Examined

The Council Policies examined as part of the review were as follows:

Policy Topic	Policy Topic
ADMINISTRATION	BUSH FIRE CONTROL
ADM 1 Legal Representation Costs Indemnification	BFC 1 Brigade Administration
ADM 2 Internal Control Manual	BFC 2 Roadside Burning
ADM 3 Council Performance Reporting	BFC 3 Bush Fire Brigade Training
ADM 4 Purchasing	BFC 4 Maintenance of Bush Fire Equipment
ADM 5 Recording of Votes at Council Meetings	BFC 5 Brigade Vehicles for Driver Training
ADM 6 Conference Attendance and Training	FINANCE
ADM 7 Council Function Room Hire	FNC 1 Capitalisation of Fixed Assets
ADM 8 Revoked	FNC 2 Depreciation Rates of Fixed Assets
ADM 9 Appointment of Acting Chief Exec. Officer	FNC 3 Community Group Grants and Donations
ADM 10 Councillor Fees & Reimbursements	FNC 4 Tourism Based Rural Properties-Rating Basis
ADM 11 Records Management	FNC 5 Rate Rebates for Pensioners
ADM 12 Elected Members Records	FNC 6 Acceptance of Grant Funding
ADM 13 Electronic Mail	FNC 7 Investment Policy
ADM 14 Selection and Presentation of the Honorary Freeman Title	FNC 8 Use of Council Credit Card/s
ADM 15 Revoked	FNC 9 Exemption from Waste Management Fee
ADM 16 Selecting and Presenting the Australia Day Citizen of the Year Awards	FNC 10 Fraud Management
ADM 17 Asset Management Policy	HEALTH
ADM 18 Aged Housing	HLT 1 Temporary Accommodation
ADM 19 Community Consultation	HLT 2 Mobile Shop/Temporary Premises/Street Stall
ADM 20 Privacy Policy	HLT 3 Temporary Caravan Parks and Camping Grounds
ADM 21 Council Spokespersons	HLT 4 Bed & Breakfast
ADM 22 Complaint Handling	HLT 5 Events
BUILDING	PERSONNEL
BLD 1 Use/Hire of Community Facilities	PSN 1 Superannuation
BLD 2 Naming of Council Facilities	PSN 2 Service Pay
BLD 3 Kerb Bond	PSN 3 Study Leave
BLD 4 Relocated Dwellings	PSN 4 Inside Staff Uniforms
BLD 5 Wood Encouragement Policy	PSN 5 Revoked
	PSN 6 Employee Gratuity Payments

Appendix B – Council Policies Examined (Continued)

Policy Topic	Policy Topic
PLANNING	WORKS
LPP 001 Cut & Fill and Retaining Wall	WRK 2 Disposal of Verge Timber
LPP 002 Private Stormwater Drainage Connections to Council's Drains	WRK 3 Private Works
LPP 004 Bed & Breakfast	WRK 6 Naming and Renaming of Roads & Streets
LPP 005 Consultation	WRK 7 Driveway Crossovers
LPP 007 Special Rural and Special Residential Fencing Standards	WRK 8 Maintenance of DPaW Access Tracks
LPP 008 Nannup Main Street Heritage Precinct	WRK 9 Road Verge Development
LPP 011 Development in Flood Risk Areas	WRK 11 Townsite Verge Maintenance Areas
LPP 012 Tourist Accommodation in Rural Areas	WRK 12 Plant Replacement
LPP 013 Car Parking and Vehicular Access	WRK 13 Subdivisional Development Guidelines
LPP 015 Dedication of Road Access	
LPP 018 Signs & Advertisements	
LPP 019 Heritage Conservation	
LPP 020 Developer and Subdivider Contributions	
LPP 021 Bush Fire Management	
LPP 022 Outbuildings	
TPL 4 Residential Accommodation – Minimum Standards	
RISK MANAGEMENT	
RM 1 Risk Management	
RM 2 Occupational Safety and Health	
RM 3 Outdoor Clothing	
RM 4 Fitness for Work	
RM 5 Threats, Intimidation or Physical Assault Against Staff	

Appendix C – Plans Examined

The Plans examined as part of the review were as follows:

Plan	Status
Strategic Community Plan	2017-2027
Corporate Business Plan	2017-2021
Asset Management Plan	2017-2027
Long Term Financial Plan	2017-2027
Workforce Plan	2017-2027
Code of Conduct (Staff)	Adopted 24 November 2016
Code of Conduct	Adopted 25 March 2010
Local Recovery Plan	Adopted October 2014
Local Emergency Management Arrangements	Reviewed November 2018

Appendix D – Strategic and Operational Registers Examined

The registers examined as part of the review were as follows:

Register

Declarations of Interest Register

Financial Interest Register

Tender Register

Gifts and Travel Register

Cemeteries Register

Food Businesses Register

Register of Lodging Houses

Delegation Register (reviewed 22 February 2018)

Appendix E – Operational Guidelines

Risk Management

The internal control and risk management systems and programs are a key expression of a local government's attitude to effective controls. Good audit committee practices in monitoring internal control and risk management programs typically include:

Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered;

Reviewing whether the local government has a current and effective Business Continuity Plan (including disaster recovery) which is tested from time to time;

Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas:

- potential non-compliance with legislation, regulations and standards and local government's policies*
- important accounting judgements or estimates that prove to be wrong*
- litigation and claims*
- misconduct, fraud and theft*
- significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government*

Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;

Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance;

Reviewing the effectiveness of the local government's internal control system with management and the internal and external auditors;

Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;

Assessing the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;

Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment; and

Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

Appendix E – Operational Guidelines (Continued)

Legislative Compliance

‘The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. Audit committee practices in regard to monitoring compliance programs typically include:

- a) Monitoring compliance with legislation and regulations*
- b) Reviewing the annual Compliance Audit Return and reporting to Council the results of that review*
- c) Staying informed about how management is monitoring the effectiveness of its compliance and making recommendations for change as necessary*
- d) Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints*
- e) Obtaining assurance that adverse trends are identified and review management’s Plans to deal with these*
- f) Reviewing management disclosures in financial reports of the effect of significant compliance issues*
- g) Reviewing whether the internal and / or external auditors have regard to compliance and ethics risks in the development of their Audit Plan and in the conduct of audit projects, and report compliance and ethics issues to the audit committee*
- h) Considering the internal auditor’s role in assessing compliance and ethics risks in their Plan;*
- i) Monitoring the local government’s compliance frameworks dealing with relevant external legislation and regulatory requirements*
- j) Complying with legislative and regulatory requirements imposed on audit committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest*

Internal Controls

Internal controls are systems of policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with laws and regulations and achieve effective and efficient operations.

These systems not only relate to accounting and reporting but also include communication processes both internally and externally, staff management and error handling.

Operational Guidelines prepared by the Department of Local Government and Communities (Audit in Local Government number 09 September 2013) provide the background to Internal Controls in the context of this review as follows:

‘Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

Appendix E – Operational Guidelines (Continued)

Internal Controls (continued)

An effective and transparent internal control environment is built on the following key areas:

- k) integrity and ethics;*
- l) policies and delegated authority;*
- m) levels of responsibilities and authorities;*
- n) audit practices;*
- o) information system access and security;*
- p) management operating style; and*
- q) human resource management and practices.*

Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.

Aspects of an effective control framework will include:

- a) delegation of authority;*
- b) documented policies and procedures;*
- c) trained and qualified employees;*
- d) system controls;*
- e) effective Policy and process review;*
- f) regular internal audits;*
- g) documentation of risk identification and assessment; and*
- h) regular liaison with auditor and legal advisors.*

The following are examples of controls that are typically reviewed:

- a) separation of roles and functions, processing and authorisation;*
- b) control of approval of documents, letters and financial records;*
- c) comparison of internal data with other or external sources of information;*
- d) limit of direct physical access to assets and records;*
- e) control of computer applications and information system standards;*
- f) limit access to make changes in data files and systems;*
- g) regular maintenance and review of financial control accounts and trial balances;*
- h) comparison and analysis of financial results with budgeted amounts;*
- i) the arithmetical accuracy and content of records;*
- j) report, review and approval of financial payments and reconciliations; and*
- k) comparison of the result of physical cash and inventory counts with accounting records.*

MOORE STEPHENS

Level 15, 2 The Esplanade
Perth WA 6000

T +61 (0)8 9225 5355

F +61 (0)8 9225 6181

rjbarnes@moorestephens.com.au

Attachment 12.4.1

WALGA SOUTH WEST ZONE AGENDA ITEM

Submitting Council	Shire of Donnybrook Balingup and Shire of Nannup
Meeting Date	May 2019
Subject	Community Newspaper Awards
Recommendation	That Council: Develop an annual award program to recognize the significant contribution of community newspapers.
In Brief	Community newspapers are the quiet achievers in the world of communication. Despite a changing media environment where the emphasis is sometimes on digital media, community newspapers remain the trusted source of information for many people in small regional communities.
Background	<p>These much-loved publications don't simply share information, they help readers connect with their community which generates a sense of pride and belonging.</p> <p>Community newspapers run on the smell of an oily rag. They are often housed within Community Resource Centres (CRCs) and rely heavily on local volunteers, financial support from Local Governments and paid advertising.</p> <p>There are a number of community newspapers in the South West Zone, including the following:</p> <ul style="list-style-type: none"> • The Bleat; • The Dardanup Times; • The Boyanup Post; • Preston Press; • Gelorup Stratham Dalyellup Gazette; • The Williams; • Greenbushes Balingup Newsletter. • Nannup Telegraph.
Comment	<p>It is proposed the annual award will consider the following criteria:</p> <ul style="list-style-type: none"> • Balanced, fair and inclusive journalism that appeals to all demographics; • Community participation demonstrated by letters to the editor, paid adverts and advertorials; • Quality research and accuracy of information; • Care and consideration for those whose stories are being told; • Design and readability; and • Availability and accessibility (e.g. available on a website, emailed to subscribers, a link on social media, hard copies at local outlets).
Any other implications	The awards will be limited to community-run newspapers or publications that are not affiliated with a commercial media outlet such as Fairfax Media.
Attachments	Nil.

NOTES

Items need to be submitted at least 10 days prior to the meeting
Agendas are issued 7 days prior to meetings
Late items will always be circulated

Strategic Community Plan



2017 - 2027

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Message from the Shire President

It is with pleasure that I present to the residents of the Shire of Nannup the Community Strategic Plan 2017-2027. This Plan has been prepared in consultation with the community via surveys, one on one key stakeholder meetings and a Community Workshop.

The Community Strategic Plan will now guide Council in making important decisions on behalf of the community over the next 10 years. The Plan incorporates the Shire of Nannup's Vision, Goals and Objectives to assist Council in prioritising major projects into the future. This Plan also forms part of the Shire of Nannup's statutory obligations in the Integrated Planning and Reporting Framework which is further explained in the document.

The Plan is a "live" document which will be continually developed over the years through review processes to ensure that the community is kept informed of, and has input into its future development.

Council is committed to working with residents to ensure that the aspirations of the community of the Shire of Nannup are met and that the whole Shire remains strong and vibrant in the years ahead. I would urge all residents to take ownership of this Plan and work with Council for the benefit of all concerned.

Tony Dean
SHIRE PRESIDENT



Why are we doing this?

The West Australian State Government requires all local governments to develop an integrated planning and reporting framework.

The Strategic Community Plan (shortened to the 'Community Plan' in this document) is part of this Integrated Planning and Reporting framework. It sets the scene for the whole framework and expresses the community's vision and priorities for the next ten years and beyond. The plan gives us a method for establishing priorities and aligning them to operational functions. It will also support the development of improved services and outcomes for the community and will continue to evolve to support the needs of our community.

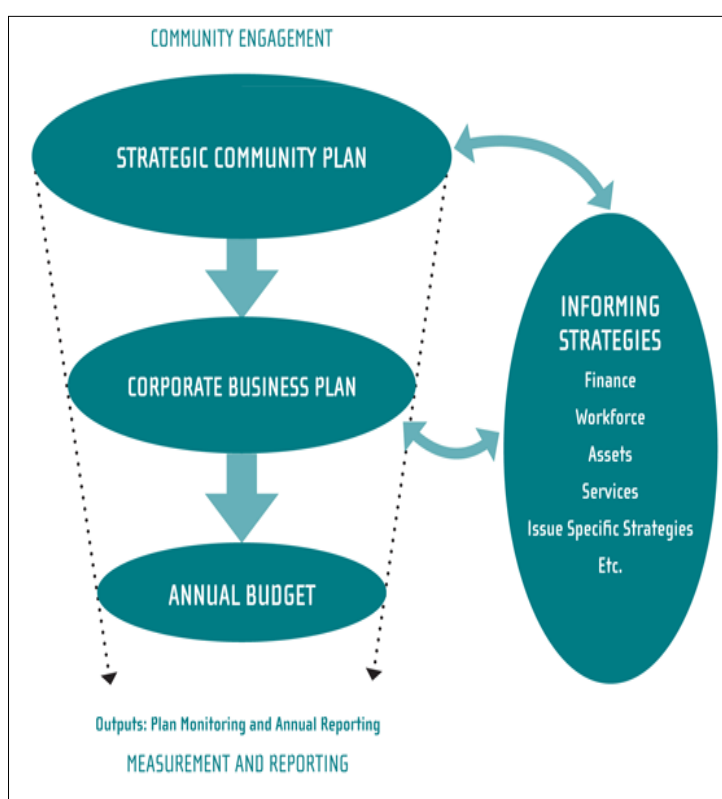


Figure1: Western Australia Local Government Integrated Planning and Reporting Framework

Successfully implementing this strategic community plan will require a commitment from all stakeholders, including the Shire of Nannup, residents, businesses, visitors, community organisations and all levels of government.

A vision shaped by the community

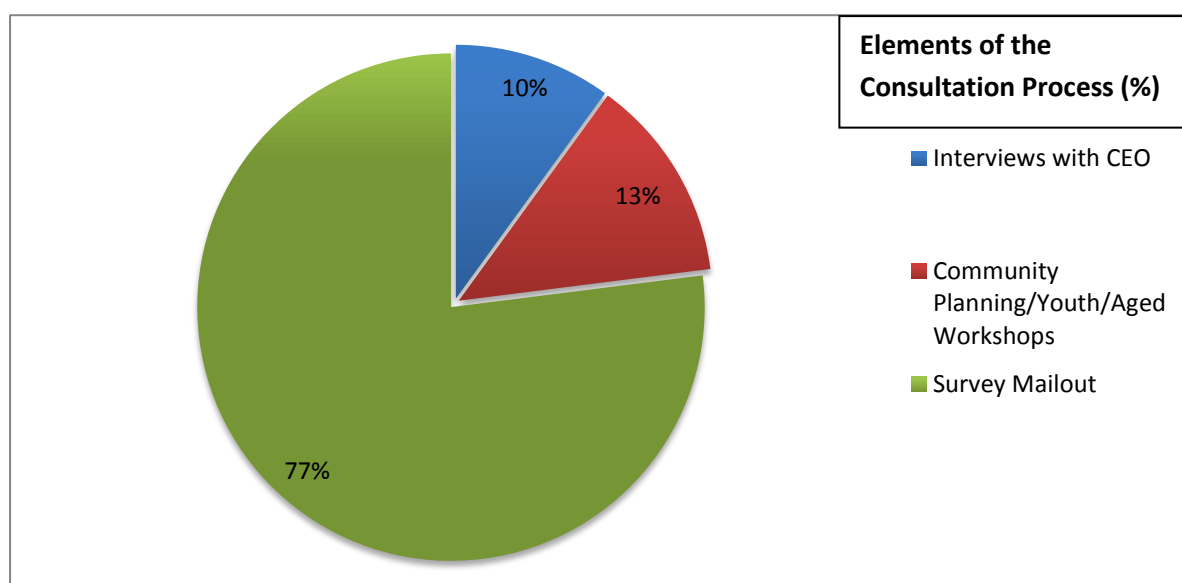
This is your plan and we want to get it right for you

Community engagement is a process that allows people to participate in decisions that affect them, and at a level that meets their expectations. It helps strengthen the relationship between communities and government, enabling all the concerned groups to become part of the process.

Council used the objectives embodied in the WA integrated planning consultation policy to develop the key aspects of this strategy:

1. Clearly define the level of consultation relevant to Council issues;
2. Detail the requirements for consultation based on the level of impact;
3. Outline the process Council will use when undertaking consultation and considering submissions.
4. Clearly define the levels of consultation required for a range of Shire functions in order for the community to be kept informed, comment on and respond to issues and proposals and gain a sense of ownership of key Council functions and activities.

This involved multiple forms of engagement to ensure the inclusion of a large cross section of the community. Consultation elements included a Community Strategic Plan Workshop and Community Survey was posted to all residents and provided on the Shire of Nannup's website to be completed on-line. One-on-one key stakeholder meetings (statutory authority OIC's and business proprietors) were also conducted with the Chief Executive Officer.



The above community engagement has resulted in comments being collected on a whole range of topics, which have been used to provide a guide to the future direction for Nannup. The comments have regard to current and future resource capacity, demographic trends (appendix 1) and strategic performance measurements.

Survey respondents included a response to the importance and satisfaction with the current and anticipated Shire services, the results of these responses is summarised in the table below:-

This table may help guide the prioritisation of future service provision; the darkness of the quadrant provides an indication of the level of community priority.

<p>Extremely Important/Low Satisfaction</p> <p>Youth Services Senior Services Health Services Education Services Opportunity for Business Investment Economic Diversity Phone and Internet Connectivity Bushfire Risk (Fuel Loads) Community Engagement Transparent Decision Making</p>	<p>Extremely Important/High Satisfaction</p> <p>Emergency Management Services Police Services Sporting and Recreation Services Arts and Cultural Services Events Parks and Reserves Playgrounds Power and Water Supplies</p>
<p>Moderately Important/Low Satisfaction</p> <p>Vibrancy of the Town Centre Waterways Employment Prospects Footpaths Waste Management Services Disability Access Services</p>	<p>Moderately Important/High Satisfaction</p> <p>Tourism Marketing and Branding Childcare and Other Family Services Roads Community Funding and Support Customer Service Parking Coastal Erosion Native Flora</p>



Survey respondents also included a response based on priority of services and projects they would like to see developed if resources and finances became available. The results of these responses is summarised in the table below:-

Priority 1 Improved accommodation Public Access and Signage to Black Point Affordable Housing Complete Ablution Block at Recreation Centre Swimming Pool More Walk/Bike Trails Improved Waste Management Facility Purchase Wooden Clock – Public Sculpture Heritage Development Full Time General Practitioner Bitumen Road to Barrabup Pool Better Communications – Internet, Mobile Aged Care Facilities Tourism Attractions	Priority 2 Increase Cadet/Traineeships More Footpaths Blackwood River Boardwalk Weed Eradication Interactive Playground More ATM Machines Solar Power Sustainability Pretty up the Town Tourism
Priority 3 Improved Parking Control Burning Strategy Exercise Areas for Dogs River Foreshore Maintenance Better Access for Disabled Shopping Centre – Bigger/Better Improved Education Facilities Relocate Bowling Green to Recreation Centre Dentist	Priority 4 Festival Sponsorship Councillor Training Street Lighting Nicer Entrance to Town More Cafes Lawn at Cemetery Tourist Bureau Support Events and Activities Finish Vasse Highway Upgrade Undercover Area for Markets
Priority 5 Management of Finances Eco-tourism Restaurants Charity Events Skate Park Upgrade Young Adult Activities Powdered Milk Processing Facility Upgrade Recreation Centre Court Improved Library Facilities Nannup Icon Donnelly River Heritage Project Funding	

What we did with the information

The aim is to produce a clear, concise document that meets the requirements of the legislation, but more importantly provide a useful tool for the Council and community.

All the information has been gathered, analysed and compiled, then categorised into key themes that matter most to the community. These key themes are Community, Environment and Leadership. The three themes then supplied our 15 key focus points for our community's future.

During the process of consultation and analysing of data, Council has been reassured that the community's overall vision is in line with the Shire of Nannup's existing Vision Statement, Mission Statement and our Values (appendix 2). The vision also aligns well with the branding of 'Rest. Connect. Grow' as well as our current activities and projects.

Consultation is an ongoing process and new and evolving trends will be incorporated during subsequent reviews.

Issues and challenges

Naturally, things like resources (both human and capital), budget, legislation and common-sense play a defining role in what can be achieved in our future direction.

Where we are directly responsible for an activity and resources permit, we are committed to delivering the aspirations set out in the Community Plan. Where we do not have direct responsibility or influence on the aspirations, we will advocate to those responsible and will work in partnership with them to make these aspirations a reality.



The Results

Our Community Statement

We are a unique town that role models sustainability, friendliness, taking the time to celebrate our heritage and festivals.

We are surrounded by amazing nature, with charming historic and built fabric.

Our leaders provide for and listen to all of us.

Our Community

We are a unique town that role models sustainability, friendliness, take the time to celebrate our heritage and festivals

We will retain our pride in being a small, friendly town that is a nice place to live and full of wonderful people

We role model self-sufficiency and sustainability as a community

We respect and value our aged

Our youth are important and we will focus our energy to give them reasons to stay in Nannup (or come back)

Our Economy

Sustainability is the key to Nannup's future

We will have a sustainable, innovative and equitable economy

Working together to attract people to our amazing Shire

Our Built Environment

Keep the charm and fabric of Nannup

Keep the charm and fabric of our unique shire and upgrade the amenity

Providing a quality planning outcome for community benefit through good consultation

Increase coverage of our communication systems

Our Natural Environment

We are surrounded by amazing nature, from our magnificent forests and bush land, to our pristine coastlines

We will protect our amazing nature, magnificent forests, managed bushland, rivers, agriculture and our pristine coastline

Keep our beautiful combination of natural landscapes and built environments to retain our community and amenity

To achieve a green clean future

Our Community Leadership

We listen to our community leaders

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

To have united community groups working together

Our Council Leadership

A listening leadership that provides for and represents all

A listening leadership that provides and represents all

To do what is right and fair for the people

Our Community

We are a unique town that role models sustainability, friendliness and taking the time to celebrate our heritage and festivals

Focus Point	Strategies	Action	Measurement of our success	Responsibility
1.1 All of Us / Who we are: We will retain pride in being a small but friendly town that is a welcoming place to live and full of wonderful people	Promote a connected, safe and healthy town	Educate and enforce health, emergency management and planning regulations, whilst continuing our Community Development work	Regular inspection of food premises, ensure firebreaks are compliant and sound decision making with regards to planning applications	Provider
	Value our heritage and festivals	Continued support and funding for events through the Shire's Community Grants Program	Ongoing events funded	Facilitator
1.2 Our Aged: We respect and value our aged	Provide an aged friendly environment	Provide a range of information for the community relating to the Shire's aged activities	Aged relevant activities communicated regularly	Provider
	Support the Nannup hospital in providing an exemplary health service	Advocate for improved facilities and services for our aged	Advocacy meetings held with relevant agencies and providers. Partnership established with Department of Health	Advocate
		Provide support for permanent General Practitioner services and Allied Health services in Nannup	Advocacy meetings held with relevant providers and potential GP's	Advocate

1.3 Our Youth: Our youth are important and we will focus our energy to give them reasons to stay in Nannup (or come back)	Partner the Nannup District High School to become a school of choice for all	Work in partnership with the Nannup District High School	Ongoing dialogue with the Senior Staff at the School	Advocate
	Create a youth friendly town	Continue to provide Youth services and activities in the Shire of Nannup	Ongoing development of Youth services and activities	Provider
	Continue Traineeships and promote employment opportunities for youth	Appoint Trainees at the Shire and support similar employment opportunities by businesses	Number of Traineeships and employment opportunities secured	Provider/ Advocate



Our Economy

Sustainability is the key to Nannup's future

Focus Point	Strategies	Action	Measurement of our success	Responsibility
2.1 The Big Picture: We will have a sustainable, innovative and equitable economy	Promote innovative ideas and value add to businesses and industry	Work with industry, community and business groups to encourage innovative ideas and value adding to their products and services	Meetings with key representatives, ideas captured and developed	Facilitator
	Work collaboratively with State and Federal Government agencies to improve our economy	Seek potential contracts from Government Departments and advocate for a greater presence in the district	Advocacy meetings held with relevant agencies and providers.	Advocate
	Encourage and support more industry, businesses and employment into our Shire	Work with industry, community and business groups to determine the best method of support	Meetings with key representatives, ideas captured and planned	Facilitator
		Advocate to develop existing industries and create new industries	Creation of new industry in our Shire	Facilitator
	Promote the Shire as being a Small Business Friendly Local Government	Work with the Small Business Development Corporation and local businesses to provide support for small business sustainability	Reports to SBDC on progress and feedback from small business	Advocate / Facilitator
	Promote employment for Youth	Support the transition from education to further training and employment	Regular partnering meetings with the school and business groups	Advocate / Facilitator

2.2 Tourism/Recreation: Working together to attract people to our amazing Shire	Support tourism providers and promote our district	Support the provision of a Visitor Centre service	Visitor Centre service provided	Provider / Facilitator
	Marketing and branding of our Shire and Region to promote regional produce and services	Work with Warren Blackwood Alliance of Councils in the establishment of a Local Tourism Organisation or alternative structure in the delivery of Visitor Services	LTO Brand developed and marketed	Provider/ Facilitator
	Increased and varied trails throughout the district	Work with relevant authorities and stakeholders to establish a trails hub	Advocacy meetings held with relevant agencies and providers to develop a trails hub	Advocate



Our Built Environment

Keep the charm and fabric of Nannup

Focus Point	Strategies	Action	Measurement of our success	Responsibility
3.1 Our Shire and Streetscape: Keep the charm and fabric of our unique shire and upgrade the amenity	Well maintained quality infrastructure for our community and visitors and to promote activity	Maintain our beautiful town, streetscape, public buildings, roads, cemetery and parks	Planned maintenance and cleaning scheduled and performed	Provider
		Continue to upgrade the Recreation Centre and Main Street	Renovations to buildings and facilities created	Provider
	Capture and promote our unique charm and fabric	Maintain the importance of heritage within the local planning scheme	Appropriate planning policies implemented	Provider
	Maintain our town's distinct look and feel	Planning strategy to protect our Main Street distinctiveness and heritage	Appropriate Main Street policy implemented	Provider
3.2 Planning and Building: Providing a quality planning outcome for community benefit through appropriate consultation	Sustainable growth for the benefit of the community	Planning Scheme to advocate for quality of life, industries and high quality development	Appropriate planning policies implemented	Provider
	Develop the south coast access and recreation opportunities	Work with State Government agencies to improve our coastal access and recreational opportunities	Quannup Working Party to develop strategies for development of Quannup land	Advocate

3.3 Our Communication: Increased coverage of communication systems	Improve all forms of communication within the shire	Work with relevant agencies to improve and secure appropriate local radio and television coverage, increased mobile phone and internet coverage	Advocacy meetings held with relevant agencies and providers to improve relevant media, mobile and internet coverage	Advocate
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Our Natural Environment

We are surrounded by amazing nature, from our magnificent forests and bush land, to our pristine coastlines

Focus Point	Strategies	Action	Measurement of our success	Responsibility
4.1 Our Sanctuary We will protect our amazing nature, magnificent forests, managed bush land, rivers, agriculture and our pristine coastline	Protect our range of natural assets	Work with Government agencies to provide balance between natural and managed bush land, forests, rivers, agriculture and coast	Meetings held with relevant agencies and providers	Advocate
	Improve awareness and increase public responsibility for our environment	To keep our community informed about our underground water supply levels, mining activity etc	Meetings held with relevant agencies and providers	Advocate
		Promote environmentally sustainable Government incentives	Advertise new Government initiatives	Advocate
4.2 Our Location Keep our beautiful combination of natural landscapes and built environments to retain our community and amenity	Balance community, environment and economic development in our shire	Update the Planning Scheme and incorporate a strategy of balancing community, environment and economic development	Appropriate Planning Scheme policies implemented	Provider

4.3 Our sustainable future To achieve a green clean future	To support a sustainable, harmonious community and promote self sufficiency	Role model environmentally sustainable solutions such as recycling and energy efficiency	Shire assets that are energy efficient	Provider
	Promote a healthy lifestyle and alternative methods of transport	Improve bike and pedestrian friendly path network	More dual use paths constructed	Provider



Our Community Leadership

We listen to our community leaders

Focus Point	Strategies	Action	Measurement of our success	Responsibility
5.1 Listen To listen and partner with our community leaders and all our diverse groups	Listen to the people	Conduct community engagement for significant projects and other activities	Appropriate consultation done on all significant projects and activities	Provider
		Provide open communications to residents with Shire staff and Councillors	Complaints and opportunities responded to in accordance with our Customer Service Charter	Provider
	Support existing and emerging community groups	Provide community funding and support for events and community groups	Ongoing events and active community groups/ members	Facilitator
5.2 Working Together To have united community groups working together	Meeting of major community groups to share resources and goals	Advocate for meetings and sharing of resources	Meetings held with relevant agencies, groups and providers	Advocate

Our Council Leadership

A listening leadership that provides for and represents all

Focus Point	Strategies	Action	Measurement of our success	Responsibility
6.1 Lead, Listen, Advocate, Represent And Provide: A listening leadership that provides and represents all	Be an example of sustainability	Balance our environmental, social and financial requirements	Reporting on all three requirements in the annual report	Provider
	Provide a listening leadership that represents the people	Deliver ongoing community engagement to inform a representative community vision	Unified vision communicated and ongoing engagement sessions held	Provider
	Be a role model for a cohesive and healthy community	Collaboration between Councillors and also with the community	Workshops to further develop knowledge and position on issues completed	Provider
	Provide a stable, consistent and honest government	Council and committee meetings that are open and transparent	Reports are easily accessible	Provider
6.2 We are one To do what is right and fair for the people	To do what is right for the people - for betterment of majority of community	Conduct community forums for project specific matters	Community forums conducted	Provider
	Maintain good working relationship with neighbouring shires	Active participation in the Warren Blackwood Alliance of Councils	Advocacy at WBAC meetings	Advocate

Our Services, Projects and Partners

	Shire Services supporting our objectives	Projects / Activities in Place	Our Key Partners
Community	<ul style="list-style-type: none"> • Cemetery • Community Development • Emergency Management • Events • Facility Hire • Health Services • Library • Licensing • Private Works • Ranger Services • Waste • Website Management • Youth Advisory Council 	<ul style="list-style-type: none"> • Aged Accommodation Facility Project • Dog Registrations • Emergency Management • Family Fun Day • Firebreak inspections • Main Street gardening program • Nannup Connect • School Holiday Activity Program • Wellbeing Program • Youth Projects 	<ul style="list-style-type: none"> • Cemetery Board • Dept of Child Protection • Dept of Education • Dept of Environment Regulation • Dept of Fire & Emergency Services • Dept of Health • Dept of Sport & Recreation • Dept of Transport • Local Drug Action Group • Lotterywest • Main Roads WA • Shire of Manjimup • Shire of Bridgetown/Greenbushes • South West Development Commission • State Library • WA Police • Waste Authority of Australia • Nannup District High School

Economy	<ul style="list-style-type: none"> • Building Services • Economic Development • Events • Planning Services 	<ul style="list-style-type: none"> • Food Bowl Identity • Main Street Upgrade • Nannup Branding • Trails Hub • Visitor Service • Local Tourism Organisation 	<ul style="list-style-type: none"> • Big N • Building Commission • Dept of Agriculture and Food • Dept of Commerce • Dept of Planning • Main Roads WA • South West Development Commission • WA Police • Australia's South West • Munda Bidi Foundation • Margaret River/Busselton Tourism Association
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Environment Built	<ul style="list-style-type: none"> • Building Services • Bridges • Caravan Park • Construction Program • Emergency Management • Health Services • Maintenance Program • Parks and Gardens • Planning Services • Waste 	<ul style="list-style-type: none"> • Caravan Park • Main Street Upgrade • Recreation Centre Upgrade • Sustainable Coastal Development (Quannup) 	<ul style="list-style-type: none"> • Building Commission • Caravan Park Association • Department of Agriculture and Food • Dept of Finance • Dept of Parks and Wildlife • Dept of Fire & Emergency Services • Dept of Health • Dept of Planning • Dept of Regional Development • Dept of Lands • Dept of Water • Main Roads WA • South West Development Commission • Tourism WA • Waste Authority of Australia • Water Corporation
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Environment Natural	<ul style="list-style-type: none"> • Emergency Management • Health • Parks and Gardens • Planning Services 	<ul style="list-style-type: none"> • Environmental advocacy and strategy • Trails Hub • Waste Strategy 	<ul style="list-style-type: none"> • Dept of Agriculture and Food • Dept of Parks and Wildlife • Dept of Fire & Emergency Services • Dept of Health • Dept of Planning • Dept of Regional Development and Lands • Dept of Water • Water Corporation
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Leadership Community	<ul style="list-style-type: none"> • Community Development • Customer Service • Governance 	<ul style="list-style-type: none"> • Community Grant Scheme • Community Consultation Program • Events Forum • Australia Day Breakfast • Informing the Community • Emergency Management Recovery 	<ul style="list-style-type: none"> • Business Initiative Group Nannup (Big N) • Dept of Agriculture • Dept of Education • Dept of Parks and Wildlife • Dept of Fire & Emergency Services • Nannup Community Resource Centre • Various Community groups
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Leadership – Council	<ul style="list-style-type: none"> • Customer Service • Finance • Governance • Integrated Planning • Records Management 	<ul style="list-style-type: none"> • Integrated Planning Framework • Community Engagement • Regional Partnerships 	<ul style="list-style-type: none"> • Dept of Agriculture • Dept of Finance • Dept of Child Protection • Dept of Local Government and Communities • Dept of Planning • Dept of Lands • Dept of Regional Development • Dept of the Premier and Cabinet • South West Development Commission • WA Treasury Corp • Warren Blackwood Alliance of Councils
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What happens next

The Community Plan's measures will help us track progress towards reaching its vision. Council will provide an update on its progress in achieving the strategies in this document, by providing an update in our annual report to the community.

A strategic review of the Community Plan will be carried out two years after the adoption of the plan and a full review every four years. This is to reflect changing priorities, the external economic environment, other external regulations (attachment 2) and available funding.



Planning our Resources and Performance

The Community Plan is a starting point – a beginning, not an end. Council is committed to continuing its communication and involvement with the community and developing a relevant and useful document. Importantly, an annual review of progress will be performed.

To support the successful implementation of the Community Plan, we have developed a Corporate Business Plan, Asset Management Plan, Workforce Plan and Long Term Financial Plan. These documents direct the Shire's resources, assets and funding toward the priorities, key projects and activities set out in our Community Plan. These Plans can be accessed by contacting Council Staff or through the Shire of Nannup Webpage.

The Community plan was developed with an understanding of our current resource capacity, both financial, workforce and asset resources. Whilst future resource capacity is not known with certainty, expectations of relative future resource capacity have been considered.

Current Resource Capacity

The 2015/2016 audited Annual Financial Report reflected the following shire resource profile as at 30 June 2016.

Resource	Level
Workforce	25 FTE
Infrastructure Assets	\$98,015,244
Property, Plant and Equipment	\$14,036,565
Cash Backed Reserves	\$1,478,612
Borrowings	\$82,435
Annual Rate Revenue	\$1,459,639
Annual Revenue	\$5,515,007
Annual Expenditure	\$4,969,783



Future Resource Capacity

Future resource capacity is partially dependent on other levels of government however the following long term trends have been identified.

Asset Management Plan:

This plan assigns an agreed service level, a strategy and the required investment to maintain that asset at the agreed level for the whole of its life. The plan shows what funds are required to maintain the Council's buildings over the next 10 years. The Council has already started to provide for this need in its asset management reserve.

A review of the Council's infrastructure assets shows that they are in good condition and it is anticipated that current maintenance budgets are sufficient to maintain them at an acceptable condition.

Long Term Financial Plan:

This document sets out the financial resources required to deliver the objectives in the Community Plan. This shows the underlying financial resources of the Council are strong.

The plan shows the Council reliance on external sources of funding to deliver its priorities. The workforce plan allows for dedicated support to identify and source this external funding.

Workforce Plan:

This plan identifies the human resources and skills required to deliver the communities priorities for the next ten years.

Corporate Business Plan:

Identifies and prioritises the principal strategies and activities that Council will undertake in response to the aspirations and objectives stated in the Community Plan. It sets out in greater detail the resources required to deliver our priorities.

Annual Budget:

The annual budget sets the resources for Council's day to day operations and capital projects. The majority of day to day operations are not referenced in the Community Plan as this document concentrates on new initiatives identified by the Community.

Strategic Risk Management

The Shire of Nannup maintains a Strategic Risk Register and the identified risks are regularly assessed by a Risk Management Advisory Committee which consists of Council representatives and staff. The following risks have been identified:-

1. **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;
2. **Department Parks and Wildlife (DPaW)** – Inability to influence DPaW activities, management and usage of their land that is ~85% of the Shire;
3. **Reliance of External Funding** – Inability to deliver expected services due to variation, change or withdrawal of Federal/State Government Funding;
4. **State Government Development of Responsibilities** – Inability to fund and fulfil additional requirement from State Government devolvement of responsibility;
5. **Community Expectations** – Inability to meet community expectations of Shire's services, levels of engagement and/or public infrastructure;
6. **Natural Disasters** – Fail to meet legislative requirements and community expectation to prepare, prevent, respond to and recover from natural disasters, including community emergency management;
7. **Ineffective Governance** – Failure to implement and adhere to effective corporate governance and management practices;
8. **Economic Development** – Inability to capitalise on economic development opportunities;
9. **Workforce Capacity and Capability** – Shire is unable to attract and retain sufficiently skilled employees, demand for services exceeds capacity of current workforce structure;
10. **Sustainability of the Shire** – Shire is unable to secure the financial, material and human resources required to provide statutory services; and
11. **Cyber Attack** – Loss or compromising of data

Nannup, About Us

"Nestled in a peaceful environment, the Shire of Nannup is a supportive, connected community that encourages the unique aspirations of those who engage in it."

Location



Nannup is situated 288km south of Perth, and is geographically in the centre of the South West. The Shire of Nannup covers over 3,000 square kilometres, with a total population of 1,319 (2014 ABS data). Eighty-five percent of the Shire is under forest, however the rich soils, high rainfall and an excellent climate also provides ideal conditions for farming. Environment and heritage play a large role in the community's culture. Nannup boasts a variety of successful industries including beef cattle, horticulture, tourism, arts and crafts, floriculture, aquaculture, viticulture and timber processing.

With National Parks and State Forest being a prominent feature in the Shire, it makes us a significant tourist attraction for the region and is popular with outdoor adventure enthusiasts. Nannup hosts several significant local events including the Nannup Music Festival, Flower and Garden Festival, and Forest Car Rally.

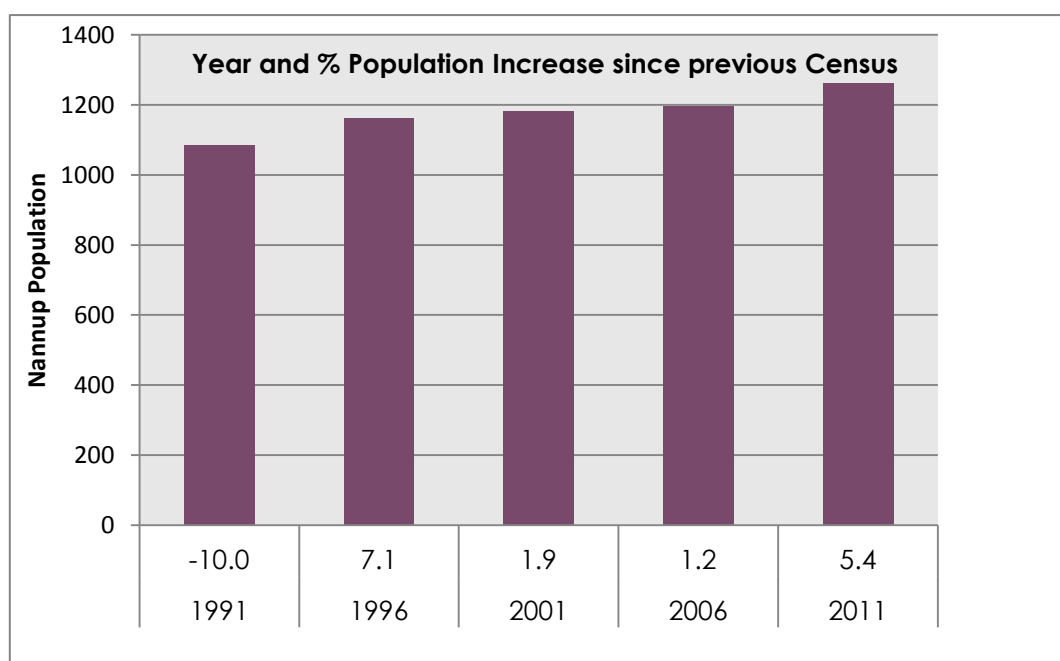
History

Prior to European settlement, the Wardandi, Bibbulmun, Nyungar and other Indigenous groupings collectively influenced the botany of the areas surrounding the present Nannup locality. Following the European settlement of Western Australia, in Albany and the Swan River in the 1820's, settlers subsequently occupied Augusta and then Busselton (Bussell) in the 1830's.

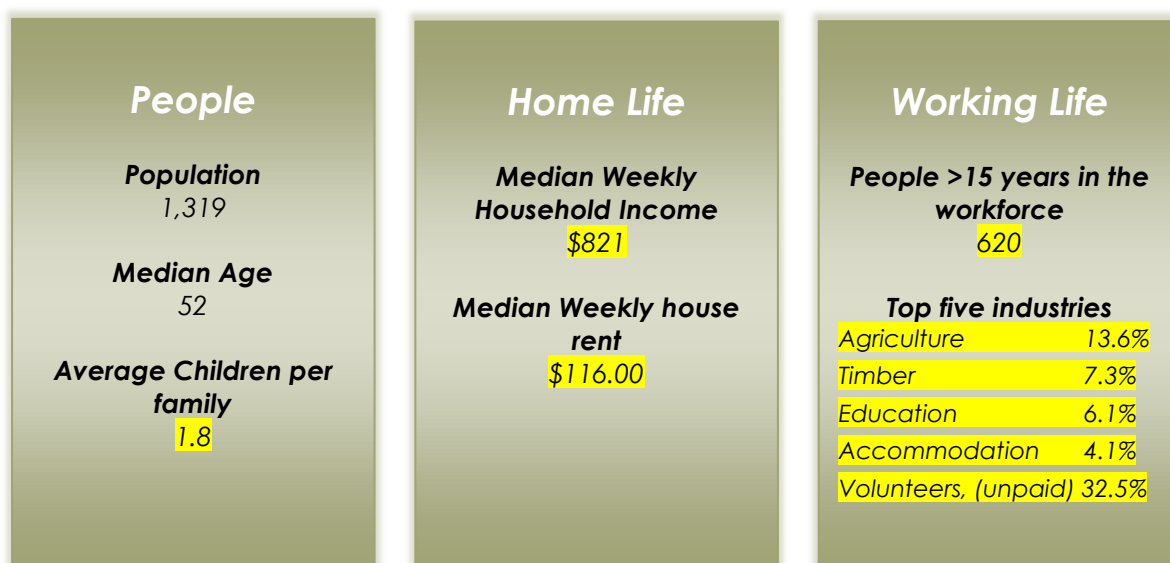
Settlers quickly looked beyond their immediate vicinity for additional grazing lands. One of the earliest, Thomas Turner of Augusta, followed the Blackwood River towards present day Nannup in 1834. Several expeditions followed in the 1840s, with consistent reports of good grasses. It would appear that some limited squatting commenced in the district during the early 1850's and considerable selections of land had been taken by 1860. The town was officially gazetted in 1890. The predominant industries of timber and agriculture exist to the present day, with recent diversification into tourism.

Population

The population is spread throughout the Shire district with about half of the population residing in the Nannup town site.



Some Statistics



Based on the 2011 census

Council's Current Corporate Statements

BRANDING STATEMENT

"Rest. Connect. Grow"

VISION STATEMENT

"To foster a community that acknowledges its heritage, values and lifestyles whilst encouraging sustainable development."

MISSION STATEMENT

"The Shire of Nannup will deliver quality services, facilities and representation in order to achieve our Vision"

VALUES

We will promote and enhance the following values in all our relationships with our community:

Honesty in our dealings

Integrity in our actions

Consistency in decision making

Teamwork in our operations

Respect for others and their decisions

Caring for people in our community

Commitment to decisions and roles

Responsive to the needs of other

Effective communication with all



Links with Other Plans

Located in the South West region, our community is part of the Blackwood sub-region; with the plans and aspirations of other communities surrounding us influencing what happens in our lives. Aligning our long term planning with the priorities of state government and other relevant, external agencies provides for stronger partnerships and greater coordination of decision-making in the use of available resources. We have considered these documents in developing our Community Plan.

Commonwealth/Federal:

Regional Development Australia Business Plan

State:

Regional Investment Blueprint

Royalties for Regions Act

State Planning Strategy (1997)

Forest Management Plan

WA State Sustainability Strategy

Acts and legislation, eg; WA Local Government Act, Health, Building, Dog and Cat, etc.

Region

Augusta – Walpole Coastal Strategy

South West Development Commission

South West Regional Blueprint

Sub Region

Warren Blackwood Strategic Alliance

Blackwood River Flood Study

Bush Fire Hazard Strategy

Local

Shire Documents to assist in guiding and achieving our goals:

Aged Friendly Community Plan

Aged Housing Plan

Asset Management Plan

Bike and Trails Plan

Community Engagement Plan

Corporate Business Plan

Cultural Plan

Delegation Register

Disability Access and Inclusion Plan

Health Plan

Local Emergency Management Plans

Local Planning Scheme 3

Long Term Financial Plan

Main Street Guidelines

Policy Register

Record Keeping Plan

Waste Management Strategy

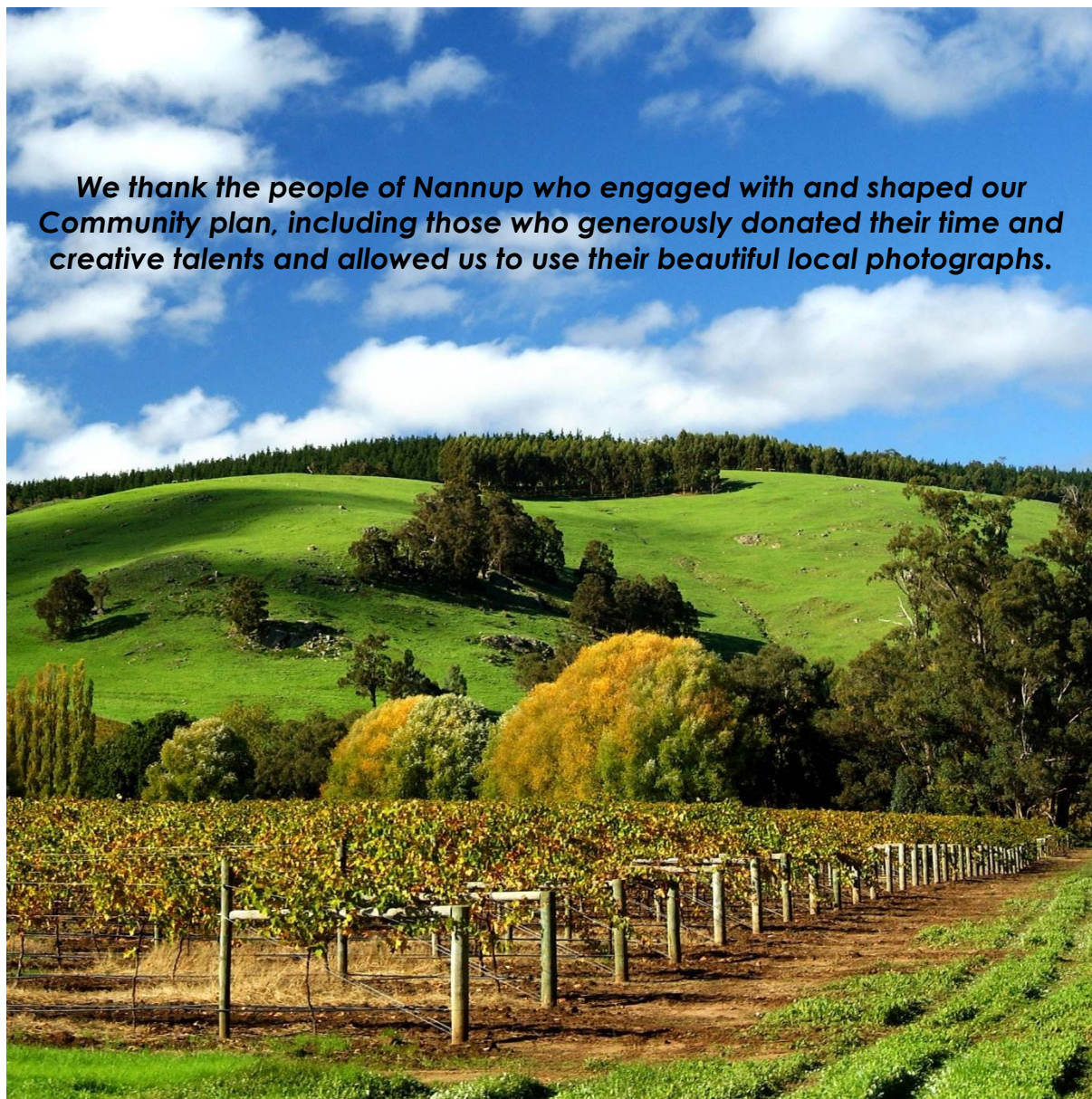
Workforce Plan

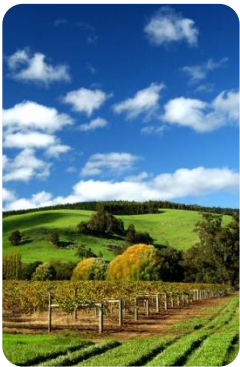
Youth Plan

About this document

Effective From:	1 July 2017
Expires on:	30 June 2027
Next Review:	June 2019
Adopted by Council:	

Any modifications to the Shire of Nannup Strategic Community Plan 2017 - 2027 will be done in accordance with sub regulation 9 of the Administration Regulations of the Western Australian Local Government Act.





2019-2023

Corporate Business Plan

"We are a unique town that role models sustainability, friendliness, that takes the time to celebrate our heritage and festivals. We are surrounded by amazing nature, with charming historic and built fabric. Our leaders provide for and listen to us all."

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Why are we doing this?

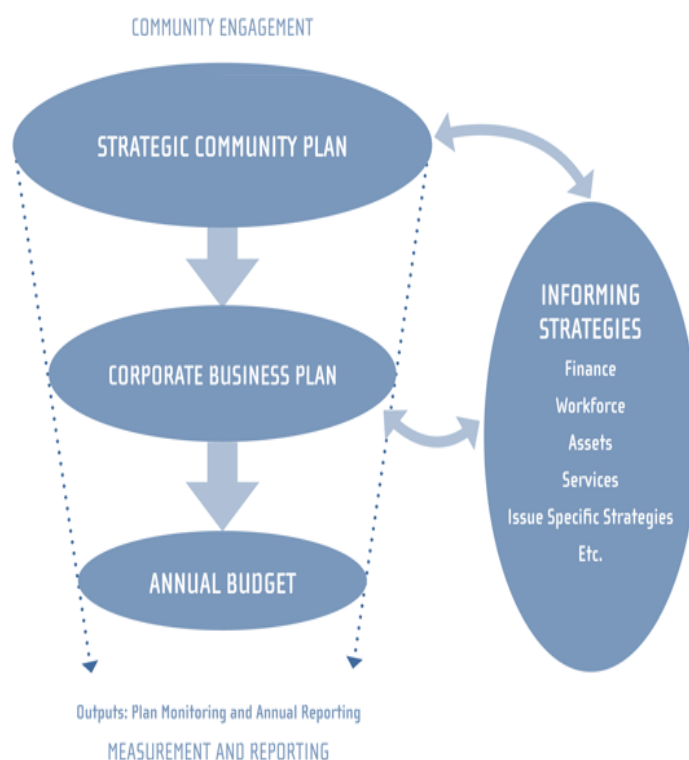
The Corporate Business Plan is the Shire of Nannup's four year service and project delivery plan. It is aligned with the Community Strategic Plan. The purpose of this plan is to demonstrate the operational capacity of the Shire to achieve the aspirations that have been identified in the Community Strategic Plan.

The Corporate Business Plan and the Community Strategic Plan are the primary documents that form part of the integrated planning and reporting framework legislated by State Government that give communities the opportunity to shape their own future.

The Community Strategic Plan sits at the top of the Framework supported by the Corporate Business Plan, Annual Budget, Asset Management Plan, Long Term Financial Plan and Workforce Plan. The Corporate Business Plan is the first step towards achieving the communities' key priorities.

Planning Framework

The diagram below illustrates the relationship between the Shire's strategic and operational documents, highlighting the position of the Corporate Business Plan within this planning hierarchy.



Structure of Corporate Business Plan 2017- 2021

The Shire of Nannup's Corporate Business Plan aim is to set out the direction and specific actions for our organisation to deliver the communities' priorities for the next four years. It is aligned to the Community Strategic Plan and as such is divided into six key themes, supplying 16 key focus points (objectives) for our communities' future (these are summarised in Appendix 3). Each theme is defined by an aspirational outcome and within each are strategic initiatives. Each theme also sets out in detail the resources required to deliver the priority, key partners that will be involved and projects currently in place that will assist in achieving these goals.

The theme, objective, strategy and action come straight from the Community Strategic Plan. Then using the Community Strategic Plan together with the other informing strategies including, the Workforce plan, Long Term Financial Plan and Asset Management Plan (which are detailed in Appendix 2), and in line with our corporate statements (Appendix 1), each action has been identified and prioritised giving the principal objectives and activities that Council will undertake.

The detail of each action includes;

- Priority rating using the informing plans
- Determining whether it is a capital or operational action
- Clear direction on the role Council has for the action to be completed
- A timeline of the expected completion date
- Cross reference to the relevant sections of the Shire's other informing strategies

Council's current budget is sufficient to meet the priorities in the Corporate Business Plan for 2018/19 with the resources required to meet the actions set out in the plan being modelled in the Long Term Financial Plan. The breakdown of income for 2018/19 includes a rate income of \$1,704,776. A large portion of total income, approximately \$960,000, was in the form of capital grants. Operating grants account for a further \$918,000, Fees and Charges for services are approximately \$421,000 and interest earning being \$43,687.

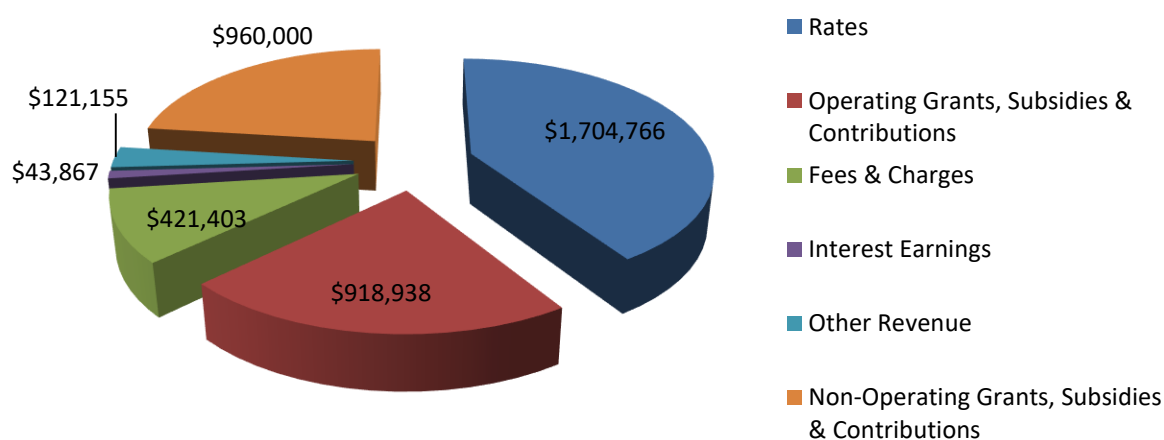


Figure 1: Total Income 2018/19

The rate requirement for 2018/19 has been used as the base model used to project forward over the 10 year planning horizon taking account all actions set out in the Corporate Business Plan so that the rate yield funds the expenditure remaining after all other income sources have been applied. The table below illustrates the results of this financial modelling.

Year	Rate Requirement \$	Increase Annual %	Increase Cumulative %
2018/19	1,704,776		
2019/20	1,813,881	6.4	6.4
2020/21	1,929,970	6.4	12.8
2021/22	2,053,488	6.4	19.2
2022/23	2,184,911	6.4	25.6

The Corporate Business Plan will be reviewed annually using the Annual Budget to set and prioritise our short term goals. Council will provide an update on its progress in achieving the strategies in this document, by providing an update in our annual report to the community.

Successfully implementing the goals in the Corporate Business Plan will require a commitment from all stakeholders, including residents, businesses, visitors, community organisations and all levels of government.



Focus Area 1: Our Community

We are a unique town that role models sustainability, friendliness and take the time to celebrate our heritage and festivals

Shire Services supporting our objectives	Projects / Activities in Place	Our Key Partners
Cemetery Community Development Emergency Management Events Facility Hire Health Services Library Licensing Private Works Ranger Services Waste Website Management Youth Advisory Council	Aged Accommodation Facility Project Dog Registrations Emergency Management Family Fun Day Firebreak inspections Main Street gardening program Nannup Connect School Holiday Activity Program Wellbeing Program Youth Projects	Cemetery Board Dept of Child Protection Dept of Education Dept of Environment Regulation Dept of Fire & Emergency Services Dept of Health Dept of Sport & Recreation Dept of Transport Local Drug Action Group Lotterywest Main Roads WA Shire of Manjimup Shire of Bridgetown/Greenbushes South West Development Commission State Library WA Police Waste Authority of Australia Nannup District High School



Strategy	Measures & Targets	Responsible Manager	2019/20	2020/21	2021/22	2022/23	Linked Plans
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1. Our Community

1.1

All of Us / Who we are

Promote a connected and safe and healthy town	1.1.1	Educate and enforce health, emergency management and planning regulations whilst continuing our Community Development work.	CEO	\$ 54,298	\$ 55,383	\$ 56,491	\$ 57,621	WFP 6.7 CSP LTFP 3.2
Ensure that ongoing events are funded and supported	1.1.2	Support and fund events through our community grants program	CEO	\$ 39,200	\$ 39,788	\$ 40,384	\$ 40,990	LTFP 3.2 CSP EDS
Provide an aged friendly environment	1.1.3	Provide a range of communication for the community relating to the Shire's aged activities.	CEO	\$ 10,000	\$ 10,150	\$ 10,302	\$ 10,456	LTFP 3.2 CSP

1.2***Our Aged***

Provide an aged friendly environment	1.2.1	Provide a range of communications for the community relating to the Shire's aged activities	CEO	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	DAIP 1 LTFP 3.2 CSP
Support Nannup Hospital in providing an exemplary health service.	1.2.2.a	Advocate for improved facilities and services for our aged	CEO	\$ -	\$ -	\$ -	\$ -	AFCP EDS CSP
	1.2.2.b	Advocate for a regular consistent GP service	CEO	\$ -	\$ -	\$ -	\$ -	AFCP EDS CSP

1.3***Our Youth***

Partner the NDHS to become a school of choice	1.3.1	Regular partnering meetings with the school	CEO	\$ 500	\$ 500	\$ 500	\$ 500	LTFP 3.2 CSP YP
Create a youth friendly town	1.3.2.	Ongoing development of Youth Services and activities	CEO	\$ 43,084	\$ 43,945	\$ 44,824	\$ 45,721	LTFP 3.2 CSP YP
Continued traineeships and promotion of employment opportunities for youth	1.3.3	Securing of traineeships and investigation of apprenticeship opportunities	MCS	\$ 37,667	\$ 38,420	\$ 39,188	\$ 39,972	LTFP 3.2 WF 6.6 CSP YP



Focus Area 2 : Our Economy

Sustainability is the key to Nannup's future

Shire Services supporting our objectives	Projects / Activities in Place	Our Key Partners
Building Services Economic Development Events Planning Services	Food Bowl Identity Main Street Upgrade Nannup Branding Trails Hub Visitor Service Local Tourism Organisation	BigN Building Commission Dept of Agriculture and Food Dept of Commerce Dept of Planning Main Roads WA South West Development Commission WA Police Australia's South West Mundi Bidi Foundation Margaret River/Busselton Tourism Association



We will have a sustainable, innovative and equitable economy

2. Our Economy

2.1

The Big Picture

Promote innovative ideas and value add to businesses and industry	2.1.1	Work with Industry, community and business groups to encourage innovative ideas and value adding to their products	CEO	\$ 19,902	\$ 20,300	\$ 20,706	\$ 21,120	LTFP 3.2 EDS CSP
Advocacy meeting held with relevant agencies and providers	2.1.2	Seek potential contracts from Government Departments and advocate for a greater presence in the district.	CEO	\$ -	\$ -	\$ -	\$ -	EDS CSP
Encourage and support more businesses and employment in our Shire	2.1.3.a	Work with industry, community and business groups to determine best method of support	CEO	\$ -	\$ -	\$ -	\$ -	EDS CSP
	2.1.3.b	Advocate developing existing industries and creating new industries	CEO	\$ -	\$ -	\$ -	\$ -	EDS CSP
Promote the Shire as being a Small Business Friendly Local Government	2.1.4	Work with SBDC and local businesses to provide support for small business sustainability.	CEO	\$ -	\$ -	\$ -	\$ -	EDS CSP
Promote employment for Youth	2.1.5	Support the transition from education to further training and employment	MCS	\$ -	\$ -	\$ -	\$ -	WFP 6.6 LTFP 3.2 YP

Informing Plans: AACP: Age Friendly Community AMP: Asset Management BTP: Bike & Trail CP: Cultural DAIP: Disability Inclusion & Access EDP: Economic Development Plan LPS#3: Local Planning Scheme 3
LTFP: Long Term Financial WP: Workforce YP: Youth CSC: Customer Service Charter

2.2

Tourism/Recreation

Support tourism providers and promote our district	2.2.1	Support the provision of a Visitors Service	CEO	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	LTFP 3.2 CSP EDS
LTO brand developed and marketed	2.2.2	Work with Warren Blackwood Alliance of Councils in establishment of a Local Tourism Organisation or alternative structure in the delivery of Visitor Services	CEO	\$ 10,000	\$ 10,200	\$ 10,404	\$ 10,612	LTFP 3.2 CSP EDS
Increased and varied trails throughout the district	2.2.3	Work with relevant authorities and stakeholders to establish a trails hub	CEO	\$ 20,000	\$ 20,400	\$ 20,808	\$ 21,224	LTFP 3.2 CSP EDS



Focus Area 3: Our Built Environment

Keep the charm and fabric of Nannup

Shire Services supporting our objectives	Projects / Activities in Place	Our Key Partners
Building Services Bridges Caravan Park Construction Program Emergency Management Health Services Maintenance Program Parks and Gardens Planning Services Waste	Caravan Park Upgrade Main Street Upgrade Mowen Road Upgrade Recreation Centre Upgrade Sustainable Coastal Development (Quannup)	Building Commission Caravan Park Association Dept of Agriculture and Food Dept of Finance Dept of Parks & Wildlife Dept of Fire & Emergency Services Dept of Health Dept of Planning Dept of Regional Development Dept Lands Dept of Water Main Roads WA South West Development Commission Tourism WA Waste Authority Of Australia Water Corporation



Keep the charm and fabric of our unique shire and upgrade the amenity

3. Our Built Environment

3.1 Our Shire of Streetscape

Well maintained quality infrastructure for our community and visitors to promote activity	3.1. 1.a	Maintain and clean our beautiful town, streetscape, public buildings, roads, cemetery and parks	MI	\$ 533,885	\$ 544,563	\$ 555,454	\$ 566,563	LTFP 3.2 AMP CSP
	3.1. 1.b	Continue to upgrade Recreation Centre & Main Street	MI	\$ 333,940		\$ 250,000		AMP LTFP 3.2 CSP
Capture & Promote our unique charm and fabric	3.1. 2	Maintain the importance of heritage within the Local Town Planning Scheme	CEO	\$ 4,218	\$ 4,302	\$ 4,388	\$ 4,476	LPS#3 CSP LTFP 3.2
Maintain our districts town's look and feel	3.1. 3.	Planning strategy to protect our Main Street distinctiveness and heritage	CEO	\$ 4,218	\$ 4,302	\$ 4,388	\$ 4,476	LTFP 3.2 AMP CSP

3.2 Planning and Building

Appropriate planning policies implemented	3.2. 1	Planning Scheme to advocate for quality of life, industries and high quality development	CEO	\$ 84,661	\$ 84,492	\$ 84,320	\$ 84,144	LTFP 3.2 LPS#3 CSP
Develop South Coast access and recreation opportunities	3.2. 2	Work with State Government agencies to improve our coastal access and recreational activities	CEO	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	LTFP 3.2 CSP

3.3 Our communication

Improve all forms of communication within the district	3.3. 1	Work with relevant agencies to improve and secure appropriate	CEO	\$ -	\$ -	\$ -	\$ -	CSP
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Informing Plans: AFCP: Age Friendly Community AMP: Asset Management BTP: Bike & Trail CP: Cultural DAIP: Disability Inclusion & Access EDP: Economic Development Plan LPS#3: Local Planning Scheme 3
LTFP: Long Term Financial WP: Workforce YP: Youth CSC: Customer Service Charter



Focus Area 4 : Our Natural Environment

We are surrounded by amazing nature, from our magnificent forests and bush land, to our pristine coastlines

Shire Services supporting our objectives	Projects / Activities in Place	Our Key Partners
<p>Emergency Management</p> <p>Health</p> <p>Parks and Gardens</p> <p>Planning Services</p>	<p>Environmental advocacy and strategy</p> <p>Trails Hub</p> <p>Waste Strategy</p>	<p>Dept of Agriculture</p> <p>Dept of Parks & Wildlife</p> <p>Dept of Fire & Emergency Services</p> <p>Dept of Health</p> <p>Dept of Planning</p> <p>Dept of Regional Development</p> <p>Dept of Lands</p> <p>Dept of Water</p> <p>Water Corporation</p>



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

4. Our Natural Environment

4.1 *Our sanctuary*

Protect our range of natural assets	4.1.1	Work with Government agencies to provide balance between natural and managed bushland, forests, rivers, agriculture and coast.	CEO	\$ -	\$ -	\$ -	\$ -	CSP
Improve awareness and increase public responsibility for our environment.	4.1.2.a	Keep our community informed about our underground water supply levels, mining activity etc.	CEO	\$ -	\$ -	\$ -	\$ -	CSP
	4.1.2.b	Promote environmentally sustainable Government incentives	CEO	\$ -	\$ -	\$ -	\$ -	CSP

4.2 *Our location*

Balance community, environment and economic development in our district	4.2.1	Update the Planning Scheme and incorporate a strategy of balancing community, environment and economic development	CEO	\$ -	\$ 40,000	\$ -	\$ -	LTP#3 CSP LTFP 3.2
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4.3 *Our sustainable future*

To provide a sustainable, harmonious community and promote self-sufficiency	4.3.1	Role model environmentally sustainable solutions such as recycling and energy efficiencies	CEO	\$ 10,000	\$ 10,000	\$ -	\$ -	CSP LTFP 3.2 AMP
	4.3.2	Promote a healthy lifestyle and alternative method of transport	MI	\$ -	\$ 10,000	\$ -	\$ -	CSP CP LTFP 3.2 BTP AMP

Informing Plans: **AFCP:** Age Friendly Community **AMP:** Asset Management **BTP:** Bike & Trail **CP:** Cultural **DAIP:** Disability Inclusion & Access **EDP:** Economic Development Plan **LPS#3:** Local Planning Scheme 3
LTFP: Long Term Financial **WP:** Workforce **YP:** Youth **CSC:** Customer Service Charter



Focus Area 5 : Our Community Leadership

We listen to our community leaders

Shire Services supporting our objectives	Projects / Activities in Place	Our Key Partners
<p>Community Development</p> <p>Customer Service</p> <p>Governance</p>	<p>Community Grant Scheme</p> <p>Community Consultation Program</p> <p>Events Forum</p> <p>Australia Day Breakfast</p> <p>Informing the Community</p> <p>Emergency Management Recovery</p>	<p>BigN</p> <p>Dept of Agriculture</p> <p>Dept of Education</p> <p>Dept of Parks & Wildlife</p> <p>Dept of Fire & Emergency Services</p> <p>Nannup Community Resource Group</p> <p>Various Community groups</p>



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

5. Our Community Leadership

5.1

Listening

Listen to our community	5.1.1.a	Conduct community engagement for significant projects and other activities	CEO	\$ -	\$ -	\$ -	\$ -	CSP
	5.1.1.b	Provide open communications to residents with Shire staff and Councillors	CEO	\$ -	\$ -	\$ -	\$ -	CSP
Support existing and emerging community groups	5.1.2	Provide community funding and support for events and community groups	CEO	\$ 39,200	\$ 39,788	\$ 40,384	\$ 40,990	LTFP 3.2 CSP EDS

5.2

Working Together

Meeting of major community groups working together	5.2.1	Advocate for meetings and sharing of resources	CEO	\$ -	\$ -	\$ -	\$ -	CSP EDS
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Focus Area 6 : Our Council Leadership

A listening leadership that provides for and represents all

Shire Services supporting our objectives	Projects / Activities in Place	Our Key Partners
Customer Service Finance Governance Integrated Planning Records Management	Integrated Planning Framework Community Engagement Regional Partnerships	Dept of Agriculture Dept of Finance Dept of Child Protection Dept of Local Government and Communities Dept of Planning Dept of Regional Development Dept of Lands Dept of the Premier and Cabinet South West Development Commission WA Treasury Corp Warren Blackwood Alliance of Councils



A listening leadership that provides and represents all

6. Our Council Leadership

6.1 *Lead, Listen, Advocate, Represent and Provide*

Be an exemplar of sustainability	6.1.1	Balance our environmental, social and financial requirements	CEO	\$ -	\$ -	\$ -	\$ -	CSP EDS
Provide a listening leadership that represents the people	6.1.2	Deliver ongoing community engagement to inform a representative community vision	CEO	\$ -	\$ -	\$ -	\$ -	CSP EDS
Be a role model for a cohesive and healthy community	6.1.3	Collaboration between Councillors and also with the community	CEO	\$ -	\$ -	\$ -	\$ -	CSP EDS
Provide a stable, consistent and honest government	6.1.4	Council and committee meetings that are open and transparent	CEO	\$ -	\$ -	\$ -	\$ -	CSP EDS

6.2 *We are one*

To do what is right for the people - a betterment of majority of community	6.2.1	Conduct community forums for project specific matters	CEO	\$ -	\$ -	\$ -	\$ -	CSP EDS
Maintain good working relationships with neighbouring shires	6.2.2	Active participation in the Warren Blackwood Alliance of Councils	CEO	\$ -	\$ -	\$ -	\$ -	CSP EDS

Informing Plans: **AFCP**: Age Friendly Community **AMP**: Asset Management **BTP**: Bike & Trail **CP**: Cultural **DAIP**: Disability Inclusion & Access **EDP**: Economic Development Plan **LPS#3**: Local Planning Scheme 3
LTFP: Long Term Financial **WP**: Workforce **YP**: Youth **CSC**: Customer Service Charter

Appendix 1 - Council's Current Corporate Statements

Vision Statement

"To foster a community that acknowledges its heritage, values and lifestyles whilst encouraging sustainable development."

Mission Statement

"The Shire of Nannup will deliver quality services, facilities and representation in order to achieve our Vision"

Values

We will promote and enhance the following values in all our relationships with our community;

Honesty in our dealings

Integrity in our actions

Consistency in decision making

Teamwork in our operations

Respect for others and their decisions

Caring for people in our community

Commitment to decisions and roles

Responsive to the needs of other **Effective communication** with all

Branding Statement

"Rest . Connect . Grow"

Appendix 2 – Informing Documents

The Key Documents - A bit about Integrated Plans

Community Strategic Plan (CSP) – 10 years

The Community plan is the Shire's long term strategic planning document, which outlines our commitment to achieving the vision and aspirations of its community and regional stakeholders. It has a 10 year duration and is subject to minor reviews every two years and major reviews every four years. The Plan is structured around six Key Focus areas resulting in 17 outcomes.

Long Term Financial Plan (LTFP) - 10 years

Long Term Financial Plan is a continuous ten year plan that informs the Corporate Business Plan to activate the Community Strategic Plan priorities. It indicates long term financial sustainability and identifies issues and impacts in certain areas. The Council approves the Long Term Financial Plan in relation to the Corporate Business Plan this includes operational, capital and investing priorities. This plan is to be monitored and reviewed in conjunction with the Community Strategic Plan on a regular basis to ensure Council approval with changes.

Asset Management Plan (AMP) - 10 years

The Asset Management Plan is informed by the Community Strategic Plan and assists the development and delivery of the operational plans in the Corporate Business plan.

It assigns an agreed service level and a strategy together with the required investment to maintain that asset at the agreed level for the whole of its life.

Workforce Plan (WP) - 10 years

This identifies the human resources and skills required to deliver the communities priorities for the next ten years. The Workforce Plan shows that a minimal increase in the current staff levels is required to achieve the objectives set out in the Community Plan.

Annual Budget- 1 year

The annual budget sets the resources for Council's day to day operations and capital projects. It outlines both income and expenditure that are related to the Corporate Business Plan activities. This plan is under the legislation Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. The plan shows the Council reliance on external sources of funding to deliver its priorities.

The Key Documents - Other Informing Plans

Located in the South West region, our community is part of the Blackwood sub-region; with the plans and aspirations of other communities surrounding us influencing what happens in our lives. Aligning our long term planning with the priorities of state government and other relevant, external agencies provides for stronger partnerships and greater coordination of decision-making in the use of available resources.

Commonwealth/Federal		
Regional Development Australia Business Plan		
State		
Regional Investment Blueprint	Royalties for Regions Act	Forest Management Plan 2014-2023
WA State Sustainability Strategy	Acts and legislation, eg; WA Local Government Act, Health, Building, Dog and Cat, etc.	
State Planning Strategy (1997)	Hardy Inlet Water Quality Improvement Plan	
Region		
Augusta – Walpole Coastal Strategy	South West Development Commission	South West Action Plan and Regional Strategic Plan
Sub Region		
Warren Blackwood Strategic Alliance	Blackwood River Flood Study	Bush Fire Hazard Strategy
Local		
Aged friendly Community Plan (AFCP)	Aged Housing Plan	Bike and Trails Plan (BTP)
Community Engagement Plan	Community Plan 2009	Youth Plan (YP)
Local Emergency Management Plans	Disability Access and Inclusion Plan (DAIP)	Economic Plan (EP)
Policy Register	Local Planning Scheme #3 (LPS#3)	Cultural Plan (CP)
Main Street Guidelines	Waste Management Strategy	Health Plan (HP)

Appendix 3 - Our Key Focus Points

Our Community, *We are a unique town that role models sustainability, friendliness and take the time to celebrate our heritage and festivals*

- ❖ *We will retain our pride in being a small, friendly town that is a nice place to live and full of wonderful people*
- ❖ *We role model self sufficiency and sustainability as a community*
- ❖ *We respect and value our aged*
- ❖ *Our youth are important and we will focus our energy to give them reasons to stay in Nannup (or come back)*

Our Economy, *Sustainability is the key to Nannup's future*

- ❖ We will have a sustainable, innovative and equitable economy
- ❖ Working together to attract people to our amazing Shire

Our Built Environment, *Keep the charm and fabric of Nannup*

- ❖ Keep the charm and fabric of our unique shire and upgrade the amenity
- ❖ Providing a quality planning outcome for community benefit through good consultation
- ❖ Increase coverage of our communication systems

Our Natural Environment, *We are surrounded by amazing nature, from our magnificent forests and bush land, to our pristine coastlines*

- ❖ We will protect our amazing nature, magnificent forests, managed bush land, rivers, agriculture and our pristine coastline
- ❖ Keep our beautiful combination of natural landscapes and built environments to retain our community and amenity
- ❖ To achieve a green clean future

Our Community Leadership, *We listen to our community leaders*

- ❖ To listen and partner with our community leaders and all our diverse groups.
- ❖ To have united community groups working together

Our Council Leadership, *A listening leadership that provides for and represents all*

- ❖ A listening leadership that provides and represents all
- ❖ To do what is right and fair for the people

About this document

Effective From:	1 July 2019
Expires on:	30 June 2023
Next Review:	June 2020
Adopted by Council:	27 June 2019



**Register of
Delegation of Authority
(Council Delegations to CEO)**

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Delegations Register Overview

This register contains a record of all Delegations of Authority made by the Council to the Chief Executive Officer pursuant to *S 5.42 of the Local Government Act 1995* (the Act) and *S 82 of the Planning and Development (Local Planning Scheme) Regulations 2015*. All delegations made by the Council must be by absolute majority decision.

Delegations enable officers to carry out some of the powers and duties of a local government (the Council) which reduces the volume of matters being referred to Council for a decision and effectively reduces the turnaround time for some matters which allows for the Council to use its time to undertake its more strategic role. This is consistent with Council's strong commitment to a customer service focus.

This contributes to the delivery of good governance systems that deliver responsible, ethical and accountable decision-making and in addition provides for efficient and effective decision making practices leading to a better use of limited resources.

Each instrument of delegation describes the function being delegated and references the relevant statutory authority which is the source of power for the exercise of the function.

This register of delegated authority will be reviewed in accordance with the Act on an annual basis.

Background to Delegations and Authorisations

Delegations and authorisations are the means by which decision-making bodies can access the power to undertake certain statutory functions.

A delegation is the conferral of the ability to exercise a power or duty to a person or body from a person or body that is vested with the responsibility to exercise that power or duty.

An authorisation is the designation of an officer or a body as a person or body that is capable of exercising a statutory power or duty.

A Delegation does not strip the person making the delegation of the right to exercise the delegated power or discharge the delegated duty.

Background to the Concept of 'Acting Through'

In addition to covering delegations, the Local Government Act 1995 introduces the concept of 'acting through'.

Section 5.45 of The Act states that in relation to delegations, nothing prevents a 'local government from performing any of its functions by acting through another person'. The Act does not

specifically define the meaning of the term 'acting through' however the key difference between a delegation and 'acting through' is that a delegate exercises the delegated decision making function in his or her own right and therefore signs a letter in his or her name under delegated authority whereas if 'acting through' a person may sign a letter in his or her name on behalf of the CEO.

Standard Conditions of Delegations

All delegations are subject to the following **Standard Conditions**:

- In exercising delegation, the Chief Executive Officer shall comply with any and all laws and regulations in force in Western Australia and the requirements of any and all local laws and policies of the Shire of Nannup;
- In exercising delegation, the Chief Executive Officer shall exercise the delegation in accordance with any budget authority where applicable;
- Delegated authority cannot be exercised where a financial interest or interest affecting impartiality is evident;
- Pursuant to *S5.46 of the Local Government Act 1995 Regulation 19 of the Local Government (Administration) Regulations 1996*, the Office of the Chief Executive Officer shall keep records of exercising the delegation on any and all occasions that the delegation is exercised.

Legislative Powers for Delegations in Local Government

(Extract from DLGC Guideline No. 17 – Delegations)

The legislation authorising the delegation of certain local government powers or duties and requiring records to be maintained in respect of such delegations, includes the:

- Local Government Act 1995;
- Local Government (Miscellaneous Provisions) Act 1960; (Strata Titles Act 1985);
- Bush Fires Act 1954; and
- Planning and Development Act 2005

The Department of Local Government and Communities (DLGC) provides a guideline on delegation to local governments in Western Australia (Local Government Operational Guideline No. 17 – Delegations).



Reference Number	Legislative Reference	Delegate
LGA 1 - Appointment of Authorised Person	Local Government Act s. 9.10(1) and 9.10 (2)	Chief Executive Officer

Delegator

Council

Power / Duty

To authorise persons, or classes of persons, on behalf of the local government for the purposes of performing particular functions in accordance with Section 9.10(1) and 9.10(2) of the *Local Government Act 1995*.

The Chief Executive Officer is delegated authority to appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 under 9.10(1) and 9.10(2) and Council's Local Laws. Further, the Chief Executive Officer is delegated authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions as specified by the Chief Executive Officer.

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*

Local Government Act 1995

9.10 (1)

The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions.

9.10 (2)

The local government is to issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456 July 1999

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

<https://www.nannup.wa.gov.au/documents/248/administration-policy-adm1-legal-representation>

Notes of Recent Alterations (if applicable)

2018 Delegation Register Reference - 1



Reference Number	Legislative Reference	Delegate
LGA 2 - Tenders	Local Government Act s. 3.57 Functions & General Regulations r. 11	Chief Executive Officer

Delegator

Council

Power / Duty

The Chief Executive Officer is delegated authority under Section 5.42 of the Local Government Act 1995 to call tenders for any goods or services required where provision has been made in Council's budget and the amount exceeds \$150,000 or where the expenditure is anticipated to be less than this sum, if the best interests of the local government would be served by calling tenders.

The Chief Executive Officer is delegated authority to implement the requirements of Council Policy ADM 4 in respect of authorising purchases on behalf of Council where provision has been made in Council's budget and the amount is less than \$150,000.

Tender Exemption

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

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

Conditions

Nil.

Statutory Framework

Local Government Act 1995

3.57 Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Functions & General Regulations

11 When tenders have to be publicly invited

- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or
 - [(ba) deleted]*
 - (c) within the last 6 months —
 - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or
 - (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer; or
 - (d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or
 - (e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or
 - (ea) the goods or services are to be supplied —
 - (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and
 - (ii) by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph; or
 - (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or
 - (g) the goods to be supplied under the contract are —
 - (i) petrol or oil; or
 - (ii) any other liquid, or any gas, used for internal combustion engines; or
 - (h) the following apply —
 - (i) the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under

- the *Small Business Development Corporation Act 1983*; and
- (ii) the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and
- (iii) the local government is satisfied that the contract represents value for money; or
- (i) the goods or services are to be supplied by an Australian Disability Enterprise; or
- (j) the contract is a renewal or extension of the term of a contract (the ***original contract***) where —
 - (i) the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and
 - (ii) the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and
 - (iii) the original contract contains an option to renew or extend its term; and
 - (iv) the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised; or
- (k) the goods or services are to be supplied by a pre-qualified supplier under Division 3.

Verification

Recent Council Resolution	Initial Council Resolution
18037 - February 2018	5456 – July 1999

Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, at least once every financial year.

Related Documents

<https://www.nannup.wa.gov.au/documents/236/administration-policy-adm4-purchasing>

Notes of Recent Alterations (if applicable)

2018 Delegation Register Reference - 2



Reference Number	Legislative Reference	Delegate
LGA 3 - Impounding Goods and the Sale of Impounded/Seized/Confiscated Vehicles, Animals or Goods	Local Government Act s. 3.39, 3.40, 3.41, 3.42, 3.43, 3.44, 3.45, 3.46, 3.47, 3.48, 3.49 and 3.58.	Chief Executive Officer

Delegator

Council

Power / Duty

The Chief Executive Officer is delegated authority to:

1. Authorise an employee in accordance with Section 3.39 to remove and impound any goods that are involved in a contravention that can lead to impounding.
2. Take appropriate action with respect to impounded non-perishable goods in accordance with Section 3.42.
3. Give notice in accordance with Section 3.44 to collect goods.
4. Refuse to allow goods to be collected until all costs have been paid in accordance with Section 3.46.
5. Take action to recover expenses in accordance with Section 3.48. The Chief Executive Officer is delegated authority to dispose of any vehicles, animals or goods that have been impounded/seized/confiscated under the provisions of Section 3.47 and 3.58 of the Local Government Act 1995.

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

Conditions

Nil

Statutory Framework

Local Government Act 1995

3.39 Power to remove and impound

- (1) An employee authorized by a local government for the purpose may remove and impound any goods that are involved in a contravention that can lead to impounding.
- (2) A person may use reasonable force to exercise the power given by subsection (1).

3.40. Vehicle may be removed if goods to be impounded are in or on vehicle

- (1) Where under section 3.39 an employee may remove and impound any goods that are in or on a vehicle that is not itself to be impounded and, because of their size, nature or quantity or for any other reason, it is not convenient to unload and deal with them where they are, the employee may enter the vehicle for the purpose of removing it to a place where the goods may be conveniently unloaded and impounded.
- (2) Where a vehicle is removed under subsection (1) the local government is to allow the alleged offender, as soon as practicable after the goods are unloaded from the vehicle, to resume control of the vehicle.
- (3) If the person entitled to resume control of the vehicle is not present when the goods are unloaded or fails to resume control of the vehicle, the local government is to give notice to the person who is the holder of the requisite vehicle licence or permit under the *Road Traffic (Vehicles) Act 2012* in respect of the vehicle, advising that the vehicle may be collected from a place specified during such hours as are specified.

[Section 3.40 amended: No. 8 of 2012 s. 122.]

3.40A. Abandoned vehicle wreck may be taken

- (1) An employee authorised by a local government for the purpose may remove and impound a vehicle that, in the opinion of the local government, is an abandoned vehicle wreck.
- (2) If, within 7 days after a vehicle is removed under subsection (1), the owner of the vehicle is identified, the local government is to give notice to that person advising that the vehicle may be collected from a place specified during such hours as are specified in the notice.
- (3) A notice is to include a short statement of the effect of subsection (4)(b) and the effect of the relevant provisions of sections 3.46 and 3.47.
- (4) If —
 - (a) after 7 days from the removal of a vehicle under subsection (1), the owner of the vehicle has not been identified; or
 - (b) after 7 days from being given notice under subsection (2), the owner of the vehicle has not collected the vehicle, the local government may declare that the vehicle is an abandoned vehicle wreck.
- (5) In this section — ***abandoned vehicle wreck*** means a vehicle —
 - (a) that is not operational; and
 - (b) the owner of which has not been identified by the local government after using all reasonable avenues to do so; and
 - (c) that has a value that is less than the prescribed value calculated in the prescribed manner.

[Section 3.40A inserted: No. 49 of 2004 s. 25(1).]

3.41. Impounded perishable goods, notice to collect

- (1) When any perishable goods are being removed under section 3.39 the employee removing them is required to personally give the person from whose charge they are removed notice that the goods may be collected from a place specified during such hours as are specified.
- (2) The giving of the notice does not prevent a prosecution from being instituted against the alleged offender.

3.42. Impounded non-perishable goods

- (1) When any non-perishable goods have been removed and impounded under section 3.39 the local government is required to either —
 - (a) institute a prosecution against the alleged offender; or
 - (b) give the alleged offender notice that the goods may be collected from a place specified during such hours as are specified.
- (2) If after 7 days after the goods were removed, a local government has been unable to give the alleged offender a notice under subsection (1)(b) because it has been unable, after making reasonable efforts to do so, to find the alleged offender, the local government is to be taken to have given that notice.

[Section 3.42 amended: No. 64 of 1998 s. 9.]

3.43. Impounded non-perishable goods, court may confiscate

When a court convicts an alleged offender the court may, in addition to imposing any other penalty, order that any non-perishable goods removed and impounded under section 3.39 be confiscated.

3.44. Notice to collect goods if not confiscated

Where non-perishable goods have been removed and impounded under section 3.39 and a prosecution is instituted, if the alleged offender —

- (a) is not convicted; or
 - (b) is convicted but the court does not order that the goods be confiscated,
- the local government is required to give the alleged offender notice that the goods may be collected from a place specified during such hours as are specified.

3.45. Notice to include warning

A notice is to include a short statement of the effect of the relevant provisions of sections 3.46, 3.47 and 3.48.

3.46. Goods may be withheld until costs paid

- (1) A local government may refuse to allow goods impounded under section 3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government.
- (2) A local government may refuse to allow goods removed under section 3.40 or 3.40A to be collected until the costs of removing and keeping them have been paid to the local government.

[Section 3.46 inserted: No. 64 of 1998 s. 10; amended: No. 49 of 2004 s. 25(2) and (3).]

3.47. Confiscated or uncollected goods, disposal of

- (1) The local government may sell or otherwise dispose of any goods that have been ordered to be confiscated under section 3.43.
- (2) The local government may sell or otherwise dispose of any vehicle that has not been collected within —
 - (a) 2 months of a notice having been given under section 3.40(3); or
 - (b) 7 days of a declaration being made under section 3.40A(4) that the vehicle is an abandoned vehicle wreck.
- (2a) The local government may sell or otherwise dispose of impounded goods that have not been collected within the period specified in subsection (2b) of —
 - (a) a notice having been given under section 3.42(1)(b) or 3.44; or
 - (b) being impounded if the local government has been unable, after making reasonable efforts to do so, to give that notice to the alleged offender.
- (2b) The period after which goods may be sold or otherwise disposed of under subsection (2a) is —
 - (a) for perishable goods — 3 days;
 - (b) for animals — 7 days;
 - (ca) for prescribed non-perishable goods — one month;
 - (c) for other non-perishable goods — 2 months.
- (3) Section 3.58 applies to the sale of goods under this section as if they were property referred to in that section.
- (4) Money received by a local government from the sale of goods under subsection (2a) is to be credited to its trust fund except to the extent required to meet the costs and expenses incurred by the local government in removing, impounding and selling the goods.
- (5) Money received by a local government from the sale of a vehicle under subsection (2) is to be credited to its trust fund except to the extent required to meet the costs referred to in section 3.46 and the expenses incurred by the local government in selling the vehicle.
- (6) Unless this section requires it to be credited to its trust fund, money received by a local government from the sale under this section of any goods is to be credited to its municipal fund.

[Section 3.47 amended: No. 64 of 1998 s. 11; No. 49 of 2004 s. 25(4); No. 17 of 2009 s. 9.]

3.47A. Sick or injured animals, disposal of

- (1) If an impounded animal is ill or injured to such an extent that treating it is not practicable the local government may humanely destroy the animal and dispose of the carcass.
- (2) A local government must not destroy an animal under subsection (1) unless —
 - (a) because of the state of the animal, destroying it is urgent; or
 - (b) the local government has —
 - (i) taken reasonable steps to notify the owner; and
 - (ii) whether or not notice has been given under subparagraph (i), allowed the owner a reasonable opportunity to collect the animal.
- (3) Subsection (2)(b) does not justify the destruction of an animal before it has been impounded for at least 7 days.

[Section 3.47A inserted: No. 64 of 1998 s. 12.]

3.48. Impounding expenses, recovery of

If goods are removed and impounded under section 3.39 and the alleged offender is convicted, the local government may, by action in a court of competent jurisdiction, recover from the alleged offender —

- (a) if the goods are not sold under section 3.47, the expenses incurred by the local government in removing and impounding them and in disposing of them if they are disposed of under section 3.47; and
- (b) if the goods are confiscated and sold under section 3.47, the amount, if any, by which the money received from the sale and credited to the municipal fund under section 3.47(6) is insufficient to meet expenses incurred by the local government in removing, impounding, and selling them; and
- (c) if the goods are not confiscated but are sold under section 3.47, the amount, if any, by which the money received from the sale is insufficient to meet the costs and expenses referred to in section 3.47(4) or (5), as the case requires.

[Section 3.48 amended: No. 64 of 1998 s. 13.]

Verification

Recent Council Resolution	Initial Council Resolution
18037 - February 2018	5456 – July 1999

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Nil

Notes of Recent Alterations (if applicable)

2018 Delegation Register Reference – 3 & 4 combined



Reference Number	Legislative Reference	Delegate
LGA 4 - Local Laws	Local Government Act s. 3.12 & s. 3.16	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government Act 1995

3.12 Procedure for making local laws

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
 - (a) give Statewide public notice stating that —
 - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
 - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and
 - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
 - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.
 - * Absolute majority required.
- (5) After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the Gazette the local government is to give local public notice —
 - (a) stating the title of the local law; and
 - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and

- (c) advising that copies of the local law may be inspected or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section — **making** in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.
- [Section 3.12 amended: No. 1 of 1998 s. 8; No. 64 of 1998 s. 6; No. 49 of 2004 s. 16(4) and 23; No. 26 of 2016 s. 5.]*

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

This delegation refer to all Shire of Nannup Gazetted Local Laws

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 5



Reference Number	Legislative Reference	Delegate
LGA 5 - Executive Functions	Local Government Act s. 3.21	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

Conditions

Nil

Statutory Framework

Local Government Act 1995

3.21 Duties when performing functions

- (1) In performing its executive functions, a local government, so far as is reasonable and practicable, is to —
- (a) ensure that —
- (i) the lawful use of any land, thoroughfare or premises is not obstructed, and any reasonable request that a person makes to avoid such obstruction is met; and
 - (ii) as little harm or inconvenience is caused and as little damage is done as is possible; and
 - (iii) danger to any person or property does not arise from anything done on land; and
 - (iv) anything belonging to it, or to a person who has exercised a power of entry on its behalf, that has been left on any land, premises or thing entered is removed as soon as practicable unless this Act expressly allows it to be left there; and
- (b) ensure that —
- (i) buildings, fences, and other structures are not disturbed nor damaged; and
 - (ii) when it enters land that is fenced, it enters through the existing and usual openings in the fence unless it is expressly authorised to open the fence; and
 - (iii) any physical damage done to any land, premises or thing, is immediately made good unless compensation has been or is to be paid.
- (2) Subsection (1) (b) does not apply to any land, premises or thing that is local government property.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 6



Reference Number	Legislative Reference	Delegate
LGA 6 - Certain Things to be Done in Respect of Land	Local Government Act s.3.24	Chief Executive Officer

Delegator

Council

Power / Duty

The Chief Executive Officer is delegated authority under Section 5.44 of the Act to authorise other officers of the local government to exercise on behalf of the local government the powers given to a local government by Subdivision 2 (Certain Provisions about Land) of the Local Government Act 1995.

Conditions

Nil

Statutory Framework

Local Government Act 1995

3.24. Authorising persons under this Subdivision

The powers given to a local government by this Subdivision can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents:

Nil

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference – 7



Reference Number	Legislative Reference	Delegate
LGA 7 - Power of Entry	Local Government Act s. 3.28, 3.29, 3.30, 3.31, 3.32, 3.33, 3.34, 3.35 & 3.36	Chief Executive Officer

Delegator

Council

Power / Duty

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government Act 1995

3.28 When this Subdivision applies

The powers of entry conferred by this Subdivision may be used for performing any function that a local government has under this Act if entry is required for the performance of the function or in any other case in which entry is authorized by this Act other than by a local law.

3.29 Powers of entry are additional

The powers of entry upon land conferred by this Subdivision are in addition to and not in derogation of any power of entry conferred by any other law.

3.30 Assistants and equipment

Entry under this Subdivision may be made with such assistants and equipment as are considered necessary for the purpose for which entry is required.

3.31 General procedure for entering property

- (1) Except in an emergency or if the entry is authorized by the warrant of a justice, entry by or on behalf of a local government on to any land, premises or thing is not lawful unless —
 - (a) the consent of the owner or occupier has been obtained; or
 - (b) notice has been given under section 3.32.
- (2) If notice has been given under section 3.32, a person authorized by the local government to do so may lawfully enter the land, premises or thing without the consent of the owner or occupier unless the owner or occupier or a person authorized by the owner or occupier objects to the entry.
- (3) The powers conferred on a local government under this section may be exercised instead of the powers conferred under the Public Works Act 1902 and are not subject to any qualification or restriction by any provision of that Act.

3.32 Notice of entry

- (1) A notice of an intended entry is to be given to the owner or occupier of the land, premises or thing that is to be entered.
- (2) The notice is to specify the purpose for which the entry is required and continues to have effect for so long as that requirement continues.
- (3) The notice is to be given not less than 24 hours before the power of entry is exercised.
- (4) Successive entries for the purpose specified in the notice are to be regarded as entries to which that notice relates.

3.33 Entry under warrant

- (1) In the circumstances described in subsection (2), a justice may by warrant authorize a local government by its employees, together with such other persons as are named or described in the warrant, or a police officer, to enter any land, premises or thing using such force as is necessary.
- (2) A warrant may be granted under subsection (1) where a justice is satisfied that the entry is reasonably required by a local government for the purpose of performing any of its functions, but —
 - (a) entry has been refused or is opposed or prevented;
 - (b) entry cannot be obtained; or
 - (c) notice cannot be given under section 3.32 without unreasonable difficulty or without unreasonably delaying entry.
- (3) A warrant granted under subsection (1) —
 - (a) is to be in the prescribed form;
 - (b) is to specify the purpose for which the land, premises or thing may be entered; and
 - (c) continues to have effect until the purpose for which it was granted has been satisfied.

3.34 Entry in an emergency

- (1) In an emergency a local government may lawfully enter any land, premises or thing immediately and without notice and perform any of its functions as it considers appropriate to deal with the emergency.
- (2) For the purposes of this section, an emergency exists where the local government or its CEO is of the opinion that the circumstances are such that compliance with the requirements for obtaining entry other than under this section would be impractical or unreasonable because of, or because of the imminent risk of —
 - (a) injury or illness to any person;
 - (b) a natural or other disaster or emergency; or
 - (c) such other occurrence as is prescribed for the purposes of this section.
- (3) A local government may use reasonable force to exercise the power of entry given by subsection (1).
- (4) A local government may exercise the power of entry given by subsection (1) at any time while the emergency exists and for so long subsequently as is reasonably required.
- (5) Although notice of an intended entry under this section is not generally required, a local government is to give notice of an intended entry of land under this section to the owner or occupier of the land where it is practicable to do so.

3.35 Purpose of entry to be given on request

A person who enters or who has entered any land, premises or thing on behalf of a local government is to give particulars of the power by virtue of which the local government claims a right of entry on being requested to do so.

3.36 Opening fences

- (1) This section applies only if it is expressly stated in Schedule 3.2.
- (2) Subsection (1) does not prevent regulations amending Schedule 3.2 from stating that this section applies, or excluding the application of this section, in relation to a particular matter.
- (3) If this section applies and it is not practicable to enter land that is fenced through the existing and usual openings in the fence, the local government may, on giving 3 days' notice in writing to the owner or occupier of the land that it intends to do so, open the fence.
- (4) If it opens the fence the local government is to provide at the opening an effective gate or, if the owner of the land agrees, a device across the gap in the fence that enables motor traffic to pass through the gap and prevents the straying of livestock through the gap.
- (5) If a gate is provided a person who, without the occupier's consent, leaves the gate open when it is not in use commits an offence.
- (6) If a gate is provided, when the local government no longer requires the opening, it is to immediately remove the gate and make good the fence unless the owner agrees to its retention.
- (7) The owner and occupier may, in a particular case, relieve the local government of any obligation that it has under this section.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 8



Reference Number	Legislative Reference	Delegate
LGA 8 - Register of Delegations to Committees	Local Government Act s. 5.18	Chief Executive Officer

Delegator

Council

Power / Duty

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

Committees of Council:

Audit Advisory Committee

Risk Management Advisory Committee

Bush Fire Advisory Committee

Local Emergency Management Advisory Committee

Australia Day Advisory Committee

Local Drug Action Group

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government Act 1995

5.18 Register of delegations to committees

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

<https://www.nannup.wa.gov.au/documents/355/delegation-register>

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 9



Reference Number	Legislative Reference	Delegate
LGA 9 - Annual Report	Local Government Act s. 5.53	Chief Executive Officer

Delegator

Council

Power / Duty

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government Act 1995

5.53 Annual reports

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
 - (a) a report from the mayor or president;
 - (b) a report from the CEO;
 - (c) a report of the principal activities commenced or continued during the financial year;
 - (d) an assessment of the local government's performance in relation to each principal activity;
 - (e) an overview of the principal activities that are proposed to commence or to continue in the next financial year;
 - (f) the financial report for the financial year;
 - (g) such information as may be prescribed in relation to the payments made to employees;
 - (h) the auditor's report for the financial year; and
 - (i) such other information as may be prescribed.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

<https://www.nannup.wa.gov.au/documents/1599/20172018-annual-report>

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 10



Reference Number	Legislative Reference	Delegate
LGA 10 - Integrated Planning	Local Government Act s. 5.56	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

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

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

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

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

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government Act 1995

5.56 Planning principal activities

- (1) Each financial year, a local government is to prepare a plan for the next 4 or more financial years.
- (2) The plan is to contain details of —
 - (a) the principal activities that are proposed to be commenced or to be continued in each financial year affected by the plan;
 - (b) the objectives of each principal activity;
 - (c) the estimated cost of, and proposed means of funding, each principal activity;
 - (d) how the local government proposes to assess its performance in relation to each principal activity;
 - (e) the estimated income and expenditure for each financial year affected by the plan; and
 - (f) such other matters as may be prescribed.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

https://www.nannup.wa.gov.au/Profiles/nannup/Assets/ClientData/Document-Centre/2017/Community_Strategic_Plan_2017-2027.pdf

Notes of Recent Alterations (if applicable)

2018 Delegation Register Reference - 11

Reference Number	Legislative Reference	Delegate
ADM 1 - Copies of Information	Local Government Act s. 5.94, 5.95 (1)(b) & (3)(b) & 5.96 Local Government (Administration) Regulations 1996 r.29 (2) & (3) and r.29B	Chief Executive Officer

Delegator

Council

Power / Duty

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government Act 1995

5.94. Public can inspect certain local government information

A person can attend the office of a local government during office hours and, unless it would be contrary to section 5.95, inspect, free of charge, in the form or medium in which it is held by the local government and whether or not it is current at the time of inspection —

- (a) any code of conduct;
 - (aa) any regulations prescribing rules of conduct of council members referred to in section 5.104;

- (ab) any register of complaints referred to in section 5.121;
 - (b) any register of financial interests;
 - (c) any annual report;
 - (d) any annual budget;
 - (e) any schedule of fees and charges;
 - (f) any plan for the future of the district made in accordance with section 5.56;
 - (g) any proposed local law of which the local government has given Statewide public notice under section 3.12(3);
 - (h) any local law made by the local government in accordance with section 3.12;
 - (i) any regulations made by the Governor under section 9.60 that operate as if they were local laws of the local government;
 - (j) any text that —
 - (i) is adopted (whether directly or indirectly) by a local law of the local government or by a regulation that is to operate as if it were a local law of the local government; or
 - (ii) would be adopted by a proposed local law of which the local government has given Statewide public notice under section 3.12(3);
 - (k) any subsidiary legislation made or adopted by the local government under any written law other than under this Act;
 - (l) any written law having a provision in respect of which the local government has a power or duty to enforce;
 - (m) any rates record;
 - (n) any confirmed minutes of council or committee meetings;
 - (o) any minutes of electors' meetings;
 - (p) any notice papers and agenda relating to any council or committee meeting and reports and other documents that have been —
 - (i) tabled at a council or committee meeting; or
 - (ii) produced by the local government or a committee for presentation at a council or committee meeting and which have been presented at the meeting;
 - (q) any report of a review of a local law prepared under section 3.16(3);
 - (r) any business plan prepared under section 3.59;
 - (s) any register of owners and occupiers under section 4.32(6) and electoral rolls;
 - (t) any contract under section 5.39 and variation of such contract;
 - (ta) a report on a supplementary audit prepared under section 7.12AH(1);
 - (u) such other information relating to the local government —
 - (i) required by a provision of this Act to be available for public inspection; or
 - (ii) as may be prescribed.
- [Section 5.94 amended: No. 49 of 2004 s. 42(7); No. 1 of 2007 s. 7; No. 5 of 2017 s. 9.]*

5.95. Limits on right to inspect local government information

- (1) A person's right to inspect information referred to in section 5.94 does not extend to the inspection of information —
 - (b) which, in the CEO's opinion, would divert a substantial and unreasonable portion of the local government's resources away from its other functions.

- (3) Subject to subsection (4), a person's right to inspect information referred to in section 5.94 does not extend to the inspection of information referred to in paragraph (n) or (p) of that section if the meeting or that part of the meeting to which the information refers —
- (b) in the CEO's opinion, could have been closed to members of the public but was not closed.

5.96. Copies of information to be available

If a person can inspect certain information under this Division, the person may request a copy of the information and, unless regulations prescribe otherwise, the local government is to ensure that copies are available and that the price at which it sells copies does not exceed the cost of providing the copies.

[Section 5.96 amended: No. 17 of 2009 s. 31.]

Local Government (Administration) Regulations 1996

r.29. Information to be available for public inspection (Act s. 5.94)

- (2) A person's right to inspect information referred to in section 5.94 does not extend to the inspection of information referred to in subregulation (1)(c) if the meeting or that part of the meeting to which the information refers —
- (a) was closed to members of the public; or
- (b) in the CEO's opinion, could have been closed to members of the public but was not closed, unless the information to be inspected is a record of a decision made at the meeting.
- (3) A person's right to inspect information referred to in section 5.94 does not extend to the inspection of information referred to in subregulation (1)(d) if, in the CEO's opinion, the meeting or that part of the meeting to which the information refers is likely to be closed to members of the public.

29B. Copies of certain information not to be provided (Act s. 5.96)

A local government must not make available to a person copies of information referred to in section 5.94(m) or (s) unless —

- (a) the request for the information is made in the manner and form approved by the CEO of the local government; and
- (b) the CEO of the local government is satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 12



Reference Number	Legislative Reference	Delegate
ADM 2 - Council and Committee Meetings	Local Government (Administration) Regulations r.12	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government (Administration) Regulations r.12

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
- (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).
- (3) Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
- (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

<https://www.nannup.wa.gov.au/documents/240/administration-policy-adm8-council-meeting-procedure>

Notes of Recent Alterations (if applicable)

2018 Delegation Register Reference - 13



Reference Number	Legislative Reference	Delegate
ADM 3 - Public Inspection of Documents Relating to Council Minutes	Local Government (Administration) Regulations 1996 r.13 & r.14	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government (Administration) Regulations

13. Unconfirmed minutes, public inspection of (Act s. 5.25(1)(i))

A local government is to ensure that unconfirmed minutes of each council and committee meeting are available for inspection by members of the public —

- (a) in the case of a council meeting, within 10 business days after the meeting; and
- (b) in the case of a committee meeting, within 5 business days after the meeting.

14. Notice papers, agenda etc., public inspection of (Act s. 5.25(1)(j))

- (1) A local government is to ensure that notice papers and agenda relating to any council or committee meeting and reports and other documents which —
- (a) are to be tabled at the meeting; or
 - (b) have been produced by the local government or a committee for presentation at the meeting, and which have been made available to members of the council or committee for the meeting are available for inspection by members of the public from the time the notice papers, agenda or documents were made available to the members of the council or committee.
- (2) Nothing in subregulation (1) entitles members of the public to inspect the information referred to in that subregulation if, in the CEO's opinion, the meeting or that part of the meeting to which the information refers is likely to be closed to members of the public under section 5.23(2).

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

<https://www.nannup.wa.gov.au/documents/243/administration-policy-adm11-records-management>

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 14



Reference Number	Legislative Reference	Delegate
FMR 1 – Payment of Creditors	LGA 6.10 Financial Management Regulations r.12 1(a)	Chief Executive Officer

Delegator

Council

Power / Duty

To exercise the powers and discharge the duties of the local government in accordance with regulation 12 of the *Local Government (Financial Management) Regulations 1996*, in relation to Section 6.10 of the *Local Government Act 1995*.

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

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

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

Conditions

Local Government (Financial Management) Regulations 1996

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name; and
 - (b) the amount of the payment; and

- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
 - (a) for each account which requires council authorisation in that month —
 - (i) the payee's name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under subregulation (1) or (2) is to be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government Act 1995

6.10. Financial management regulations

Regulations may provide for —

- (a) the security and banking of money received by a local government; and
- (b) the keeping of financial records by a local government; and
- (c) the management by a local government of its assets, liabilities and revenue; and
- (d) the general management of, and the authorisation of payments out of —
 - (i) the municipal fund; and
 - (ii) the trust fund, of a local government.

Local Government (Financial Management) Regulations

12. Payments from municipal fund or trust fund, restrictions on making

- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO;

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Nil

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 15

Reference Number	Legislative Reference	Delegate
LGA11 – Rate Book	Local Government Act Part 6 s. 6.39 (1) & (2), 6.40, 6.41, 6.49, 6.50, 6.54, 6.55, 6.56, 6.57, 6.58, 6.59, 6.60, 6.61, 6.62, 6.64 (3), 6.76 (1), 6.76(4), 6.76(5),, 6.77, 6.78	Chief Executive Officer

Delegator

Council

Power / Duty

To exercise the powers and discharge the duties of the local government under Sections 6.39 (1) & (2), 6.40, 6.41, 6.49, 6.50, 6.54-6.62, 6.64 (3), 6.76 (1), (4) & (5), 6.77 and 6.78 of the *Local Government Act 1995*.

1. Compile the necessary rate records as specified in Sections 6.39(1) and 6.39(2) of the Local Government Act 1995 and reassess rates payable in accordance with Section 6.40.
2. The service of rate notices referred to in Section 6.41.
3. Entering into an agreement in accordance with Section 6.49 for the payment of rates and service charges.
4. Determine the date that a rate or service charge becomes due and payable in accordance with Section 6.50.
5. The recovery of rates and service charges pursuant to the provisions of Sections 6.54, 6.55, 6.56, 6.57, 6.58, 6.59, 6.60, 6.61 & 6.62.
6. Lodge caveats on land where the rates are in arrears and it is considered that the interests of the local government should be protected and the subsequent withdrawal of caveats once arrears of rates have been settled in accordance with Section 6.64(3).
7. Exercise discretion in regard to granting of any extension of time for service of objections to the Rate Book in accordance with Section 6.76(4).
8. Allow or disallow in accordance with Section 6.76(5) any objection to the rate record lodged under Section 6.76(1) and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection in accordance with Section 6.76(6).

9. Extend the period of time for receipt of a notice under Section 6.77 and to refer notices received under Sections 6.77 and 6.78 to a Land Valuation Tribunal.

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government Act 1995

6.39. Rate record

- (1) As soon as practicable after a local government has resolved to impose rates in a financial year it is to ensure that a record is compiled, at the time and in the form and manner prescribed, for that financial year of —
- (a) all rateable land in its district; and
 - (b) all land in its district on which a service charge is imposed.
- (2) A local government —
- (a) is required, from time to time, to amend a rate record for the current financial year to ensure that the information contained in the record is current and correct and that the record is in accordance with this Act; and
 - (b) may amend the rate record for the 5 years preceding the current financial year.

6.40. Effect of amendment of rate record

- (1) Where the rate record in relation to any land is amended under section 6.39(2) as a result of a change in —
- (a) the rateable value of; or
 - (b) the rateability of; or
 - (c) the rate imposed on, that land, the local government is to reassess the rates payable on the land and to give notice to the owner of the land of any change in the amount of rates payable on the land.
- (2) Where the rate record in relation to any land is amended under section 6.39(2) as a result of a change in a service charge imposed on that land, the local government is to reassess that service charge and to give notice to the owner or occupier of the land, as the case requires, of any change in the amount of the service charge payable on the land.
- (3) If, as a result of a reassessment of rates under subsection (1), a rate on any land is —
- (a) reduced, and that rate has already been paid to a local government, the local government —
 - (i) may, and if so requested by the current owner of the land is required to, make a refund to that owner of the amount overpaid; or
 - (ii) is required to allow a credit of the amount overpaid in relation to the land against future liabilities for rates or service charges in respect of that land; or

- (b) increased, that increased rate is the rate to which section 6.44 applies.
- (4) If, as a result of a reassessment of a service charge under subsection (2), a service charge on any land is —
 - (a) reduced, and that service charge has already been paid to a local government —
 - (i) by the owner, the local government —
 - (I) may, and if so requested by the current owner of the land is required to, make a refund to that owner of the amount overpaid; or
 - (II) is required to allow a credit of the amount overpaid in relation to the land against future liabilities for rates or service charges in respect of that land; or
 - (ii) by the occupier, the local government is required to make a refund to the person who paid the service charge; or
 - (b) increased, and that service charge was imposed on —
 - (i) the owner, that increased service charge is the service charge to which section 6.44 applies; or
 - (ii) the occupier, that increased service charge is a debt due to the local government by the person on whom the service charge was imposed.

6.41. Service of rate notice

- (1) A local government is required to give to —
 - (a) the owner of rateable land; and
 - (b) the owner or occupier, as the case requires, of land on which a service charge is imposed, a rate notice stating the date the rate notice was issued and incorporating or accompanied by the details and particulars prescribed.
- (2) The rate notice is to be given —
 - (a) as soon as practicable after —
 - (i) the rate record of the land is completed; or
 - (ii) the rate record of the land is amended, if that amendment results in a change in the amount of rates or service charges payable on that land; or
 - (b) where an election has been made under section 6.45 to pay rates or service charges by instalments, not less than 28 days before each instalment is due.
- (3) Notwithstanding sections 75 and 76 of the *Interpretation Act 1984* service of the rate notice is deemed to have been effected if delivered to the address shown in the rate record for the owner at the time of delivery.

6.49. Agreement as to payment of rates and service charges

A local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.

6.50. Rates or service charges due and payable

- (1) Subject to —
 - (a) subsections (2) and (3); and

- (b) any concession granted under section 6.47; and
- (c) the *Rates and Charges (Rebates and Deferments) Act 1992*, a rate or service charge becomes due and payable on such date as is determined by the local government.
- (2) The date determined by a local government under subsection (1) is not to be earlier than 35 days after the date noted on the rate notice as the date the rate notice was issued.
- (3) Where a person elects to pay a rate or service charge by instalments the second and each subsequent instalment does not become due and payable at intervals of less than 2 months.

Subdivision 5 — Recovery of unpaid rates and service charges

6.54. Term used: service charge

In sections 6.55, 6.60 and 6.62 — **service charge** does not include a service charge imposed under section 6.38(1)(b) on the occupier of land who is not the owner of that land.

6.55. Recovery of rates and service charges

- (1) Subject to subsection (2) and the *Rates and Charges (Rebates and Deferments) Act 1992* rates and service charges on land are recoverable by a local government from —
 - (i) the owner at the time of the compilation of the rate record; or
 - (ii) a person who whilst the rates or service charges are unpaid becomes the owner of the land.
- (2) A person who, by virtue of an Act relating to bankruptcy or insolvency or to the winding up of companies, has become the owner of land in the capacity of a trustee or liquidator, is not on that account personally liable to pay, out of the person's own money, rates or service charges which are already due on, or become due on that land while that person is the owner in that capacity.

6.56. Rates or service charges recoverable in court

- (1) If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.
- (2) Rates or service charges due by the same person to the local government may be included in one writ, summons, or other process.

[Section 6.56 amended: No. 84 of 2004 s. 80.]

6.57. Non-compliance with procedure in Act not to prevent recovery of rate or service charge

In proceedings by or on behalf of a local government for the recovery of an amount due in respect of a rate or service charge, failure by the local government to comply in respect of the rate or service charge with the provisions of this Act, is not a defence, if it appears that it had the power to impose, and did in fact assent to the imposition of, the rate or service charge.

6.58. Defence in special cases

If a person sued or proceeded against proves that a notice required to be given under Subdivision 3 has not been given, the claim of the local government does not on that account fail, but such

objections as would have been competent on an application under Subdivision 7 for a review may be raised as a defence to the whole or part of the claim, unless they have already been unsuccessfully raised by the person on an application under that Subdivision for a review.

[Section 6.58 amended: No. 55 of 2004 s. 691.]

6.59. Question of title to land not to affect jurisdiction

A jurisdiction otherwise competent to entertain proceedings to recover rates or service charges, or consequent on the recovery of rates or service charges, or to hear an application for review or an appeal relating to the payment of rates or service charges is not affected on the ground that a question of title to land is raised in the proceedings, but an order or judgment in the matter is not evidence of title.

[Section 6.59 amended: No. 55 of 2004 s. 692.]

6.60. Local government may require lessee to pay rent

- (1) In this section — ***lease*** includes an agreement whether made orally or in writing for the leasing or subleasing of land and includes a licence or arrangement for the use of land; ***lessor*** and ***lessee*** mean the parties to a lease and their respective successors in title.
- (2) If payment of a rate or service charge imposed in respect of any land is due and payable, notice may be given to the lessee of the land requiring the lessee to pay to the local government any rent as it falls due in satisfaction of the rate or service charge.
- (3) The local government is to give to the lessor a copy of the notice with an endorsement that the original of it has been given to the lessee.
- (4) The local government may recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with the notice.
- (5) Where an amount is paid under this section to the local government —
 - (a) the payment discharges the payer from any liability to any person to pay that amount as rent; and
 - (b) where as between a lessor and lessee the lessor is liable to pay the rate or service charge, the amount paid may be set off by the lessee against the rent payable to the lessor; and
 - (c) if the amount exceeds the rent due, or if there is no rent due, the amount may be set off by the lessee against accruing rent, or the balance recovered from the lessor in a court of competent jurisdiction.
- (6) To the extent that an agreement purports to preclude a lessee from setting off or recovering payments made to a local government under this section, the agreement is of no effect.

6.61. Requirement to give name of person liable

- (1) On the request of a local government —
 - (a) the occupier of property, or an agent of the owner of property, is required to disclose to the local government the name and address of the owner or of the person receiving or authorised to receive the rent of the property; and

- (b) the person receiving or authorised to receive the rent of the property is required to disclose the name and address of the owner of the property.
- (2) A person from whom information is requested in accordance with subsection (1) commits an offence if the person —
 - (a) fails to give the information requested; or
 - (b) gives information that is false or misleading in any material particular.

6.62. Application of money paid for rates and service charges

Where money is paid to a local government in respect of rates or service charges imposed on land, the local government is to apply the money for or towards —

- (a) the rates or services charges due on the land in the order in which they become due; and
- (b) any outstanding costs of proceedings for the recovery of any such rates or charges.

6.64. Actions to be taken

(3) Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.

6.76. Grounds of objection

- (1) A person may, in accordance with this section, object to the rate record of a local government on the ground —
 - (a) that there is an error in the rate record —
 - (i) with respect to the identity of the owner or occupier of any land; or
 - (ii) on the basis that the land or part of the land is not rateable land; or
 - (b) if the local government imposes a differential general rate, that the characteristics of the land recorded in the rate record as the basis for imposing that rate should be deleted and other characteristics substituted.
- (4) The local government may, on application by a person proposing to make an objection, extend the time for making the objection for such period as it thinks fit.
- (5) The local government is to promptly consider any objection and may either disallow it or allow it, wholly or in part.

6.77. Review of decision of local government on objection

Any person who is dissatisfied with the decision of a local government on an objection by that person under section 6.76 may, within 42 days (or such further period as the State Administrative Tribunal, for reasonable cause shown by the person, allows) after service of notice of the decision, apply to the State Administrative Tribunal for a review of the decision.

6.78. Review of decision to refuse to extend time for objection

A person who is dissatisfied with a decision of the local government to refuse to extend the time for making an objection against the rate record may apply to the State Administrative Tribunal for a review of the decision.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 16



Reference Number	Legislative Reference	Delegate
FMR 1 – Financial Reports	Local Government Act s. 6.4 Financial Management Regulations r. 34	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government Act 1995

6.4. Financial report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.
- (2) The financial report is to —
 - (a) be prepared and presented in the manner and form prescribed; and
 - (b) contain the prescribed information.
- (3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —

- (a) the accounts of the local government, balanced up to the last day of the preceding financial year; and
- (b) the annual financial report of the local government for the preceding financial year.

Local Government (Financial Management) Regulations 1996

34. Financial activity statement required each month (Act s. 6.4)

- (1A) In this regulation — ***committed assets*** means revenue unspent but set aside under the annual budget for a specific purpose.
- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
- (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 17



Reference Number	Legislative Reference	Delegate
LGA 12 – Trust Fund	Local Government Act s. 6.9	Chief Executive Officer

Delegator

Council

Power / Duty

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government Act 1995

6.9. Trust fund

- (1) A local government is to hold in the trust fund all money or the value of assets —
 - (a) that are required by this Act or any other written law to be credited to that fund; and
 - (b) held by the local government in trust.
- (2) Money or other property held in the trust fund is to be applied for the purposes of, and in accordance with, the trusts affecting it.
- (3) Where money or other property is held in the trust fund, the local government is to —
 - (a) in the case of money, pay it to the person entitled to it together with, if the money has been invested, any interest earned from that investment;
 - (b) in the case of property, deliver it to the person entitled to it.
- (4) Where money has been held in the trust fund for 10 years it may be transferred by the local government to the municipal fund but the local government is required to repay the money, together with any interest earned from its investment, from that fund to a person claiming and establishing a right to the repayment.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 18



Reference Number	Legislative Reference	Delegate
LGA 13 - Investments	Local Government Act s. 6.14	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

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

Conditions

Nil.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government Act 1995

6.14. Power to invest

- (1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the *Trustees Act 1962* Part III.
- (2A) A local government is to comply with the regulations when investing money referred to in subsection (1).

- (2) Regulations in relation to investments by local governments may —
- (a) make provision in respect of the investment of money referred to in subsection (1); and
 - [(b) deleted]*
 - (c) prescribe circumstances in which a local government is required to invest money held by it; and
 - (d) provide for the application of investment earnings; and
 - (e) generally provide for the management of those investments.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

<https://www.nannup.wa.gov.au/documents/333/finance-policy-fnc7-investment-policy>

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 19



Reference Number	Legislative Reference	Delegate
FMR 2 –Payment of Accounts	Financial Management Regulations r.11	Chief Executive Officer

Delegator

Council

Power / Duty

The Chief Executive Officer is delegated authority to:

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

Conditions

Nil

Statutory Framework

Local Government (Financial Management) Regulations 1996

11. Payments, procedures for making etc.

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —
 - (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
 - (b) petty cash systems.

- (2) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
- (3) Payments made by a local government —
- (a) subject to subregulation (4), are not to be made in cash; and
 - (b) are to be made in a manner which allows identification of —
 - (i) the method of payment; and
 - (ii) the authority for the payment; and
 - (iii) the identity of the person who authorised the payment.
- (4) Nothing in subregulation (3)(a) prevents a local government from making payments in cash from a petty cash system.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

<https://www.nannup.wa.gov.au/documents/236/administration-policy-adm4-purchasing>

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 20



Reference Number	Legislative Reference	Delegate
LGA 14 - Expenditure Before Adoption of Budget	Local Government Act 1995 s. 6.8	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

Conditions

Nil

Statutory Framework

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

- (1a) In subsection (1) — **additional purpose** means a purpose for which no expenditure estimate is included in the local government's annual budget.
- (2) Where expenditure has been incurred by a local government —
- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
 - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

Verification

61

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 21



Reference Number	Legislative Reference	Delegate
LGA 15 - Temporary Closure of Thoroughfares and Fixing or Altering Levels or Alignments or Drainage Onto Adjoining Land	Local Government Act 1995 s. 3.50, s. 3.50A, and s. 3.51	Chief Executive Officer

Delegator

Council

Power / Duty

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

Conditions

Local Government Act 1995

3.52. Public access to be maintained and plans kept

- (1) This section applies in respect of a thoroughfare only if it is in the metropolitan area or on land that has been constituted a townsite under section 10 of the *Land Act 1933* ⁵.
- (2) Except to the extent that it is authorised by law to close them or restrict their use, a local government is to ensure that public thoroughfares are kept open for public use.
- (3) In fixing or altering the level of, or the alignment of, a public thoroughfare, a local government is to ensure that access by vehicle to land adjoining the thoroughfare can be reasonably provided.
- (4) A local government is to keep plans of the levels and alignments of public thoroughfares that are under its control or management, and make those plans available for public inspection.

Statutory Framework

Local Government Association 1995

3.50. Closing certain thoroughfares to vehicles

- (1) A local government may close any thoroughfare that it manages to the passage of vehicles, wholly or partially, for a period not exceeding 4 weeks.
- (1a) A local government may, by local public notice, order that a thoroughfare that it manages is wholly or partially closed to the passage of vehicles for a period exceeding 4 weeks.
- (2) The order may limit the closure to vehicles of any class, to particular times, or to such other case or class of case as may be specified in the order and may contain exceptions.

[(3) deleted]

- (4) Before it makes an order wholly or partially closing a thoroughfare to the passage of vehicles for a period exceeding 4 weeks or continuing the closure of a thoroughfare, the local government is to —

- (a) give local public notice of the proposed order giving details of the proposal, including the location of the thoroughfare and where, when, and why it would be closed, and inviting submissions from any person who wishes to make a submission; and
- (b) give written notice to each person who —
 - (i) is prescribed for the purposes of this section; or
 - (ii) owns land that is prescribed for the purposes of this section; and
- (c) allow a reasonable time for submissions to be made and consider any submissions made.

- (5) The local government is to send to the Commissioner of Main Roads appointed under the *Main Roads Act 1930* a copy of the contents of the notice required by subsection (4)(a).

- (6) An order under this section has effect according to its terms, but may be revoked by the local government, or by the Minister, by order of which local public notice is given.

[(7) deleted]

- (8) If, under subsection (1), a thoroughfare is closed without giving local public notice, the local government is to give local public notice of the closure as soon as practicable after the thoroughfare is closed.

- (9) The requirement in subsection (8) ceases to apply if the thoroughfare is reopened.

[Section 3.50 amended: No. 1 of 1998 s. 11; No. 64 of 1998 s. 15; No. 49 of 2004 s. 26.]

3.50A. Partial closure of thoroughfare for repairs or maintenance

Despite section 3.50, a local government may partially and temporarily close a thoroughfare, without giving local public notice, if the closure —

- (a) is for the purpose of carrying out repairs or maintenance; and
- (b) is unlikely to have a significant adverse effect on users of the thoroughfare.

[Section 3.50A inserted: No. 64 of 1998 s. 16.]

3.51. Affected owners to be notified of certain proposals

- (1) In this section — ***person having an interest***, in relation to doing anything, means a person who —

- (a) is the owner of the land in respect of which that thing is done, or any land that is likely to be adversely affected by doing that thing; or
 - (b) is shown on the title to any of the land mentioned in paragraph (a) as holding an interest in any of that land; or
 - (c) is prescribed for the purposes of this section.
- (2) This section applies to —
- (a) fixing or altering the level of, or the alignment of, a public thoroughfare; or
 - (b) draining water from a public thoroughfare or other public place onto adjoining land.
- (3) Before doing anything to which this section applies, a local government is to —
- (a) give notice of what is proposed to be done giving details of the proposal and inviting submissions from any person who wishes to make a submission; and
 - (b) allow a reasonable time for submissions to be made and consider any submissions made.
- (4) The notice is to be given —
- (a) in writing to each person having an interest; and
 - (b) if any land is likely to be adversely affected by the doing of the thing, by local public notice.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference – 22 & 26 combined



Reference Number	Legislative Reference	Delegate
ULP 1 - Gates Across Public Thoroughfares	Local Government (Uniform Local Provisions) Regulation 9	Chief Executive Officer

Delegator

Council

Power / Duty

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

Conditions

Nil

Statutory Framework

Local Government (Uniform Local Provisions) Regulations 1996

9. Permission to have gate across public thoroughfare — Sch. 9.1 cl. 5(1)

- (1) A person may apply to the local government for permission to have across a public thoroughfare under the control or management of the local government a gate or other device that enables motor traffic to pass across the public thoroughfare and prevents livestock from straying.
- (2) The local government may, before dealing with the application, require the applicant to publish notice of the application in such manner as the local government thinks fit.
- (3) Permission granted by the local government under this regulation —
 - (a) must be in writing; and
 - (b) must specify the period for which it is granted; and
 - (c) must specify each condition imposed under subregulation (4); and
 - (d) may be renewed from time to time; and
 - (e) may be cancelled by giving written notice to the person to whom the permission was granted.
- (4) The local government may impose such conditions as it thinks fit on granting permission under this regulation including, but not limited to, conditions on the construction, placement and maintenance of the gate or other device across the public thoroughfare.

- (5) The local government may, when renewing permission granted under this regulation or at any other time, vary any condition imposed by it under subregulation (4) and the variation takes effect when written notice of it is given to the person to whom the permission was granted.
- (6) The local government may at any time, by written notice given to the person to whom permission was granted under this regulation, cancel the permission and request the person responsible for the gate or other device to remove it within a time specified in the request.
- (7) A person to whom a request is made under subregulation (6) must comply with the request.
Penalty: a fine of \$5 000.
- (8) A local government must keep a register of gates and other devices constructed in accordance with a permission granted under this regulation.

Note for this regulation:

This regulation is of a kind prescribed in the Local Government Act 1995 Schedule 3.1 Division 2 item 1A. This means that an offender might be given a notice under section 3.25(1)(b) of the Act and if the notice is not complied with the local government may, under section 3.26, itself do what the notice required and recover the cost from the offender.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 23



Reference Number	Legislative Reference	Delegate
ULP 2 - Excavation in or near Public Thoroughfares	Local Government (Uniform Local Provisions) Regulation 11	Chief Executive Officer

Delegator

Council

Power / Duty

The Chief Executive Officer is delegated the authority to determine applications for licences to deposit materials on a street, way or other public place and to excavate on land abutting or adjoining a street, way or other public place pursuant to Regulations 6 and 11 of the Local Government (Uniform Local Provisions) Regulations 1996.

The Chief Executive Officer shall first obtain confirmation from employees that the proposed activity will not create undue interference with the operation of the street, way or public place.

Licences are to be issued subject to the conditions detailed in Regulation 6 of the Local Government (Uniform Local Provisions) Regulations 1996 and such other conditions as considered relevant by the Chief Executive Officer.

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

Conditions

Local Government (Uniform Local Provisions) Regulations 1996

6. Obstruction of public thoroughfare by things placed and left — Sch. 9.1 cl. 3(1)(a)

(1) A person must not, without lawful authority, place on a public thoroughfare anything that obstructs it.

Penalty: a fine of \$5 000 and a daily penalty of \$500 for each day during which the obstruction continues.

(2) A person may apply to the local government for permission to place on a specified part of public thoroughfare one or more specified things that may obstruct the public thoroughfare.

(3) Permission granted by the local government under this regulation —

(a) must be in writing; and

(b) must specify the period for which it is granted; and

- (c) must specify each condition imposed under subregulation (4); and
 - (d) may be renewed from time to time; and
 - (e) may be cancelled by giving written notice to the person to whom the permission was granted.
- (4) The local government may impose such conditions as it thinks fit on granting permission under this regulation including, but not limited to, any of the following —
- (a) conditions relating to the erection of hoardings, fences, walkways or other structures for the protection of the public thoroughfare or public safety (**protective structures**);
 - (b) conditions about the placement of things in the public thoroughfare including conditions about the depositing of building materials or waste, or storage or other facilities in the public thoroughfare;
 - (c) a condition imposing a charge for any damage to the public thoroughfare resulting from the placement of a thing on the public thoroughfare;
 - (d) a condition requiring the applicant to deposit with the local government a sum sufficient in the opinion of the CEO of the local government to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant.
- (5) It is a condition of the permission granted under this regulation that —
- (a) placed things and protective structures are sufficiently illuminated every night from sunset to sunrise to prevent mishaps; and
 - (b) protective structures are kept and maintained in good condition, to the satisfaction of the CEO of the local government, during such time as the CEO thinks necessary for the public safety and convenience; and
 - (c) placed things or protective structures are removed within a reasonable time after the person granted the permission is required in writing to do so by the local government; and
 - (d) damage to the public thoroughfare resulting from the placement of a thing or a protective structure is repaired to the satisfaction of the CEO of the local government within a reasonable time after the person granted the permission is required in writing to do so by the local government.
- (6) The local government may, when renewing permission granted under this regulation or at any other time, vary any condition imposed by it under subregulation (4) and the variation takes effect when written notice of it is given to the person to whom the permission was granted.
- (7) A person granted permission under this regulation must comply with each condition of the permission.
- Penalty: a fine of \$5 000 and a daily penalty of \$500 for each day during which the offence continues.
- (8) The local government may charge a person granted permission under this regulation a fee of not more than \$1.00 for each month or part of a month for each m² of public thoroughfare that is enclosed by a hoarding or fence in accordance with the permission.

- (9) For the purposes of section 3.37 of the Act, a contravention of subregulation (1) or (7) is a contravention that can lead to impounding of goods comprising a placed and left thing or structure.

Note for this regulation:

This regulation is of a kind prescribed in the *Local Government Act 1995* Schedule 3.1 Division 2 item 1. This means that an offender might be given a notice under section 3.25(1)(b) of the Act and if the notice is not complied with the local government may, under section 3.26, itself do what the notice required and recover the cost from the offender.

Statutory Framework

Local Government (Uniform Local Provisions) Regulations 1996

11. Dangerous excavation in or near public thoroughfare — Sch. 9.1 cl. 6

- (1) If there is, in a public thoroughfare or land adjoining a public thoroughfare, an excavation that the local government considers to be dangerous, the local government may —

- (a) fill in or fence the excavation; or
- (b) in writing request the owner or occupier of the land to fill in or securely fence the excavation.

- (2) A person to whom a request is made under subregulation (1)(b) must comply with the request.
Penalty: a fine of \$5 000.

- (3) A person must not, without lawful authority, make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare.

Penalty: a fine of \$5 000 and a daily penalty of \$500 for each day during which the offence continues.

- (4) A person may apply to the local government for permission to make or make and leave an excavation of specified dimensions and in a specified way in a specified part of a public thoroughfare or on a specified part of land adjoining a public thoroughfare.

- (5) Permission granted by the local government under this regulation —

- (a) must be in writing; and
- (b) must specify the period for which it is granted; and
- (c) must specify each condition imposed under subregulation (6); and
- (d) may be renewed from time to time; and
- (e) may be cancelled by giving written notice to the person to whom the permission was granted.

- (6) The local government may impose such conditions as it thinks fit on granting permission under this regulation including, but not limited to, any of the following —

- (a) conditions relating to the erection of hoardings, fences, walkways or other structures for the protection of the public thoroughfare, adjoining land or public safety (***protective structures***);
- (b) a condition imposing a charge for any damage to the public thoroughfare or adjoining land resulting from the excavation;
- (c) a condition requiring the applicant to deposit with the local government a sum sufficient in the opinion of the CEO of the local government to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the

basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant.

(7) It is a condition of the permission granted under this regulation that —

- (a) the excavation is securely fenced off from the public thoroughfare or adjoining land; and
- (b) protective structures are sufficiently illuminated every night from sunset to sunrise to prevent mishaps; and
- (c) protective structures are kept and maintained in good condition, to the satisfaction of the CEO of the local government, during such time as the CEO thinks necessary for the public safety and convenience; and
- (d) the excavation is filled in or protective structures are removed within a reasonable time after the person granted the permission is required in writing to do so by the local government; and
- (e) damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure is repaired to the satisfaction of the CEO of the local government within a reasonable time after the person granted the permission is required in writing to do so by the local government.

(8) The local government may, when renewing permission granted under this regulation or at any other time, vary any condition imposed by it under subregulation (6) and the variation takes effect when written notice of it is given to the person to whom the permission was granted.

(9) A person granted permission under this regulation must comply with each condition of the permission.

Penalty: a fine of \$5 000 and a daily penalty of \$500 for each day during which the offence continues.

(10) The local government may charge a person granted permission under this regulation a fee of not more than \$1.00 for each month or part of a month for each m² of public thoroughfare that is enclosed by a hoarding or fence in accordance with the permission.

(11) For the purposes of section 3.37 of the Act, a contravention of subregulation (3) or (9) is a contravention that can lead to impounding of goods comprising a protective structure or other thing placed in or near the excavation.

Note for this regulation:

This regulation is of a kind prescribed in the Local Government Act 1995 Schedule 3.1 Division 2 item 2. This means that an offender might be given a notice under section 3.25(1)(b) of the Act and if the notice is not complied with the local government may, under section 3.26, itself do what the notice required and recover the cost from the offender.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 24



Reference Number	Legislative Reference	Delegate
ULP 3 - Crossovers	Local Government (Uniform Local Provisions) Regulations 12, 13, 14 and 15	Chief Executive Officer

Delegator

Council

Power / Duty

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

The Chief Executive Officer is delegated authority to give notice to an owner or occupier of private land requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land.

If the person fails to comply with the notice the Chief Executive Officer is delegated authority to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person.

Conditions

Nil

Statutory Framework

Local Government (Uniform Local Provisions) Regulations

12. Crossing from public thoroughfare to private land or private thoroughfare — Sch. 9.1 cl. 7(2)

- (1) Upon the application of the sole owner, or a majority of the owners, of private land the local government may, in writing and subject to regulation 14(2) —
 - (a) approve the construction, under the supervision of, and to the satisfaction of, the local government, of a crossing giving access from a public thoroughfare to —
 - (i) the land; or
 - (ii) a private thoroughfare serving the land;
 - or
 - (b) agree to construct for the applicant a crossing giving access from a public thoroughfare to —

- (i) the land; or
- (ii) a private thoroughfare serving the land.

(2) A person is not to construct a crossing for vehicles from a public thoroughfare that is a Government road to —

- (a) land on which premises have been or are about to be constructed; or
- (b) a private thoroughfare serving the land, unless the construction of the crossing has been approved by the local government under subregulation (1) and the crossing is constructed in accordance with the approval. Penalty: a fine of \$5 000. Note for this regulation:
This regulation is of a kind prescribed in the Local Government Act 1995 Schedule 3.1 Division 2 item 2A(a). This means that an offender might be given a notice under section 3.25(1)(b) of the Act and if the notice is not complied with the local government may, under section 3.26, itself do what the notice required and recover the cost from the offender.

[Regulation 12 amended: Gazette 1 Feb 2013 p. 429-30.]

13. Requirement to construct or repair crossing — Sch. 9.1 cl. 7(3)

- (1) A local government may, subject to regulation 14(2), give a person who is the owner or occupier of private land a notice in writing requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land.
- (2) If the person fails to comply with the notice, the local government may construct or repair the crossing as the notice required and recover 50% of the cost of doing so as a debt due from the person.
- (3) A person given a notice under subregulation (1) must comply with the notice.

Penalty: a fine of \$5 000.

[Regulation 13 amended: Gazette 1 Feb 2013 p. 430.]

14. Role of Commissioner of Main Roads in some cases — Sch. 9.1 cl. 7(2)

- (1) This regulation applies to a crossing for vehicles from a public thoroughfare that is a Government road to —
 - (a) land on which premises have been or are about to be constructed; or
 - (b) a private thoroughfare serving the land.
- (2) A local government cannot —
 - (a) under regulation 12 construct or approve the construction of; or
 - (b) under regulation 13(1) require the construction of, a crossing to which this regulation applies unless the local government has consulted with the Commissioner and the Commissioner has approved in writing the construction of the crossing.
- (3) If a person —
 - (a) constructs a crossing to which this regulation applies other than in accordance with approval given by the Commissioner under this regulation; or
 - (b) modifies a crossing to which this regulation applies in such a way that it is not in accordance with approval given by the Commissioner under this regulation, the Commissioner may, by notice in writing, require the person to bring the crossing into accordance with the approval, if approval

was given, or remove the crossing and restore the place where the crossing was to its former condition.

(4) If the person fails to comply with the notice, the Commissioner may do anything required by the notice to be done and recover the cost of doing it as a debt due from the person.

(5) A person given a notice under subregulation (3) must comply with the notice. Penalty: a fine of \$5 000.

[[6) deleted]

(7) In this regulation — **Commissioner** means the Commissioner of Main Roads.

Note for this regulation: his regulation is of a kind prescribed in the Local Government Act 1995 Schedule 3.1 Division 2 item 2A(b). This means that an offender might be given a notice under section 3.25(1)(b) of the Act and if the notice is not complied with the local government may, under section 3.26, itself do what the notice required and recover the cost from the offender.

[Regulation 14 amended: Gazette 1 Feb 2013 p. 430-1.]

15. Contribution to cost of crossing — Sch. 9.1 cl. 7(4)

(1) Where —

(a) a local government —

(i) under regulation 12 constructs or approves the construction of; or

(ii) under regulation 13(1) requires the construction of, a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land; and

(b) the crossing is the first crossing in respect of the land; and

(c) the crossing is a standard crossing or is of a type that is superior to a standard crossing, the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.

(2) In subregulation (1) — **first crossing**, in respect of land, means the first crossing to the land or a private thoroughfare serving the land constructed under regulation 12 or section 358² of the *Local Government Act 1960*³ as in force at any time before 1 July 1996; **standard crossing** means, subject to any local law as to what is or is not a standard crossing, a crossing of a kind that the local government, by resolution, decides is a standard crossing.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

<https://www.nannup.wa.gov.au/documents/336/works-policy-wrk7-driveway-crossovers>

<https://www.nannup.wa.gov.au/documents/273/local-planning-policy-lpp13-car-parking-and-vehicular-access>

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 25



Reference Number	Legislative Reference	Delegate
LGA 16 - Public Thoroughfares – Public Use	LGA 3.52	Chief Executive Officer Manager Infrastructure

Delegator

Council

Power / Duty

The Chief Executive Officer is delegated authority to;

Ensure that public thoroughfares are kept open for public use as required under Section 3.52(2) of the Local Government Act 1995.

Ensure that access by vehicles to land adjoining the thoroughfare can be reasonably provided in fixing or altering the level of, or the alignment of a public thoroughfare.

Conditions

Nil

Statutory Framework

Local Government Act 1995

3.52. Public access to be maintained and plans kept

- (1) This section applies in respect of a thoroughfare only if it is in the metropolitan area or on land that has been constituted a townsite under section 10 of the *Land Act 1933* ⁵.
- (2) Except to the extent that it is authorised by law to close them or restrict their use, a local government is to ensure that public thoroughfares are kept open for public use.
- (3) In fixing or altering the level of, or the alignment of, a public thoroughfare, a local government is to ensure that access by vehicle to land adjoining the thoroughfare can be reasonably provided.
- (4) A local government is to keep plans of the levels and alignments of public thoroughfares that are under its control or management, and make those plans available for public inspection.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 27

Reference Number	Legislative Reference	Delegate
BA 1 - Buildings – Issue of Building Orders	Building Act 2011 s. 110	Chief Executive Officer Building Surveyor

Delegator

Council

Power / Duty

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Building Act 2011

110. Building orders

- (1) A permit authority may make an order (a **building order**) in respect of one or more of the following —
 - (a) particular building work;
 - (b) particular demolition work;
 - (c) a particular building or incidental structure, whether completed before or after commencement day.
- (2) A building order must be in an approved form and must be directed to any one or more of the following persons as is appropriate in the case —
 - (a) if a building permit is in effect for the particular building work, the person named as the builder on the permit;
 - (b) if a demolition permit is in effect for the particular demolition work, the person named as the demolition contractor on the permit;

- (c) a person who is an owner of the land on which the particular building or demolition work is being, or has been, done;
- (d) a person who is an owner or occupier of the land on which the particular building or incidental structure is located.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 28



Reference Number	Legislative Reference	Delegate
BA 2 - Buildings Unfit for Human Occupation, Unlawful Works and Dangerous Buildings	Building Act 2011 Section 112	Chief Executive Officer Building Surveyor

Delegator

Council

Power / Duty

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

The Chief Executive Officer is delegated the authority to issue Building Orders to stop work pursuant to Section 112 of the Building Act 2011 where a breach of building requirements is considered by the Chief Executive Officer to be of a magnitude sufficient to warrant the issue of a Building Order.

The Chief Executive Officer is delegated the authority to withdraw Building Orders requiring works to be stopped pursuant to Section 112 of the Building Act 2011 where the breach for which the notice has been issued is corrected to the satisfaction of the Chief Executive Officer.

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

Issue a certificate which states that the subject building is in a dangerous state.

Serve written notice upon the owner or the occupier of the building requiring that the building be taken down, secured or repaired.

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Building Act 2011

112. Content of building order

- (1) In this section — ***specified*** means specified in the building order.
- (2) A building order may require a person to whom the order is directed to do any one or more of the following within the specified time —
 - (a) to stop all or specified building or demolition work that is being done in suspected contravention of a provision of this Act;
 - (b) to demolish, dismantle or remove a building or incidental structure that has been, or is being, built or occupied in suspected contravention of a provision of this Act;
 - (c) to do specified building or demolition work, or alter a building or incidental structure in a specified way, so as to prevent or stop a suspected contravention of this Act;
 - (d) to cause a building or incidental structure to be evacuated, or remain unoccupied, so as to prevent or stop a suspected contravention of this Act;
 - (e) to take or not take specified action so as to prevent or stop a suspected contravention of this Act;
 - (f) to finish the outward facing side of a close wall in a way specified under section 88(3);
 - (g) if a building or incidental structure is reasonably believed to be in a dangerous state or unfit for human occupation —
 - (i) to conduct a survey of the building or incidental structure;
 - (ii) to cause the building or incidental structure to be evacuated or remain unoccupied;
 - (iii) to stop all or specified building or demolition work that is causing or contributing to the state or condition of the building or incidental structure;
 - (iv) to shore up, fence or otherwise secure the building or incidental structure in a specified way for the protection of persons, of other property or of the environment;
 - (v) to renovate or repair the building or incidental structure to a specified standard or in a specified way so as to prevent or stop the building or incidental structure from being a danger to persons, to other property or to the environment or to render it fit for human occupation;
 - (vi) to demolish, dismantle or remove the building or incidental structure;
 - (h) to take specified action that is reasonably incidental to doing a thing mentioned in any of paragraphs (a) to (g).
- (3) A building order —
 - (a) that is to have effect for a limited period only must set out that period; and
 - (b) must set out the right of review under section 122; and
 - (c) must require a person to whom the order is directed to notify the permit authority in a specified manner when the person has done what the building order requires the person to do; and

(d) must contain each other thing that is prescribed to be in the order.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference – 29, 30 & 31 combined



Reference Number	Legislative Reference	Delegate
ULP 4 - Private Works On, Over or Under Public Places	Local Government (Uniform Local Provisions) Regulations 1996 r.17	Chief Executive Officer Manager Infrastructure

Delegator

Council

Power / Duty

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

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government (Uniform Local Provisions) Regulations 1996

17. Private works on, over, or under public places — Sch. 9.1 cl. 8

(1) A person must not, without lawful authority, construct anything on, over, or under a public thoroughfare or other public place that is local government property.

Penalty: a fine of \$5 000.

(2) Subregulation (1) does not apply to the construction of things by or on behalf of the Crown.

(3) A person may apply to the local government for permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property.

(4) Permission granted by the local government under this regulation —

- (a) must be in writing; and
 - (b) must specify the period for which it is granted; and
 - (c) must specify each condition imposed under subregulation (5); and
 - (d) may be renewed from time to time; and
 - (e) may be cancelled by giving written notice to the person to whom the permission was granted.
- (5) The local government may impose such conditions as it thinks fit on granting permission under this regulation including, but not limited to, any of the following —
- (a) a condition imposing a charge for any damage to the public thoroughfare or public place resulting from the construction;
 - (b) a condition requiring the applicant to deposit with the local government a sum sufficient in the opinion of the CEO of the local government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the construction, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant.
- (6) It is a condition of the permission granted under this regulation that —
- (a) the ordinary and reasonable use of the public thoroughfare or public place for the purpose to which it is dedicated is not to be permanently or unreasonably obstructed; and
 - (b) the person carrying out the construction work ensures that a footpath of a public thoroughfare or other public place that is local government property is covered during the period specified in writing by the local government so as to —
 - (i) prevent damage to the footpath; or
 - (ii) prevent inconvenience to the public or danger from falling materials;and
 - (c) damage to the public thoroughfare or public place resulting from the construction is repaired to the satisfaction of the CEO of the local government.
- (7) A person granted permission under this regulation must comply with each condition of the permission.
- Penalty: a fine of \$5 000 and a daily penalty of \$500 for each day during which the offence continues.
- (8) A person who constructs anything in accordance with permission granted under this regulation must —
- (a) maintain it; and
 - (b) obtain from an insurance company approved by the local government an insurance policy, in the joint names of the local government and the person, indemnifying the local government against any claim for damages which may arise in, or out of, its construction, maintenance or use.
- Penalty: a fine of \$5 000.
- (9) For the purposes of section 3.37 of the Act, a contravention of subregulation (1) or (7) is a contravention that can lead to impounding of goods comprising a thing constructed on, over, or under a public thoroughfare or other public place that is local government property.
- Note for this regulation:

This regulation is of the kind prescribed in the Local Government Act 1995 Schedule 3.1 Division 2 item 3. This means that an offender might be given a notice under section 3.25(1)(b) of the Act and if the notice is not complied with the local government may, under section 3.26, itself do what the notice required and recover the cost from the offender. Schedule 9.1 item 8(4) is relevant.

See also Schedule 3.1 Division 1 item 3 which allows a similar notice to be given even when no offence has been committed.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 32



Reference Number	Legislative Reference	Delegate
LGA 17 – Contract Variations	Local Government Act s. 5.42	Chief Executive Officer

Delegator

Council

Power / Duty

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government Act 1995.42.

Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 35



Reference Number	Legislative Reference	Delegate
LGA 18 – Native Title	LGA Section 5.42	Chief Executive Officer

Delegator

Council

Power / Duty

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

(a) this Act other than those referred to in section 5.43; or

(b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 36



Reference Number	Legislative Reference	Delegate
LGA 19 - Insurance – Public Liability Claims	LGA Section 5.42	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
- (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 39

Reference Number	Legislative Reference	Delegate
LGA 20 - Surplus Equipment, Materials, Tools etc.	LGA Section 5.42	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 40



Reference Number	Legislative Reference	Delegate
LGA 21– Conferences / Seminars / Training Courses – Expenses of Councillors & Employees	Local Government Act 1995 s. 5.42	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

(a) this Act other than those referred to in section 5.43; or

(b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

<https://www.nannup.wa.gov.au/documents/238/administration-policy-adm6-conference-attendance-and-training>

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 41



Reference Number	Legislative Reference	Delegate
LGA 22 - Budget Expenditure	Local Government Act 1995 s. 5.42	Chief Executive Officer

Delegator

Council

Power / Duty

The Chief Executive Officer is delegated authority to determine expenditure on goods and/or services and programs/projects for which funds have been provided in the Annual Budget without further reference to the Council. In exercising this delegated authority the Chief Executive Officer shall provide for appropriate internal control over all expenditure, ensure all statutory requirements are met and ensure all Council policies are observed.

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 42



Reference Number	Legislative Reference	Delegate
LGA 23 - Grants & Subsidies	Local Government Act 1995 s. 5.42	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

(a) this Act other than those referred to in section 5.43; or

(b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

<https://www.nannup.wa.gov.au/documents/259/finance-policy-fnc6-acceptance-of-grant-funding>

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 43



Reference Number	Legislative Reference	Delegate
BFA 1 - Prohibited Burning Period	Bush Fires Act 1954 s. 23 and s. 25	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Bush Fires Act 1954

23. Burning during prohibited burning times

- (1) Subject to this section the owner or occupier of land may during the prohibited burning times for the zone of the State in which his land is situated —
- (a) at any time, burn the bush on his land for the purpose of protecting a dwelling house or other building, or a stack of hay, wheat or other produce, from damage by fire;
 - (b) within such period after the commencement of those prohibited burning times as is determined by the local government of the district in which his land is situated —
 - (i) burn the bush on a road reserve adjoining his land;
 - (ii) burn the bush on any of his land that is grass land, for the purpose of protecting pasture or crop growing on his land from damage by fire.

- (2) The burning of bush under this section is subject to the owner or occupier of land complying with —
- (a) the following conditions —
- (i) a permit in writing to burn the bush shall be obtained from a bush fire control officer of the local government in whose district the land is situated, or from the chief executive officer of the local government if a bush fire control officer is not available; and
 - (ii) the bush shall be burnt at such a time between the hours of 4 p.m. and midnight of the same day as is specified in the permit issued under this section; and
 - (iii) in the case of burning carried out pursuant to subsection (1)(a), the bush shall be burnt between 2 plough or spade breaks of which the outer break is not more than 100 m from the property to be protected; and
 - (iv) in the case of burning carried out pursuant to subsection (1)(b)(i), the bush shall be burnt between the constructed portion of the road and an established fire-break; and
 - (v) in the case of burning carried out pursuant to subsection (1)(b)(ii), the bush shall be burnt between 2 fire-breaks that are not more than 20 m apart and each of which is not less than 2 m in width; and
- (b) the conditions prescribed for the purposes of section 18; and
- (c) such other conditions as are stipulated in the permit issued under this section.

25. No fire to be lit in open air unless certain precautions taken

- (1) Subject to subsection (1aa) and section 25A, during the restricted burning times or during the prohibited burning times a person shall not light or use a fire in the open air for a purpose not specifically mentioned or provided for in this Act, save and except in accordance with and subject to the following provisions —
- (a) a fire for the purpose of camping or cooking shall not be lit within 3 m of a log or stump and unless and until a space of ground around the site of the fire having a radius of at least 3 m from the site as the centre, is cleared of all bush and other inflammable material, and when for any day, or any period of a day, the fire danger forecast by the Bureau of Meteorology in Perth in respect of the locality wherein it is desired to light or use a fire for such purpose is “catastrophic”, “extreme”, “severe” or “very high”, such fire shall not be lit on that day or during that period unless and until the approval in writing of the local government for that locality has been obtained so to do;
- (b) a fire shall not be lit for the conversion of bush into charcoal, or in or about a lime kiln for the production of lime, unless and until approval in writing is obtained from the local government in whose district the burning is proposed to be carried out and a space of ground around the perimeter of a kiln, pit, or retort used for the purpose is cleared of all bush and other inflammable material for a distance of at least 6 m and such directions and requirements, if any, as are given or specified by a bush fire control officer or authorised CALM Act officer as being in his opinion, necessary for the purpose of preventing the fire from spreading or escaping, are duly carried out or complied with;

(c) a fire for the purpose of disposing of the carcass of a dead animal, or a part of the carcass, shall not be lit —

(i) unless and until a space of ground around the perimeter of the fire and the carcass or part to be burnt is cleared of all bush and other inflammable material for a distance of at least 6 m;

(ii) within a distance of 6 m of a standing tree, whether dead or living and unless at least one person remains in attendance constantly at the fire, and the directions which may be given by a bush fire liaison officer or bush fire control officer in respect of the fire are complied with;

(iii) except between the hours of 6 p.m. and 11 p.m.;

(iv) unless and until notice of intention so to do has been given to the occupier of all land adjoining the land on which the burning is to take place and to a bush fire control officer of the local government for the district in which the fire is to be lit;

[(d), (e) deleted]

(f) where a fire is lit for any purpose mentioned in this subsection, except for the purpose mentioned in paragraph (b), the person who lit the fire, or the person left in attendance on the fire as required by this subsection, as the case may be, shall completely extinguish the fire by the application of water or earth before he leaves it;

(g) where the occupier of a sawmill uses a fire on the premises of the sawmill for the purpose of consuming or disposing of sawdust and waste timber resulting from the sawmilling of timber in the sawmill, if the occupier causes reasonable precautions to be taken for the purpose of preventing the fire from spreading or becoming a source of danger to persons or property, and causes the particular directions or requisitions of a bush fire control officer, bush fire liaison officer or of an authorised CALM Act officer in respect of the fire to be properly observed, the occupier is not required to extinguish the fire whilst it continues to be required for the purpose;

(h) where the occupier of a brick kiln uses a fire on the premises of the brick kiln for the purpose of burning and producing bricks, such occupier is not required to extinguish the fire while it continues to be required for that purpose, if he takes or causes to be taken reasonable precautions to prevent the fire from spreading or becoming a source of danger to persons or property and observes or causes to be observed properly the particular directions or requisitions of a bush fire control officer, bush fire liaison officer or authorised CALM Act officer in respect of the fire.

(1aa) For the purposes of this section a gas appliance, comprising a fire the flame of which is encapsulated by the appliance and which does not consume solid fuel, shall not be taken to be a fire in the open air and may be used at any time for the purpose of camping or cooking if that gas appliance is used —

(a) at a person's home; or

(b) in an area which —

(i) is set aside for that purpose by the State Authority or local government responsible for the care, control or management of the land; and

(ii) bears the State Authority's or local government's sign denoting that purpose, and all combustible material is cleared from within a 5 m radius of the appliance.

- (1a) Notwithstanding anything contained in subsection (1) a local government may, by notice published in the *Gazette* and in a newspaper circulating in its district, prohibit the lighting of fires in the open air in its district for the purpose of camping or cooking for such period during the prohibited burning times as is specified in the notice.
- (1b) A notice published under subsection (1a) may be cancelled or varied by a subsequent notice so published.
- (1c) During any period for which the lighting of fires for the purpose of camping or cooking is prohibited in the district of a local government by a notice published under subsection (1a) a person shall not light a fire in the open air in that district for either of those purposes unless the fire is lit —
- (a) in a place specified in the notice as being set aside for the lighting of camping and cooking fires; or
- (b) with the approval in writing of the local government.
- (1d) The provisions of subsection (1)(a) and (f) shall be complied with in relation to a fire lit pursuant to subsection (1c).
- (2) A person who contravenes a provision of this section is guilty of an offence.
- Penalty: \$3 000.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 46



Reference Number	Legislative Reference	Delegate
BFA 2 - Burning – Prohibited and Restricted Times (Variations)	Bush Fires Act 1954 s. 17 and s. 18	Chief Executive Officer

Delegator

Council

Power / Duty

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

Administrative arrangements on any variation are to be carried out by the Chief Executive Officer with the Department of Parks and Wildlife being consulted before a decision is made under this authority.

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Bush Fires Act 1954

17. Prohibited burning times may be declared by Minister

(1) The Minister may, by declaration published in the *Gazette*, declare the times of the year during which it is unlawful to set fire to the bush within a zone of the State mentioned in the declaration and may, by subsequent declaration so published, vary that declaration or revoke that

declaration either absolutely or for the purpose of substituting another declaration for the declaration so revoked.

- (2) Where by declaration made under subsection (1) prohibited burning times have been declared in respect of a zone of the State then, subject to such variations (if any) as are made under that subsection from time to time, those prohibited burning times shall have effect in respect of that zone in each year until that declaration is revoked.
- (3) A copy of the *Gazette* containing a declaration published under subsection (1) shall be received in all courts as evidence of the matters set out in the declaration.
- (4) Where the FES Commissioner considers that burning should be carried out on any land, the FES Commissioner may suspend the operation of a declaration made under subsection (1), so far as the declaration extends to that land, for such period as the FES Commissioner thinks fit and specifies and subject to such conditions as may be prescribed or as the FES Commissioner thinks fit and specifies.
- (5) The FES Commissioner may authorise a person employed in the Department to regulate, permit or define the class of burning that may be carried out, and the times when and conditions under which a fire may be lit, on the land referred to in subsection (4) during the period of suspension granted under that subsection.
- (6) In any year in which the FES Commissioner considers that seasonal conditions warrant a variation of the prohibited burning times in a zone of the State the FES Commissioner may, by notice published in the *Gazette*, vary the prohibited burning times in respect of that year in the zone or a part of the zone by —
 - (a) shortening, extending, suspending or reimposing a period of prohibited burning times; or
 - (b) imposing a further period of prohibited burning times.
- (7) Subject to subsection (7B), in any year in which a local government considers that seasonal conditions warrant a variation of the prohibited burning times in its district the local government may, after consultation with an authorised CALM Act officer if forest land is situated in the district, vary the prohibited burning times in respect of that year in the district or a part of the district by —
 - (a) shortening, extending, suspending or reimposing a period of prohibited burning times; or
 - (b) imposing a further period of prohibited burning times.
- (7B) A variation of prohibited burning times shall not be made under subsection (7) if that variation would have the effect of shortening or suspending those prohibited burning times by, or for, more than 14 successive days.
- (8) Where, under subsection (7), a local government makes a variation to the prohibited burning times in respect of its district or a part of its district the following provisions shall apply —
 - (a) the local government —
 - (i) shall, by the quickest means available to it and not later than 2 days before the first day affected by the variation, give notice of the variation to any local government whose district adjoins that district;
 - (ii) shall, by the quickest means available to it, give particulars of the variation to the FES Commissioner and to any Government department or instrumentality which has land in that

- district under its care, control and management and which has requested the local government to notify it of all variations made from time to time by the local government under this section or section 18;
- (iii) shall, as soon as is practicable publish particulars of the variation in that district;
- (b) the Minister, on the recommendation of the FES Commissioner, may give notice in writing to the local government directing it —
- (i) to rescind the variation; or
- (ii) to modify the variation in such manner as is specified in the notice;
- (c) on receipt of a notice given under paragraph (b) the local government shall forthwith —
- (i) rescind or modify the variation as directed in the notice; and
- (ii) publish in that district notice of the rescission or particulars of the modification, as the case may require.
- (9) For the purposes of subsection (8) — **publish** means to publish in a newspaper circulating in the district of the local government, to broadcast from a radio broadcasting station that gives radio broadcasting coverage to that district, to place notices in prominent positions in that district, or to publish by such other method as the FES Commissioner may specify in writing.
- (10) A local government may by resolution delegate to its mayor, or president, and its Chief Bush Fire Control Officer, jointly its powers and duties under subsections (7) and (8). (11) A local government may by resolution revoke a delegation it has given under subsection (10) and no delegation so given prevents the exercise and discharge by the local government of its powers and duties under subsections (7) and (8).
- (12) Subject to this Act a person who sets fire to the bush on land within a zone of the State during the prohibited burning times for that zone is guilty of an offence.
- Penalty: \$10 000 or 12 months' imprisonment or both.

18. Restricted burning times may be declared by FES Commissioner

- (1) Nothing contained in this section authorises the burning of bush during the prohibited burning times.
- (2) The FES Commissioner may, by notice published in the *Gazette*, declare the times of the year during which it is unlawful to set fire to the bush within a zone of the State mentioned in the notice except in accordance with a permit obtained under this section and with the conditions prescribed for the purposes of this section, and may, by subsequent notice so published, vary that declaration or revoke that declaration either wholly or for the purpose of substituting another declaration for the declaration so revoked.
- (3) Where by declaration made under subsection (2) restricted burning times have been declared in respect of a zone of the State then, subject to such variations (if any) as are made under that subsection from time to time, those restricted burning times shall have effect in respect of that zone in each year until that declaration is revoked.
- (4) A copy of the *Gazette* containing a declaration published under subsection (2) shall be received in all courts as evidence of the matters set out in the declaration.

- (4a) In any year in which the FES Commissioner considers that seasonal conditions warrant a variation of the restricted burning times in a zone, or part of a zone, of the State the FES Commissioner may, by notice published in the *Gazette*, vary the restricted burning times in respect of that year in the zone or part of the zone by —
- (a) shortening, extending, suspending or reimposing a period of restricted burning times; or
 - (b) imposing a further period of restricted burning times.
- (5) Subject to subsection (5B) in any year in which a local government considers that seasonal conditions so warrant the local government may, after consultation with an authorised CALM Act officer if forest land is situated in its district —
- (a) vary the restricted burning times in respect of that year in the district or a part of the district by —
 - (i) shortening, extending, suspending or reimposing a period of restricted burning times; or
 - (ii) imposing a further period of restricted burning times; or
 - (b) vary the prescribed conditions by modifying or suspending all or any of those conditions.
- (5B) A variation shall not be made under subsection (5) if that variation would have the effect of —
- (a) shortening the restricted burning times by; or
 - (b) suspending the restricted burning times, or any prescribed condition, for, more than 14 successive days during a period that would, in the absence of the variation under subsection (5), be part of the restricted burning times for that zone in that year.
- (5C) The provisions of section 17(8), (9), (10) and (11), with the necessary adaptations and modifications, apply to and in relation to the variation of restricted burning times or prescribed conditions by a local government, as if those provisions were expressly incorporated in this section. (5D) In subsections (5) and (5C) — **prescribed condition** includes the requirement of subsection (6)(a).
- (6) Subject to this Act a person shall not set fire to the bush on land within a zone of the State during the restricted burning times for that zone of the State unless —
- (a) he has obtained a permit in writing to burn the bush from a bush fire control officer of the local government in whose district the land upon which the bush proposed to be burnt is situated, or from the chief executive officer of the local government if a bush fire control officer is not available; and
 - (b) the conditions prescribed for the purposes of this section are complied with in relation to the burning of the bush.
- (7) The person issuing a permit to burn under this section may, by endorsement on the permit —
- (a) incorporate therein any additional requirements and directions considered necessary by him relative to the burning; or
 - (b) modify or dispense with any of the conditions prescribed for the purposes of this section in so far as those conditions are applicable to the burning.
- (8) The holder of a permit to burn under this section —
- (a) shall observe and carry out any requirement or direction incorporated therein pursuant to subsection (7)(a);

- (b) shall, where any prescribed condition is modified pursuant to subsection (5) or subsection (7)(b), comply with that condition as so modified;(c) need not comply with any prescribed condition that is suspended or dispensed with pursuant to subsection (5) or (7)(b).
- (9) A permit issued under this section may authorise the owner or occupier of land to burn the bush on a road reserve adjoining that land.(10A) Subject to the regulations a local government may by resolution declare that within its district bush may be burnt only on such dates and by such persons as are prescribed by a schedule of burning times adopted by the local government.
- (10B) A person desiring to set fire to bush within the district of the local government that has made a declaration under subsection (10A) shall, by such date as may be determined by the local government, apply to the local government for permission to set fire to the bush, and the local government shall allocate a day or days on which the burning may take place.
- (10C) Any burning permitted under subsection (10B) shall be done only on the day or days and in the manner specified by the local government and subject to the conditions prescribed for the purposes of this section except that any prescribed period of notice may be varied by the local government in order to enable the schedule of burning times adopted by it to be given effect to.
- (11) Where a person starts a fire on land, if the fire escapes from the land or if the fire is in the opinion of a bush fire control officer or an officer of a bush fire brigade out of control on the land, the person shall be liable to pay to the local government on the request of and for recoup to its bush fire brigade, any expenses up to a maximum amount of \$10 000 incurred by it in preventing the extension of or extinguishing the fire, and such expenses may be recovered in any court of competent jurisdiction.
- (12) A person who commits a breach of this section other than subsection (11) is guilty of an offence.
Penalty: For a first offence \$4 500.
For a second or subsequent offence \$10 000.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 47



Reference Number	Legislative Reference	Delegate
BA 3 - Strata Titles	Building Act 2011 s. 50	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

Conditions

Strata Titles Act 1985

5B. Further provisions as to registration of plans

- (2) A strata plan lodged for registration shall be accompanied by —
- (a) an occupancy permit granted under an application mentioned in the *Building Act 2011* section 50(1)(a); or
 - (b) a building approval certificate granted under an application mentioned in the *Building Act 2011* section 50(1)(b).

8A. Requirements for plan of re-subdivision

A plan of re-subdivision shall —

- (f) in the case of a re-subdivision of a lot in a strata scheme, be accompanied by —
- (i) an occupancy permit granted under an application mentioned in the *Building Act 2011* section 50(2)(a); or

(ii) a building approval certificate granted under an application mentioned in the *Building Act 2011* section 50(2)(b);

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Building Act 2011

50. Application for occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision

- (1) A person who wishes to lodge a strata plan for registration under the *Strata Titles Act 1985* may apply for —
- (a) an occupancy permit for a building that is a subject of the strata plan to accompany the strata plan as required under the *Strata Titles Act 1985* section 5B(2)(a); or
- (b) a building approval certificate for a building that is a subject of the strata plan to accompany the strata plan as required under the *Strata Titles Act 1985* section 5B(2)(b).
- (2) A person who wishes to re-subdivide a lot in a strata scheme under the *Strata Titles Act 1985* may apply for —
- (a) an occupancy permit for a building that comprises the whole or part of the lot to accompany the plan as required under the *Strata Titles Act 1985* section 8A(f)(i); or
- (b) a building approval certificate for a building that comprises the whole or part of the lot to accompany the strata plan as required under the *Strata Titles Act 1985* section 8A(f)(ii).
- (3) An application for an occupancy permit under subsection (1)(a) or (2)(a) may be made if —
- (a) an occupancy permit is in effect for the building; or
- (b) the building is otherwise one which would require an occupancy permit under section 41(2).
- (4) An application for a building approval certificate under subsection (1)(b) or (2)(b) may be made if the building is not of a kind mentioned in subsection (3).

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of 5.46(2) of the *Local Government Act 1995*, at least once every financial year.

Related Documents

[https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_41503.pdf/\\$FILE/Strata%20Titles%20Act%201985%20-%20%5B07-f0-03%5D.pdf?OpenElement](https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_41503.pdf/$FILE/Strata%20Titles%20Act%201985%20-%20%5B07-f0-03%5D.pdf?OpenElement)

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 48



Reference Number	Legislative Reference	Delegate
LGA 24 - Building Permit Fees: Refunds and Exemptions	Local Government Act 1995 s. 6.12	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government Act 1995

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

** Absolute majority required.*

(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 49

Reference Number	Legislative Reference	Delegate
BFA 3 - Prosecution of Offences	Bush Fires Act 1954 s. 59	Chief Executive Officer

Delegator

Council

Power / Duty

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Bush Fires Act 1954

59. Prosecution of offences

- (1) A person authorised by the Minister, a person employed in the Department for the purposes of this Act, an authorised CALM Act officer, a member of the Police Force, or a local government, may institute and carry on proceedings against a person for an offence alleged to be committed against this Act.
- (2) The person instituting and carrying on the proceedings shall be reimbursed out of the funds of the local government within whose district the alleged offence is committed, all costs and expenses which he may incur or be put to in or about the proceedings.
- (3) A local government may, by written instrument of delegation, delegate authority generally, or in any class of case, or in any particular case, to its bush fire control officer, or other officer, to consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those

offences in the district, and may pay out of its funds any costs and expenses incurred in or about the proceedings.

(4) A local government may by written instrument cancel, or from time to time vary, any instrument of delegation conferred under subsection (3).

(5) Notwithstanding that a local government has under subsection (3) conferred authority on a delegate, the local government is not precluded from exercising but may itself exercise the authority.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 50



Reference Number	Legislative Reference	Delegate
DA 1 - Powers and Duties of the <i>Dog Act 1976</i> ; including the authority to further delegate	Dog Act 1976 s. 10AA	Chief Executive Officer

Delegator

Council

Power / Duty

All powers and duties of the 'local government' under the *Dog Act 1976* including the authority to further delegate those powers.

Conditions

Nil

Statutory Framework

Dog Act 1976

10AA. Delegation of local government powers and duties

- (1) A local government may, by absolute majority as defined in the *Local Government Act 1995* section 1.4, delegate to its chief executive officer any power or duty of the local government under another provision of this Act.
- (2) The delegation must be in writing.(3)The delegation may expressly authorise the delegate to further delegate the power or duty.
- (4) A local government's chief executive officer who is exercising or performing a power or duty that has been delegated as authorised under this section, is to be taken to do so in accordance with the terms of the delegation unless the contrary is shown.
- (5) Nothing in this section limits the ability of a local government's chief executive officer to perform a function through an officer or agent.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of Section 10AB of the *Dog Act 1976*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 51



Reference Number	Legislative Reference	Delegate
CA 1 - The Powers and Duties of the <i>Cat Act 2011</i>	Cat Act 2011 s. 44	Chief Executive Officer

Delegator

Council

Power / Duty

All powers and duties of the 'local government' under the *Cat Act 2011*.

Conditions

Nil

Statutory Framework

Cat Act 2011

44. Delegation by local government

- (1) The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) A decision to delegate under this section is to be made by an absolute majority.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of Section 47 of the *Cat Act 2011*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 51



Reference Number	Legislative Reference	Delegate
LGA 25 - Execution of Documents	Local Government Act 1995 s. 5.42	Chief Executive Officer

Delegator

Council

Power / Duty

Where:

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

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

Conditions

Local Government Act 1995

9.49. Documents, how authenticated

A document, is, unless this Act requires otherwise, sufficiently authenticated by a local government without its common seal if signed by the CEO or an employee of the local government who purports to be authorised by the CEO to so sign.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

** Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)

2018 Delegation Register Reference - 53



Reference Number	Legislative Reference	Delegate
LGA 26 - Donations	Local Government Act 1995 s. 5.42	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

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

Conditions

Nil

Statutory Framework

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
- (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 54



Reference Number	Legislative Reference	Delegate
LGA 27 - Liquor, Sale or Consumption – Council Property	Local Government Act 1995 s. 5.42	Chief Executive Officer

Delegator

Council

Power / Duty

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

Conditions

Nil

Statutory Framework

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 55



Reference Number	Legislative Reference	Delegate
LGA 28 - Hall Hire	Local Government Act 1995 s. 5.42	Chief Executive Officer

Delegator

Council

Power / Duty

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

<https://www.nannup.wa.gov.au/documents/239/administration-policy-adm7-council-function-room-hire>

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 56



Reference Number	Legislative Reference	Delegate
LGA 29 - Contractors – Use on works	Local Government Act 1995 s. 5.45	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government Act 1995

5.45. Other matters relevant to delegations under this Division

- (1) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
- (a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.
- (2) Nothing in this Division is to be read as preventing —
- (a) a local government from performing any of its functions by acting through a person other than the CEO; or

(b) a CEO from performing any of his or her functions by acting through another person.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

<https://www.nannup.wa.gov.au/documents/236/administration-policy-adm4-purchasing>

Notes of Recent Alterations (if applicable)

2018 Delegation Register Reference - 57



Reference Number	Legislative Reference	Delegate
LGA 30 - Removal of Street Trees	Local Government Act 1995 s. 5.42	Chief Executive Officer

Delegator

Council

Power / Duty

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

<https://www.nannup.wa.gov.au/documents/294/works-policy-wrk2-disposal-of-verge-timber>

<https://www.nannup.wa.gov.au/documents/296/works-policy-wrk5-roadside-vegetation>

<https://www.nannup.wa.gov.au/documents/299/works-policy-wrk9-road-verge-development>

Notes of Recent Alterations (if applicable)

2018 Delegation Register Reference - 58



Reference Number	Legislative Reference	Delegate
LGA 31 - Signs & Hoardings	Local Government Act 1995 s. 5.42	Chief Executive Officer

Delegator

Council

Power / Duty

The Chief Executive Officer is delegated authority to determine applications for the erection and where appropriate, the licensing and/or approval of signs and hoardings that comply with Council's Local Planning Policy 18 Signs and Advertisements of the Town Planning Scheme, any Local Laws or policy adopted by Council.

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

<https://www.nannup.wa.gov.au/documents/279/local-planning-policy-lpp18-signs-and-advertisements>

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 59



Reference Number	Legislative Reference	Delegate
LGA 32 - Council Resources for Wild Fire	Local Government Act 1995 s. 5.42	Chief Executive Officer

Delegator

Council

Power / Duty

The Chief Executive Officer is delegated authority to:

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

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 60



Reference Number	Legislative Reference	Delegate
LGA 33 - Study Leave	Local Government Act 1995 s. 5.42	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

Intensive Study Course

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

Correspondence Course

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

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

(a) this Act other than those referred to in section 5.43; or

(b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

<https://www.nannup.wa.gov.au/documents/285/personnel-policy-psn3-study-leave>

Notes of Recent Alterations (if applicable)

2018 Delegation Register Reference - 61



Reference Number	Legislative Reference	Delegate
LGA 34 - Street Stalls – Market Days	Local Government Act 1995 s. 5.42	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
- (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

** Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

<https://www.nannup.wa.gov.au/documents/433/health-policy-hlt2-mobile-shop-temporary-premises-street-stall>

Notes of Recent Alterations (if applicable)

2018 Delegation Register Reference - 62

Reference Number	Legislative Reference	Delegate
CCG 1 - Overflow Camping Areas	Caravan & Camping Grounds Regulations 1997 r.6	Chief Executive Officer

Delegator

Council

Power / Duty

The Chief Executive Officer be appointed as the authorised person to undertake the functions conferred on a local government by the Caravan Parks and Camping Grounds Regulations 1997.

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

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

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

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Caravan and Camping Regulations 1997

6. Local government

A function conferred on a local government by these regulations may be performed by an authorised person appointed by that local government who is authorised in writing by that local government to do so.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

<https://www.nannup.wa.gov.au/documents/434/health-policy-hlt3-temporary-caravan-parks-and-camping-grounds>

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 63



Reference Number	Legislative Reference	Delegate
LGA 35 - Disposal of Verge Timber	Local Government Act 1995 s. 5.42	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

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

1. There is to be no consideration (money) paid for timber.
2. Council declines any liability in respect of people accessing timber utilising their own equipment and machinery.

3. Timber can be removed in an orderly manner on a first come first served basis under the direction of Council's Manager Infrastructure.
4. Any timber removed is to be removed from site by the person requesting.

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *55.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

<https://www.nannup.wa.gov.au/documents/294/works-policy-wrk2-disposal-of-verge-timber>

<https://www.nannup.wa.gov.au/documents/296/works-policy-wrk5-roadside-vegetation>

Notes of Recent Alterations (if applicable)

2018 Delegation Register Reference – 64 & 65 combined



Reference Number	Legislative Reference	Delegate
BFA 4 - Alternative Fire Breaks	Bush Fires Act 1954 s. 33	Chief Executive Officer

Delegator

Council

Power / Duty

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

Applications for variation to fire breaks received after 1 November each year will not be considered. Applications must be renewed each year as circumstances can change from year to year, particularly in relation to weather, fuel loading and land condition.

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Bush Fires Act 1954

33. Local government may require occupier of land to plough or clear fire-break

(1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the *Government Gazette* and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —

- (a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire-breaks clear of inflammable matter;
 - (b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire, and the notice may require the owner or occupier to do so —
 - (c) as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and
 - (d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.
- (2) A notice in writing under subsection (1) may be given to an owner or occupier of land by posting it to him at his last postal address known to the local government and may be given to an owner of land by posting it to him at the address shown in the rate record kept by the local government pursuant to the *Local Government Act 1995*, as his address for the service of rate notices.
- (2a) The provisions of subsection (2) are in addition to and not in derogation of those of sections 75 and 76 of the *Interpretation Act 1984*.
- (3) The owner or occupier of land to whom a notice has been given under subsection (1) and who fails or neglects in any respect duly to comply with the requisitions of the notice is guilty of an offence. Penalty: \$5 000.
- (4) Where an owner or occupier of land who has received notice under subsection (1) fails or neglects to comply with the requisitions of the notice within the time specified in the notice —
- (a) the local government may direct its bush fire control officer, or any other officer of the local government, to enter upon the land of the owner or occupier and to carry out the requisitions of the notice which have not been complied with; and
 - (b) the bush fire control officer or other officer may, in pursuance of the direction, enter upon the land of the owner or occupier with such servants, workmen, or contractors, and with such vehicles, machinery, and appliances as he deems fit, and may do such acts, matters and things as may be necessary to carry out the requisitions of the notice.
- (5) The amount of any costs and expenses incurred by the bush fire control officer or other officer in doing the acts, matters, or things provided for in subsection (4) —
- (a) shall be ascertained and fixed by the local government and a certificate signed by the mayor or president of the local government shall be *prima facie* evidence of the amount; and
 - (b) may be recovered by the local government in any court of competent jurisdiction as a debt due from the owner or occupier of land to the local government.
- (5a) A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995* —
- (a) requiring owners and occupiers of land in its district to clear fire-breaks in such manner, at such places, at such times, of such dimensions and to such number, and whether in parallel or

otherwise, as are specified in the local laws and to maintain the fire-breaks clear of inflammable matter;

- (b) providing that things required by the local laws to be done shall be done to the satisfaction of the local government or its duly authorised officer.
- (5b) Where an owner or occupier of land fails or neglects in any respect to comply with the requirements of local laws made under subsection (5a) the provisions of subsections (3), (4) and (5) apply *mutatis mutandis* as if those requirements were the requisitions of a notice given under subsection (1).
- (5c) Nothing in subsection (5a) affects the power of a local government to give notice under subsection (1) nor its duty to do so if so required by the Minister.
- (5d) Where the provisions of local laws made under subsection (5a) are inconsistent with those of a notice given under subsection (1) or under section 34 or 35, the provisions of that notice shall, to the extent of the inconsistency, prevail.
- (6) A local government may, at the request of the owner or occupier of land within its district, carry out on the land, at the expense of the owner or occupier, any works for the removal or abatement of a fire danger, and the amount of the expense, if not paid on demand, may be recovered from the owner or occupier by the local government in a court of competent jurisdiction as a debt due from the owner or occupier to the local government.
- (7) Nothing in this section authorises a local government —
- (a) to set fire to the bush, or to require an owner or occupier of land to set fire to the bush, contrary to the provisions of section 17; or
- (b) to make local laws authorising or requiring bush to be set on fire contrary to the provisions of section 17.
- (8) Any amount recoverable by a local government under this section as a debt due from the owner or occupier of land is, until paid in full —
- (a) a debt due from each subsequent owner in succession; and
- (b) a charge against the land with the same consequences as if it were a charge under the *Local Government Act 1995* for unpaid rates; and
- (c) recoverable by the local government in the same manner as rates imposed in respect of the land are recoverable under that Act.
- (9) In this section — **owner or occupier of land** includes a prescribed department of the Public Service that occupies land or a prescribed State agency or instrumentality that owns or occupies land.

Verification

Recent Council Resolution	Initial Council Resolution
18037 February 2018	6405 November 2001

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 68



Reference Number	Legislative Reference	Delegate
LGA 36 - Street Banners	Local Government Act 1995 s. 5.42	Chief Executive Officer

Delegator

Council

Power / Duty

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

Conditions

Nil

Statutory Framework

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Verification

Recent Council Resolution	Initial Council Resolution
18037 February 2018	6432 December 2001

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

<https://www.nannup.wa.gov.au/documents/279/local-planning-policy-lpp18-signs-and-advertisements>

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 69



Reference Number	Legislative Reference	Delegate
BA 4 - Demolition Permits	Building Act 2011 s. 21	Chief Executive Officer

Delegator

Council

Power / Duty

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

Conditions

Nil

Statutory Framework

Building Act 2011

21. Grant of demolition permit

- (1) The permit authority to which an application for a demolition permit is made must grant the demolition permit if it is satisfied —
 - (a) that the applicant has complied with section 16; and
 - (b) if the person mentioned in section 16(c) is required under another written law to have an authority under that law to do the demolition work, that the person has that authority; and
 - (c) that the demolition work will comply with each applicable building standard; and (d) if the demolition work may adversely affect land beyond the boundaries of the land on which the work is proposed to be done, that there is compliance with section 77; and
 - (e) that any part of the building or incidental structure that is the subject of the application which is proposed to remain as a permanent retaining or other protection structure is suitable for that purpose; and
 - (f) that the applicant satisfies the insurance requirements prescribed by regulation or under any other written law in respect of the demolition work; and

- (g) that any building services levy required to be paid in respect of the demolition permit under regulations mentioned in the *Building Services (Complaint Resolution and Administration) Act 2011* Part 7 Division 2 has been paid; and
 - (h) if a levy is imposed by the *Building and Construction Industry Training Levy Act 1990* in respect of the demolition work, that the levy has been paid; and
 - (i) that the permit authority has complied with the provisions of the *Heritage of Western Australia Act 1990* in relation to the application and that the demolition permit, if granted, would not be inconsistent with an order, agreement or permit under that Act except to the extent allowed by that Act; and
 - (j) that the applicant has obtained in relation to the demolition work each authority under a written law that is prescribed for the purposes of this paragraph; and
 - (k) that the applicant has complied or is complying with each authority mentioned in paragraph (j); and
 - (l) that the applicant, in relation to the demolition work, has complied or is complying with each provision of a written law that is prescribed for the purposes of this paragraph; and
 - (m) that the applicant, in relation to the demolition work, has complied or is complying with each provision of a local government policy or requirement, not being a written law, that is prescribed for the purposes of this paragraph; and
 - (n) that each notification that is prescribed for the purposes of this paragraph to be given in relation to the demolition work has been given; and
 - (o) that the applicant has complied with each other prescribed requirement for the granting of a demolition permit.
- (2) A permit authority to which an application for a demolition permit is made must not grant the demolition permit unless it is satisfied as to each of the matters mentioned in subsection (1)(a) to (o).

Verification

Recent Council Resolution	Initial Council Resolution
18037 February 2018	5456 July 1999

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 70



Reference Number	Legislative Reference	Delegate
LGA 37 - Write Off Debts	Local Government Act 1995 s. 6.12	Chief Executive Officer

Delegator

Council

Power / Duty

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

Conditions

Nil

Statutory Framework

Local Government Act 1995

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.
- * Absolute majority required.*
- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 71



Reference Number	Legislative Reference	Delegate
LGA 38 - Extension of Council endorsed Leases or MOU's	Local Government Act 1995 s. 5.42	Chief Executive Officer

Delegator

Council

Power / Duty

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

Conditions

Nil

Statutory Framework

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Verification

Recent Council Resolution	Initial Council Resolution
18037 February 2018	6602 August 2002

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 72



Reference Number	Legislative Reference	Delegate
BA 5 - Building – Extension of Time for Building or Demolition Permit	Building Act 2011 s. 65	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

Conditions

Nil

Statutory Framework

Building Act 2011

65. Extension of period of duration

- (1) A person may apply to extend the time in which the following can have effect —
- (a) an occupancy permit that has been granted or modified to have effect for a limited period only; or
 - (b) a building approval certificate that has been granted to have effect for a limited period only.
- (2) An application must be —
- (a) made in an approved manner and form; and
 - (b) signed by each owner of the land on which the building or incidental structure is located.
- (3) An application must be accompanied by —
- (a) the prescribed fee, if any, for the application; and
 - (b) each other thing that is prescribed to accompany the application.

- (4) A permit authority to which an application is made may extend the period in which the occupancy permit or modification or the building approval certificate has effect and may do so even though the application was made after the expiration of the period.
- (5) The period in which an occupancy permit granted on an application mentioned in section 47 has effect cannot be extended beyond 30 days from the expiry of the building permit for the building.
- (6) The period during which the modification of an occupancy permit has effect cannot be extended beyond one year from the day the modification took effect.
- (7) The regulations may provide for matters relating to dealing with applications including giving notice of the right of review under section 121(2).

Verification

Recent Council Resolution	Initial Council Resolution
18037 February 2018	5456 July 1999

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 73

Reference Number	Legislative Reference	Delegate
BA6 - Building Permits	Building Act 2011 s. 20	Chief Executive Officer

Delegator

Council

Power / Duty

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

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

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

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

Conditions

Nil

Statutory Framework

Building Act 2011

20. Grant of building permit

- (1) A permit authority to which a certified application or an uncertified application is made must grant the building permit if it is satisfied —
- (a) that the applicant has complied with section 16; and
 - (b) that the person mentioned in section 16(c) —
 - (i) is a building service contractor who is entitled under the Registration Act section 11 to be named as the builder on the building permit; or
 - (ii) has owner-builder approval under the Registration Act to carry out that work; or
 - (iia) is a public authority as defined in the Registration Act section 3; or

- (iii) is a person or in a class of persons prescribed for the purposes of the Registration Act section 7(2)(c) who may be named as the builder on the building permit, unless the building work is of a kind specified by the regulations; and
- (c) that a certificate of design compliance for the building or incidental structure that is the subject of the application complies with section 19; and
- (d) that the building surveyor who signed the certificate of design compliance —
 - (i) is entitled under the Registration Act to sign certificates of design compliance for buildings or incidental structures of the kind that is the subject of the application; and
 - (ii) is an independent building surveyor in relation to the application; and
- (e) that the certificate of design compliance is issued by a person who —
 - (i) is a building service contractor who is entitled under the Registration Act section 11 to issue the certificate; or
 - (iia) is a public authority as defined in the Registration Act section 3; or
 - (ii) is a person or in a class of persons prescribed for the purposes of the Registration Act section 7(2)(c) who may issue the certificate; and
- (f) that each technical certificate mentioned in section 16(i) is —
 - (i) signed by a person prescribed as a person who may sign the certificate; and
 - (ii) issued by a person prescribed as a person who may issue the certificate; and
- (g) if a part of a building or incidental structure is proposed to be placed beyond the boundaries of the land on which the building work is proposed to be done, that there is compliance with section 76; and
- (h) if the building work may adversely affect land beyond the boundaries of the land on which the work is proposed to be done, that there is compliance with section 77; and
- (i) that either —
 - (i) a policy of insurance is in force in respect of the building work under the *Home Building Contracts Act 1991* Part 3A Division 2; or
 - (ii) corresponding cover, as defined in the *Home Building Contracts Act 1991* section 25A, is provided in respect of the building work; or
 - (iii) the policy of insurance mentioned in subparagraph (i) or the cover mentioned in subparagraph (ii) is not required under the *Home Building Contracts Act 1991* in respect of the building work; and
- (j) that the applicant satisfies any other insurance requirements prescribed by regulation or under any other written law in respect of the building work; and
- (k) that any building services levy required to be paid in respect of the building permit under regulations mentioned in the *Building Services (Complaint Resolution and Administration) Act 2011* Part 7 Division 2 has been paid; and
- (l) if a levy is imposed by the *Building and Construction Industry Training Levy Act 1990* in respect of the building work, that the levy has been paid; and
- (m) that the permit authority has complied with the provisions of the *Heritage of Western Australia Act 1990* in relation to the application and that granting the building permit would not be

inconsistent with an order, agreement or permit under that Act except to the extent allowed by that Act; and

- (n) that the applicant has obtained in relation to the building work each authority under a written law that is prescribed for the purposes of this paragraph; and
 - (o) that the applicant has complied or is complying with each authority mentioned in paragraph (n); and
 - (p) that the applicant, in relation to the building work, has complied or is complying with each provision of a written law that is prescribed for the purposes of this paragraph; and
 - (q) that the applicant, in relation to the building work, has complied or is complying with each provision of a local government policy or requirement, not being a written law, that is prescribed for the purposes of this paragraph; and
 - (r) that each notification that is prescribed for the purposes of this paragraph to be given in relation to the building work has been given; and
 - (s) that the applicant has complied with each other prescribed requirement for the granting of a building permit on the application.
- (2) A permit authority to which an application is made must not grant the building permit unless it is satisfied as to each of the matters mentioned in subsection (1)(a) to (s).

Verification

Recent Council Resolution	Initial Council Resolution
18037 February 2018	5456 July 1999

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 74



Reference Number	Legislative Reference	Delegate
LGA 39 - Occupancy Permit and Building Approval Certificates	Building Act 2011 Part 4	Chief Executive Officer

Delegator

Council

Power / Duty

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

Conditions

Nil

Statutory Framework

[https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_41501.pdf/\\$FILE/Building%20Act%202011%20-%20%5B01-e0-01%5D.pdf?OpenElement](https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_41501.pdf/$FILE/Building%20Act%202011%20-%20%5B01-e0-01%5D.pdf?OpenElement)

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 75



Reference Number	Legislative Reference	Delegate
PDA 1 - Town Planning	Planning and Development Act 2005 s. 72	Chief Executive Officer

Delegator

Council

Power / Duty

The Chief Executive Officer is delegated authority to:

1. Requirements for Public Notice

1.1 Proceed to advertise planning applications, scheme amendments, road closures or other proposals where the Local Planning Scheme or other legislation requires that such public notice be given.

1.2 Make a determination to require that public notice of planning applications or other proposals is given where such notice is considered to be in the public or adjoining/nearby landowner interest.

2. Approval of Permitted "P", Discretionary "D" and Advertised "A" Uses

2.1 Make a determination on all "P", "D" and "A" uses where a proposed development is accordance with the Local Planning Scheme, Local Planning Strategy, Local Planning Policies and is consistent with guiding precedent approvals.

2.2 The application must not have been the subject of genuine objection or if the matter has become contentious in any way that cannot be addressed via conditions of approval.

3. Exercising Discretion

3.1 Determine planning applications involving:

(a) the variation of Scheme provisions (including setback and building envelope variations), Local Planning Policy or provisions of the *Residential Design Codes*; or

(b) the exercise of discretion under the Scheme, Local Planning Policy or the *Residential Design Codes*.

3.2 Before making a determination on planning applications which seek a variation to Scheme provisions, a Local Planning Policy or provisions of the *Residential Design Codes*, the application is to be subject to consultation with affected landowners as determined by the Chief Executive Officer.

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

4. Residential Design Code Matters

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

5. Minor Modification of Planning Determinations

5.1 Make modifications to planning approvals where:

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

NOTES:

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

6. Dealing with Subdivisions

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

7. Dealing with Scheme Amendments

7.1 Require modifications to Local Planning Scheme Amendment documents to ensure that all documents are maintained at a consistent high quality and the information contained within the document addresses all issues considered relevant and will enable the public and referral agencies to fully understand the Amendment.

7.2 Accept modifications to Local Planning Scheme Amendment documents required by the Western Australian Planning Commission or the Minister for Planning at any stage throughout the Scheme Amendment process.

7.3 Respond in writing to scheme amendment requests.

8. Legal Proceedings

8.1 Take all necessary action against owners or occupiers of properties to cease illegal uses, comply with the Local Planning Scheme and/or comply with conditions of Development Approval, including instituting prosecution proceedings under the *Planning and Development Act*, in the Court in its summary jurisdiction.

8.2 Represent Council, or appoint appropriate representatives, where necessary at prosecutions, rights of review and enquiries pertaining to the enforcement of the provisions of the *Planning and Development Act* and the implementation of Council's Local Planning Scheme.

9. Miscellaneous Matters

9.1 Elect to return or defer consideration of incomplete and unsatisfactory applications for planning consent.

9.2 Grant variations to relevant Local Planning Policies and provisions of the *Residential Design Codes* on Building Permit applications (where the application is exempt from the requirement to gain planning approval under the *Residential Design Codes* and/or the Local Planning Scheme).

9.3 Determine the use of street names where an approved street names list exists.

9.4 Provide of written and verbal responses to rights of review, mediated settlements resulting from rights of review and Western Australian Planning Commission requests for reconsideration.

9.5 Prepare submissions and correspondence to government agencies and other organisations where consistent with the Local Planning Scheme, Local Planning Strategy, Local Planning Policies and guiding precedent approvals.

9.6 Respond to referrals and correspondence from State Government agencies, servicing agencies and other organisations on matters including planning, land management, natural resource management and servicing where consistent with the Local Planning Scheme, Local Planning Strategy, Local Planning Policies and Council adopted documents.

10. Right to have matter heard by Council

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

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

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

GUIDELINES - Nil
ON DELEGATION - Building Surveyor for *Residential Design Code* matters.

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

Verification

Recent Council Resolution	Initial Council Resolution
18037	7116 September 2004 This motion refers to Delegation 107 that doesn't exist? Needs clarification.

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

<https://www.nannup.wa.gov.au/documents/policies-risk-management>

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference – 76 & 78 combined



Reference Number	Legislative Reference	Delegate
HLT 1 - Health (Miscellaneous Provisions) Act 1911	Health (Miscellaneous Provisions) Act 1911 s. 26 Part V, Part VI, Part VII, Part VIII, Part IX.	Chief Executive Officer

Delegator

Council

Power / Duty

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

Conditions

Nil

Statutory Framework

Health (Miscellaneous Provisions) Act 1911

26. Powers of local government

Every local government is hereby authorised and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made thereunder:

Provided that a local government may appoint and authorise any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or function.

Verification

Recent Council Resolution	Initial Council Resolution
18037	6524

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 77



Reference Number	Legislative Reference	Delegate
PDA 2- Planning Infringement Notices	Planning and Development Act 2005 Section 234	Chief Executive Officer

Delegator

Council

Power / Duty

The Chief Executive Officer shall be the Designated Person, as set out in Section 234 of the Planning and Development Act 2005 (the Act).

The Chief Executive Officer is delegated authority under the Planning and Development Act 2005 to:

1. Give an Infringement Notice pursuant to Section 228, whose contents shall comply with Section 229 of the Act.
2. Extend the time for the payment of any penalty pursuant to Section 230
3. Withdraw an Infringement Notice pursuant to Section 231.

Conditions

Nil

Statutory Framework

Planning and Development Act 2005

Planning and Development Act 2005

234. Designated persons, appointment of

(1) The chief executive officer of a responsible authority may, in writing, appoint persons or classes of persons to be designated persons for the purposes of section 228, 229, 230 or 231 or for the purposes of 2 or more of those sections.

(2) A person who is authorised to give infringement notices under section 228 is not eligible to be a designated person for the purposes of any of the other sections.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 79



Reference Number	Legislative Reference	Delegate
FA 1 – Food Act 2008	Food Act 2008 Part 5	Chief Executive Officer

Delegator

Council

Power / Duty

The Chief Executive Officer is delegated authority to exercise and discharge all or any of the powers and functions as set out in Part 5 of the Food Act 2008.

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995*.

[https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_36961.pdf/\\$FILE/Food%20Act%202008%20-%20%5B01-a0-02%5D.pdf?OpenElement](https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_36961.pdf/$FILE/Food%20Act%202008%20-%20%5B01-a0-02%5D.pdf?OpenElement)

Verification

Recent Council Resolution	Initial Council Resolution
18037 February 2018	9135 May 2014

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 80



Reference Number	Legislative Reference	Delegate
PIDA 1 - Principal Executive Officer	Public Interest Disclosure Act 2003 s. 23	Chief Executive Officer

Delegator

Council

Power / Duty

Council delegates the Chief Executive Officer as the Principal Executive Officer in respect of the duties as set out in Section 23 of the Public Interest Disclosure Act 2003.

Conditions

Nil

Statutory Framework

Public Interest Disclosure Act 2003

23. Principal executive officer of public authority, duties of

- (1) The principal executive officer of a public authority must —
- (a) designate the occupant of a specified position with the authority as the person responsible for receiving disclosures of public interest information; and
 - (b) provide protection from detrimental action or the threat of detrimental action for any employee of the public authority who makes an appropriate disclosure of public interest information; and
 - (c) ensure that his or her public authority complies with this Act; and
 - (d) ensure that his or her public authority complies with the code established by the Commissioner under section 20; and
 - (e) prepare and publish internal procedures relating to the authority's obligations under this Act; and
 - (f) provide information annually to the Commissioner on —
 - (i) the number of public interest disclosures received by a responsible officer of the authority over the report period; and
 - (ii) the results of any investigations conducted as a result of the disclosures and the action, if any, taken as a result of each investigation; and
 - (iii) such other matters as are prescribed.

- (2) Internal procedures prepared under subsection (1)(e) must be consistent with guidelines prepared by the Commissioner under section 21.
- (3) Subsection (1) does not apply to the Chief Justice or to the Presiding Officer of a House of Parliament.

Verification

Recent Council Resolution	Initial Council Resolution
18037	5456

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 82



Reference Number	Legislative Reference	Delegate
HLTH 2- Authorised Officers	Public Health Act 2016 s. 21	Chief Executive Officer

Delegator

Council

Power / Duty

Council delegates to the Chief Executive Officer, under the provisions of Section 21 of the Public Health Act 2016, the authority to appoint and/or designate Authorised Officers.

Conditions

Nil

Statutory Framework

Public Health Act 2016

21. Enforcement agency may delegate

- (1) A power or duty conferred or imposed on an enforcement agency may be delegated —
 - (a) if the enforcement agency is the Chief Health Officer, in accordance with section 9; or
 - (b) if the enforcement agency is a local government, to — (i) the chief executive officer of the local government; or (ii) an authorised officer designated by the local government; or
 - (c) if the enforcement agency is a person or body, or a person or body within a class of persons or bodies, prescribed by the regulations, to an authorised officer designated by the agency.
- (2) A delegation under subsection (1)(b) or (c) must be in writing.
- (3) Without limiting the *Interpretation Act 1984* section 59, the exercise or performance by a delegate of an enforcement agency of a power or duty delegated under subsection (1)(b) or (c) is subject to any condition or restriction imposed under section 20 on the exercise or performance by the enforcement agency of the power or duty.
- (4) Subsection (5) applies if —
 - (a) the regulations expressly authorise a delegated power or duty of an enforcement agency referred to in subsection (1)(b) or (c) to be further delegated; and

- (b) the delegated power or duty is further delegated to a person or body in accordance with those regulations.
- (5) If this subsection applies, subsection (3) applies to the exercise or performance by the person or body of that power or duty as if it were exercised or performed, and delegated, as described in subsection (3).

22. Reports by and about enforcement agencies

- (1) An enforcement agency (other than the Chief Health Officer) must report to the Chief Health Officer, at the intervals that the Chief Health Officer requires, on the performance of functions under this Act by the agency and by persons employed or engaged by the agency. (2) In addition to any report required under subsection (1), an enforcement agency must forward to the Chief Health Officer details of any proceedings for an offence under this Act taken by the agency, and those details must be forwarded —
- (a) within one month after the proceedings have been instituted; and
- (b) one month after the proceedings have been finally dealt with.
- (3) The accountable authority of the Department must include in the annual report submitted under the *Financial Management Act 2006* Part 5 —
- (a) a report on the performance by enforcement agencies (including the Chief Health Officer) of functions under this Act; and
- (b) the current State public health plan prepared under section 43.

Verification

Recent Council Resolution	Initial Council Resolution
18037 February 2018	17029 February 2017

Review Requirements

In accordance with the requirements of *S5.46(2) of the Local Government Act 1995*, at least once every financial year.

Related Documents

Notes of Recent Alterations (if applicable)
2018 Delegation Register Reference - 83

APPENDIX OF REVOKED DELEGATIONS OF AUTHORITY

Reference Number	Legislative Reference	Delegate	Delegation Subject
LG67	REVOKED	Chief Executive Officer	REVOKED

Notes of Recent Alterations (if applicable)

REVOKED at Council Meeting 28 January 2016
2018 Delegation Register Reference - 67

Appointment of Consultants

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

Recent Council Resolution	Initial Council Resolution
18037	5456

REVOKED JUNE 2019

Street Appeals

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

Recent Council Resolution	Initial Council Resolution
18037	5456

REVOKED JUNE 2019

Employees - Conferences, Seminars & Training Courses

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

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

Recent Council Resolution	Initial Council Resolution
18037	5456

REVOKED JUNE 2019

Employee Housing

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

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

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

Recent Council Resolution	Initial Council Resolution
18037	5456

REVOKED JUNE 2019

Telephones (Private) - Use by Employees for Council Government Business

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

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

Recent Council Resolution	Initial Council Resolution
18037	5456

REVOKED JUNE 2019

Use of Shire of Nannup Corporate Identity

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

Recent Council Resolution	Initial Council Resolution
18037	5456

REVOKED JUNE 2019

Award/Industrial Matters

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

Recent Council Resolution	Initial Council Resolution
18037	5456

REVOKED JUNE 2019



Shire of Nannup Cultural Plan



May 2019

Effective From:	
Expires on:	
Next Review:	
Adopted by Council:	

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Disclaimer:

Any representation, statement, opinion or advice, expressed or implied in this report is made in good faith and on the basis that the proprietor and agents are not liable (whether by reason of negligence, lack of care or otherwise) to any person from any damage or loss whatsoever that has occurred or may occur in relation to that person taking (or not taking) as the case may be, action in respect to any representation, statement, or advice referred to in this document.

Relevant professional advice covering the various scopes of the projects should be obtained before applying information contained in this document to particular circumstances.

Economic & Community Development Officer
Louise Stokes

Introduction:

The Shire of Nannup's Community Cultural Plan is an exciting and valuable document that captures our community spirit, our visions, aspirations and achievements through our decades of progress.

Culture is increasingly being recognized as essential to prosperous, livable and sustainable communities in the 21st century.

Cultural planning supports local economic development and encourages municipalities to integrate cultural planning into their daily business; to emphasize local arts, cultural industries, heritage and libraries as we plan for the future of our communities. Culture adds to the wealth of a community in many ways, such as attracting tourists, creating jobs, revitalizing neighbourhoods and attracting new businesses.

The Nannup Shire presents us with a mosaic of different land uses which range from the heritage of our town site through to our majestic Jarrah, Marri and Karri forest to the rolling farmlands, river valleys and onto our wild and rugged coastal landscapes. These areas will come under increasing pressure in years to come so it is important for us to carefully plan and prepare for the years ahead.

This further highlights the importance of this plan and the need for community participation to ensure its viability and action, due to limited resources and funds of Council. The plan will be a living document that will be reviewed and updated at regular intervals.

Thank you to all community members from across a wide section of our Shire for their valued input through their thoughts and aspirations, all of which are necessary to make this a workable document. The people involved were from a wide cross section of our community encompassing both our younger generation and senior members of our community.

Comment and new activities are welcome at any stage, these are retained on file and considered when the plan is reviewed.

Executive Summary:

Culture is around us in our everyday lives. It encompasses our history, customs, topography and architecture. It is everything that contributes to the quality of our lives and gives our lives meaning and enjoyment. Culture in its widest sense defines what matters to people and communities. It is the way of connecting the present, past and future into a recognisable identity.

Cultural Planning is a strategic process which highlights the values of culture in a community in a way which relates to the Shire's policies and planning. The plans should provide recognition of the distinctive needs and desires of the different cultural groups in the community and encourage grassroots participation. For the Local Government, the plans legitimise and promote the roles of facilitation, liaison, research, planning, coordination of services and project management.

Enacting the Cultural Plan is a community responsibility. It is an informing document to the Council's Strategic Plan 2017 -2027 and is an asset for community groups seeking funding for projects.

Vision.

“To foster a community that acknowledges its heritage, values and lifestyles whilst encouraging sustainable development.”

Mission Statement

“The Shire of Nannup will deliver quality services, facilities and representation in order to achieve our Vision.”

Key Strategic Objectives

- To foster community involvement and information exchange in Council and community activities and functions.
- To adequately plan for future development in terms of sustainable economic, environment and social factors.
- To maintain and further develop the Garden Village theme of Nannup and to ensure the high standard of public parks and reserve areas in the community are maintained and improved upon.
- Encourage and promote tourism and tourism related development within the district and region.



Key Recommendations completed 2010-2015.

RECOMMENDATION 1: Establish a local bridle trail network that links historical timber mill settlements.

RECOMMENDATION 2: Document and signpost the heritage stock routes to the coast.

RECOMMENDATION 3: To re-position the flood markers onto another tree near the Old Railway Bridge with an interpretive display erected that also details all the trails of the region.

RECOMMENDATION 4: Implement the Tree Recognition program and the Nannup Tree Trail.

RECOMMENDATION 5: To ensure that the Garden Village identity is preserved and the quaintness and historical nature to the townscape remains authentic and valued, with plaques established at historic properties within the townsite.

RECOMMENDATION 6: Continue development of infrastructure at event venues throughout the town as per Council budget allocation, community group contributions and grant funding availability.

RECOMMENDATION 7: To design and construct a heritage interpretation of the Jalbarragup Bridge using as much of the original bridge timbers as possible. This interpretation to be integrated into the design and construction of a picnic area on the northern side of the Blackwood River once the new bridge has been constructed.

RECOMMENDATION 8: To develop Tank 7 as a picnic and lookout site with telescopes and distance markers. The future inclusion of a downhill mountain bike course to be considered in the design. This development is to be undertaken as a joint project with Department of Environment and Conservation and the community subject to funding availability.

RECOMMENDATION 9: To develop a Tiger Trail including sculptures, the 'Ode to the Thylacine' poems and interpretive information about the thylacine.

RECOMMENDATION 10: Undertake a time capsule project of Nannup.

RECOMMENDATION 11: Collect the oral histories of senior residents and identities of our town.



Key Recommendations from Consultation 2019

RECOMMENDATION 1: To document and interpret the timber industry and mill sites in the region, including the personalities and generations of families that have worked in forestry.

RECOMMENDATION 2: Document where old bridges were constructed in the region and interpret the town swimming pool in the Blackwood River, near the Riversbend Caravan Park.

RECOMMENDATION 3: Map the Nannup scarred trees and original Bibbulmun track north of town and to the Boranup Forest.

RECOMMENDATION 4: Document the Indigenous history of the region.

RECOMMENDATION 5: Document wildflowers, birds and flowers of the area and promote them, including the extension of the Foreshore Park (Single Men's Hut site) and the planting of native flora.

RECOMMENDATION 6: Develop and promote a local Art Trail (similar to the Margaret River Open Studios)

RECOMMENDATION 7: Design and create murals on the walls of Eziway and the Liquor Store.

RECOMMENDATION 8: The Arboreta's at Willow Springs and Asplin Road to be conserved, interpreted and promoted.

RECOMMENDATION 9: Continue development of infrastructure at event venues throughout the town as per Council budget allocation, community group contributions and grant funding availability.

RECOMMENDATION 10: Undertake a youth arts program focused on the Foreshore Park.

RECOMMENDATION 11: To formalise the name of the Village Green and to signpost it appropriately.

RECOMMENDATION 12: To undertake community consultation to formally adopt a name for the area between the Old Roads Board building and Melo Velo.

RECOMMENDATION 13: To develop the Ellis Creek Mill site in conjunction with Department of Biodiversity Conservation and Environment and community groups, whilst consulting with neighbouring properties.

RECOMMENDATION 14: In consultation with youth investigate upgrades to the skate park, with cultural features incorporated into the design.

RECOMMENDATION 15: Heritage buildings vested with Council are moved from the disposable asset register and a maintenance schedule is developed and initiated.

RECOMMENDATION 16: Establish Gussie's Mill as an eco- tourism site with free camping.

RECOMMENDATION 17: The Mill at Donnelly River Village conserved and promoted along with cultural and heritage buildings and sites in the townsite.

RECOMMENDATION 18: Relocate the giant log in the Caravan Park to the Arboretum and re-install the plaques to the log that are currently stored in the Historical Society.

RECOMMENDATION 19: Develop a permanent exhibition based on the Thylacine, telling the story of the Nannup Tiger, including its alleged extinction and the risk that faces other endangered flora and fauna by the impact of both white man and introduced species.

RECOMMENDATION 20: Market Nannup as a cultural and artistic centre of the South West, whilst fostering the development of individual artists through partnerships with community groups.

RECOMMENDATION 21: Collect the oral histories of senior residents and identities of our town.

RECOMMENDATION 22: Undertake a youth arts project to create sulo bin stickers that promote Nannup.

RECOMMENDATION 23: Establish Nannup as a centre of excellence in textile artworks and develop a textiles festival.

RECOMMENDATION 24: A database of public artwork is established, with key sculptures moved from the disposable asset register, with insurance and maintenance schedules adopted. Develop and promote a sculpture trail around Nannup.

RECOMMENDATION 25: Establish a creative hub in partnership with the Nannup Arts Council.

RECOMMENDATION 26: In partnership with the Creative Corner establish a program of professional development workshops and performance/mentor opportunities in Nannup for musicians.

RECOMMENDATION 27: A Percent for Art program is developed for new subdivisions.

RECOMMENDATION 28: Identify a location for Nannup specific artefacts and memorabilia to be stored and renovated.

RECOMMENDATION 29: Complete the Significant Tree project.

RECOMMENDATION 30: Conserve and preserve the boiler at the Recreation Centre (currently stored at the Depot)

Environmental Scan:

This plan focuses on identifying and documenting community perceptions and visions for the purpose of preserving, promoting and protecting our cultural values within the Shire of Nannup.

To encourage community members to take ownership of this document, a conscious effort has been made to not use acronyms and 'Government language' throughout the plan.

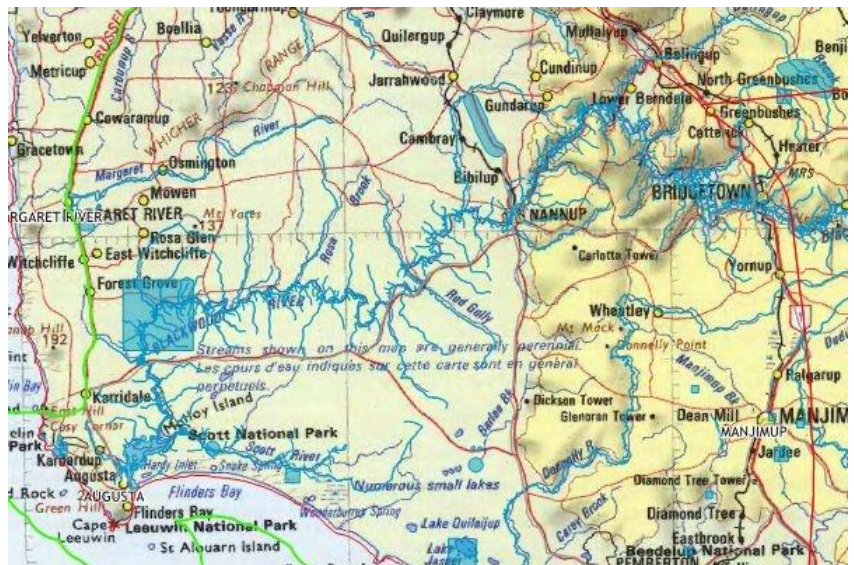
History

Aboriginal cultural significance is not restricted to what we term a 'site' as all waterways, including rivers, chains of lakes or water holes, are considered to be Dreaming trails by the Nyungar people and that there are paths to follow between one place and another. Interconnected water sources are considered part of the same spiritual energy, created by the Waugal, the Rainbow Spirit who had the shape of the serpent, with the mighty sweep of his tail, is the spirit and the creator of all the water ways – underground waterways, and the rainbow. The Waugal created the Blackwood River, the aquifer and the Yaragadee. .

Nannup was an important meeting place for the four different local family groups; Wardandi, Pibbelmen, Minang and Kaneang to gather. It is understood that the Wardandi people's country took in Busselton to Margaret River and Nannup with the Blackwood River being the boundary between the two clans. The Pibbelmen's people's country ran to the south of the Blackwood River to Donnelly River and Broke Inlet to Augusta. The Minang would travel from the Southern forests and Kaneang from Eastern Black Hills to meet celebrate and trade. Territories were bordered by natural landscaped such as rivers, valleys and hills. Travel routes would usually follow waterways, known as inherited songlines.

The Nyungar people would carry a handmade 'Meero' which had a map carved or painted on it showing the designated hunting and gathering region of its owner.

In the Shire of Nannup we see evidence of the scarred trees near Cambray that were used to make the 'meero'. Nyungar people would travel the land determined by their six seasons, spending the summer on the coast and travelling up the Blackwood River to Nannup Brook where they would camp over winter and then when the river subsided, travel north to Busselton and then south to Donnelly and across to the coast at Margaret River.



There are 35 registered heritage cultural Nyungar sites within the Shire of Nannup which includes Lake Jasper, the Kybra site on private property, artefacts, ceremonial sites, engravings, burial sites, scarred and modified trees, mythological and historical sites. A full register with maps is stored on the Department of Indigenous Affairs website.

Lake Jasper is an important archaeological site for Indigenous culture. The lake was originally much smaller and there is archaeological evidence of camp sites around the edge of the lake and many artefacts have been recovered from the lake. Although there is no written or oral records of Nyungar hunter – gatherer groups in this district, a dozen place names of Nyungar origin are in use there. Lake Jasper was named to commemorate the death in 1864 of an infant son of one of the region's British seller families.

Aborigines helped the first European settlers as they explored along the Blackwood River in 1834 to source fresh water and food. A small party headed by Thomas Turner set out from Augusta to trace the Blackwood

River upstream to its source. Nannup is reportedly named after one of the Aboriginal guides on his expedition and means *“place to stop and rest”*.

The first settlers arrived in Nannup in the early 1860's to take up pastoral runs. Early families took up land at Biddelia, Balingup Road, Darradup, Cundinup and East Nannup. The early farmers milked cows, bred horses and later produced fat lambs which were brought to the area from interstate.

Coastal runs were had by most of the cattlemen who alternated their cattle between the inland and the coast between the Donnelly and the Blackwood. If they left their cattle on the coast too long they would start to lose weight and become weak due to the lack of phosphorous and cobalt that was available in the heavier soils back inland. Evidence of the established stock routes can be identified today by a number of wells, small holding yards and huts enroute.

The Group Settlement scheme began in the area and rough tracks constructed, linking neighbouring townships. About 50 metres north of the current river crossing was an old Marri tree and settlers from the Warren River and Nelson Grange near Bridgetown would meet for the trip to Busselton and on their return would have a final drink at the tree before heading off to the Warren and the Grange. The two roads have since been called Warren Rd and Grange Rd.

Ticket of leave convicts were used to help clear the land and build houses, roads, bridges and yards for the cattlemen and early settlers. In 1866 a bridge was built using convict labour was built across the Blackwood River, providing access to a small number of outlying farmers and more remote settlers. On January 9th 1890 the townsite of Nannup was officially declared.

The township of Nannup has a truly agricultural base with the first shop located on the Northern side of the traffic bridge at “Macroon”. The first Town Hall was built by the Farmers and Graziers of the district from the timber they retrieved from their land clearing operations. The farmers and Graziers petitioned the State Government for finance to extend the Railway line to Nannup because of the potential for the dairy and potato industry and the fact that there was also a timber resource to be had. The line was opened in 1909 and Barrabup Mill commenced in 1908. This closed in 1925 and the timber industry moved to the present site, where Nannup Timber Processing now operates. The Farmers and Graziers Association also sought and received Government finance for the Recreation ground and a new school.

The Scott River area was part of the coastal runs and later in the 1950's and 60's the land was thrown over as Conditional Purchase lots for the expansion of agriculture buy the West Australian Government.

Perth was once 17-20 days away from Nannup by horse and buggy. Today with the new Forest Highway the journey takes two and a half hours. With the restructure of the timber industry, viticulture, aquaculture and tourism businesses now diversify the economic base of the Shire.

Nannup with its population of about 1,300, has kept that old country town image, even today it is untouched by the developments that are dominating the coastal towns. Buildings have been preserved with their heritage features intact and a visit to our town is like stepping back into history.

Methodology:

Community Consultation:

Over the past five years feedback has been received in preparation for consideration and inclusion into the current plan.

Consultation has recently been undertaken with the following organisations through one on one meetings, group facilitation and feedback forms:

- Nannup Music Club,
- Members of the Donnelly River Village Board of Management,
- Nannup Garden Village,
- Nannup Arts Council, and
- Nannup Historical Society.

A drop-in session to the Shire office was hosted, promoted through the Nannup Telegraph, on social media and on posters displayed around town.

A meeting was held with coordinators of the Creative Corner, based in Margaret River which is a government initiative to support the development of arts and culture in the South West.

Engagement with students and youth has been facilitated through the Student Council at the Nannup District High School. Students were invited to provide feedback on the following questions:

- What do you value about Nannup?
- What would you like to see in Nannup in the next 5 years that is artistic and not already in place?
- If you could choose a public art work project to do in Nannup what would you choose?
 - o Mural project
 - o Trail signage
 - o Telegraph Pole project
 - o Bin sticker project
 - o Something at the Foreshore Park
 - o Other.

Students from Kindergarten to Year 3 were invited to draw a picture about what they loved about Nannup.



Cultural Assets:

- Historical Mill settlement areas (Ellis Creek, Willow Springs, Carlotta, Barrabup, Sussex, Bidelia, Wheatley)
- Historic railways linking mill sites to settlements and landings
- Blackwood River
- Early settlement transport (horses, timber haulage)
- Garden area between Melo Velo and Old Roads Board Building
- Clean air, healthy water, healthy foods, natural environment
- Heritage and old buildings
- Brockman St arboretum
- Hills around the Blackwood Valley region
- Nannup War Memorial
- Bowling Green in its current location
- Jacaranda trees down the main street
- Road bridges over the Blackwood River
- Country charm and elegance
- The view down Warren Rd
- Town Hall building
- The mystique of the Nannup Tiger
- Being able to see the stars at night time
- Black Point and White Point
- Donnelly River
- Heritage stock route from Nannup to coast
- Rural and coastal landscapes
- Ellis Creek
- Lake Jasper
- Barrabup Pool
- Donnelly River squatter shacks
- Old mill vault near Barrabup Pool
- Art and Garden culture
- Members of the community
- The peace, quiet and calming environment
- Our location in the South West
- Main street weather board buildings
- Mill town buildings
- Old Road Board buildings and photos
- Local bushland
- The community feeling with a small population
- Personalised services
- Nannup Amphitheatre
- Flood Tree
- Cultural knowledge and local skills
- Flora and fauna, orchids, birds, wildflowers
- Fire towers around the region
- Chimney stack on Vasse Hwy
- Dog & Tea roses on Grange Rd
- No graffiti around town
- Sitting in the cafes
- Mill precinct
- Bibbulmun Track
- Local characters in town
- Weekend markets
- Traditions including shops closing on weekends
- Volunteers
- Timberline Trail out to Barrabup
- Quigup townsite
- Cemetery
- Library

- History and heritage
- Churches in town
- Community activities
- “Hippy era”
- Indigenous culture
- Totem project at Foreshore Park
- The “feel” of Nannup, coming home
- Local events “Woodaburrup Cup”
- Relationships within the community
- Carlotta history and group settlement
- Indigenous sites on Dunnet’s property
- Village Green and ANZAC memorial

- Quaint village feel
- Asplin Arboretum
- Garden Village Theme
- Tank 7
- New Years Day Cricket game
- Summer crossing ‘open picnic’
- Old Railway bridges
- Nannup Music Festival
- Bush around town
- Friendly nature of the people
- Peace and quiet
- Old School site (Gussie’s Mill)

Challenges

- Local, Regional and State Planning Policy that doesn’t recognise the heritage values of local areas
- Planning controls that restrict land use so that people can’t engage in activities consistent with heritage values (trail development restricted to cyclists and walkers)
- New residents demanding changes often not wanted or desired by the rest of the community who may not be as vocal
- Salt in the Blackwood River
- Cultural buildings and public artworks on Council’s Disposable Assets list
- Increased water restrictions, lower rain fall, shortage of fresh water and increased heat in summer
- Absentee landowners
- Half-finished subdivisions

- Lack of finances to complete projects
- Blackberry and weed invasion
- Attracting young families to town
- Closure of Nannup Timber Mill
- Volunteer burnout
- Legislation that impacts on events and festivals
- Number of tourists to town and impact on natural environment sites
- Lack of finances to maintain and protect cultural sites
- Encroachment by development on cultural sites

The Cultural Plan

Spaces:

The Blackwood River and forests are an integral part of Nannup's history and culture. Floods have been recorded regularly since 1913, with the most recent significant flood in 1982 when much of the townsite was under water. The Flood Tree near the Old Railway Bridge records the annual water level with markers placed on the tree.

The abundance of quality hardwood timber led to a number of timber mills in the region including settlements at Barrabup, Ellis Creek, Sussex, Willow Springs, Carlotta, Bidelia and Wheatley. Exhaustion of concession areas and the transfer of operations to Nannup led to the dismantling of the mills in 1925 where the timber industry is still alive today at Nannup Timber Processing. The Nannup Arboretum on Brockman St is the result of an experimental planting of trees to see which ones thrived in the area. The Asplin Arboretum was planted on Mt Folly from 1968 - 1972 by the Forestry Department to determine the most adaptive pine trees for production.

Many residents live in this area because of their connection to the forests and the river. The impacts of fire and floods are constant considerations with events and our day to day lives. Community members value the heritage associated with the river and the forest and acknowledge the difficulty faced by the early settlers.

The following recommendations are a combination of "carry forward" and outcomes of community consultation and identified projects that could be developed:

RECOMMENDATION 1: To document and interpret the timber industry and mill sites in the region, including the personalities and generations of families that have worked in forestry.

RECOMMENDATION 2: Document where old bridges were constructed in the region and interpret the town swimming pool in the Blackwood River, near the Riversbend Caravan Park.

RECOMMENDATION 3: Map the Nannup scarred trees and original Bibbulmun track north of town and to the Boranup Forest.

RECOMMENDATION 4: Document the Indigenous history of the region.

RECOMMENDATION 5: Document wildflowers, birds and flowers of the area and promote them, including the extension of the Foreshore Park (Single Men's Hut site) and the planting of native flora.

RECOMMENDATION 6: Develop and promote a local Art Trail (similar to the Margaret River Open Studios concept)

RECOMMENDATION 7: Create murals on the Eziway and Bottleshop walls.

RECOMMENDATION 8: The Arboreta's at Willow Springs and Asplin Road to be conserved, interpreted and promoted.

Nannup has a comprehensive calendar of events that involve many members of the community, including the Nannup Music Festival, Nannup Flower and Garden Festival, Nannup Art Festival, Nannup Cup, Making Smoking History Forest Rally, Festival of Country Gardens, Woodaburrup Cup, Boat Races and more recently cycling races, rides and events.

The Council and community has embraced 'The Garden Village' concept for the town and much effort is put into the streetscape and gardens with annual plantings of tulips, bulbs and annuals. Several of the events and festivals focus on this theme and community groups maintain gardens and reserves including the Community House gardens and Reconciliation pathway near the Old Railway Bridge.

The Friends of the Foreshore maintains the reserve land along the railway line near the river, clearing weeds and planting endemic species.

The Nannup Music Club, Nannup Arts Council, Nannup Community Resource Centre, Nannup Historical Society and Nannup Men's Shed each has their own premises which assists to build their sustainability. Community House which is located at Number 2 Brockman St is a collocation of several organisations and groups. The Friends of the Community House are currently fundraising and seeking funding support to renovate the building, making it more user-friendly and environmentally sustainable.

The Foreshore Park and Nannup Amphitheatre are being developed to encourage economic growth and venues for social participation and inclusion. Infrastructure including the stage and sound shell, market stalls, temporary fencing, water, power, parking and toilets assists to reduce costs for organisations presenting events and build a venue that is of regional significance.

The Nannup Film Society has installed cinema equipment into the Town Hall, presenting fortnightly films through a community cinema model.

CULTURAL VENUES IMPROVEMENTS REQUIRED	TO BE COMPLETED WITHIN:
TOWN HALL	
Town Hall floor sanded and levelled	2 years
Sound and lighting system upgraded	2 years
Kitchen upgraded in Town Hall	2 years
Front entry to Town Hall installed to be appropriate for events	2 years

RECREATION CENTRE	
Wifi installed for events	1 year
Multi- purpose bar/kiosk area upgraded	5 years
Stage area with green room, 3 phase power and backstage entry	5 years
Storage area upgraded	5 years
Multi- purpose flooring	5 years
sound and lighting improved	5 years
New chairs purchased	1 year
In floor power/electrical points installed	5 years

FORESHORE PARK	
Green rooms with dressing rooms with power for fridges next to main stage	5 years
Additional ground area lighting	5 years
Bitumen parking area at end of Brockman St to have water points and drainage installed to improve its functionality	2 years
Water tank installed at both ends of market stalls	1 year
Ground around market stalls to be concreted	2 years
Water point installed in overflow camping area	1 year
Ground lighting in overflow camping area	2 years
Concert parking across bridge	1 year
Shade at front of market stall area	1 year
Solar lights at each end of Railway Bridge to be fixed or replaced	1 year
Permanent roof on stage	3-5 years

The following recommendations are outcomes of community consultation and identified projects that could be developed:

RECOMMENDATION 9: Continue development of infrastructure at event venues throughout the town as per Council budget allocation, community group contributions and grant funding availability.

RECOMMENDATION 10: Undertake a youth arts program focused on the Foreshore Park.



Places

The Village Green (also known as Forest Park) was named in honour of Fred Green's grandfather J.T. Whittle, who assisted to build the Bowling Club, Town Hall and Supper room. In 1908 a tennis court was constructed on the south eastern border of this area where the picnic table is now located. Mr Whittle had moved to Nannup from England where the Village Green was a focal point of a community and he missed having this space. When the buildings were constructed, the area between all of these facilities became known as the Village Green, as was the tradition in England.

The area between the Old Roads Board building and Melo Velo was originally a Council Depot. In the early 2000's the area was planned for the construction of the TimeWood Centre building. During the development of this project there was resounding community support to retain this area as public open space and for community events and activities.

Tank 7 is a Department of Environment and Conservation site with a fire supply water tank to the East of Nannup on Brockman Highway. Historically it has been a great picnic and lookout across the townsite. More recently it has been informally used as a downhill mountain bike site. Access to the site is via Department of Environment and Conservation land and easements. Minimal improvements are required to the site which would be a multi-activity recreational site.

Consultation indicated strongly that young people strongly connect with the skate park and would like to see this developed further, incorporating cultural elements into the design.

Ellis Creek Mill site is located on the Balingup Rd, which is identified as one of the most scenic drives in the South West. Ellis Creek Mill site is a heritage site on Department of Environment and Conservation land surrounded by native jarrah and karri forests. This site is located within a fragile environment and development would need to be sensitive to this. The Department of Biodiversity, Conservation and Environment (DBCA) and the Shire of Nannup have conducted site visits of these sites to consider development issues. The development of these sites would assist with current risk management issues and add to the bank of heritage and eco-tourism sites along the Balingup Rd.

The following recommendations are outcomes of community consultation and identified projects that could be developed:

RECOMMENDATION 11: To formalise the name of the area as the Village Green and to signpost it appropriately.

RECOMMENDATION 12: To undertake community consultation to formally adopt a name for the garden between the Old Roads Board Building and Melo Velo.

RECOMMENDATION 13: To develop the Ellis Creek Mill site in conjunction with DBCA and community groups, whilst consulting with neighbouring properties.

RECOMMENDATION 14: In consultation with youth investigate upgrades to the skate park, with cultural features incorporated into the design.

RECOMMENDATION 15: Heritage buildings vested with Council are moved from the disposable asset register and a maintenance schedule is developed and initiated.

RECOMMENDATION 16: Establish Gussie's Mill as an eco- tourism site with free camping.

RECOMMENDATION 17: The Mill at Donnelly River Village conserved and promoted along with cultural and heritage buildings and sites in the townsite.



Community

Nannup is a vibrant community and many people live here because of the environment, caring nature and friendliness of the people. The town relies heavily on volunteers for many of the day to day activities, service delivery and events.

Many artists reside in the community and participate in cultural activities. Public artworks have been donated or created by artists as part of projects and events including the town entry statement, Nannup Tiger, cycle art bike racks, public seating and the totems.

Nannup has attracted national attention at times as the place where Thylacine's once resided, partly because of reported sightings but also because of a practical joke acted out by locals in the 1970's. This story is alluring for many people because we want to believe that this amazing creature is somehow still alive against the odds a real battler. In some ways we identify with this feisty creature because we are a town that has at times struggled to survive. The tiger has been utilized by local people as a mascot (for the Football club) and an identity for many local businesses used by Nannup Tiger Cottages and the Music Club. Most recently the Business Initiative Group Nannup (BigN) has designed and created the Stripes in the Forest project. Using an App visitors and residents use the technology to locate the Nannup Tigers, located in different locations

Consultation undertaken with youth valued the peaceful environment, friendly community, forest, river, cafes and the skate park.

The following recommendations are outcomes of community consultation and identified projects that could be developed:

RECOMMENDATION 19: Develop a permanent exhibition based on the Thylacine, telling the story of the Nannup Tiger, including its alleged extinction and the risk that faces other endangered flora and fauna by the impact of both white man and introduced species.

RECOMMENDATION 20: Market Nannup as a cultural and artistic centre of the South West, whilst fostering the development of individual artists through partnerships with community groups.

RECOMMENDATION 21: Continue to collect the oral histories of senior residents and identities of our town.

RECOMMENDATION 22: Undertake a youth arts project to create sulo bin stickers that promote Nannup.

RECOMMENDATION 23: Establish Nannup as a centre of excellence in textile artworks and develop a textiles festival.

RECOMMENDATION 24: A database of public artwork is established, with key sculptures moved from the disposable asset register, with insurance and maintenance schedules adopted. Develop and promote a sculpture trail around Nannup.

RECOMMENDATION 25: Establish a creative hub in partnership with the Nannup Arts Council.

RECOMMENDATION 26: In partnership with the Creative Corner establish a program of professional development workshops and performance/mentor opportunities in Nannup for musicians.

RECOMMENDATION 27: A Percent for Art program is developed for new subdivisions.

RECOMMENDATION 28: Identify a location for Nannup specific artefacts and memorabilia to be stored and renovated.

RECOMMENDATION 29: Complete the Significant Tree project.

RECOMMENDATION 30: Conserve and preserve the boiler at the Recreation Centre (currently stored at the Depot)



Conclusion

Where to from here?

The Cultural planning process is intended to be ongoing using a continuous improvement cycle.

The Nannup Cultural Plan will be advertised for public comment and adopted by Council. An annual budget is allocated to leverage grant funding for project implementation and to assist partnership development with community groups.

The key recommendations will then be considered when updating Council's Community Strategic Plan. Community organisations are also encouraged to consider this document in their planning and capital works. It is anticipated that this document will be updated as recommendations are implemented and evaluated every year so that it remains relevant, and stimulates growth in culture and the arts in our community.



References:

Australian Bureau of Statistics (2006) Shire of Nannup

Bullied L, Dewing J (2000) *On the Blackwood, A Guide to the Blackwood River*, Blackwood Environment Centre, Bridgetown WA

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Dortch C (1996) *Prehistory Down Under: archaeological investigations of submerged Aboriginal sites at Lake Jasper, Western Australia*; Western Australian Museum; Perth.

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Hallam S (1979) *Fire and Hearth*, Australian Institute of Aboriginal Studies, Canberra

McDonald E, Coldrick B, Villiers L ;(2005) *Study of Groundwater- Related Aboriginal Cultural Values on the Gnangara Mound, Western Australia* <http://www.water.wa.gov.au/PublicationStore/first/82492.pdf> accessed online July 5 2010

Shire of Busselton (2005) Cultural Plan, Shire of Busselton

Shire of Mundaring (2009) Cultural Plan, Shire of Mundaring

Shire of Waroona (2006) Community Cultural Plan, Shire of Waroona

Slee S (1987) *The Haunt of the Marsupial Wolf*, South West Printing Company, Bunbury

Talbot L(2003) *Nannup, A Place to Stop and Rest*; Hesperian Press, Victoria Park, Perth





Nannup Community Cinema Incorporated
ABN: 48 259 238 898
PO Box 326 Nannup WA 6275
Ph: 0433 821 235

Nannup Council
Shire of Nannup
Adam Street
Nannup WA 6275

19 June 2019

Council Approval Request – Financial Year 2019/20

Town Hall Hire Fee

We are writing to request that Nannup Community Cinema (NCC) continue to receive a 50% discount on the rate for hiring the Town Hall, which we have previously received as Nannup Film Society.

In April 2019 Nannup Film Society changed structure from a membership-based film society, to a community cinema with paid entrance. NCC are a not-for-profit, incorporated organisation, run by a committee of local volunteers. As such, we run on a very low budget. We have changed structure to encourage more people to be able to access film screenings, but this has also meant that our monthly outgoings have greatly increased (please see costs below).

Through the provision of a program of film screenings, open to all – our main aims are to promote and encourage interest in film, provide a means of bringing the community together on a regular basis, and give access to a big screen experience locally.

Screenings

We screen a main feature monthly (usually on the 2nd Tuesday of the month), with additional Saturday night screenings and family movies added when possible.

As well as providing a regular program of screenings, we welcome the opportunity to work with the Shire and community groups to value-add to events held in Nannup. We spend hundreds of volunteer hours in helping to provide this opportunity to the wider community. As examples, we have previously hosted the following:

- / Australasian Touring Caravan & Camping Club – screening of settlement story
- / Nannup Flower & Garden Festival – projection on stage for dance
- / CinefestOZ Film Festival – FREE Community Screenings, and special screenings for Nannup District High School
- / Thylacine Documentary – Meet & Greet session and new documentary screening
- / Tour of Margaret River – specific film screening of interest to cyclists



Costs Involved

Apart from annual costs, including: Public Liability, Contents, Fire & Theft Insurances, APRA Membership; we have additional costs per screening: Town Hall hire, DVD copy \$20+ (as part of the screening licence, we are required to buy a copy), and the screening licence itself \$120 (minimum per screening).

Nannup Community Cinema charge paid entrance to film screenings, and the committee of volunteers also have to fundraise to support our program.

We are not trying to make a profit, but to reduce costs where we can, so we can continue to provide an arts-based service to our community.

Many thanks for your consideration.

Best wishes

Alison Kay
President
on behalf of Nannup Community Cinema Committee

Attachment 12.10.1

LIST OF ACCOUNTS DUE AND SUBMITTED TO COMMITTEE				
ACCOUNTS FOR PAYMENT - MAY 2019				
EFT/ Cheque	Date	Name	Invoice Description	Amount
Shire of Nannup Municipal Fund				
EFT11576	09/05/2019	AUSRECORD	FILING EXPENSES	92.40
EFT11577	09/05/2019	HIP POCKET WORKWEAR	PROTECTIVE CLOTHING - STAFF	1076.99
EFT11578	09/05/2019	LORRAINE LEARMOND	REIMBURSEMENT OF EXPENSES	38.70
EFT11579	09/05/2019	NORMAN STEER	COUNCILLOR REIMBURSMENT	910.00
EFT11580	09/05/2019	EDGE PLANNING & PROPERTY	PLANNING SERVICES	2778.82
EFT11581	09/05/2019	PICKLE & O	CATERING	360.00
EFT11582	09/05/2019	COMPASS RENOVATIONS	RECREATION CENTRE UPGRADE	12000.00
EFT11583	09/05/2019	AVANTGARDE TECHNOLOGIES PTY LTD	IT SUPPORT	2099.89
EFT11584	09/05/2019	FRIENDS TO THE DARRADUP COMMUNITY INC.	STATIONERY EXPENSES	60.00
EFT11585	09/05/2019	CHRISTINE EDWARDS	SCHOOL HOLIDAY ACTIVITIES	237.50
EFT11586	09/05/2019	PC ENGINEERING WA PTY	GRAVE DIGGING EQUIPMENT	4650.00
EFT11587	09/05/2019	AUSTRALIAN TAXATION OFFICE - BAS	BUSINESS ACTIVITY STATEMENT APRIL 2019	36172.00
EFT11588	09/05/2019	NANNUP COMMUNITY RESOURCE CENTRE	COMMUNITY BUS MANAGEMENT	2967.80
EFT11589	09/05/2019	AIMEE HERRIOT	NATIONAL YOUTH WEEK	550.00
EFT11590	09/05/2019	KATE GODDARD	NATIONAL YOUTH WEEK	465.60
EFT11591	09/05/2019	SOUTH WEST BOUNCY CASTLES	NATIONAL YOUTH WEEK	550.00
EFT11592	09/05/2019	FIREY PRODUCTIONS	NATIONAL YOUTH WEEK	643.50
EFT11594	14/05/2019	ZANSHIN PERSONAL TRAINING	NATIONAL YOUTH WEEK	900.00
EFT11595	14/05/2019	LORRAINE LEARMOND	LIBRARY ITEMS - REIMBURSEMENT OF EXPENSES INCURRED	48.00
EFT11596	14/05/2019	SURVCON PTY LTD	CUNDINUP-SOUTH ROAD	2640.00
EFT11597	14/05/2019	SCOPE BUSINESS IMAGING	PHOTOCOPIER EXPENSES	188.10
EFT11598	14/05/2019	OFFICEWORKS	STATIONERY EXPENSES	627.35
EFT11599	14/05/2019	AMPAC	RECOVERABLE LEGAL EXPENSES - RATES DEBT RECOVERY	502.54
EFT11600	14/05/2019	NANNUP MEN'S SHED INC.	NANNUP MEN'S SHED - MOVE TRAILS SIGNAGE	100.00
EFT11601	14/05/2019	ONE RUSTIC BLOOM	FLOWERS FOR STAFF FAMILY	165.00
EFT11602	14/05/2019	STIHL SHOP REDCLIFFE	SMALL ENGINE REPAIR	83.20
EFT11603	14/05/2019	FAIRTEL PTY LTD	NBN SES BUILDING	183.00
EFT11604	14/05/2019	BLUE TONGUE SCREEN PRINTING	T-SHIRT CYCLING EVENT PRINTED TEMPLATE	85.00
EFT11605	14/05/2019	SWAT SOUTH WEST ALARM TECHNICIANS	CCTV CAMERA INSTALLATION RECREATION CENTRE	594.00
EFT11606	14/05/2019	ICON AWARDS AND ENGRAVING SERVICES	TRAIL DASH AWARDS	84.00
EFT11607	14/05/2019	ARROW BRONZE	CEMETERY EXPENSES - PLAQUE	305.08
EFT11608	14/05/2019	JESSE BRANDENBURG	PAINTING - ADMINISTRATION BUILDING	6866.00
EFT11609	14/05/2019	BUSSELTON PEST & WEED CONTROL	FIRE MITIGATION ACTIVIITES	5720.00
EFT11610	14/05/2019	LANDGATE	INTERIM VALUATION SCHEDULES GRV	169.78
EFT11611	14/05/2019	NANNUP HOTEL MOTEL	CATERING COUNCIL MEETING	328.00
EFT11612	14/05/2019	PRESTIGE PRODUCTS	PUBLIC CONVENIENCES SUPPLIES	381.04
EFT11613	14/05/2019	FULTON HOGAN INDUSTRIES PTY LTD	CUNDINUP-SOUTH ROAD	2928.20
EFT11614	14/05/2019	SUGAR MOUNTAIN ELECTRICAL SERVICES	SMALL ELECTRICAL WORKS NANNUP BROOK VBFB SHED	99.00
EFT11615	14/05/2019	ST. JOHN AMBULANCE - NANNUP	ST JOHN MEMBERSHIP PAID BACK TO ST JOHNS	55.00
EFT11616	14/05/2019	LOUISE STOKES	REIMBURSEMENT OF EXPENSES	37.00
EFT11619	17/05/2019	NANNUP VALLEY CHALETs	NANNUP WRITERS CLUB EVENT	30.00
EFT11620	17/05/2019	SOUTH WEST ISUZU	SCANIA SMALL REPAIRS	147.40
EFT11621	17/05/2019	JC PLUMBING & GAS PTY LTD	SHIRE DEPOT PLUMBING REPAIRS	165.00
EFT11622	17/05/2019	T J DEPIAZZI & SONS	SOIL PURCHASE FOR PLANTER BOXES	668.78
EFT11623	17/05/2019	ROB BOOTSMA	REIMBURSEMENT OF EXPENSES	55.10
EFT11624	17/05/2019	CITY & REGIONAL FUELS	FUEL EXPENSES	3704.43
EFT11625	17/05/2019	BLUELAKE PTY LTD	SES EXPENSES - ENGINES	3960.00
EFT11626	17/05/2019	NANNUP DELI	REFRESHMENTS	347.80
EFT11627	17/05/2019	BROOKS HIRE	LOADER HIRE	11694.10
EFT11628	17/05/2019	AW ROADWORKS PTY LTD	TRAFFIC CONTROLS	7425.00
EFT11629	17/05/2019	NANNUP LIQUOR STORE	REFRESHMENTS	93.96
EFT11630	17/05/2019	BUNNINGS- BUSSELTON	SMALL PLANTS PURCHASE AND GARDEN MAINTENANCE	181.90
EFT11631	17/05/2019	JASON SIGNMAKERS	SIGNAGE RE: HI-VIS TO BE WORN ON SITE	147.18
EFT11632	17/05/2019	NANNUP HARDWARE & AGENCIES	VOLUNTEER FIREFIGHTERS PROTECTIVE CLOTHING	709.17
EFT11633	17/05/2019	SUGAR MOUNTAIN ELECTRICAL SERVICES	PUMP REPAIRS - GOLF COURSE	99.00
EFT11634	17/05/2019	SOUTHWEST TYRE SERVICE	TYRE EXPENSES	135.00
EFT11635	28/05/2019	B & B STREET SWEEPING PTY LTD	TOWN STREET SWEEPING	1430.00
EFT11636	28/05/2019	DATA #3 LIMITED	DELL DATA PROTECTION SUBSCRIPTION 12 MONTHS	1272.80
EFT11637	28/05/2019	SOUTH WEST ISUZU	SMALL REPAIRS SCANIA	332.20
EFT11639	28/05/2019	PICKLE & O	CATERING	72.00
EFT11640	28/05/2019	CITY & REGIONAL FUELS	FUEL EXPENSES	3577.73
EFT11641	28/05/2019	SCOPE BUSINESS IMAGING	PHOTOCOPIER EXPENSES	873.64
EFT11642	28/05/2019	NANNUP DELI	REFRESHMENTS	89.50
EFT11643	28/05/2019	INTERIA SYSTEMS	OFFICE FURNITURE	2935.90
EFT11644	28/05/2019	REDGATE LIME	LIME SUPPLIES	1090.00
EFT11645	28/05/2019	CHUBB FIRE & SECURITY	SIX MONTHLY SERVICE ON FIRE EXTINGUISHERS	1303.50
EFT11646	28/05/2019	AW ROADWORKS PTY LTD	TRAFFIC CONTROLS	3857.70
EFT11647	28/05/2019	ZOE MARTYN	AFTER SCHOOL ART WORKSHOP	270.00
EFT11648	28/05/2019	IKEA BUSINESS PERTH	OFFICE FURNITURE	1592.64
EFT11649	28/05/2019	LANDGATE	INTERIM VALUATION SCHEDULES UV	7949.55
EFT11650	28/05/2019	TOLL TRANSPORT PTY LTD	FREIGHT	32.24
EFT11651	28/05/2019	K & C HARPER	PLUMBING TO YOUTH SPACE - SINK	899.80
EFT11652	28/05/2019	NANNUP NEWSAGENCY	STATIONERY & POSTAGE EXPENSES	454.98
EFT11653	28/05/2019	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS AND CLEANING	221.55
EFT11654	28/05/2019	FULTON HOGAN INDUSTRIES PTY LTD	CUNDINUP-SOUTH ROAD	203643.00
EFT11655	28/05/2019	THE PAPER COMPANY OF AUSTRALIA PTY LTD	STATIONERY EXPENSES	123.75
EFT11656	28/05/2019	TRADE HIRE - BUSSELTON	ELEVATED WORK PLATFORM HIRE	2056.00
EFT11657	28/05/2019	WORK CLOBBER	PROTECTIVE CLOTHING - STAFF	160.00
Total EFT Payments for period:				\$ 352,544.79

LIST OF ACCOUNTS DUE AND SUBMITTED TO COMMITTEE				
ACCOUNTS FOR PAYMENT - MAY 2019				
EFT/ Cheque	Date	Name	Invoice Description	Amount
20371	09/05/2019	NANNUP RSL	YOUTH SCHOOL HOLIDAY PROGRAM - HIRE OF HALL	45.00
20377	09/05/2019	SHIRE OF NANNUP	PETTY CASH REIMBURSEMENT	94.00
20378	14/05/2019	TELSTRA	TELEPHONE EXPENSES	30.12
20379	17/05/2019	CLAYTON UTZ	REFUND OF RATES DUE TO PROPERTIES NOW BEING CONTIGUOUSLY RATED	100.00
20380	17/05/2019	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	ACMA - MEDIA LICENCE	90.00
20381	17/05/2019	TELSTRA	NORTH NANNUP VOLUNTEER BUSH FIRE BRIGADE TELEPHONE BILL	53.95
20383	28/05/2019	CITY OF BUSSELTON	CONTRIBUTION TO THE SOUTH WEST IPR PEER SUPPORT PROGRAM PROJECT	300.00
20384	28/05/2019	NANNUP RSL	ANZAC DAY WREATH	70.00
20385	28/05/2019	ERIN CARTER	FACE PAINTING TRAIL DASH	100.00
20386	28/05/2019	PAGODA HOTEL	ACCOMMODATION 2 STAFF FINANCIAL MANAGEMENT CONFERENCE 2 DAYS	720.00
20387	28/05/2019	TELSTRA	DARRADUP SERVICE AND USAGE	60.11
Total Cheque Payments for period:				<u>\$ 1,663.18</u>
DD10483.1	08/05/2019	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	8013.29
DD10483.2	08/05/2019	LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	601.47
DD10483.3	08/05/2019	FIRST WRAP PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	321.40
DD10483.4	08/05/2019	SUNSUPER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	338.44
DD10483.5	08/05/2019	AMG SUPER	SUPERANNUATION CONTRIBUTIONS	260.63
DD10483.6	08/05/2019	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1078.18
DD10483.7	08/05/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	210.87
DD10484.2	08/05/2019	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	113.35
DD10485.1	22/05/2019	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	7973.82
DD10485.2	22/05/2019	LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	601.47
DD10485.3	22/05/2019	FIRST WRAP PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	321.40
DD10485.4	22/05/2019	SUNSUPER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	338.44
DD10485.5	22/05/2019	AMG SUPER	SUPERANNUATION CONTRIBUTIONS	259.55
DD10485.6	22/05/2019	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1171.28
DD10485.7	22/05/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	210.87
DD10488.1	31/05/2019	CORPORATE CREDIT CARD - SHIRE OF NANNUP	CORPORATE CREDIT CARD D TAYLOR APRIL & MAY 2019	923.71
DD10488.2	31/05/2019	SYNERGY	SYNERGY MAY 2019	3205.05
DD10488.3	31/05/2019	SGFLEET	SGFLEET MAY 2019	1763.01
DD10488.4	31/05/2019	BOC LIMITED	BOC MAY 2019	70.54
DD10488.5	31/05/2019	BP AUSTRALIA	BP AUSTRALIA MAY 2019	431.76
DD10488.6	31/05/2019	CLEANAWAY	CLEANAWAY MAY 2019	7018.97
DD10488.7	31/05/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 37 & 39 MAY 2019	5039.23
DD10488.8	31/05/2019	GO GO MEDIA	GO GO MEDIA MAY 2019	75.90
DD10488.9	31/05/2019	CALL ASSOCIATES PTY LTD - INSIGHT & CONNECT	CALL ASSOCIATES MAY 2019	125.84
DD10488.10	31/05/2019	WESTNET	WESTNET MAY 2019	184.84
DD10488.11	31/05/2019	TELSTRA	TELSTRA MAY 2019	1445.03
DD10488.12	31/05/2019	CALTEX AUSTRALIA	CALTEX MAY 2019	467.76
Total Direct Debit Payments for period:				<u>\$ 42,566.10</u>
Shire of Nannup Trust Fund				
EFT11593	09/05/2019	BUILDING CONSTRUCTION INDUSTRY TRAINING FUND	B.C.I.T.F. LEVY (E) MUN	477.51
EFT11617	14/05/2019	BUILDING CONSTRUCTION INDUSTRY TRAINING FUND	BCITF APRIL 2019	535.25
EFT11618	14/05/2019	BUILDING COMMISSION	APRIL 2019 BSL	375.45
Total Trust Payments for period:				<u>\$ 1,388.21</u>
TOTAL MUNICIPAL PAYMENTS FOR PERIOD				<u>\$ 396,774.07</u>
TOTAL TRUST PAYMENTS FOR PERIOD				<u>\$ 1,388.21</u>
TOTAL PAYMENTS FOR PERIOD:				<u>\$ 398,162.28</u>

Attachment 12.10.2

SHIRE OF NANNUP			
CREDIT CARD PAYMENTS- MAY 2019			
Date	Supplier	Description	Amount
2/04/2019	MELO VELO	PRESIDENTS MEETING	\$ 14.70
6/04/2019	BALINGUP LIQUOR	NPO FUEL	\$ 101.69
9/04/2019	B M PRICHODKO BLACKWOOD	PRESIDENTS MEETING	\$ 17.00
10/04/2019	BALINGUP LIQUOR	NPO FUEL	\$ 81.62
17/04/2019	NANNUP BRIDGE CAFÉ	PRESIDENTS MEETING	\$ 28.00
18/04/2019	BUNNINGS BUSSELTON	PAINT FOR CEO RESIDENCE	\$ 422.31
24/04/2019	PHILIPPA JANE	LDAG EXPENSES	\$ 90.00
24/04/2019	PHILIPPA JANE	LDAG EXPENSES	\$ 40.00
25/04/2019	BUNNINGS BUSSELTON	PAINT FOR CEO RESIDENCE	\$ 74.59
1/05/2019	MELO VELO	PRESIDENTS MEETING	\$ 9.30
7/05/2019	B M PRICHODKO BLACKWOOD	PRESIDENTS MEETING	\$ 17.50
14/05/2019	MELO VELO	PRESIDENTS MEETING	\$ 9.60
21/05/2019	B M PRICHODKO BLACKWOOD	PRESIDENTS MEETING	\$ 17.40
			\$ 923.71