Agenda Attachments

Council Meeting to be held
on Thursday 23 January 2020
Commencing at 4.30pm

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Attachment 8.1

Shire of Nannup

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Minutes

Council Meeting held Thursday 28 November 2019

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Minutes

1. DECLARATION OF OPENING & ACKNOWLEDGEMENT OF COUNTRY

The Shire President declared the meeting open at 4.33pm

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

ATTENDANCE:

Shire President: Cr T Dean

Councillors: R Mellema, P Fraser, V Hansen, C Stevenson, C Buckland, V Corlett, C Brown.

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

APOLOGIES:
Nil.

LEAVE OF ABSENCE:
Nil.

VISITORS: Kerri Firth and Julie Kay.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:

Nil.

4. PUBLIC QUESTION TIME:

Nil.

5. APPLICATIONS FOR LEAVE OF ABSENCE:

19148 STEVENSON/MELLEMA

That Cr Hansen be granted a Leave of Absence from the February 2020 Ordinary Meeting of Council.

CARRIED (8/0)

6. PETITIONS/DEPUTATIONS/PRESENTATIONS:

Nil

7. DECLARATIONS OF INTEREST:

The Chief Executive Officer declared a Financial Interest in 14.1: Chief Executive Officer – Annual Performance Appraisal.

The Chief Executive Officer and the Manager Corporate Services declared a Financial Interest in 14.1A: Acting Chief Executive Officer.

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

19149 HANSEN/BUCKLAND

That the Minutes of the Special Council Meeting of the Shire of Nannup held in Council Chambers on 21 October 2019 be confirmed as a true and correct record.

CARRIED (8/0)

19150 BUCKLAND/HANSEN

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

NOT CARRIED (8/0)

19151 HANSEN/MELLEMA

<u>AMENDMENT:</u>

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 24 October 2019 be confirmed as a true and correct record with the amended time of the Concept Forum at 12.3 to

4.30pm to 5pm as discussed during the October Ordinary Council Meeting.

CARRIED (8/0)

9. MINUTES OF COUNCIL & OTHER COMMITTEES

19152 STEVENSON/BROWN

9.1 That the Minutes of the Local Drug Action Group Committee meeting held 22 October 2019 be received.

9.2 That the Minutes of the Bush Fire Advisory Committee meeting held 4 November 2019 be received.

9.2 That the Minutes of the Local Emergency Management Committee meeting held 6 November 2019 be received.

CARRIED (8/0)
Adopted by en bloc resolution

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

11. REPORTS BY MEMBERS ATTENDING COMMITTEES

Date	Meeting	Councillor
7/11	Local Emergency Management Committee	Brown

AGENDA NUMBER:	12.1
SUBJECT:	Delegated Planning Decisions for October 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:	8 November 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 October 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 October 2019, one (1) development application was determined under delegated authority. The table below shows the number and value of development applications determined under both delegated authority and by Council for October 2019 compared to October 2018:

	October 2018	**October 2019**
Delegated Decisions	2 ($15,000)	1 ($70,000)
Council Decisions	1 ($35,000)	0
Total	**3 ($50,000)**	**1 ($70,000)**

100% of all approvals issued in the month of October 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 October 2019 as per Attachment 12.1.1.

19153 STEVENSON/HANSEN

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

CARRIED (8/0)

AGENDA NUMBER:	12.2
SUBJECT:	Shire of Nannup Emergency Management Arrangements
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	
AUTHOR:	Louise Stokes – Recovery Coordinator
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	18 November 2019
ATTACHMENTS:	12.2.1 - Shire of Nannup Emergency Management Arrangements 12.2.2 - Shire of Nannup Plan B Arrangements 12.2.3 - Shire of Nannup Recovery Plan

BACKGROUND:

It is a function of local government to ensure Local Emergency Management Arrangements are prepared and maintained for its district. The term Local Emergency Management Arrangements refers to the collection of all emergency management documentation, systems and processes, agreements and memorandums of understanding which affect the local government district. The arrangements are the overarching document and associated sub-plans that the local government is responsible for developing, maintaining and testing.

A copy of the plans must be lodged with the District Emergency Management Committee and the State Emergency Management Committee.
In 2019 the State Emergency Management Committee released new guidelines for the Emergency Management Arrangements which required a full review of the Council's Local Emergency Management Arrangements.

COMMENT:
This review was completed in October 2019. The review was conducted in consultation with members of the Local Emergency Management Committee (LEMC), Nannup District High School, Donnelly River Village, Nannup Caravan Park, Nannup Community Resource Centre, the Equine Evacuation group and the residents of Danjangerup Cottages.

The LEMC endorsed the plans in principle at their November meeting.

The guidelines from the State Emergency Management Committee are prescriptive and meet the requirements of State government. To meet the needs of the local government (action lists and templates) appendixes have been added for practical use. A number of sub-plans (response and evacuation) have been amalgamated to reduce duplication and all contact details listed in Plan B so that these can be reviewed quarterly at each LEMC meeting.

STATUTORY ENVIRONMENT:

State government requirement with plans to be lodged with District Emergency Management Committee and the State Emergency Management Committee for approval.

POLICY IMPLICATIONS:

The Emergency Management plans outline policy and Memorandum of Understanding implications for local government.

FINANCIAL IMPLICATIONS:

Local government is responsible for recovery in emergencies and is a partner to the SW Emergency Management Memorandum of Understanding.

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2017-2027 – Our Community - Strategy 1.1 All of us/Who we are: Promote a safe, connected and healthy town.

RECOMMENDATION:

That Council accept and endorse the:

1. Shire of Nannup Emergency Management Arrangements
2. Shire of Nannup Plan B and;
3. Shire of Nannup Recovery Plan.

19154 MELLEMA/BUCKLAND

That Council accept and endorse the:

1. ***Shire of Nannup Emergency Management Arrangements***
2. ***Shire of Nannup Plan B and;***
3. ***Shire of Nannup Recovery Plan.***

CARRIED (8/0)

AGENDA NUMBER:	12.3
SUBJECT:	Monthly Accounts for Payment - October 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	14 November 2019
ATTACHMENTS:	12.3.1 – Accounts for Payment – October 2019

BACKGROUND:

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 October 2019 to 31 October 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 finanacial report is required to comply with financial regulations. This breakdown is included within the attachments.

Municipal Account		
Accounts paid by EFT	11975 – 12076	227,411.29
Accounts paid by cheque	20414 – 20423	3,472.60
Accounts paid by Direct Debit	DD10600.1 – DD10619.14	54,964.815
Sub Total Municipal Account		*$285,848.70*
Trust Account		
Accounts paid by EFT	12077 – 12078, 12030	368.15
Accounts Paid by cheque		0.00
Sub Total Trust Account		*$368.15*
Total Payments		**$286,216.85**

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 $286,216.85 1 October2019 to 31 October 2019 in the attached schedule(s) be endorsed.

19155 MELLEMA/STEVENSON

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling $286,216.85 1 October2019 to 31 October 2019 in the attached schedule(s) be endorsed.

CARRIED (8/0)

AGENDA NUMBER:	12.4
SUBJECT:	Budget Monitoring – October 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	14 November 2019
ATTACHMENTS:	12.4.1 – Financial Statements for the period ending 31 October 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 12.4.1.

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

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

COMMENT:

Please refer to the attachment, Financial Statements for periods ending 31 October 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 2019/20.

STRATEGIC IMPLICATIONS:

Nil.

RECOMMENDATION:

Monthly Financial Statements for the period ending 31 October 2019 be received.

19156 HANSEN/MELLEMA

Monthly Financial Statements for the period ending 31 October 2019 be received.

CARRIED (8/0)

19157 MELLEMA/BROWN

That Council allow the late item to be included in the Ordinary Meeting of Council.

CARRIED (8//0)

19158 MELLEMA/STEVENSON

That Standing Orders be suspended to allow Council to discuss 12.5 Tourism Committee – Terms of Reference.

CARRIED (8//0)

AGENDA NUMBER:	12.5
SUBJECT:	Tourism Committee – Terms of Reference
LOCATION/ADDRESS:	Shire of Nannup
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:	27 November 2019
ATTACHMENT:	12.5.1 - Tourism Committee – Terms of Reference

BACKGROUND:

The Shire advertised an Expression of Interest for the provision of visitor servicing in Nannup in September/October this year, with no responses being received. The current visitor service agreement expired on the 31 October 2019 and the delivery of visitor servicing reverted to the Shire of Nannup.

COMMENT:

Council were updated in the situation in the November Forum session. The Shire has partnered with the Community Resource Centre for an initial 4 months to deliver current visitor servicing. This will provide some time to establish a Tourism Committee, review the current visitor servicing tools (website, brochures and the like) and plan the direction forward for visitors and tourism in Nannup.

The attached Terms of Reference provides the focus and governance procedures associated with the establishment of the Tourism Committee as a Committee of Council under the Local Government Act 1995.

STATUTORY ENVIRONMENT:

Local Government Act 1995.

POLICY IMPLICATIONS:

The Committee is to comply with Council's policies.

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Nannup Strategic Community Plan
Our Economy
2.2 Tourism / Recreation – Support tourism providers and promote our district.

RECOMMENDATION:

That Council;

1. Endorse the establishment of the Tourism Committee as a Committee of Council under the Local Government Act 1995.

2. Endorse the Terms of Reference associated with (1) above.

19159 STEVENSON/MELLEMA

That Council resume Standing Orders.

CARRIED (8/0)

19160 STEVENSON/

AMENDMENT:

That Council;

1. Endorse the establishment of the Tourism Committee as a Committee of Council under the Local Government Act 1995.

2. Endorse the Terms of Reference associated with (1) above.

That the term "tourism operators" (page 3 section 5.2) in the Terms of Reference be changed to "tourism service providers" and the time of the Tourism Committee meeting be 3.30pm.

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

13.1 OFFICERS
Nil

13.2 ELECTED MEMBERS
Nil

14. MEETING CLOSED TO THE PUBLIC
(Confidential Items)

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

PROCEDURAL RECOMMENDATION:

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

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

19161 STEVENSON/BROWN

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

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

CARRIED (7/0)

Cr Hansen didn't vote as she left the room at 5.19pm.

5.19pm the meeting was closed to the public.

Cr Hansen re-entered the room at 5.24pm.

The Shire President advised that Chief Executive Officer David Taylor has declared in writing a Financial Interest in 14.1 Chief Executive Officer – Annual Performance Appraisal as it relates to his employment contract.

19162 STEVENSON/BUCKLAND

That Standing Orders be suspended to allow for discussion on Agenda item 14.1.

CARRIED (8/0)

AGENDA NUMBER:	14.1
SUBJECT:	Chief Executive Officer - Annual Performance Appraisal
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	David Taylor
FILE REFERENCE:	Employee File
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Financial Interest - David Taylor – Chief Executive Officer

The Shire President advised that Chief Executive Officer David Taylor and Manager Corporate Services Tracie Bishop has declared in writing a Financial Interest in 14.1A Acting Chief Executive Officer as it relates to their employment remuneration.

AGENDA NUMBER:	14.1A
SUBJECT:	Acting Chief Executive Officer
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	David Taylor
FILE REFERENCE:	Employee File
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Financial Interest - David Taylor – Chief Executive Officer
DATE OF REPORT	15 November 2019

19166 STEVENSON/CORLETT

That the meeting re-opened to the public at 5.35pm.

CARRIED (8/0)

The Chief Executive Officer, Manager Corporate Services, Infrastructure Manager and Development Services Officer all re-entered the room at 5.37pm.

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14.1:

NEW MOTION:

19164 HANSEN/STEVENSON

Part 1:

That Council endorse the 2019 Annual Performance Review and its recommendations specified in Part 5.

Part 2:
Attach the Consultants final report (dated 28/11/2019) to the Council's Agenda and Minutes.

CARRIED BY MAJORITY (8/0)

Original Motion not considered.

14.1A

19165 MELLEMA/BUCKLAND

That Council approves:

1. ***The Chief Executive Officer's annual leave for the period 31 January 2020 to 26 February 2020 inclusive and appoints Ms Tracie Bishop as Acting Chief Executive Officer during this period.***

2. ***Authorise the Shire President to vary the dates within part 1 above if necessary, with the agreement of the Chief Executive Officer.***

CARRIED (8/0)

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

19167 DEAN/CORLETT

That this Council instruct the Chief Executive Officer to investigate the feasibility of regaining the management of Danjangerup Cottages from the current Bunbury based housing collective.

CARRIED (8/0)

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

Nil.

17. CLOSURE OF MEETING.

The Shire President declared the meeting closed at 5.45pm.

Attachment 8.2

Minutes

Special Council Meeting
Wednesday 18 December 2019

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Minutes

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:

The Shire President declared the meeting open at 5.00pm. There were no visitors.

2. RECORD OF ATTENDANCE:

Shire President: Cr T Dean
Deputy Shire President: Cr R Mellema

Councillors: P Fraser, V Hansen, C Stevenson, C Buckland, V Corlett, C Brown.

Tracie Bishop – Manager Corporate Services
Jon Jones – Manager Infrastructure

3. APOLOGIES:

David Taylor – Chief Executive Officer

4. LEAVE OF ABSENCE:
(Previously Approved)

Nil

4. PUBLIC QUESTION TIME:

Nil.

6. REPORTS OF OFFICERS:

AGENDA NUMBER:	6.1
SUBJECT:	Acceptance of Shire of Nannup Annual Report 2018/19
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 17
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	13 December 2019
ATTACHMENT	6.1.1 - Annual Report 2018/19

BACKGROUND:
Section 5.53(1) of the Local Government Act 1995 (The Act) stipulates that a Local Government is to prepare an Annual Report for each financial year. A draft Annual Report has been circulated under separate cover for consideration.

COMMENT:
The Annual Report contains all the statutory information required, including the Annual Financial Statements for the year under review and will also form the main document for scrutiny at Council's Annual Electors Meeting.
The Independent Auditors Report (the report) and the Annual Financial statements have now been received from The Office of the Auditor General and are included as an attachment to this item. Within the report it is noted that the Auditor's opinion is that all financial statements are:
(i) based on proper accounts and records; and
(ii) fairly represents, in all material respects, the results of the operations of Shire of Nannup for the year ended 30 June 2019 and its financial position at the end of that period in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Requirements of *The Act* S7.12A(2) and (3) state:
(2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
(3) A local government must —
(aa) examine an audit report received by the local government; and
(a) determine if any matters raised by the audit report, require action to be taken by the local government; and
(b) ensure that appropriate action is taken in respect of those matters.

Regulatory Requirements included with Auditors report

It was noted with the Auditors report of an adverse trend in the financial position. This was in relation to the Operating Surplus Ratio(OSR). The OSR is used to assess if a local government has sound long term financial plans, in particular in regards to asset management and the community service levels. While it is obviously less than ideal to receive a negative ratio, the reality is that this ratio is based on total own source revenue being able to be used to fund capital expenditure, transfers to cash reserves and to reduce debt.

Given Council's reduced capacity to rate 85% of land within the Shire of Nannup it is extremely difficult to meet the basic benchmark of 1% - 15%. As per the Department of Local Government guidelines, in order to meet this benchmark Council has two options.

1. Council would need to consider increasing rating capacity by the negative amount to achieve a break even operating result for that given year. In this year's Annual Statements this would mean a 25% rate increase. While this would, no doubt, be an extremely unpopular decision, it does draw light on the fact that Council needs to consider increased rating over time to ensure that it remains sustainable and has funds available to cover capital spending and maintenance issues for all of Council's assets.

2. Council would need to reduce spending. Officers continue to assess where there are areas available to reduce spending however, as Council is aware, over the past years the Annual Budget has continued to be cut in any areas not required and it is not possible to reduce to this level.
3. A combination of the two options shown above. As always this will become a focus of the upcoming budget.

Overall, what the ratio highlights the difficulty in achieving a basic standard as per the Department of Local Government guidelines for Councils that do not have a large fees and charges basis as a means of revenue. Officers will begin to look at ways in which this can be achieved starting with looking at a rating strategy in the new year to clarify how this required increase may be achieved in the long term.

2018/19 Surplus

Reported in the 2018/19 Annual Budget was a projection of a surplus of $872,521. This figure was made up of various savings within anticipated expenses and additional income known at the time and was included as a carried forward figure in the budget calculations.

The actual carried forward figure, once grant carried forward (including both tied and untied grants) and inclusions to the 19/20 budget and are removed results in a surplus of true savings to Council of $88,708. From Officers perspective these savings allow Council to consider projects that were discounted from the original budget as well as projects not known at the inception of the Annual budget. The list of priorities identified by Officers for breakdown of the surplus is as follows:

Total Surplus Identified	**$ 1,864,842**	
Untied grants	-$ 695,220	Being early payment of Federal Assistance Grant and Direct Road Grant.
Tied Grants reported in Annual Statements	-$ 169,393	A breakdown of this figure is shown on Note 19 of the Annual Financial Statements.
	-$ 39,000	Funds received for Scott River Strategy
Included in budget 19/20	-$ 872,521	Projects carried forward for completion in 19/20 and savings included and used within current budget.
Savings Surplus Identified- not already accounted for within the 19/20 Budget	**$ 88,708**	**Actual savings once carried forward projects/grant monies and returned funds are accounted for.**
Suggested inclusions		
Regional Economic Development Grant Co-contribution	-$ 49,000	This grant is being looked at to build/install infrastructure required in order to progress Nannup to becoming a Trails Town. It requires a co-contribution of same amount as grant to be applied.
Synergy Soft upgrade to overhaul general accounting system	-$ 25,000	A quote has been received to overhaul current system. This would improve efficiencies to all areas of Council in terms of reporting and analyse of costs and budgets.
Public Health Plan	-$ 9,708	50% contribution towards fees associated with getting this Regulatory Plan completed by 2020.

STATUTORY ENVIRONMENT:
Section 5.54(1) of the Act requires that the Annual Report be accepted by 31 December, with an absolute majority vote being required. However, if the auditor's report is not available in time for the Annual Report to be accepted by 31 December section 5.54(2) requires that it be accepted no later than two months after the auditor's report becomes available.

Section 5.27(2) states that a general meeting of electors is to be held on a day selected by the local government, but not more than 56 days after the local government accepts the annual report for the previous financial year. Section 5.29(1) requires that the CEO gives at least 14 days' local public notice of the date, time, place and purpose of the meeting.

Assuming that the Draft Annual Report is accepted at today's meeting, it is proposed to hold the Annual Electors Meeting at 5pm Thursday 30th of January 2020.
Notice of the availability of the Annual Report is to be given as soon as practical after its acceptance by Council. An advertisement informing electors of the proposed timing of the Electors Meeting has been prepared. To meet the statutory requirement this notice will be published on our website, on our Facebook page and placed on noticeboards within the Townsite from the date of endorsement plus one day. i.e.as at 19 December 2019, if endorsed at this meeting. This will cover the requirement for 14 days' local public notice being given.

POLICY IMPLICATIONS:
Nil

FINANCIAL IMPLICATIONS:
Inclusion of identified surplus within the 2019/20 Annual Budget through budget amendments.

STRATEGIC IMPLICATIONS:
Our Economy
Sustainability is the key to Nannup's future.

RECOMMENDATION:

That Council;

1. Accept the Draft Annual Report for the Shire of Nannup for the year ended 30 June 2019 as required by section 5.54(1) and 5.54(2) of the Local Government Act 1995.

2. Endorse the inclusion of the identified surplus to the current budget via projects shown below:
   - Regional Economic Development Grant Co-contribution $49,000
   - Synergy Soft upgrade to overhaul accounting system $25,000
   - Contribution towards Public Health Plan $9,708

3. Hold its Annual Electors Meeting on Thursday 30 January 2020 in the Council Chambers commencing at 5 pm.

19168 BUCKLAND/HANSEN

That Council;

1. ***Accept the Draft Annual Report for the Shire of Nannup for the year ended 30 June 2019 as required by section 5.54(1) and 5.54(2) of the Local Government Act 1995.***

2. ***Endorse the inclusion of the identified surplus to the current budget via projects shown below:***
   - ***Regional Economic Development Grant Co-contribution $49,000***
   - ***Synergy Soft upgrade to overhaul accounting system $25,000***
   - ***Contribution towards Public Health Plan $9,708***

3. ***Hold its Annual Electors Meeting on Thursday 30 January 2020 in the Council Chambers commencing at 5 pm.***

CARRIED BY ABSOLUTE MAJORITY (8/0)

7. CLOSURE OF MEETING:

The Shire President declared the meeting closed at 5.08pm.

Attachment 9.1

LDAG

Nannup
Local Drug ACTION Group

Minutes

Meeting held Wednesday 4th December 2019
11am Nannup Community Meeting Room

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Any person or entity who has an application before the Shire of Nannup must obtain, and should only rely on, written notice of the committee's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a meeting.

Contents

Item	Minute	Title

1 **DECLARATION OF OPENING/ANNOUCEMENT OF VISITORS**

11:08am- Meeting opened by Nicole Botica
Acknowledgement of traditional owners

RECORD OF ATTENDANCE/APOLOGIES

Andrea Jenkins, Heather McQueen, Nicola Smith, Kim Sandilands, Nicole Botica, Ian Anstee, Libby Winchcombe

Apologies-Cate Stevenson, Lorraine Learmond, Louise Stokes, Cheryle Brown, Steve Giovanizzi, Phil Hewitt, Deanne Fleay, Matt Goldstone, Alan McNeven, Wendy Moore

2 **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

The Minutes of the LDAG meeting of 22nd October 2019 were confirmed as true and accurate

Moved Heather McQueen
Seconded Nicky Smith
Carried unanimously

3 **GUESTS**

3.1 **LIBBY WINCHCOMBE-SDERA REGIONAL CONSULTANT**

a. Keys for Life
SDERA-Road Safety and Education branch-managing the SDERA program. Work with schools and community engagement groups in Blackwood Warren Region.
Keys 4 Life is one of the programs-pre driver education program. Give Year 10 students the opportunity to learn values that keep them safe as drivers and sit the L permit theory test.
Turning Point-Keys 2 Drive-Offers a free lesson with a qualified driving instructor, with caregiver in the car, to learn the skills needed to responsibly train a young person for their hours

b. Information for teacher training
To be able to deliver Keys 4 Life (Yr 10 Curriculum base) they have to do Professional Development Training with SDERA and have teacher qualifications or Cert 4 in workplace training and assessment. Once they have done the training they have access to all Keys 4 Life resources.

Training provided at the beginning of every year then on an as needs basis
Ten lessons delivered to students-real life scenarios and interactive activities-problem solving skills

c. Opportunities for NDHS
Mapped to the Year 10 syllabus
Holistic Approach-curriculum, resources to take home, school frameworks
The program hasn't run at the NDHS for about 4 years
Chris Buckland has done the Keys for Life training.
Opportunity to engage teachers in delivering the program in 2020. Need to confirm with Alan McNevin if the offer is still available for volunteering time for supervised hours with students.

3.2 **IAN ANSTEE-CEO INVESTING IN OUR YOUTH INC.**

a. MOU Investing in Our Youth
Investing in Our Youth (IIOY) is the group that has been engaged to deliver the SW RYDE Program. Advisory committee set up for RYDE program -Regional Youth Driver Education Program.
For high end need there is a pilot program - End to End-taking people from learners to driver's license. **Based in Withers**. Lobbying to extend to other areas
Investing in Our Youth are setting up to do Keys 4 Life training with youth.
Keys 2 Drive-Engages Eclipse Driving School in Bunbury, it is available to Nannup youth through the program and application through website https://www.keys2drive.com.au/learners/create offering the free driving lesson with guardian (recommended to support mentoring capacity for guardian to deliver learning hours).

b. SW RYDE Program-Nannup Opportunities
Cars are available in Busselton (Geographe Leisure Centre) and Manjimup (Aquatic Centre) –volunteers in both towns happy to drive with Nannup youth.
Vehicles do not have dual control- idea is that volunteer replaces parent, not be a driver instructor
Communicate with Investing in Our Youth re Nannup requirements/Nannup MOU for promotion of the program to our community.
Investing in Our Youth spare car is available for youth to access for the driver assessment. Needs to be coordinated through IIOY

4 BUSINESS ARISING FROM PREVIOUS MINUTES

a) Nannup LDAG branding on posters -Tahnee from MHC gave to us. Andrea tabled

b) Festive season social media posts -Nicole verbally shared the

posts she has scheduled

c) Feedback from the Equine Learning Workshop - Busselton Horse Program- 5 participants overwhelmingly positive. Participants really loved that they were on the bus together-and did not have to worry about transport.

d) Communication Plan update-2020
Deanne saying the campaigns haven't been confirmed. Cath Polly will keep in touch.

e) Road Safety Commission Grant-Family Fun Day
Funding approved on 04/12/2019

5 REPORTS OF OFFICERS

1. Finance Report-October ledger attached

a) Operational funds 2019/20
Financial acquittal-roll over unused funds $4561 (from Volunteer CAP)

b) Treasurer and Chairperson to sign off on Application of Reimbursement forms (2) –both are apologies for this meeting

c) Nicole to confirm acquittal of funds - bike ride and fun run August/September- Nicole gave verbal report confirming acquittal
CAP 955 (Mentoring) - $8833.84
CAP 973 (Volunteering) - $6499.63

2. Road Wise Report (Nicola Smith)

Bi-monthly was tabled at last meeting. Copies provided.
RAC Project Road Smart information emailed out-occurring in February 2020
South West Region Report tabled. Attached with the minutes.
Road Safety Commission will be focusing on drink driving.

3. LDAG Project Officer Report

a) LDAT Stakeholder feedback key points
Generally positive regarding the program. Some members would like more engagement with the school. Good linking between local and state campaigns. Suggestion to invite approved bar managers in Nannup to attend

b) Ed Connect
Ready to go for the beginning of 2020

c) Café Posters (festive season)
Next poster run ready to go. Ask Phil to put up

d) TOMR Banners and Roadwise messaging on Facebook
Andrea spoke of banner positioning over the TOMR and Nicole detailed the social media messaging.

e) Coder Dojo-update

Postponed due to no registrations

f) CAP 2020-feedback and submitted
Committee thanked for their feedback. Youth Zone CAP has been submitted. Sharne adding a few details to the Partnering with NDHS CAP.

6 GENERAL BUSINESS

6 Strive Grant/s – approval letter for Family Fun Day grant has been received
Update on Strive to Thrive Camp – Moved from January to April-Round 6 funding

6.2 Strategy for youth inclusion in group for commencement of 2020-Wendy an apology at this meeting

6.3 LDAG committee feedback on inclusion of mocktails and appetisers in Youth Zone programming (hospitality skills – Joan)
Feedback from Kym-Treat it like the syringe/needle program through the hospital where you are giving people the safe choice; build understanding that you can have a drink and feel like you are part of the party.
Prefer you didn't drink so offer this as a safe option.

6.4 Resources list update – (Set up an event box for easy access / sort material in the Shed 27th Nov @ 8am). Tubs were bought. Heather is still working through the resources. Spreadsheet and inventory list. Tie it in with the communication plan.

6.5 LDAG AGM Report- Was sent with Agenda

6.6 New member forms to be collected-photos taken-new members are an apology for this meeting

6.7 T-shirt order
Nicole investigating an ordering for Family Fun Day 2020

7 OTHER BUSINESS-ROUND TABLE

Nicky-Up to $5,000 available for National Road Safety Week for activities to happen. Light something iconic up yellow.
Nicky will send through for consideration and if going ahead will support grant writing process. Potential idea paint car yellow while going through safety features of cars and pre vehicle check.

Nicole-Family Fun Day preparation-screen printing and t shirts for volunteers need to be organized.

Kym-Asking if Cyrenian House late stage patients can volunteer/mentor. Communicate with Maree

Kym-would like Family Fun Day flyers/posters for the hospital

Andrea-Committee approval for approaching artists -Once funding comes through for Youth Zone, Andrea needs to approach local artists to start branding with youth.

Moved by Nicole
Seconded by Heather
Carried unanimously

8 NEXT MEETING proposed for February 12th 2020

9 CLOSURE OF MEETING 1:04pm

Attachment 9.2

Shire of Nannup

rest • connect • grow

MINUTES

Audit Advisory Committee

Meeting held on 18 December 2019

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MINUTES

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:

The meeting was declared opened by the Shire President at 4.00 pm

Visitors: Nil.

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

PRESENT:

Shire President: Cr A Dean
Deputy Shire President: Cr R Mellema
Councillors: C Brown, V Corlett, P Fraser, C Stevenson, C Buckland, V Hansen
Tracie Bishop – Manager Corporate Services
Jon Jones – Manager Infrastructure

Apologies:
David Taylor – Chief Executive Officer

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE: Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE: Nil

5. PETITIONS/DEPUTATIONS/PRESENTATIONS: Nil.

6. DECLARATIONS OF INTEREST

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

Members should make any declarations at the start of the meeting but may declare an interest before the resolution of any agenda item.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS:

BUCKLAND/FRASER

That the Minutes of the Audit Advisory Committee Meeting of the Shire of Nannup held in Council Chambers on 22 August 2019 be confirmed as a true and correct record.

CARRIED (6/0)

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION: Nil

9. REPORTS BY MEMBERS ATTENDING COMMITTEES: Nil.

10. REPORTS OF OFFICERS:

Cr Dean & Cr Buckland attended an Exit Audit meeting between Council, representatives of the Office of the Auditor General and representatives of AMD Chartered Accountants– 11/12/2019.

Cr Brown entered meeting 4.02pm.

Cr Hansen entered meeting 4.03pm.

BUCKLAND/FRASER

Committee moved to suspend Standing Orders to allow for discussion at 4.07pm.

CARRIED (7/0)

AGENDA NUMBER:	10.1
SUBJECT:	Acceptance of Shire of Nannup Annual Report 2018/19
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 17
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	13 December 2019
ATTACHMENT:	10.1.1 – Annual Report 2018/19 is included as a separate document within the Special Meeting of Council 18 December 2019 10.1.2 – Auditor's Management Report 30 June 2019

BACKGROUND:

The Terms of Reference of the Audit Advisory Committee define its objectives as:

- Review the Audit Management Report of the local authority.
- Make recommendations to Council on the appointment of the Auditor.
- Review the effectiveness of the Council's governance arrangements.

Ms Maria Cavallo, Director and Ms Emily McKelvie, Client Advisor, AMD Chartered Accountants, and Ms Ann Ang, Assistant Director, Financial Audit Team from the Office of the Auditor General held a phone conference with Council representatives comprising the Shire President, Mr Tony Dean, Councillor Chris Buckland, Mr David Taylor, Chief Executive Officer and Ms Tracie Bishop, Manager Corporate Services on Wednesday the 11th of December 2019. This was for the purpose of an exit meeting to conclude the process surrounding the annual audit of Council's financial statements for 2018/19.

Within this meeting, all issues raised within the management report were discussed as well as advice that the Shire of Nannup audit had been completed with a non-qualifying status applied. In layman's terms this means that the statements were presented in a fair and transparent manner and that there were no material aspects of concern.

COMMENT:

The Annual Report for the Shire of Nannup for the financial year 2018/19 has been circulated to members prior to this committee meeting as an attachment to Item 6.1 at the December 2019 Special Meeting of Council. It contains all statutory information required, including the audited Annual Financial Statements for the year under review.

The Independent Auditors report compiled by the Office of Auditor General gave an opinion that the annual financial report of the Shire of Nannup:

i. based on proper accounts and records; and

ii. fairly represents, in all material respects, the results of the operations of Shire of Nannup for the year ended 30 June 2019 and its financial position at the end of that period in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

There was one adverse ratio noted, being the Operating Surplus Ratio. It was noted that this has been below the Department of Local Government, Sport and Cultural Industries' standard for the last three financial years. This adverse ratio has been reported on previously to Council. This ratio assesses a local governments ability to finance long term financial plans with particular emphasis on asset management, and community service levels. What this ratio indicates with a ratio of (.25) is that rates would need to have been increased by 25% within the 18/19 financial year in order to reach breakeven point.

As previously reported, this is not a feasible outcome however Council will need to consider how this can be addressed over the long term in order to stop this trend. The development of a rating strategy would be an option that could be created in order to work towards this. Similarly, work with the Long Term Financial Plan will also be helpful in determining a strategy for this ratio.

There was also a material matter noted within the report which indicated non-compliance with Part 6 of the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996. This was a contentious issue in that Officers were of the opinion that the figures submitted for calculation of this ratio were correct and that the ratio calculated could have been used. However, the Auditor General's office disagreed as a result of the Long Term Financial Plan (LTFP) not being endorsed by Council within the 2018/19 financial year. While it is disappointing to receive this non-compliance finding, the finding is easily reversed through bring the LTFP to Council for endorsement prior to June 30, 2020.

Management Report

There were 5 findings within the Management Report. This report is attached for Council consideration. Officers have noted auditor's comments and responded with actions to be taken in the future to address concerns.

STATUTORY ENVIRONMENT:

Section 7.12A of the Local Government Act 1995 deals with the duties of Local Government with respect to audits as follows:

(3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —

(a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and

(b) ensure that appropriate action is taken in respect of those matters.

(4) A local government is to —

(a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and

(b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: None.

STRATEGIC IMPLICATIONS: None.

RECOMMENDATION:

1. That Council accept the audited Annual Financial Statements for the Shire of Nannup, for the financial year 2018/19.

2. That Council acknowledges the findings of the management letter issued by The Office of the Auditor General as a result of the audit of the Annual Financial Statements and endorses the comments provided by management.

Cr Stevenson entered meeting at 4.15pm.

CORLETT/BUCKLAND

Committee moved to reinstate standing orders at 4.11pm.

CARRIED (8/0)

STEVENSON/HANSEN

1. ***That Council accept the audited Annual Financial Statements for the Shire of Nannup, for the financial year 2018/19.***

2. ***That Council acknowledges the findings of the management letter issued by The Office of the Auditor General as a result of the audit of the Annual Financial Statements and endorses the comments provided by management.***

CARRIED (8/0)

5. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN: Nil

6. CLOSURE OF MEETING

There being further business to discuss the Shire President declared the meeting closed at 4.28pm.

Attachment 12.1.1

Register of Delegated Development Approvals

Application Number	Owner's Name	Applicant's Name	Assessment Number	Property Address	Type of Development	Works or Use	Proposed cost of development	Date Received	Advertised	Issue Date	Authority
2019/37	Sam & Catherine Morrison	Sam & Catherine Morrison	A1835	Lot 2002 Hitchcock Dr, Nannup	Oversize outbuilding on a vacant Special Resdidential lot	Works	$40,000.00	22/10/2019	Yes - 2 weeks	11/11/2019	Delegated - CEO
2019/38	Rosemary Ilvess	Rosemary Ilvess	A1064	Lot 250 (5981) Vasse Hwy, Nannup	Dwelling in a flood risk area	Use	$20,000	23/10/2019	Yes - 42 days	11/12/2019	Delegated - CEO
2019/40	Zoe Martyn	Zoe Martyn	A329	Lot 2 (50 Warren Rd, Nannup	Change of use (holiday house)	Use	$5,000	29/10/2019	Yes - 2 weeks	15/11/2019	Delegated - CEO
2019/41	Laurence & Jennifer Forbes	Laurence & Jennifer Forbes	A1600	Lot 32 (22) Valley Way, Nannup	Building envelope extension	Works & use	$5,000	30/10/2019	No - no affected neighbours	11/11/2019	Delegated - CEO
2019/42	Lindesay & Anne Blackburne-Kane	Lindesay & Anne Blackburne-Kane	A1150	Lot 12 (18) Rivergum Way, Darradup	Oversize outbuilding	Works	$19,500	12/11/2019	Yes - 2 weeks	2/12/2019	Delegated - CEO
2019/44	Peter Grubb & Debra Grant	Peter Grubb & Debra Grant	A1640	Lot 235(11) Diggers Grn, Nannup	Overheight outbuilding on a vacant residential lot	Works	$40,000	6/12/2019	Yes - 2 weeks	20/12/2019	Delegated - CEO

Attachment 12.2.1

Policy Number:	LPP 3
Policy Type:	Local Planning Policy
Policy Name:	**Sea Containers**
Policy Owner:	Chief Executive Officer

Authority: Shire of Nannup Local Planning Scheme No. 3

POLICY BASIS

This is a local planning policy prepared under the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) and the *Shire of Nannup Local Planning Scheme No. 3* (LPS3).

OBJECTIVES

The objectives of this Policy are to:

1. Regulate the use of sea containers within the Shire of Nannup so as to ensure that they do not detract from the amenity of the area.
2. Allow for temporary controlled use of sea containers for storage and during building construction.
3. Outline Council's development standards in regard to the location and use of sea containers within the municipality.
4. Provide increased certainty for landowners, the community and others and to assist in providing greater consistency in decision making by the local government.

DEFINITIONS

In this Policy, the following definitions apply:

Dwelling - as defined in the *Residential Design Codes of Western Australia,* is a building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.

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

Sea Container - is a metal transportable structure designed for the storage and transport of goods from one location to another by road and sea, but can be used generally in five different ways:

a) Road and sea transport: Used by transport and shipping companies to transport and store goods or are temporary used for storage on private or public property.
b) Temporary storage of materials on a building site.
c) Conversion to a building for commercial uses, for example as a kiosk.
d) Conversion to a building for personal or commercial storage on a property.

e) Conversion to a habitable building complying with LPS3, *Building Code of Australia, Public Health Act 2016* and *Health (Miscellaneous Provisions) Act 1911* requirements.

Vacant lot - is a lot or property upon which no dwelling is constructed and includes a lot created pursuant to the *Strata Titles Act 1985* (as amended).

All other terms within this Policy shall have the same meaning given under the provisions of LPS3 or the 'deemed provisions' in the Regulations.

Application of the Policy

This Policy applies throughout the municipality.

Links to Local Planning Scheme and Other Documents

This Policy relates to various requirements set out in LPS3, the R Codes and is also guided by the *Building Act 2011*, *Building Regulations 2012* and the *Building Code of Australia.* Where there is an inconsistency between this Policy and the R Codes, then this Policy prevails to the extent of such inconsistency. Where there is an inconsistency between this Policy and LPS3, then LPS3 prevails to the extent of such inconsistency.

POLICY PROVISIONS

1. General

The Policy does not address the placement of transportable dwellings, relocated dwellings, railway carriages, or transportable offices, or the type of building commonly referred to as 'dongas'.

A sea container is not deemed to be an outbuilding or minor structure exempted from Development Approval of the local government under the Regulations or LPS3.

Other than proposals set out in sections 2 and 3 of this Policy, a Development Application is required to be submitted to the local government with associated development approval and a Building Permit gained prior to siting a sea container on a property.

2. Road and sea transport - temporary storage

No development approval or Building Permit is required for temporary storage of one (1) sea container on a lot in all zones for up to three (3) months. This is subject to the sea container not being located within the front boundary setback area or in areas designated for car parking or landscaping.

Multiple sea containers can be located on lots zoned Industry, Agriculture, Agriculture Priority 1 and Agriculture Priority 2 zones for up to 3 months, without a requirement for development approval or a Building Permit, provided the sea containers are not located within the front boundary setback area, or in areas designated for car parking

or landscaping. Subject to the intended use, such as a transport depot, the overall development may however require development approval.

Sea containers must be stored in neat rows (not stacked) and shall be screened by landscaping, fencing or other means acceptable to the local government, to ensure that storage areas are not exposed to view from nearby roads or other public places.

3. Temporary storage of materials on a building site

In all zones, a sea container may be placed on a property to store building materials while construction of an approved dwelling, approved commercial building, or other approved building is being carried out on the property, without requiring development approval or a Building Permit. A sea container must not, however, be placed on the property prior to the issue of a Building Permit for the dwelling, approved commercial building or other approved building and the sea container must be removed immediately upon completion of construction or the expiry of the Building Permit.

4. Conversion to a building for personal or commercial storage

Proposals to permanently place a sea container on a property zoned Residential or Special Residential are generally discouraged as they can impact local amenity. Where a Development Application is received, to permanently place a sea container on a property zoned Residential or Special Residential, the local government may invite comments from neighbours, prior to determining the Development Application.

The local government does not favour permanent sea containers within a Heritage Area or within a Landscape Values Area unless it is effectively screened from main roads or key tourist routes.

The local government will consider Development Applications on their merits in other zones.

A Development Application proposing conversion to a building for personal or commercial storage on a property is required to address the following:

a) The sea container not being used for habitable purposes.
b) The sea container is screened from public view and is not easily seen from nearby roads, other public places, or adjoining properties; and/or
c) If the sea container will be easily seen from nearby roads, other public places, or adjoining properties, then the exterior of the sea container shall be in a state of good repair or shall be upgraded (i.e. painted to blend in with the surrounding development or landscape) within three (3) months of being placed on site.
d) The sea container is not located within the front setback. The sea container is to be appropriately sited to address side and rear boundary setbacks as per LPS3, be within an approved building envelope, or located outside of building exclusion areas.
e) The number of sea container/s per property is at the discretion of the local government.

5. Conversion to a building for habitation

Sea containers shall not be used for habitable purposes, unless they gain local government approval and comply with LPS3, the *Building Code of Australia*, *Public Health Act 2016* and *Health (Miscellaneous Provisions) Act 1911* as a habitable unit. The local government will have regard to other Local Planning Policies as relevant.

An application to permanently or temporarily place a sea container on a property for habitation purposes shall not be supported, unless the following criteria are met:

a) The exterior of the sea container shall be in a state of good repair. Unless screened from nearby roads, other public places and adjoining properties, or suitably justified by the applicant, the local government may require the sea containers to be reclad or treated in such a way to make them visually more compatible with the surrounding environment, and the dwelling to incorporate measures such as verandahs to improve the visible appearance of the structure.
b) Set back from the boundary as required by LPS3, within an approved building envelope, or located outside of building exclusion areas.
c) Comply with requirements of the *Building Code of Australia*, *Public Health Act 2016,* and *Health (Miscellaneous Provisions) Act 1911* requirements.

6. <u>Setbacks/Location</u>

For zones subject to the R Codes, permanent sea containers are to be setback in accordance with the R Codes. For other zones, setbacks are outlined in LPS3 or sea containers are to be located within the approved building envelope for the site or outside of building exclusion areas.

The local government may approve sea containers that are setback less than 1.0 metre from side and rear boundaries on residential lots, subject to compliance with the fire separation requirements of the Building Code of Australia and consultation with adjoining landowners.

7. <u>Sea containers on Vacant Lots</u>

The local government will consider sea containers on vacant lots in most zones.

In general, the local government does not support sea containers on a vacant lot in the Residential zone, Special Residential zone and in Special Use zones (where it is subject to the R Codes) except where the construction of a dwelling is imminent on the lot. The local government may consider approving a sea container on a vacant lot in these zones subject to the applicant gaining necessary approvals for the dwelling, or the applicant providing appropriate written assurances that a dwelling will be shortly applied for and substantially completed within two years of the sea container receiving conditional development approval.

8. <u>Land Uses</u>

Sea containers are not to be used for commercial, industrial, habitable or other non-domestic purposes other than as approved by the local government. Sea containers

are to be used for low-key ‘domestic’ uses, to the satisfaction of the local government, that do not create undesirable impacts on adjoining or nearby properties.

ADMINISTRATION

Matters to be Addressed Prior to Formally Lodging the Application

Proponents are encouraged to discuss proposals that seek to vary Policy requirements with the Shire administration early on in the planning process and prior to the formal lodgement of any Development Application.

Application Requests

The following details are to be submitted with the Development Application:

a) A completed Application for Development Approval and payment of the required fee.
b) A neatly drawn and scaled site plan showing the proposed location of the sea container and detailing setbacks to boundaries. The site plan should also include other buildings, access ways, vegetation and other key features on the property.
c) Photographs of the container(s) prior to uplift if available.
d) The proposed size and use of the sea container and if approval is being sought for a temporary period (state time period) or on a permanent basis.
e) Evidence by photos that the sea container will be adequately screened from view and is not easily seen from nearby roads, other public places, or adjoining properties.
f) If a sea container can be easily seen from nearby roads, other public places, or adjoining properties, then details of any upgrading and/or colour to be painted are to be provided.

Consultation with Landowners and Stakeholders

The local government may consult with adjoining/nearby landowners where an application for a sea container is made that does not comply with the requirements of this Policy.

Assessing the Development Application

The local government may refuse a Development Application where it is inconsistent with this Policy, LPS3, the R Codes, based on the information provided by the applicant, or based on information set out in any submission.

Each application is considered on its merits based on matters such as the context and location. When considering applications for development approval, the local government will have regard to various matters including:

- the zoning of the lot;
- lot size, shape and features, including the extent of existing screening;
- the existing level of development, including sea containers, on the site;

- setbacks and location of the proposed sea container;
- the effect on the streetscape and visibility from nearby public places;
- the intended use and demonstrated need for the sea container;
- provisions and requirements set out in LPS3, the R Codes and the Building Code of Australia;
- relevant State Planning Policies and Local Planning Policies;
- other planning considerations including Structure Plans and Local Development Plans;
- written comments from affected landowners; and
- any other circumstance and factor affecting the application in the opinion of the local government.

The 'onus of proof' rests with the applicant to justify their application based on the requirements of this Policy.

Approval Conditions

Conditions of approval shall be applicable, as deemed necessary by the local government. The conditions may include:

a) The exterior of the sea container shall be upgraded to blend with the surrounding development or landscape in terms of colour and finish within three (3) months of being placed on site to the satisfaction of the local government.
b) The sea container is permitted to be used for (insert use) only and shall not be used for habitable purposes, unless approved by the local government.
c) This approval shall expire (insert date or insert "if the development herby permitted is not completed within 3 months"). The sea container shall be removed from the subject site at the expiry of the approval or after the expiry of any extension of that time which may be provided by the local government.
d) If the sea container falls into disrepair, or becomes unsightly, the local government will require its removal, with the cost to be met or reimbursed by the landowner.

Additional Approvals Required

A Building Permit is required, prior to the placement of the sea container on site, where proposed to be permanent or located long term (refer to sections 4 and 5 of this Policy). The Building Permit may, at the discretion of the Building Surveyor, need to include certification from a professional engineer, as to the method of providing structural tie down.

No Building Permit is required for a temporary sea container as set out in sections 2 and 3 of this Policy. Proponents should however adopt a risk-based approach regarding securing tie down. A Building Permit is required for the associated dwelling, commercial building, or other building.

Related Policies:	*LPP 1 Cut & Fill and Retaining Wall* *LPP 2 Private Stormwater Drainage Connections to Council's Stormwater Drains* *LPP 11 Development in Flood Prone Areas*

	LPP22 Outbuildings
Related Procedures/Documents:	
Delegation Level:	Chief Executive Officer, Building Surveyor
Adopted:	… 2020
Reviewed:	

61. Development for which development approval not required

(1) Development approval of the local government is not required for the following works —

(a) the carrying out of works that are wholly located on an area identified as a regional reserve under a region planning scheme;

Note:

Approval may be required from the Commission for development on a regional reserve under a region planning scheme.

(b) the carrying out of internal building work which does not materially affect the external appearance of the building unless the development is located in a place that is —

(i) entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*; or

(ii) the subject of an order under the *Heritage of Western Australia Act 1990* Part 6; or

(iii) included on a heritage list prepared in accordance with this Scheme and identified on that list as having an interior with cultural heritage significance; or

(iv) the subject of a heritage agreement entered into under the *Heritage of Western Australia Act 1990* section 29;

(c) the erection or extension of a single house on a lot if the R-Codes apply to the development and the development satisfies the deemed-to-comply requirements of the R-Codes unless the development is located in a place that is —

(i) entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*; or

(ii) the subject of an order under the *Heritage of Western Australia Act 1990* Part 6; or

(iii) included on a heritage list prepared in accordance with this Scheme; or

(iv) within an area designated under the Scheme as a heritage area; or

(v) the subject of a heritage agreement entered into under the *Heritage of Western Australia Act 1990* section 29;

(d) the erection or extension of an ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool on the same lot as a single house or a grouped dwelling if the R-Codes apply to the development and the development satisfies the deemed-to-comply requirements of the R-Codes unless the development is located in a place that is —

(i) entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*; or

(ii) the subject of an order under the *Heritage of Western Australia Act 1990* Part 6; or

(iii) included on a heritage list prepared in accordance with this Scheme; or

(iv) within an area designated under the Scheme as a heritage area; or

(v) the subject of a heritage agreement entered into under the *Heritage of Western Australia Act 1990* section 29;

(e) the demolition of a single house, ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool except where the single house or other structure is —

(i) located in a place that is entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*; or

(ii) the subject of an order under the *Heritage of Western Australia Act 1990* Part 6; or

(iii) included on a heritage list prepared in accordance with this Scheme; or

(iv) located within an area designated under this Scheme as a heritage area; or

(v) the subject of a heritage agreement entered into under the *Heritage of Western Australia Act 1990* section 29;

(f) temporary works which are in existence for less than 48 hours, or a longer period agreed by the local government, in any 12 month period;

(g) the temporary erection or installation of an advertisement if —

(i) the advertisement is erected or installed in connection with an election, referendum or other poll conducted under the *Commonwealth Electoral Act 1918* (Commonwealth), the *Electoral Act 1907* or the *Local Government Act 1995*; and

(ii) the primary purpose of the advertisement is for political communication in relation to the election, referendum or poll; and

(iii) the advertisement is not erected or installed until the election, referendum or other poll is called and is removed no later than 48 hours after the election, referendum or other poll is conducted;

(h) the erection or installation of a sign of a class specified in a local planning policy or local development plan that applies in respect of the sign unless the sign is to be erected or installed —

(i) on a place included on a heritage list prepared in accordance with this Scheme; or

(ii) on land located within an area designated under this Scheme as a heritage area;

(i) the carrying out of any other works specified in a local planning policy or local development plan that applies to the development as works that do not require development approval;

(j) the carrying out of works of a type identified elsewhere in this Scheme as works that do not require development approval.

Note:

1. The *Planning and Development Act 2005* section 157 applies in respect of the carrying out of works necessary to enable the subdivision of land if the Commission has approved a plan of the subdivision.

2. The *Planning and Development Act 2005* section 6 applies in respect of the carrying out of public works by the Crown, the Governor, the Government of the State or a local government

(2) Development approval of the local government is not required for the following uses —

(a) a use that is wholly located on an area identified as a regional reserve under a region planning scheme;

Note:

Approval may be required from the Commission for development on a regional reserve under a region planning scheme.

(b) development that is a use identified in this Scheme as a use that is permitted in the zone in which the development is located and —

(i) the development has no works component; or

(ii) development approval is not required for the works component of the development;

(c) the use of premises as a home office;

(d) temporary use which is in existence for less than 48 hours, or a longer period agreed by the local government, in any 12 month period;

(e) any other use specified in a local planning policy or local development plan that applies to the development as a use that does not require development approval;

(f) use of a type identified elsewhere in this Scheme as use that does not require development approval.

(3) Despite subclause (1) development approval may be required for certain works carried out —

(a) in a special control area; or

(b) on land designated by an order made under the *Fire and Emergency Services Act 1998* section 18P as a bush fire prone area.

(4) For the purposes of subclause (1)(c) or (d), development is to be taken to satisfy a deemed-to-comply requirement of the R-Codes if it complies with —

(a) a requirement in a local development plan or activity centre plan made under the R-Codes that amends or replaces the deemed-to-comply requirement; or

(b) a requirement —

(i) in a structure plan that was approved before the day referred to in the *Planning and Development (Local Planning Schemes) Regulations 2015* regulation 2(b); and

(ii) that amends or replaces the deemed-to-comply requirement;

or

(c) a requirement in a local planning policy that amends or replaces the deemed-to-comply requirement.

(5) If under subclause (1)(c) or (d) development approval is not required for the carrying out of works on land, the owner of the land may provide to the local government confirmation of the matters set out in subclause (1)(c) or (d), as relevant, in a manner and form approved by the Commission.

[Clause 61 amended: Gazette 7 Dec 2015 p. 4883-4.]

Part 8 — Applications for development approval

62. Form of application

(1) An application for development approval must be —

(a) made in the form of the "Application for development approval" set out in clause 86(1); and

(b) signed by the owner of the land on which the proposed development is to be located; and

(c) accompanied by any fee for an application of that type set out in the *Planning and Development Regulations 2009* or prescribed under the *Local Government Act 1995*; and

(d) accompanied by the plans and information specified in clause 63.

Attachment 12.3.1

Shire of Nannup

MEMORANDUM OF UNDERSTANDING BETWEEN THE SHIRE OF NANNUP AND USER GROUPS OF THE NANNUP COMMUNITY SHEDS

The purpose of this Memorandum of Understanding is to clarify the management and tenancy issues of the Community Storage sheds on the Kearney Street Depot site and covers the period 1 July 2014 to 30 June 2019.

The facility is owned by the Shire of Nannup and the tenants are the Youth Advisory Council, Nannup Music Club, Nannup Garden Village and the Nannup Arts Council/South West Foodbowl Festival. (It is acknowledged that the Nannup Arts Council and South West Foodbowl Festival will share a bay and share the cost of the annual contribution).

The purpose of the community storage shed is for the storage of goods and equipment.

The annual contribution from each stakeholder group effective from July 1 2014 is $200 plus GST and covers maintenance, building insurance, ant and annual termite inspections, baiting program for vermin, power, cleaning gutters and repairing/replacing keys and locks. The Nannup Youth Advisory Council is exempt from this fee as a Committee of Council. This fee will be reviewed in June 2019.

Council will be responsible for:

1. Building insurance.
2. Payment of utility bills.
3. Maintaining the buildings in accordance with the Memorandum of Understanding.

Each user group will be responsible for:

1. Any contents insurance required to cover their items stored within the sheds.
2. Keeping their bays in a clean and tidy state.
3. Making good any damage caused by the tenant.
4. Providing two current shed keys to the Shire of Nannup.

The Community Groups will be jointly responsible for:

1. Managing their keys including the maintenance of a key register.
2. Managing the additional storage bay and the shared equipment.

The Community Groups must not:

1. Modify the building without the prior approval of Council.
2. Sublet the storage bays without the prior approval of Council.
3. Use the buildings in any manner which may be or become a nuisance, disturbance or annoyance to the quiet and comfort of any occupier of any premises in the vicinity.
4. Store any inflammable liquids, acetylene gas, dangerous chemicals or volatile or explosive oils, compounds or substances on the premises.

Signed .....
Robert Jennings Shire of Nannup Chief Executive Officer.

Date ....08 10 . 14.....

Signed .....
Vanda Crothers, Deputy Chairman, Nannup Music Club

Date ....11 . 8 . 14.....

Signed .....
Heather Walford, Chairman, Nannup Garden Village

Date ....10 . 6 . 14.....

Signed .....
Carol Pinkerton, Chairman, Nannup Arts Council

Date ....8 - 10 - 14.....

Signed .....
Kerrie Yabsley, Nannup Youth Advisory Council

Date ....10. 6. 14.....

Signed .....
Barbara Dunnet, South West Foodbowl Festival

Date ....29/6/14.....

Attachment 12.3.2

COMMUNITY SHED - EQUIPMENT HIRE FORM
EQUIPMENT HIRE FORM

Contact the Community Shed Coordinator if you have any specific enquiries regarding fees or how to complete this form.

Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

Section 1 - Applicant details

Details of the applicant.

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Company

First name: Given name(s):

Last name:

Company name: ACN/ARBN:

Postal address:

Locality: State: Postcode:

Phone: Fax:

Mobile: Email:

Section 2 - Items for Hire

Details of equipment that can be hired and any relevant conditions.

Number available	Item	Cost Not for Profit Group	Cost All Others	Additional Hire Conditions
4	3x3 gazebo with walls	$30	50	Must be returned dry.
1	8x8 hexagon shaped white marquee with walls and posts	$150	300	Must be returned dry. If assistance required to install and dismantle a local community group can do this for $200.
1	15m x 12 m bone colour stretch tent with poles	$200	400	*Additional bond $500.* Must be returned dry. If assistance required to install and dismantle a local community group can do this for $200.
150	White plastic chairs	$2	$2	Cost is per unit.
20	Plastic trestles	$8	$10	Cost is per unit.
2	Stainless steel benches	$20	$20	Cost is per unit.

Section 3 - Booking Details

Details of equipment to be hired and dates.

Item	Dates of Hiring (from/to)		No Required	Total Days	*Office Use Only* Equipment Returned
3x3 Gazebo with walls					
8x8 Hexagon Shaped Marquee					
15m x 12 m Stretch Tent					
Plastic Chairs					
Plastic Trestles					
Benches - Stainless steel					
				Officer Initials:	

Section 4 – Security Deposit & Payment

Dates of hire and payment details

Hire Charge:

Bond Charge:

Total Payment:

Lodgement

Date, sign, and forward this application, with fee and required supporting documentation (if any) to be forwarded to the Nannup Community Sheds Coordinator.

I acknowledge that I have read the Conditions of Hire and undertake to be bound by and comply with these Conditions in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the equipment in association with this application shall comply with the Conditions.

I have inspected the equipment and acknowledge it is clean, damage free and will be suitable for the intended use.

I indemnify the Nannup Community Sheds in accordance with the Condition of Hire, from any claim arising from any incident occurring with the use of the equipment during the hire period.

I agree to be responsible for the cleaning of, and any damages that occur during, the use of the equipment. I agree to be invoiced for any costs associated with damage and cleaning that are incurred following the return of the equipment that are a result of this hire.

Signature: Date:

Fee: ..... Receipt number: .....

Date: ..... Received by: .....

Attachment 12.5.1

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 November 2019

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Shire of Nannup

Information Summary

For the Period Ended 30 November 2019

Key Information

Report Purpose

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

Overview

Summary reports and graphical progressive graphs are provided on pages 2 - 3.
Please be aware that Budget Review occurs between February and March, therefore Budget review items are yet to be produced in this set of statements.

Statement of Financial Activity by reporting program

Is presented on page 3 and shows a surplus as at 30 November 2019 of $2,294,923.

Items of Significance

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

Capital Expenditue

	% Collected / Completed	Annual Budget	YTD Budget	YTD Actual
Significant Projects				
Grants, Subsidies and Contributions				
Operating Grants, Subsidies and Contributions	52%	-$ 1,022,687	-$ 1,747,047	-$ 529,995
Non-operating Grants, Subsidies and Contributions	28%	-$ 685,062	-$ 685,062	-$ 195,222
	42%	-$ 1,707,749	-$ 2,432,109	-$ 725,217
Rates Levied	100%	$ 1,771,448	$ 1,771,448	$ 1,775,736

% Compares current ytd actuals to annual budget

Financial Position		Prior Year 30 June 2019	Current Year 30 June 2020	Note
Adjusted Net Current Assets	77%	$ 2,947,888	$ 2,273,851	3
Cash and Equivalent - Unrestricted		$ 2,297,562	$ 2,623,344	3 & 4
Receivables - Rates	141%	$ 550,030	$ 774,176	3 & 6
Receivables - Other	503%	$ 41,734	$ 209,918	3 & 6
Payables	62%	$ 113,667	$ 70,254	3

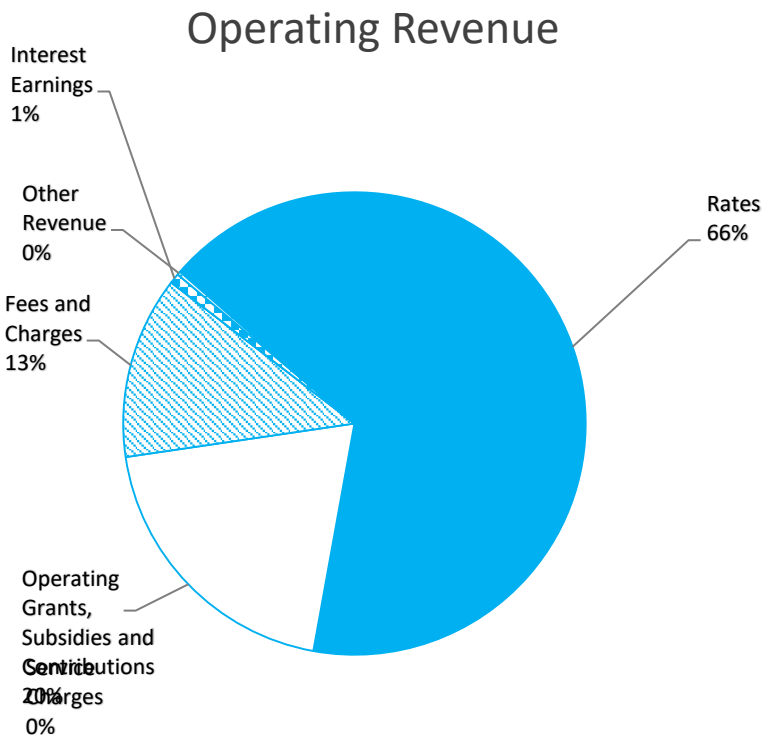
% Compares current ytd actuals to prior year actuals at the same time

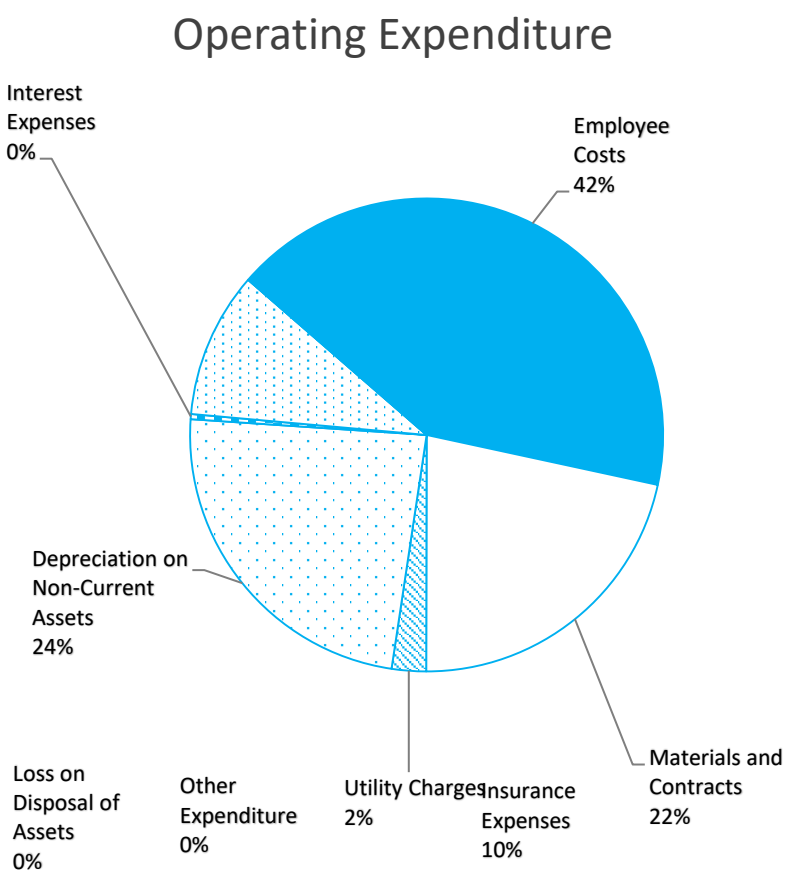
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

Preparation

Prepared by:	Susan Fitchat
Reviewed by:	Tracie Bishop
Date prepared:	9/01/2020

Shire of Nannup
Information Summary
For the Period Ended 30 November 2019





SHIRE OF NANNUP
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 November 2019

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Opening Funding Surplus(Deficit)		872,521	872,521	**943,103**	70,581	8%	
Revenue from operating activities							
Governance		0	0	**0**	0		
General Purpose Funding - Rates	9	1,771,448	*1,771,448*	**1,775,736**	4,288	0%	
General Purpose Funding - Other		786,687	327,786	**339,012**	11,225	3%	
Law, Order and Public Safety		227,986	94,994	**216,045**	121,051	127%	
Health		16,750	6,979	**10,761**	3,782	54%	
Education and Welfare		54,644	22,768	**12,234**	(10,534)	(46%)	
Housing		20,800	8,667	**8,800**	133	2%	
Community Amenities		339,356	141,398	**294,537**	153,139	108%	
Recreation and Culture		11,940	4,975	**8,293**	3,318	67%	
Transport		486,854	202,856	**105**	(202,751)	(100%)	
Economic Services		26,975	11,240	**3,636**	(7,604)	(68%)	
Other Property and Services		15,400	6,417	**2,873**	(3,544)	(55%)	
		3,758,841	**2,599,528**	**2,672,032**			
Expenditure from operating activities							
Governance		(1,170,369)	(487,654)	**(382,328)**	105,326	22%	
General Purpose Funding		(82,344)	(34,310)	**(18,833)**	15,477	45%	
Law, Order and Public Safety		(379,085)	(157,952)	**(174,763)**	(16,810)	(11%)	
Health		(54,363)	(22,651)	**(22,137)**	514	2%	
Education and Welfare		(119,206)	(49,669)	**(43,146)**	6,524	13%	
Housing		(38,407)	(16,003)	**(8,594)**	7,408	46%	
Community Amenities		(398,170)	(165,904)	**(138,672)**	27,232	16%	
Recreation and Culture		(262,502)	(109,376)	**(120,118)**	(10,743)	(10%)	
Transport		(1,113,314)	(463,881)	**(447,068)**	16,813	4%	
Economic Services		(343,125)	(142,969)	**(70,208)**	72,760	51%	
Other Property and Services		(841,127)	(350,469)	**(383,943)**	(33,474)	(10%)	
		(4,802,012)	**(2,000,838)**	**(1,809,811)**			
Financing Costs							
Community Amenities		(1,570)	(654)	**(906)**	(252)	38%	
		(1,570)	**(654)**	**(906)**			
Operating activities excluded from budget							
Add back Depreciation		816,280	340,117	**395,951**	55,834	16%	▲
Adjust (Profit)/Loss on Asset Disposal	8	22,200	22,200	**0**	(22,200)	(100%)	
Adjust Provisions and Accruals		0	0	**34,245**	34,245		▲
Amount attributable to operating activities		**(206,262)**	**960,352**	**1,291,510**			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	947,792	394,913	**195,222**	(199,691)	(51%)	▼
Proceeds from Disposal of Assets	8	70,000	29,167	**0**	(29,167)	(100%)	
Land Held for Resale		0	0	**0**	0		
Land and Buildings	13	(142,730)	(59,471)	**0**	59,471	100%	▲
Infrastructure Assets - Roads	13	(721,371)	(300,571)	**(134,312)**	166,259	55%	▲
Infrastructure Assets - Public Facilities	13	0	0	**0**	0		
Infrastructure Assets - Footpaths	13	0	0	**0**	0		
Infrastructure Assets - Drainage	13	0	0	**0**	0		
Plant and Equipment	13	(426,000)	(177,500)	**0**	177,500	100%	▲
Furniture and Equipment	13	(38,000)	(15,833)	**0**	15,833	100%	▲
Amount attributable to investing activities		**(310,309)**	**(129,295)**	**60,910**			
Financing Actvities							
Loan Repayments Capital		(33,728)	(33,728)	**0**	33,728	(100%)	
Self-Supporting Loan Principal		49,796	20,749	**20,502**	(247)	(1%)	
Transfer from Reserves	7	104,000	43,333	**0**	(43,333)	(100%)	▼
Repayment of Debentures	10	(49,796)	(20,749)	**(20,502)**	247	1%	
Transfer to Reserves	7	(355,000)	(147,917)	**(600)**	147,317	100%	▲
Amount attributable to financing activities		**(284,728)**	**(138,311)**	**(600)**			
Closing Funding Surplus(Deficit)	3	**71,223**	**1,565,267**	**2,294,923**			

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

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

SHIRE OF NANNUP
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 November 2019

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Opening Funding Surplus (Deficit)		872,521	872,521	**943,103**	70,581	8%	
Revenue from operating activities							
Rates	9	1,771,448	*1,771,448*	**1,775,736**	4,288	0%	
Operating Grants, Subsidies and Contributions	11	1,045,827	435,761	**529,995**	94,233	22%	▲
Fees and Charges		475,089	197,954	**340,943**	142,990	72%	▲
Service Charges		0	0	**0**	0		
Interest Earnings		70,757	29,482	**19,002**	(10,480)	(36%)	
Other Revenue		395,720	164,883	**6,356**	(158,527)	(96%)	▼
		3,758,841	**2,599,528**	**2,672,032**			
Expenditure from operating activities							
Employee Costs		(1,889,777)	(787,407)	**(701,912)**	(85,495)	(11%)	▼
Materials		(1,168,512)	(486,880)	**(361,631)**	(125,249)	(26%)	▼
Contracts		(613,307)	(255,545)	**(139,552)**	(115,993)	(45%)	▼
Utility Charges		(98,140)	(40,892)	**(39,120)**	(1,771)	(4%)	
Depreciation on Non-Current Assets		(816,280)	(340,117)	**(395,952)**	55,835	16%	▲
Interest Expenses		(18,098)	(7,541)	**(5,877)**	(1,663)	(22%)	
Insurance Expenses		(176,169)	(73,404)	**(166,674)**	93,271	127%	▲
Other Expenditure		(1,100)	(458)	**0**	(458)	(100%)	
(Profit)/Loss on Sale of Assets		(22,200)	(9,250)	**0**	(9,250)	(100%)	
		(4,803,582)	**(2,001,493)**	**(1,810,718)**			
Operating activities excluded from budget							
Add back Depreciation		816,280	340,117	**395,952**	55,835	16%	▲
Adjust (Profit)/Loss on Asset Disposal	8	22,200	22,200	**0**	(22,200)	(100%)	
Adjust Provisions and Accruals		0	0	**34,245**	34,245		▲
Amount attributable to operating activities		**(206,262)**	**960,352**	**1,291,510**			
Investing activities							
Non-Operating Grants, Subsidies and Contributions	11	947,792	394,913	**195,222**	(199,691)	(51%)	▼
Proceeds from Disposal of Assets	8	70,000	29,167	**0**	(29,167)	(100%)	
Land Held for Resale		0	0	**0**	0		
Land and Buildings	13	(142,730)	(59,471)	**0**	59,471	100%	▲
Infrastructure Assets - Roads	13	(721,371)	(300,571)	**(134,312)**	166,259	55%	▲
Infrastructure Assets - Public Facilities	13	0	0	**0**	0		
Infrastructure Assets - Footpaths	13	0	0	**0**	0		
Infrastructure Assets - Drainage	13	0	0	**0**	0		
Plant and Equipment	13	(426,000)	(177,500)	**0**	177,500	100%	▲
Furniture and Equipment	13	(38,000)	(15,833)	**0**	15,833	100%	▲
Amount attributable to investing activities		**(310,309)**	**(129,295)**	**60,910**			
Financing Activities							
Loan Repayments Capital		(33,728)	(33,728)	**0**	33,728	(100%)	
Self-Supporting Loan Principal		49,796	20,749	**20,502**	(247)	(1%)	
Transfer from Reserves	7	104,000	43,333	**0**	(43,333)	(100%)	▼
Repayment of Debentures	10	(49,796)	(20,749)	**(20,502)**	247	1%	
Transfer to Reserves	7	(355,000)	(147,917)	**(600)**	147,317	100%	▲
Amount attributable to financing activities		**(284,728)**	**(138,311)**	**(600)**			
Closing Funding Surplus (Deficit)	3	**71,223**	**1,565,267**	**2,294,923**	**729,656**	47%	▲

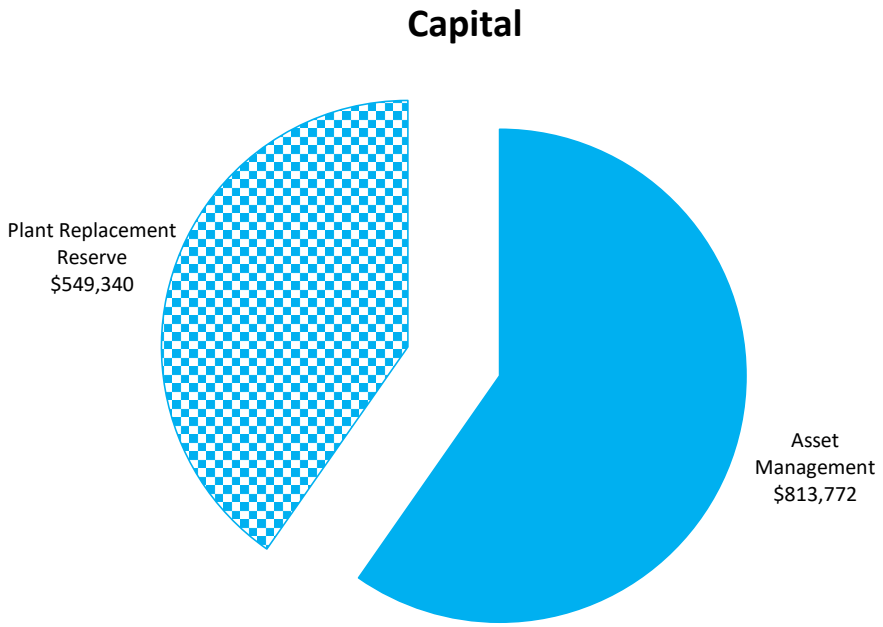
Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

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

SHIRE OF NANNUP
STATEMENT OF CAPITAL ACQUSITIONS AND CAPITAL FUNDING
For the Period Ended 30 November 2019

Capital Acquisitions

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		$	$	$	$	$	$
Land and Buildings	13	0	0	0	(142,730)	**0**	0
Infrastructure Assets - Roads	13	(134,312)	0	(721,371)	(721,371)	**(134,312)**	587,059
Infrastructure Assets - Public Facilities	13	0	0	0	0	**0**	0
Infrastructure Assets - Footpaths	13	0	0	0	0	**0**	0
Infrastructure Assets - Drainage	13	0	0	0	0	**0**	0
Proceeds from Advances		0	0	0	0	**0**	0
Plant and Equipment	13	0	0	(426,000)	(426,000)	**0**	426,000
Furniture and Equipment	13	0	0	0	(38,000)	**0**	0
Capital Expenditure Totals		(134,312)	0	(1,147,371)	(1,328,101)	**(134,312)**	1,013,059
Capital acquisitions funded by:							
Capital Grants and Contributions				**(183,640)**	**(154,500)**	**(168,835)**	
Borrowings				**0**	**0**	**0**	
Other (Disposals & C/Fwd)				**29,167**	**70,000**	**0**	
Council contribution - Cash Backed Reserves							
Asset Management		**0**	**0**	$813,772	(24,000)	0	**(813,772)**
Plant Replacement Reserve		**0**	**0**	$549,340	(22,000)	0	**(549,340)**
Council contribution - operations				**(2,356,010)**	**(1,197,601)**	**34,523**	
Capital Funding Total				**(1,147,371)**	**(1,328,101)**	**(134,312)**	



SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

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

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

Asset	**Years**	**Method**
Buildings	20 to 100 years	Straight Line
Furniture and Equipment	4 to 20 years	Straight Line
Plant and Equipment	5 to 20 years	Straight Line
Sealed Roads		
formation	not depreciated	
pavement	80 years	Straight Line
seal		
bituminous seals	34 years	Straight Line
asphalt surfaces	43 years	Straight Line
Gravel Roads		
formation	not depreciated	
pavement	80 years	Straight Line
Formed roads		
formation	not depreciated	
pavement	80 years	Straight Line
Footpaths - slab	50 to 60 years	Straight Line
Kerbs	100 years	Straight Line
Parks & Gardens	50 to 75 years	Straight Line
Water Supply Piping and Draing Systems	75 to 130 years	Straight Line
Bridges	90 to 110 years	Straight Line

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

(m) Interest-bearing Loans and Borrowings

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

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

Borrowing Costs

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

(n) Provisions

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

(o) Current and Non-Current Classification

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

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Program Classifications (Function/Activity)

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

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

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 2: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2019/20 year is $30,000 or 10% whichever is the greater.
Please be aware that Budget Review occurs between February and March, therefore Budget review items are yet to be produced in this set of statements.

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

Gross (Deficit) / Surplus Expected		ORIG EST
Revenue	$	-
Expenditure	$	-
Capital	$	-
Other Items	$	-
Projected (Deficit) / Surplus	**$**	**-**

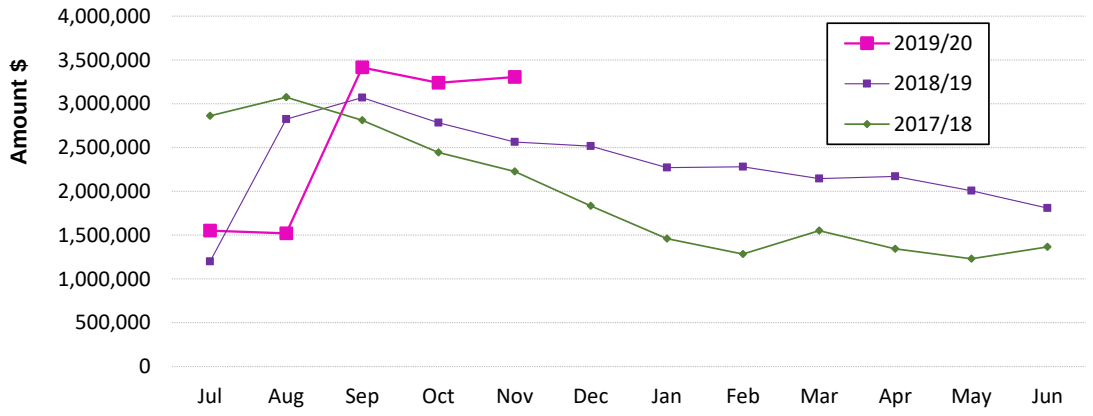
SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing 30 June 2019	This Time Last Year 30 Nov 2018	Current 30 Nov 2019
		$	$	$
Current Assets				
Cash Unrestricted	4	1,569,570	2,297,562	2,729,427
Cash Restricted - Conditions over Grants	11	(940,860)	0	(940,860)
Cash Restricted	4	2,622,744	2,017,638	2,623,344
Receivables - Rates & Rubbish		178,425	550,030	774,176
Receivables - Other	6	521,369	41,734	209,918
Interest / ATO Receivable/ Trust	6	129,806	365,270	13,276
Inventories		6,240	6,240	6,240
		4,087,294	5,278,475	5,415,520
Less: Current Liabilities				
Payables		(113,667)	(21,852)	(70,254)
Provisions		(389,941)	(340,733)	(355,697)
		(503,608)	(362,586)	(425,951)
Less:				
Cash Reserves	7	(2,622,744)	(2,017,638)	(2,623,344)
Restricted Assets		(54,302)	(19,324)	(127,296)
YAC Committee		(16,250)	(16,250)	(16,250)
ATO Liability		(45,205)	(30,656)	(27,938)
Loans receivable - Clubs/Institutions		(35,935)	(1,969)	(49,797)
		(2,774,437)	(2,085,838)	(2,844,626)
Add:				
Cash Backed Long Service Leave		133,852	117,836	128,908
		133,852	117,836	128,908
		943,103	**2,947,888**	**2,273,851**

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	$	$	$	$			
(a) **Cash Deposits**							
Municipal Bank Account	1,729,177			1,729,177	CBA	Tiered	At Call
Reserve Bank Account		73,344		73,344	CBA	Tiered	At Call
Trust Bank Account			23,182	23,182-	CBA	Tiered	At Call
Cash On Hand	250			250	N/A	Nil	On Hand
(b) **Term Deposits**							
Municipal	500,000			500,000	WPC	2.20%	11-Dec-19
Municipal - At call	500,000			500,000	CBA	0.90%	At Call
Reserves		2,550,000		2,550,000	WPC	2.22%	11-Jun-20
Total	**2,729,427**	**2,623,344**	**23,182**	**5,375,953**			

Comments/Notes - Investments

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 5: Budget Amendments

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

Please be aware that Budget Review occurs between February and March, therefore Budget review items are yet to be produced in this set of statements.

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				$	$	$	$
	Budget Adoption		Opening Surplus(Deficit)				71,223
	Surplus Brought Forward amendment						71,223
	Expenditure and Income Net from original Budget						71,223
	Operating Permanent Changes						
	Governance						
	General Purpose Funding						
	Law & Order						
	Education & Welfare						
	Housing						
	Community Amenities						
	Recreation and Culture						
	Transport						
	Economic Development						
	Other Property & Services						
	Capital Expenditure						
				0	**0**	**0**	**71,223**

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

Comments/Notes - Budget Amendments

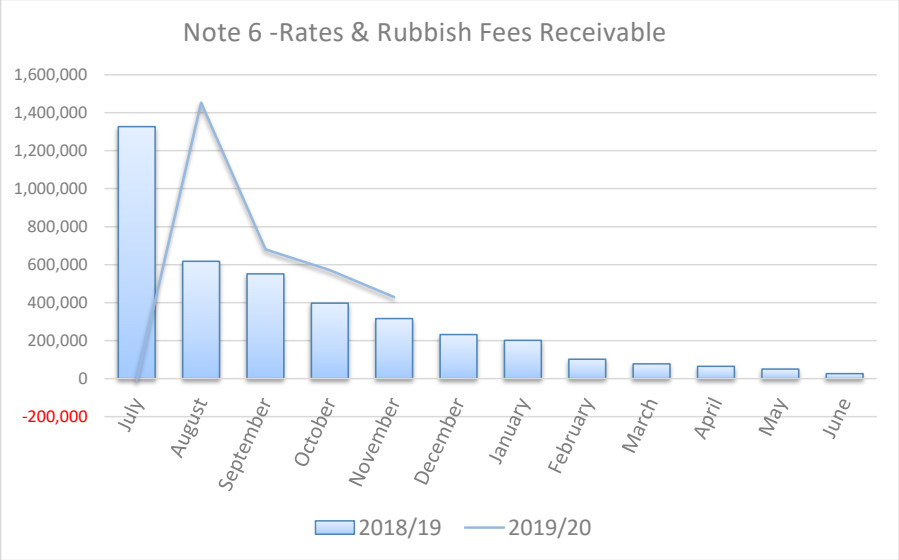
SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

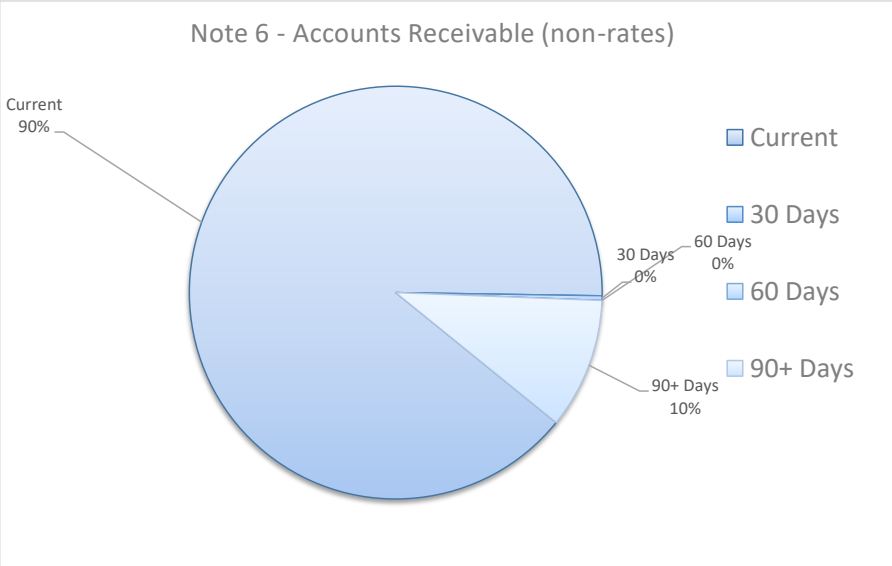
Note 6: Receivables

Receivables - Rates Receivable *Rates Only*	**30 Nov 2019**	**30 June 2019**
	$	**$**
Opening Arrears Previous Years	113,453	94,693
Levied this year	1,775,736	1,704,777
Less Collections to date	(1,180,901)	(1,686,017)
Equals Current Outstanding	**708,288**	**113,453**
Net Rates Collectable	**708,288**	**113,453**
% Collected	66.50%	93.70%

Receivables - General	**Current**	**30 Days**	**60 Days**	**90+ Days**	**90+Days**
	$	**$**	**$**	**$**	**$**
Receivables - General	143,170	580	0	16,371	160,121
Balance per Trial Balance					
Sundry Debtors					160,121
Receivables - Other					63,073
Total Receivables General Outstanding					**223,194**
				Error Check	0.00

Amounts shown above include GST (where applicable)





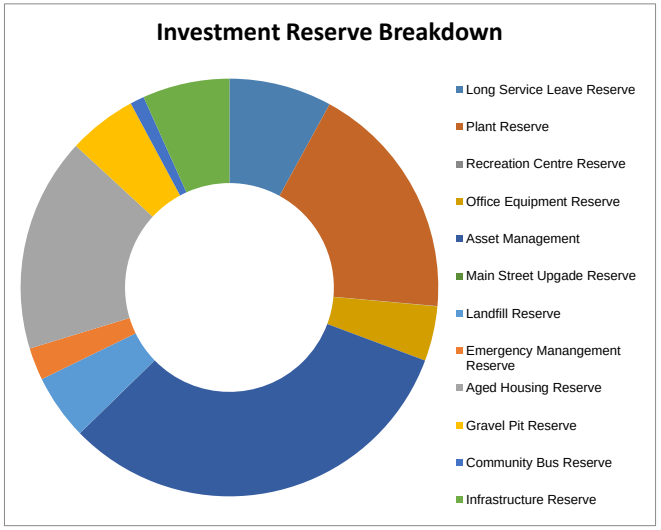
Comments/Notes - Receivables Rates

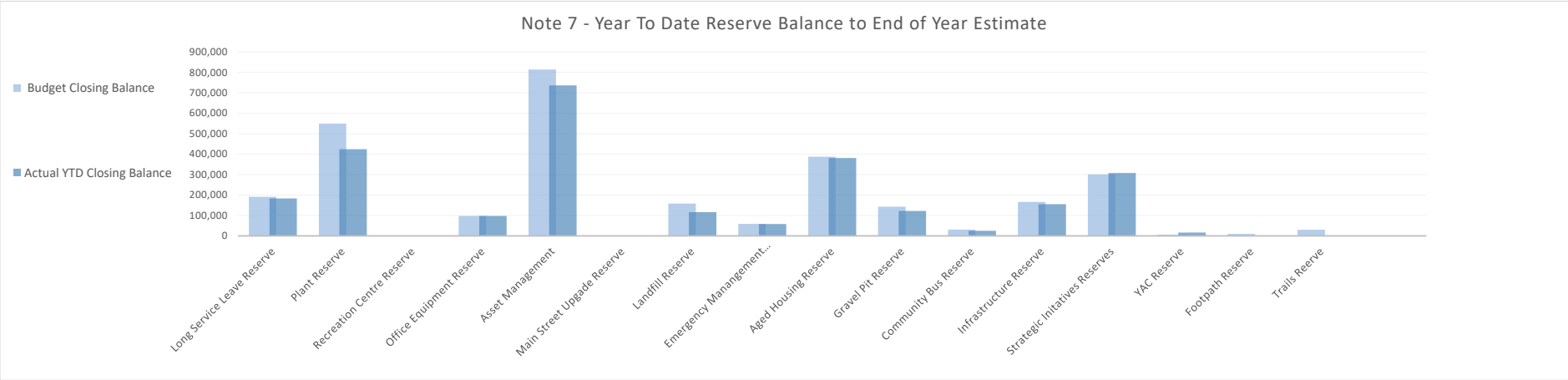
Comments/Notes - Receivables General

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 7: Cash Backed Reserve

Name	Opening Balance 1/7/2019	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	$	$	$	$	$	$	$	$	$
Long Service Leave Reserve	182,930	3,000	54	15,000	0	(10,000)	0	190,930	182,984
Plant Reserve	424,340	7,000	126	140,000	0	(22,000)	0	549,340	424,466
Recreation Centre Reserve	560	0	0	0	0	0	0	560	560
Office Equipment Reserve	97,549	1,000	29	30,000	0	(31,000)	0	97,549	97,577
Asset Management	735,772	12,000	218	90,000	0	(24,000)	0	813,772	735,990
Main Street Upgade Reserve	58	0	0	0	0	0	0	58	58
Landfill Reserve	116,343	1,500	35	40,000	0	0	0	157,843	116,377
Emergency Manangement Reserve	57,792	1,000	17	0	0	0	0	58,792	57,809
Aged Housing Reserve	381,099	6,500	113	0	0	0	0	387,599	381,212
Gravel Pit Reserve	122,000	1,000	0	20,000	0	0	0	143,000	122,000
Community Bus Reserve	25,051	1,000	7	5,000	0	0	0	31,051	25,058
Infrastructure Reserve	155,000	1,000	0	10,000	0	0	0	166,000	155,000
Strategic Initatives Reserves	308,000	0	0	0	0	(7,000)	0	301,000	308,000
YAC Reserve	16,250	0	0	0	0	(10,000)		6,250	16,250
Footpath Reserve	0	0	0	10,000	0	0		10,000	0
Trails Reerve	0	0	0	30,000	0	0		30,000	0
	2,622,744	**35,000**	**600**	**390,000**	**0**	**(104,000)**	**0**	**2,943,744**	**2,623,344**





SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 8: Disposal of Assets

		YTD Actual				Amended Budget			
Asset Number	**Asset Description**	**Net Book Value**	**Proceeds**	**Profit**	**(Loss)**	**Net Book Value**	**Proceeds**	**Profit**	**(Loss)**
		$	$	$	$	$	$	$	$
	Plant and Equipment								0
P181	Toyota Camry				0				
P312	Scania 14t Tipper				0				
P653	John Deere Mower				0				
		0	**0**	**0**	**0**	**0**	**0**	**0**	**0**

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 9: Rating Information	Rate in	Number of Properties	Rateable Value	YTD Actual Rate Revenue	YTD Actual Interim Rates	YTD Actual Back Rates	YTD Actual Total Revenue	Amended Budget Rate Revenue	Amended Budget Interim Rate	Amended Budget Back Rate	Amended Budget Total Revenue
RATE TYPE	$		$	$	$	$	$	$	$	$	$
Differential General Rate											
GRV	8.8980	383	6,561,664	583,857	4,320	0	588,177	0			0
UV	0.4638	208	118,073,000	547,623	0	0	547,623	0			0
UV Pastoral				0	0	0	0		0	0	0
Sub-Totals		**591**	**124,634,664**	**1,131,479**	**4,320**	**0**	**1,135,799**	**0**	**0**	**0**	**0**
	Minimum										
Minimum Payment	**$**										
GRV	1,013.00	353	2,535,608	357,589	0	0	357,589	0	0	0	0
UV	1,133.00	206	26,003,497	233,398	0	0	233,398	0	0	0	0
Sub-Totals		**559**	**28,539,105**	**590,987**	**0**	**0**	**590,987**	**0**	**0**	**0**	**0**
		1,150	**153,173,769**	**1,722,466**	**4,320**	**0**	**1,726,786**	**0**	**0**	**0**	**0**
							0				0
Concession							0				0
Amount from General Rates							**1,726,786**				**0**
Ex-Gratia Rates							48,949				0
Specified Area Rates							0				0
Totals							**1,775,736**				**0**

Comments - Rating Information

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 10: Information on Borrowings
(a) Debenture Repayments

			Principal Repayments		Principal Outstanding		Interest Repayments		
Particulars	**01 Jul 2019**	**New Loans**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	
			$	$	$	$	$	$	
Governance									
Loan 37 NCRC	33,132		7,576	18,505	25,556	14,627	906	1,570	*
Loan 39 NMC		293,330	12,926	31,291	280,404	262,038	5,097	9,187	
	33,132	293,330	20,502	49,796	305,960	276,665	6,003	10,757	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

* Per SSL 2019_20

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 11: Grants and Contributions

	Grant Provider	Type	Opening Balance (a)	Budget Operating (b)	Budget Capital	YTD Budget (a)+(b)	Annual Budget (d)	Post Variations (e)	Expected (d)+(e)	YTD Actual Revenue	YTD Actual (Expended) (c)	Unspent Grant (a)+(b)+(c)
				$	$	$				$	$	$
General Purpose Funding												
Grants Commission - General Equalisation	WALGGC	operating	(427,099)	(425,411)	0	(852,510)	(425,411)		(425,411)	(200,438)	200,438	0
Grants Commission - Roads	WALGGC	operating	(268,121)	(242,276)	0	(510,397)	(242,276)		(242,276)	(111,594)	111,594	0
Law, Order and Public Safety												
FESA LEVY DFES	Dept. of Fire & Emergency Serv.	Operating - Tied	0	(120,000)	0	(120,000)	(120,000)		(120,000)	(50,807)	50,807	0
Bushfire Management Plan	Dept. of Fire & Emergency Serv.	Operating - Tied	(19,140)	0	0	(19,140)	0		0	(110,750)	110,750	(19,140)
Bushfire Mitigation Works 2018/19	Dept. of Fire & Emergency Serv.	Non-operating	0	0	(35,262)	(35,262)	(35,262)		(35,262)	0	0	0
Grant FESA - SES	Dept. of Fire & Emergency Serv.	Operating - Tied	0	0	0	0	0		0	(4,570)	4,570	0
CESM MOA Grant	Dept. of Fire & Emergency Serv.	Operating	0	(81,746)	0	(81,746)	(81,746)		(81,746)	(45,755)	45,755	0
Education and Welfare												
Grants - Community Bus	Contributions	Operating	0	(2,000)	0	(2,000)	(2,000)		(2,000)	0	0	0
Local Drug Action Group	Local Drug Action Group	Operating	0	0	0	0	0		0	(1,874)	1,874	0
Community Development Grants	Dept. Regional Development	Operating - Tied	0	(34,500)	0	(34,500)	(34,500)		(34,500)	(2,708)	2,708	0
Department of Local Government, Active Healthy Living	Dept of Local Government	Operating - Tied	(10,000)	0	0	(10,000)			0		0	(10,000)
Recreation and Culture												
Grants - Recreation and Culture	LotteryWest	Non-operating	0	0	(133,000)	(133,000)	(133,000)		(133,000)	0	0	0
Transport												
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	(306,800)	(306,800)	(306,800)		(306,800)	(111,222)	111,222	0
MRD Grants - Capital Projects	Regional Road Group	Operating	0	(116,754)	0	(116,754)	(116,754)		(116,754)	0	0	0
Grant - Regional Road Group	Regional Road Group	Non-operating	0	0	(210,000)	(210,000)	(210,000)		(210,000)	(84,000)	84,000	0
			(724,360)	**(1,022,687)**	**(685,062)**	**(2,432,109)**	**(1,707,749)**	**0**	**(1,707,749)**	**(725,217)**	**725,217**	**(29,140)**
SUMMARY												
Operating	Operating Grants, Subsidies and Contributions		(695,220)	(868,187)	0	(1,563,407)	(868,187)	0	(868,187)	(361,160)	361,160	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		(29,140)	(154,500)	0	(183,640)	(154,500)	0	(154,500)	(168,835)	168,835	(29,140)
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	(685,062)	(685,062)	(685,062)	0	(685,062)	(195,222)	195,222	0
TOTALS			**(724,360)**	**(1,022,687)**	**(685,062)**	**(2,432,109)**	**(1,707,749)**	**0**	**(1,707,749)**	**(725,217)**	**725,217**	**(29,140)**

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 12: Trust Fund

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

Description	Opening Balance 01 Jul 2019	Amount Received	Amount Paid	Closing Balance 30 Nov 2019
	$	$	$	$
BCITF Levy	160	(149)	223	**86**
BRB Levy	761	(1,850)	1,686	**925**
Bonds	22,018	(600)	400	**22,218**
Nomination Deposit	0	(400)	0	**400**
Donation Rec Centre Deposit	0	0	0	**0**
Nannup Community Bus	0	0	0	**0**
Trust accrued Expenses	75	0	75	**0**
	23,014	**(2,999)**	**2,384**	**23,629.06**

	23,629
Error	0.00

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 13: Capital Acquisitions

Assets	Account	YTD Actual New/Upgrade	YTD Actual Renewal	YTD Actual Total YTD	Amended Budget Annual Budget	Amended Budget YTD Budget	Amended Budget YTD Variance	Strategic Reference / Comment
		$	$	$	$	$	$	
Level of completion indicator, please see table at the end of this note for further detail.								
Buildings								
Buildings	0754	0	0	0	142,730	0	0	
Law, Order And Public Safety Total		**0**	**0**	**0**	**142,730**	**0**	**0**	
Buildings Total		**0**	**0**	**0**	**142,730**	**0**	**0**	
Furniture & Office Equip.								
Governance								
Shire Offices	0584	0	0	0	38,000	0	0	
Governance Total		**0**	**0**	**0**	**38,000**	**0**	**0**	
Furniture & Office Equip. Total		**0**	**0**	**0**	**38,000**	**0**	**0**	
Plant , Equip. & Vehicles								
Governance		0	0	0	0	0	0	
Vehicle purchases - Office Staff	0544	0	0	0	40,000	40,000	(40,000)	
Governance Total		**0**	**0**	**0**	**40,000**	**40,000**	**(40,000)**	
Transport								
Purchase Of Plant	3564	0	0	0	386,000	386,000	(386,000)	
Transport Total		**0**	**0**	**0**	**386,000**	**386,000**	**(386,000)**	
Plant , Equip. & Vehicles Total		**0**	**0**	**0**	**426,000**	**426,000**	**(426,000)**	
Roads (Non Town)								
Transport								
Local Road Construction	3170	130,617	0	130,617	622,232	622,232	(491,614)	
Mrd Special Bridgeworks	3180	0	0	0	70,000	70,000	(70,000)	
Footpath Program	3210	3,694	0	3,694	29,139	29,139	(25,445)	
Transport Total		**134,312**	**0**	**134,312**	**721,371**	**721,371**	**(587,059)**	
Roads (Non Town) Total		**134,312**	**0**	**134,312**	**721,371**	**721,371**	**(587,059)**	
Capital Expenditure Total		**134,312**	**0**	**134,312**	**1,328,101**	**1,147,371**	**(1,013,059)**	

Level of Completion Indicators

0%
20%
40%
60%
80%
100%
Over 100%

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

30/11/2019

Attachment 12.6.1

ACCOUNTS FOR PAYMENT
November 2019

Municipal Payments

Chq/EFT	Date	Name	Description		Amount
EFT12080	01/11/2019	MJB INDUSTRIES	DRAINAGE PIPES	$	4,019.40
EFT12081	01/11/2019	NANNUP PHARMACY	CANCER FOUNDATION SUNSCREEN	$	239.84
EFT12082	01/11/2019	DEAN GUJA	EHO WORK AND TRAVEL	$	3,388.00
EFT12083	01/11/2019	PICKLE & O	CATERING FOR FIRE FIGHTING COURSE	$	739.00
EFT12084	01/11/2019	WASSA'S FORMWORK & CONCRETE	CONCRETE PATHWAY ON THE CORNER OF HIGGINS STREET	$	3,658.60
EFT12085	01/11/2019	CHUBB FIRE & SECURITY	FIRE DETECTION SYSTEM AT REC CENTRE	$	161.73
EFT12086	01/11/2019	SUNSHINE MEDICAL CENTRE BUSSELTON	PRE-EMPLOYMENT MEDICAL	$	198.00
EFT12087	01/11/2019	BUNNINGS- BUSSELTON	TOOL BOX	$	121.59
EFT12088	01/11/2019	BULLIVANTS	TOOLS	$	244.70
EFT12089	01/11/2019	DO YOUR BLOCK CONTRACTING	FREIGHT OF BLUE METAL	$	5,835.50
EFT12090	01/11/2019	TOLL TRANSPORT PTY LTD	STATE LIBRARY	$	71.17
EFT12091	01/11/2019	JASON SIGNMAKERS	DETOUR FOR GRADING	$	298.87
EFT12092	01/11/2019	SOUTHWEST TYRE SERVICE	REPAIRS	$	308.00
EFT12093	01/11/2019	STEWART & HEATON CLOTHING CO. PTY LTD	WORK CLOTHING	$	3,949.57
EFT12094	01/11/2019	WREN OIL	OIL DISPOSAL	$	16.50
EFT12095	05/11/2019	TONY DEAN	SHIRE PRESIDENT ANNUAL FEES	$	9,874.20
EFT12096	05/11/2019	JANET GRAY	WORKSHOP MATERIALS	$	630.00
EFT12097	05/11/2019	JANE BUCKLAND	STAFF DEVELOPMENT REIMBURSEMENT	$	1,426.50
EFT12098	05/11/2019	NANNUP DELI	REFRESHMENTS	$	227.40
EFT12099	05/11/2019	ERIN CARTER	SCHOOL HOLIDAY ACTIVITES	$	225.00
EFT12100	05/11/2019	CHRISTINE EDWARDS	BUS HIRE	$	237.50
EFT12101	05/11/2019	ANDREA JENKINS	SCHOOL HOLIDAY ACTIVITES	$	100.00
EFT12102	05/11/2019	METAL ARTWORK CREATIONS	NAME PLAQUES	$	135.52
EFT12103	05/11/2019	NANNUP NEWSAGENCY	POSTAGE	$	334.18
EFT12104	05/11/2019	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS	$	162.29
EFT12105	05/11/2019	NANNUP COMMUNITY RESOURCE CENTRE	OCTOBER TELEGRAPH SHIRE NOTES	$	326.70
EFT12106	05/11/2019	ST. JOHN AMBULANCE - NANNUP	MEMBERSHIP	$	93.00
EFT12107	13/11/2019	MJB INDUSTRIES	DRAINAGE PIPES	$	2,919.40
EFT12108	13/11/2019	MARKETFORCE PTY LTD	RECRUITMENT ADVERTISING	$	719.54
EFT12109	13/11/2019	B & B STREET SWEEPING PTY LTD	SWEEPING TOWN ROADS	$	1,644.50
EFT12110	13/11/2019	JC PLUMBING & GAS PTY LTD	WATER PIPES NANNUP RECREATION CENTRE	$	518.21
EFT12111	13/11/2019	COVS PARTS PTY LTD	CONSUMABLES	$	373.62
EFT12112	13/11/2019	CITY & REGIONAL FUELS	DIESEL	$	9,350.61
EFT12113	13/11/2019	SCOPE BUSINESS IMAGING	PHOTOCOPYING SERVICE PLAN	$	1,154.22
EFT12114	13/11/2019	OFFICEWORKS	MINOR EQUIPMENT PURCHASE	$	1,072.32
EFT12116	13/11/2019	NANNUP HOT BREAD SHOP	CATERING	$	110.00
EFT12117	13/11/2019	OZLITE PTY LTD	OFFICE LIGHTING	$	1,420.32
EFT12118	13/11/2019	STIHL SHOP REDCLIFFE	MINOR EQUIPMENT PURCHASE	$	989.00
EFT12119	13/11/2019	FAIRTEL PTY LTD	INTERNET CHARGES - SES BUILDING	$	183.00
EFT12120	13/11/2019	NICOLE BOTICA	REIMBURSEMENT	$	20.00
EFT12121	13/11/2019	PREMIUM PUBLISHERS	ADVERTISING	$	203.78
EFT12122	13/11/2019	BLACKWOODS BUNBURY	MINOR EQUIPMENT PURCHASE	$	477.60
EFT12123	13/11/2019	LANDGATE	REVALUATIONS GRV	$	267.17
EFT12124	13/11/2019	MOORE STEPHENS (WA) PTY LTD	FINANCIAL STATEMENT SUPPORT 18/19	$	7,975.00
EFT12125	13/11/2019	TOLL TRANSPORT PTY LTD	WATER TESTING	$	11.94
EFT12126	13/11/2019	LGIS PROPERTY	PROPERTY INSURANCE	$	31,054.27
EFT12127	13/11/2019	LGISWA	WORKCOVER	$	17,945.69
EFT12128	13/11/2019	LGIS LIABILITY	LIABLITY INSURANCE	$	7,469.33
EFT12129	13/11/2019	NANNUP HARDWARE & AGENCIES	CONSUMABLES	$	3,913.55
EFT12130	13/11/2019	NANNUP COMMUNITY RESOURCE CENTRE	ADVERTISING	$	381.70
EFT12131	13/11/2019	SOUTHWEST TYRE SERVICE	REPAIRS	$	432.00
EFT12132	13/11/2019	IT VISION	ALTUS SUPPORT	$	38.50
EFT12133	13/11/2019	WOODLANDS DISTRIBUTORS & AGENCIES	CONSUMABLES	$	1,278.20
EFT12134	15/11/2019	JP REPAIRS	REPAIRS	$	350.00
EFT12135	15/11/2019	RETURNED AND SERVICES LEAGUE OF AUSTRALIA - NANNUP SUB BRANCH	COMMUNITY GRANT 2019/2020	$	1,000.00
EFT12136	15/11/2019	NANNUP DELI	FUEL	$	344.77
EFT12137	15/11/2019	BUSINESS INITIATIVE GROUP NANNUP INC. (BIG N)	CHRISTMAS LIGHTS COMPETITION SPONSORSHIP	$	200.00
EFT12138	15/11/2019	AMPAC	DEBT RECOVERY SERVICES RATES	$	2.20
EFT12139	15/11/2019	DUNSBOROUGH ASPHALT	ROAD MAINTENANCE	$	7,420.00
EFT12140	15/11/2019	AUSTRALIAN TAXATION OFFICE - BAS	BUSINESS ACTIVITY STATEMENT	$	28,840.00
EFT12142	15/11/2019	DO YOUR BLOCK CONTRACTING	ROAD MAINTENANCE	$	638.00
EFT12143	15/11/2019	TOLL TRANSPORT PTY LTD	FREIGHT	$	36.96
EFT12144	15/11/2019	JASON SIGNMAKERS	SIGNAGE	$	542.30
EFT12145	15/11/2019	MANJIMUP MOTORS PTY LTD	MINOR EQUIPMENT PURCHASE	$	1,338.64
EFT12146	15/11/2019	NANNUP HARDWARE & AGENCIES	FENCE MAINTENANCE	$	2,217.93
EFT12147	15/11/2019	NANNUP NEWSAGENCY	POSTAGE	$	314.74
EFT12148	15/11/2019	NANNUP COMMUNITY RESOURCE CENTRE	TRAINING	$	720.00
EFT12149	15/11/2019	SUGAR MOUNTAIN ELECTRICAL SERVICES	BUILDING MAINTENANCE	$	1,170.28
EFT12150	15/11/2019	STEWART & HEATON CLOTHING CO. PTY LTD	WORK CLOTHING	$	176.57
EFT12151	15/11/2019	WORK CLOBBER	WORK CLOTHING	$	12.00
			Total EFT payments - November 2019	***$***	***174,270.62***

20424	05/11/2019	SHIRE OF DARDANUP	LIBRARY SUBSCRIPTION	$	1,009.88
20425	05/11/2019	SHIRE OF NANNUP	ENGRAVED PLAQUE	$	95.50
20426	13/11/2019	CITY OF BUSSELTON	LIBRARY CONTRIBUTION	$	446.60
20427	13/11/2019	HARVEY NORMAN AV/IT SUPERSTORE BUSSELTON	MINOR EQUIPMENT PURCHASE	$	457.20
20428	13/11/2019	TELSTRA	TELEPHONE USAGE	$	55.22
20429	15/11/2019	BUNBURY & BUSSELTON TOWING	TOWING SERVICE	$	297.00
			Total Cheque payments - November 2019	***$***	***2,361.40***
DD10637.1	30/11/2019	SYNERGY	MONTLY ELECTRICITY ACCOUNT	$	3,009.58
DD10637.2	30/11/2019	BP AUSTRALIA	MONTHLY FUEL USAGE	$	482.02
DD10637.3	30/11/2019	TELSTRA	MONTHLY TELEPHONE USAGE	$	1,432.09
DD10637.4	30/11/2019	GO GO MEDIA * DIRECT DEBIT*	MONTHLY GO GO MEDIA	$	75.90
DD10637.5	30/11/2019	BOC LIMITED	MONTHLY GAS USAGE	$	72.91
DD10637.6	30/11/2019	SGFLEET	MONTHLY FLEET CONTRACT	$	1,931.28
DD10637.7	30/11/2019	AUSSIE BROADBAND - DIRECT DEBIT	MONTHLY BROADBAND FEES	$	99.00
DD10637.8	30/11/2019	WATER CORPORATION	MONTHLY WATER CHARGES	$	5,199.94
DD10637.9	30/11/2019	CLEANAWAY	MONTHLY DOMESTIC AND RECYCLING	$	7,963.68
DD10637.10	30/11/2019	CALL ASSOCIATES PTY LTD - INSIGHT & CONNECT	MONTHLY CALL ASSOCIATES	$	188.76
DD10637.11	30/11/2019	CORPORATE CREDIT CARD - SHIRE OF NANNUP	CORPORATE CREDIT CARD	$	4,761.27
DD10637.12	30/11/2019	CALTEX AUSTRALIA	CALTEX FUEL	$	893.83
DD10637.13	30/11/2019	WESTNET	INTERNET DARRADUP	$	114.22
DD10637.14	30/11/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 39 NOVEMBER 2019	$	5,039.23
DD10639.1	06/11/2019	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	$	7.31
DD10640.1	20/11/2019	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	$	7,530.98
DD10640.2	20/11/2019	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	$	984.98
DD10640.3	20/11/2019	FIRST WRAP PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	$	327.02
DD10640.4	20/11/2019	SUNSUPER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	$	344.53
DD10640.5	20/11/2019	AMG SUPER	SUPERANNUATION CONTRIBUTIONS	$	264.22
DD10640.6	20/11/2019	ASGARD INFINITY EWRAP SUPER	SUPERANNUATION CONTRIBUTIONS	$	413.48
DD10640.7	20/11/2019	JOLLEY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	$	98.80
DD10640.8	20/11/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	$	418.08
DD10640.9	20/11/2019	LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	$	104.29
DD10641.1	06/11/2019	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	$	7,526.04
DD10641.2	06/11/2019	FIRST WRAP PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	$	327.02
DD10641.3	06/11/2019	SUNSUPER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	$	344.52
DD10641.4	06/11/2019	AMG SUPER	SUPERANNUATION CONTRIBUTIONS	$	264.22
DD10641.5	06/11/2019	ASGARD INFINITY EWRAP SUPER	SUPERANNUATION CONTRIBUTIONS	$	413.48
DD10641.6	06/11/2019	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	$	1,131.40
DD10641.7	06/11/2019	JOLLEY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	$	92.86
DD10641.8	06/11/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	$	368.77
			Total Direct Debit payments - November 2019	***$***	***52,225.71***

Shire of Nannup Trust Fund

Transfer	31/10/2019	SHIRE OF NANNUP	BCITF OCTOBER 2019 - ADMIN FEES	$	8.25
			Total Trust Payments for period:	***$***	***8.25***

TOTAL PAYMENTS SEPTEMBER 2019		
Municpal Payments	$	228,857.73
Trust Payments	$	8.25
	$	228,865.98

Attachment 12.7.1

November 2019

DRAFT Waste Disposal Facility Operation October 2018 to September 2019

Study

SHIRE OF NANNUP

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DRAFT

1. Executive Summary

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.

Our Mission

The Shire of Nannup is responsible for the sustainable and environmentally management of its Waste Management Facility and will provide a cost effective and reliable waste disposal site and adequate provision for future waste disposal needs to the community. This report describes and evaluates the past 13 months of operation.

Services

- Maintain Waste Disposal Site suitable for the disposal of waste for the General Public and Business from within the Shire of Nannup
- General Waste Site Maintenance
- Customer Service including recycling advice
- Bric a Brac On selling Shop (Tip Shop)
- Hazardous Materials Disposal – Asbestos/Medical Waste
- Collection of recyclables, on selling of recyclables and recycle provision

DRAFT

2. Project Scope

Background

The Shire of Nannup holds Department Environment Regulation Registration R1594/2004/1 for a putrescible landfill at Lot 13219 on Plan 214941 Beggers Road Barrabup. This is not a licence, only a registration of a site.

Registered landfills are subject to provisions of the Environmental Protection Act 1986 and the Environmental Protection (Rural Landfill) Regulations 2002.

The site can remain unlicensed due to total waste accepted being less than 5000 tonnes per annum however all other regulatory compliance is required

In past years Councils Waste Disposal Facility had been managed under contract with the contract start date being the 1st October 2015. The initial term of three years expired in September 2018.

In September 2018 Council determined that it would be in the best interests of the shire to operate and maintain the facility itself allowing the shire to utilise funds to support its own staff and plant, gain insight into the operation of the facility and directly gather waste stream data.

The shire Works Department took over operation of the facility in October 2018 and has been operating the facility since then.
A Site Attendant was employed to man the gate providing customer service and site maintenance during public access hours. Shire Works Department resources are used to manage waste disposed into landfill which is buried weekly. Contractor involvement during this time has been limited to capping and sealing a finished waste cell which required the use of tracked machinery.

The waste site is operating largely within Department of Environment regulations and compliance, however since taking charge of the site some non - compliance items have been identified as well as some potential environmental implications.

At this time the site is remains a safe, reliable and cost effective facility for the Shire of Nannup community to dispose of waste. It is well maintained, provides adequate waste disposal and facilities for storage, collection, recycling and on selling of recyclable goods.

Waste that cannot be recycled practically or economically is disposed to landfill and buried weekly. Green Waste is currently separated, stockpiled and periodically burnt to reduce landfill requirement. Asbestos waste received is buried separately. Large amounts of hazardous waste and Controlled Waste is not accepted on site. Regular litter control on the site and surrounds is carried out by the Site Attendant. The Tip shop is well maintained and provides a clean and tidy place for the public to browse.

The site currently provides plenty of room for the ongoing burial of waste with sufficient airspace available for years to come, however the aavailability of Fill for burying waste is the continuing problem with little fill left on site and a limited free supply available off site.

Rate payers of the shire can generally dispose of domestic waste free of charge though certain items or large disposals do attract a charge. Commercial and business, non-household waste and people who wish to use the refuse site and do not possess a tip pass attract a tipping fee. The gate attendant has the discretion to charge fees pro rata of the stipulated fee based on a volume estimate that is delivered to the facility.

The Waste Facility is open to the public five hours in the morning on a Monday, Tuesday and Saturday, four hours in the afternoon of Thursday, Friday and Sunday and closed on a Wednesday. This spread of hours maintains accessibility to the public and allows for site maintenance.

The site is not open on New Year's Day, Good Friday, Christmas Day or Boxing Day.

Comment

Statutory Environment

A number of Acts and Regulations apply to the operation of a waste landfill facility. These are listed below:

- Nannup Waste Disposal Site - Department Environment Regulation (DWER) Registration R1594/2004/1
- Environmental Protection Act 1986
- Environmental Protection Act 1986 Compliance and Regulation
- Environmental Protection Regulations 1987
- Environmental Protection (Rural Landfill) Regulation 2002
- Landfill Waste Classification and Waste Definitions 1996
- Environmental Protection (Controlled Waste) Regulations 2004
- Ozone Protection and Synthetic Greenhouse Gas Management Act 1989
- Ozone Protection and Synthetic Greenhouse Gas Management Regulations1995
- Health (Asbestos) Regulations 1992
- Waste Avoidance and Resource Recovery Act 2007
- Local Government Act 1995

The Shire of Nannup Waste Disposal Site largely meets all of the Regulatory Compliance required as per the "Environmental Protection (Rural Landfill) Regulation 2002", however there are some compliance issues that have been identified since taking over the site operation.

These are:

- Fencing – 400 metres does not meet compliance due to disrepair.
- Water Separation from disposed waste.
- Post Closure Plan (identified whilst preparing this document)

A brief outline of compliance and compliance requirements is outlined below:

- Licensing - Compliant, as per DWER Registration R1594/2004/1
  Note: There is no requirement to License the site at this time. (Operating at less than 5000 tonnes per annum).

- Tipping Areas – Compliant

- Covering of waste – Compliant,
  Regulations require that waste disposed at the site be covered at least Fortnightly. Waste is covered once weekly.

- Fencing – Not compliant. Current Footprint is not adequately fenced with a section of fence 400 metres in length requiring an upgrade.
  The Regulations state that *"The occupier of a landfill site must ensure that there is a fence around the boundary of the site which is an effective barrier to cattle, horses and other stock"*
  Note: Within the 2019 20 Financial Year Budget is allowance to have Fencing at the site improved and made compliant. A suitable contractor has been chosen and work is about to start.

- Waste to be contained on landfill site – Compliant.
  Note: As trailer and commercial waste is buried once weekly, Cats, Crows, Wind and people spread litter across the site and carry litter over the fence into the neighbouring bushland. The Waste Site Attendant carries out a litter collection of the site and neighbouring bushland once weekly.

- Separation of waste from water and site boundary – Currently Compliant.
  Note: There has been difficulty meeting the requirement to maintain the 35 metre rule where *"no waste is allowed within 35 metres of the fence surrounding the site".* Due to the restricted footprint, past operation has allowed waste to be disposed within 35 metres of the fence. The new waste disposal cell now meets this regulatory requirement.

- Water Separation - Strictly speaking Not Compliant.
  A natural drainage channel traverses South East across the operating footprint with anecdotal evidence that it is fed from a seasonal spring located in the Northwest corner of the site. In past years and up to this day this channel has been filled with material that allows water to flow through it, thereby preventing a damming effect. Stopping this water flow would flood the site. During winter this water flows thru the channel and out of the site across adjacent bushland (Waste Reserve) and down toward the Blackwood River.

- Stormwater Management – Compliant
- Dust Suppression – Compliant
- Firebreaks – Compliant
- Burning of Green Waste – Compliant.
  The Regulations allow for the burning of Green waste if all requirements of the regulations are met. The shire works department now carries out burning of green waste twice at end of winter and end of summer as per the regulations.

- Outbreak of Fire – Compliant
- Clinical Waste and Asbestos Disposal – Compliant

- Post Closure Plan – Not Compliant with Regulation. Non - compliance identified while preparing this document.
  Regulation states:
  (1) The occupier of a landfill site must prepare and submit to the Chief Executive Officer for approval a post closure rehabilitation plan, in accordance with subregulation (2), for the site within 18 months of the site being registered under regulation 5B of the Environment Protection Regulations 1987.

  (2) A post closure rehabilitation plan is to set out a plan for the rehabilitation of the site after it has ceased to be a landfill site and, in particular, is to specify –

  (a) options for the use of the site after it has ceased to be a landfill site, and is to specify the preferred option;

  (b) a conceptual design of the infrastructure needed for the preferred option for the use of the site after it has ceased to be a landfill site;

  (c) the estimated final contours of the site, after allowing for settlement, and specifying to what extent settlement has been allowed for;

  (d) the capping materials proposed to be used on the site;

  (e) a proposed system of drainage of the site;

  (f) measures proposed for the protection of the environment and the monitoring of the site; and

  (g) the estimated period for which the site will require protection and monitoring.

  The MI can find no evidence that this Plan was prepared or submitted at the time of registration.

Waste Stream Data

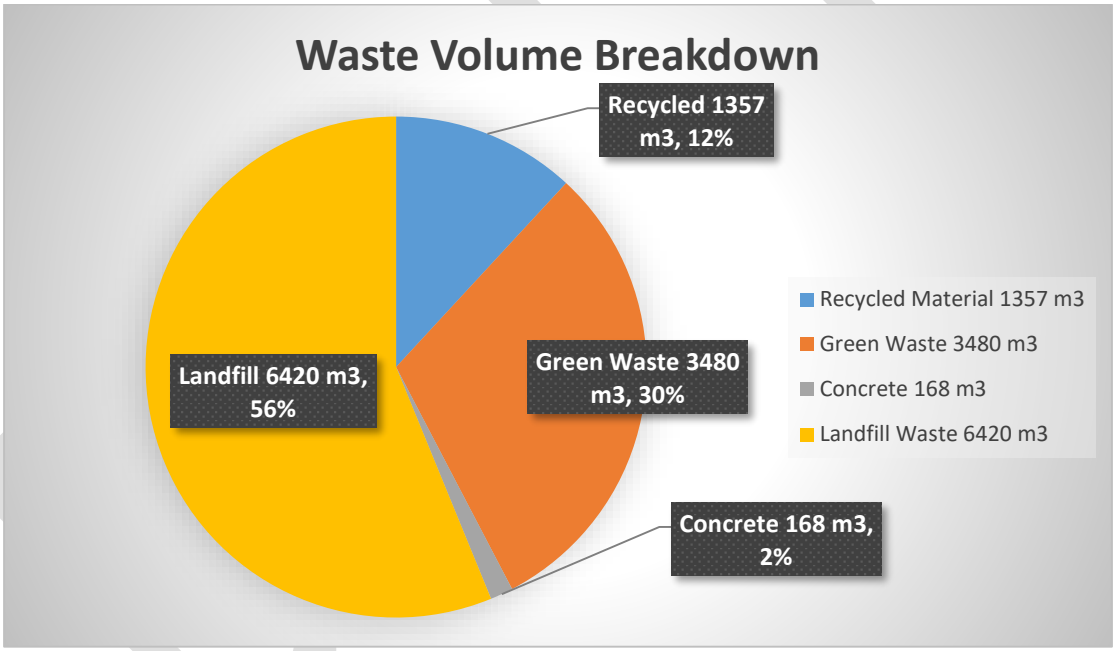
As the shire have been operating the Waste Disposal Site for 12 months, sufficient time has elapsed to allow the gathering of reasonably accurate data of the waste stream being delivered to the site.

Waste Stream volume and tonnage received:

A total of 11425 cubic metres (m3) or 2920 tonnes (t) of waste material is accepted and processed at the site per annum. This material has been broken down into four main types – Recycled, Green Waste, Concrete Rubble and Landfill. (Note: Volume to weight conversion factors are known for each waste type and sourced via the Waste Authority Western Australia.)

- 1357 m3 or 373 t is Recycled
- 3480 m3 or 318 t is Green Waste which is burnt and the ash use as fill.
- 168 m3 or 235 t is Concrete Rubble which is used as fill.
- 6420 m3 or 1910 t is Landfilled Waste

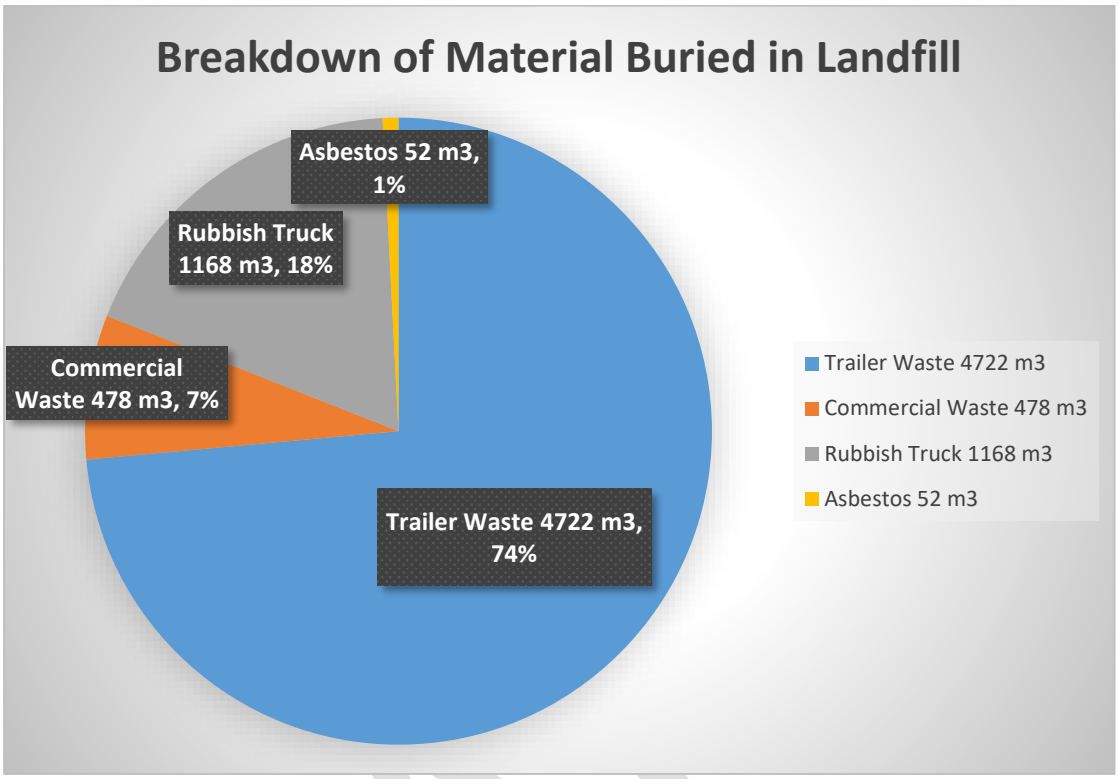
The Pie Charts below describe and visualize these volumes. For simplicity and to alleviate confusion figures are described in cubic metres (m3) only. It is worth noting however that when disposing waste to external landfill, waste transported and disposed is generally charged for by the ton.



Landfill Waste –

Landfill waste consists of Trailer Waste or that commonly brought to site in domestic trailers, Utes Cars and occasionally Light Trucks, Commercial waste brought in skip bins, Putrescible waste or that collect by Side Lift Rubbish Truck and Asbestos. Broken down, volumes received are:

- 4722 m3 or 1417 t of Trailer waste (Domestic)
- 478 m3 or 144 t of Commercial Waste (Skips)
- 1168 m3 or 350 t of Putrescible (Rubbish Truck) and
- 52 m3 or 83 t of Asbestos



Recycling

The Shire of Nannup collects and recycles an estimated 1357 cubic metres or 375 tonnes of disposed items brought to its landfill site per annum. These consist of: Tyres, Scrap Metal, White goods, Resalable Items (Tip Shop), Mixed recyclables, Mattresses, Old Sump Oil and E Waste

This is around 12% of the volume of material brought to site. Estimates as to the quantity of recyclable material buried in Trailer Waste is unknown but attempts are made to prevent disposal of reuse materials to land fill. Further education and engagement of visiting public will be required to encourage them to separate their recyclable items more thoroughly before arriving on the site.

Materials collected for recycling are stored and recycled in various ways:

Tyres
The Waste Site collects an estimated 134 m3 or 11.6 t of Tyres annually which are stored onsite in Concrete Bays until there is around 200 in number. A Tyre Recycler is then engaged to collect them.
A fee is applied for disposal of tyres which covers the cost of handling, storage and recycling.
The cost to council to recycle Tyres in 2018 19 was $4721.

Fees and charges received for disposal of Tyres in 2018 19 is not known.

Scrap Metal
311.5 m3 or 113 t of Scrap Metal is collected annually which includes Light Gauge metals, White Goods, Vehicle Bodies, Batteries and Fencing Wire.

- Light Gauge Metal, Vehicles and Wire
  Light gauge metal, vehicles and wire is stockpiled in a central location at the disposal site for periodic collection by a metal recycler.

- White Goods
  104 m3 or 7 t of White Goods is collected annually which include Fridges, Freezers, Air conditioners, Washing Machines, Microwave Ovens, Dryers etc. are collected for recycling with scrap metal.
  Fridges and Freezers can be disposed free of charge as long as there is attached certification that they have been properly degassed.
  A disposal fee of $16.00 applies to residents who bring in un certified fridges or freezers. A fee of $32.00 applies to business or non-residents.

- Car and Truck Batteries

  104 Batteries or approximately half a tonne are collected annually. These are placed on pallets and stored inside the shed to prevent theft.

  The shire does not receive any income for Batteries. At the time of writing batteries collected are donated to the Nannup Cricket Association.

There is no cost to council for recycling metal.
Income received for the 2018 19 Financial Year for recycled metals was $7365

Mattresses
Approximately 100 m3 or 100 Mattresses are collected and stored for recycling per annum.
Mattresses are stored inside the site shed to ensure they are kept dry. Once a sufficient number of mattresses are collected a mattress recycler is then engaged to collect and transported them back to the recycling depot in Perth.
This new initiative was introduced by the shire immediately after taking over the site. Mattresses are 100% recyclable and removing them from landfill saves airspace and fill.

A subsidized fee applies to shire residents for disposal of mattresses. The full charge applies for non - residents and commercial customers.

Fees and charges received for disposal of Mattresses in 2018 19 is estimated at $1000.00.

The cost to council to recycle Mattresses in 2018 19 was $2500

Mixed Recyclables

742 m3 or 222 t of Mixed Recyclables such as glass, aluminium cans, steel packaging, plastic bottles and containers, cardboard and cartons are collected in both 240ltr municipal garbage bins (MGB's) and a 32 cubic metre Hook Lift Bin supplied and serviced by Cleanaway. Customers to the site are encouraged to separate and place these recyclable items in the bins provided.

The MGBs are serviced fortnightly by the Side Lift Recycle Bin Truck topping up the load collected from Nannup town. The Hook Bin is serviced as required which is currently every 2 to 3 weeks.

There is currently no charge to customers using the facility for disposal of mixed recyclables.

The cost to council to recycle these items using these methods is $ 23331 per annum.

Fees are not charged for customers to dispose of these materials therefore the shire did not receive any income in 2018 19.

Sump Oil

5 m3 or 4.6 t of Old Engine Oil is collected for recycling per annum. Oil recycling company Wren Oil is engaged to collect the oil once yearly.

Customers place containers of oil next to the oil collection tank with the Site Attendant periodically draining containers into the tank. Oil containers are then disposed to landfill. Oil brought to site in large 44 gallon drums is left in the drums for Wren Oil to decant direct from.

There is no charge to shire residents for the disposal of old engine oil. A fee of $0.20 cents per litre applies to non-residents. Commercial quantities of oil are not accepted at the site.

The cost to council to recycle this oil is a Wren Oil administration fee of $20.00 per annum.

E Waste

It is estimated that 12 m3 or 3 t of E Waste will be collected at the waste disposal site over the next 12 months.

This is a recent initiative introduced by the shire with the nearest recycling collection point in Bunbury. Introducing this service allows residents somewhere to dispose of old Computers, Computer peripherals, Monitors, Laptops, Printers, TV's, and Mobile Phones which are 100% recyclable and prevents disposal to landfill.

QLS Logistics provide the caged bins of which we have two and are serviced on call. The bins are kept inside the site shed to prevent e waste getting wet or dirty. This service is provided free of charge by the Federal Government via the National Television Computer Recycling Scheme (NTCRS).

There is no charge to Shire Residents for the disposal of E Waste however a $6.00 disposal fee applies to Commercial and Non Residents.

There is currently no cost to Council for provision of this service.

Tip Shop

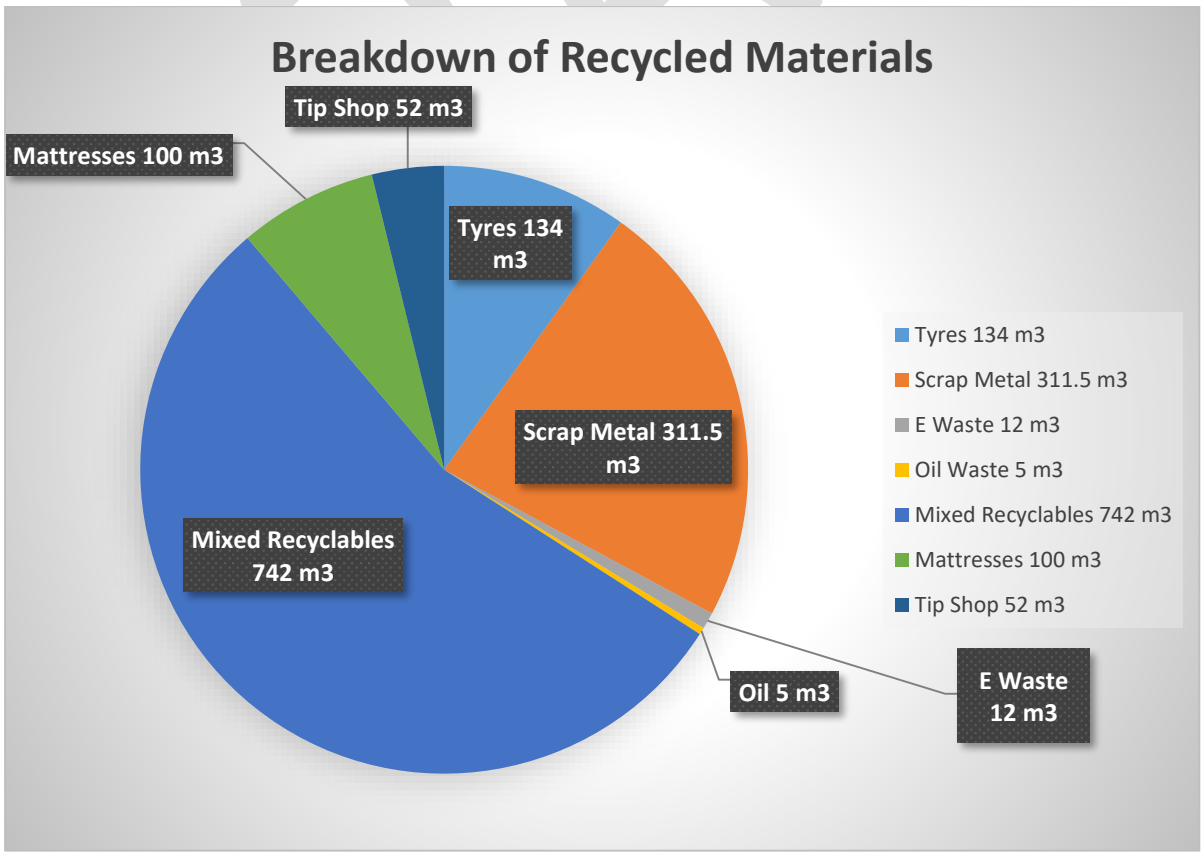
The Shire of Nannup encourages and welcomes the public to offer useful items up for reuse/resale through the Tip Shop and continues to collect items if suitable for resale.

Back in 2018 when the shire took charge of the Tip Shop it was immediately identified that certain items for sale at the shop could not be on sold as either they were not safe to sell or failed the Australian Competition and Consumer Commission (ACCC) advice on avoiding unsafe products or Product Safety Mandatory Standards and Bans.

There are certain items that cannot be resold and supply of reusable items at Reuse Shops must comply with mandatory standards. Mandatory standards set the requirements for appropriate safety or information features on a product. There are also a number of products that cannot be sold or passed on in Australia and the sale of these products is banned.

The Waste Site Attendant assesses each item on its merit and carefully checks to ensure that it is safe to resell. If an item is still useful but does not meet on selling criteria it is not disposed but placed where customers can access and take it if they choose to. There is no charge for these particular items.

Income received by the sale of items through the Tip Shop for 208 19 is not separately recorded and is included in Recycling Fees.



Airspace (Burial Space)

There is an estimated 130,000 to 150,000 cubic metres (m3) of Airspace remaining at the Waste Disposal Site. This estimation is based on the square area of the current footprint with a 5 metre lift above existing ground level and allowance for a batter slope.

Landfill current practice and operation is filling this space at close to 11,000 m3 per annum (includes both landfill waste and earth fill), therefore it is predicted the site can continue to operate as a waste landfill using current practices for the next 12 to 15 years.

Beyond this operating as a landfill site will pose difficulties due to reduced footprint and restricted operating area at the top of the bench, vehicle access to the top of the bench and tipping face, control of storm water runoff, batter slope erosion and safety of public and plant operators.

Fill

The current operation requires 4000 m3 or 6000 ton of fill per annum to effectively bury landfill waste brought to the Nannup Waste Site. The quantity of earth fill used to bury Waste is around two thirds the volume of waste buried.

While the site was operating under contract, the contractor had the benefit of undug cell space and with excavation the resultant fill availability, additionally the contractor through their existing earthmoving business was able to top up fill material when that was available to them and bring this to site.

When the site was handed over to the shire there was no undug area left that could be excavated. The shire works department took charge of the site with 6 months of accessible stock piled fill available.
Landfill or waste burial fill is provided for from that stockpile when accessible during summer, or brought to site.

A drainage channel prevented all fill on site being accessed during winter months and it was therefore necessary to source and cart fill material from outside of the site. Work on the drainage channel has allowed access to this fill and at the time of writing is being used.

Further fill resource is available from an old borrow pit that had been used as a dump approximately 20 km North of the Waste Site on the Cundinup South Road. It is estimated this material will last approximately 2 years.
The cost to pick up and cart this fill to site is estimated at $7.17 per ton and is carried out by the shire works department.
After this material is exhausted, fill will be required to be sourced, purchased and transported from elsewhere.

A quote of $3.50 per ton has been sourced form an operating private borrow pit to purchase fill. The cost to cart this material will be $12.00 per ton.
Based on current practice and this quoted cost a budget estimate of $90,000 per annum would be required starting in the 2022 23 Financial Year to allow for purchase and cartage of fill to site. (Note: should suitable plant with compaction ability be introduced to the site this cost would be reduced an estimated 50%)

Pushing and Burying waste plus Plant Availability and Waste Compaction

The shire works department has at its disposal a Wheeled Loader that is driven once weekly to the waste site to bury the weeks accumulated rubbish. The machine and operator spends around 4hrs per week carrying out this work plus mobilization and demobilization each way to the site.

Due to the Loader not always being in close proximity to the waste site a trial using the shires Backhoe was carried out in the initial days following takeover of the site. The trial proved that the Backhoe had insufficient capacity to properly push and bury waste and suffered punctures due lighter construction tyres.

There are occasions during the year when difficulty is encountered making the loader available to push and bury rubbish at the site. These are when road construction is being carried out or other roads works are being conducted that require the loader on site. While the loader is being mobilized to site, burying rubbish then returning to the road project, these works can be held up where trucks cannot be loaded with gravel and/or clearing and drainage work cannot be carried out.

To overcome this problem while Road Construction is being undertaken a hire loader is brought to the Waste Site and left on site for the duration of these works. Costs associated with the hire machine are offset against road projects.

The current and best method used to bury waste is to push the rubbish up against the tipping face, lift and roll the bucket to tip out and press down rubbish collected to a height of 1.8 metres then place dirt over this rubbish until covered. Due to the rubbish having air space in it a lot of fill falls into this space and is wasted.

Wheeled Loaders have negligible compaction ability as they are rubber tyred and susceptible to punctures (a recent puncture cost $2314 to repair) in addition un - compacted rubbish covered in earth fill is a very unstable surface and cannot be safely driven on by wheeled machines.

Waste compaction has been visited with the introduction of contractor or shire owned plant to

Employee Facilities

Employee facilities are basic though adequate and remain largely as they were when under contract.

- A large lockable shed provides shelter for the employee and ablutions. It covers the Tip Shop and provides storage for recyclable items that need to be kept dry or secure such as mattresses, batteries and resale items.
  A separate section of the shed covers the generator and allows plant storage.
  A large patio cover attached to the shed shelters the attendant while directing and attending to customers.
- Ablutions at the site include a Toilet, wash basin and shower in a separate room.
- Newly installed Solar charged and battery powered CCTV has been installed that captures movement of vehicles through the gate and around the vicinity of the shed.
- There is currently no lunch room or kitchen facilities, no air-conditioning or heating.
- There is no mains power to the site with a fixed plant power generator installed at the site.
- There is no mains water to the site. A rain water tank collects water off the roof of the shed and when empty is filled by water truck.
- There is no office. The Site Attendant by their own initiative has set up a desk and administration work station within the shed directly adjacent to the entry point.
- Security of money collected remains a cash tin, though purchase and installation of a Safe is being organized.
- Communication with supervisors, administration and other employees is by phone or portable radio.
- There is no transport provide to the Site Attendant at the site.
- The attendant starts and finished work at the Waste Site.

Site Improvements

Improvement at the site has been ongoing within budget allowance. Improvement work carried out in the last 12 months has been:

- Placement of blue metal around the entry to suppress dust.
- Relocation of the scrap metal dump to allow full access.
- Separation of Fridges and Freezers to allow the capture of refrigerant gas.
- Closure and relocation of Asbestos Disposal Cell away from the general waste tipping area.
- Installation of Solar charged CCTV.
- Introduction of EFTPOS.
- Construction of a new General Waste Disposal Cell.
- Closure and Capping of an existing waste cell.
- Separation and introduction of E Waste recycling.
- Separation and introduction of Mattress recycling.

- A general site cleanup.
- Periodic grading of access roads within the site.
- Green Waste separated and disposed into two heaps and burnt twice yearly to reduce the risk of fire during the summer.
- A selected portion of Green Waste (Clean Greens) is separated to allow an interested member of the community access and use to carry out their own on farm composting.
- Regular Formal Weekly Inspections carried out by both the Site Attendant and/or Manager Infrastructure

Further improvements to be carried out and completed:

- Installation of 400 metres of compliant fencing.
- Purchase and Installation of a Safe for safe keeping of money, phone, EFTPOS machine, portable radio and site attendant's personal belongings.
- Introduction of a Public Education Campaign to reduce recyclables being placed in landfill.

Environmental Implications

The past 13 months of operation has identified Environmental implications and concerns that may affect future operations at the Waste Facility.

These are:

- Proximity to State Forest – State Forest surrounds the site on four sides.
- Spread of litter by wind, crows, cats and people outside of the waste site into neighboring State Forest. Difficult to avoid and control. The Site Attendant carries out periodic litter control outside the perimeter fence.
- Water contamination both surface and underground – evidence of a water spring flowing downstream out of the site. Water movement eventually makes its way to the Blackwood River.
- Burning Green Waste – Some backlash from community.
- Potential for an outbreak of an uncontrolled fire at the site affecting surrounds.

These Environment implications have the potential to impact how the shire may want to and be expected to operate the site in the future.

The shire can currently operate the site within the given footprint under its current registration and meet regulatory compliance, however this is not to say that this may not change. Should there be a requirement to expand the site beyond its current footprint or capacity there will be a requirement to complete a Biodiversity study and Works Plan, License the site, install bores and carry out water quality monitoring, construct lined waste cells and fully fence the extra area.

In respect to Green Waste, the community perception and view seems to be that the shire does little to recycle particularly in respect to Green Waste. There has already

been some backlash from the community in respect to burning Green Waste with the suggestion being that we compost this instead.

The MI has discussed Green Waste management with members of the community who raised the concern and has formally invited them to participate in collecting clean green material from our site for composting at their privately owned farm. This seems to have had some success though the impact on the total quantity of green material brought to the site is insignificant.

Operating Costs

Operating costs for the site have been difficult to predict due to finding a reliable source of fill material and uncertainty of cost to buy and transport in the future.
For the immediate short term, we have been fortunate in locating a source of fill material reasonably close to the waste site at two old borrow pits – one on Cundinup West Road which is now depleted and the other on Cundinup South Road.
Future operating costs have taken into account this fill material that can be sourced freely. It is difficult to estimate how long this fill will last due to the way it has been deposited. Best estimation is 1.5 to 2 years or end of 2021.

Operating Costs for the 2018 19 Financial Year were $127,228
(Note: A portion of this Financial Year costs were to the existing contract)

A breakdown of these costs were:

Employee Costs	$80014
Stores and Materials	$22328
Contracts	$18503
Insurance	$ 949
Plant Operation	$ 6173

Predicted Operating Cost for the 2019 20 Financial Year is $169,000
A breakdown of these costs are:

Employee Costs	$ 86128
Stores and Materials	$ 3952
Contracts	$ 52173
Insurance	$ 1016
Plant Operation	$ 11669
Earth Cartage	$ 14340 (Carried out by shire works from our pit)

Predicted Operating Cost for 2020 21 Financial Year will be $185,000. The elevated cost estimation is due to cartage of all fill required for that year from the shire pit.
A breakdown of these costs are:

Employee Costs	$ 86128

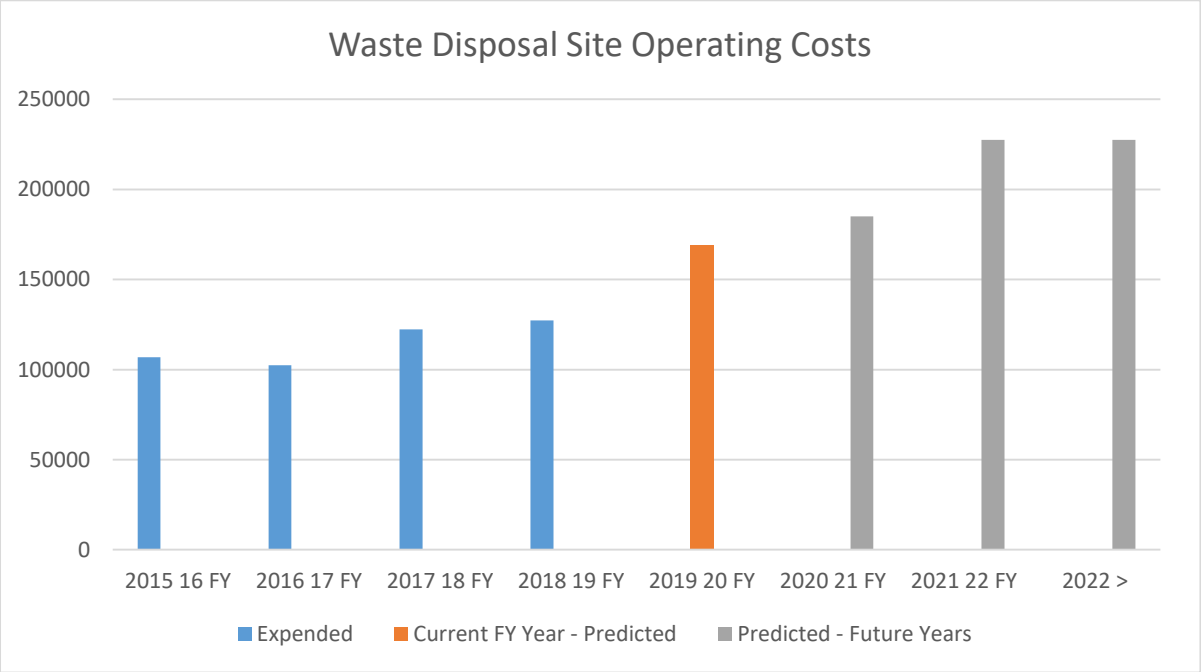
Stores and Materials	$ 5000
Contracts	$ 40571
Insurance	$ 1016
Plant Operation	$ 9538
Earth Cartage	$ 43000 (Carried out by shire works from our pit)

Predicted Operating Cost for 2021 22 Financial Year will be $227,500 due to requirement to purchase and transport fill out of private pit.
A breakdown of these costs are:

Employee Costs	$ 86128
Stores and Materials	$ 5000
Contracts	$ 40571
Insurance	$ 1016
Plant Operation	$ 9538
Earth Cartage	$ 85250 (Purchased and carted by contract)

It is difficult to predict costs beyond 2022 as it is unknown what the cost of earth fill will be to purchase or transport. Should the future operation of the landfill be carried out in much the same way in years beyond this point and still require cartage, the cost of fill and cartage will most likely increase?

The graph below shows past, predicted and escalating cost of running the Waste Disposal Site based on current methods.



Tipping Fees and Charges

Council currently imposes various Fees and Charges for the disposal of a number of waste types at the site.

A fee and charge structure has been developed that allows its residents that reside within the shire to dispose waste for a reduced or subsidized fee. Non Shire residents or business and commercial get charged the full fee for each waste type disposed.

The various fees and charges imposed have been established either based on known operating costs or are comparable with those charged at other waste sites in the Southwest of WA.

Tip Pass – Non Residents can purchase a Tip Pass at a cost of $75.00 that allows domestic disposal at the site.

Recycling Fees and Charges

Fees and charges received for disposal of Recyclables in 2018 19 was $49,123

Fees and Charges received for disposal of waste in 2018 19 was $44,110

Income received for the sale of Tip Passes in 2018 19 was $2762

Clearing

The Waste Disposal footprint currently in use only covers roughly 50% of the entire waste site reserve with an un-cleared area of about 7 Ha to the East of this. An idea to clear the Northern portion of this uncleared section (approximately 3Ha) was visited by the MI and discussed with an Environmental Consultant. A quote was sourced and provided and advice given on the process that would be required to lodge a Clearing Application with DWER.

A brief on the process and cost is included below:

- Biodiversity Study - required to enable DWER Clearing application to be processed. Cost $13,000
- DWER Clearing Permit Application Cost $2,800
- Study Timing - 12 months for clearing permit process to be carried out. The study requires two visits, one in spring (wildflower season) and one end of summer early winter. Advertising and community consultation would be required.
- A further Flora/Fauna Study could possibly be required should anything of significance be found to further gage any impact clearing may have on that species.
- DWER Works Application/Report - A "Works Application" will also be required for expansion of site outlining how the landfill will be managed and include a Post Closure Plan. This includes Cell construction, leachate control and water management as well as rehabilitation and drainage.

Cost of Works Application/Report has not been visited.

- Water Monitoring Bores – Potentially four bores required to be installed. Quoted Cost $10,000
- Annual Water Quality Monitoring will need to be carried out. Cost estimated at $250 for each bore per annum
- Potential requirement to License Site should clearing works be pursued due to DWER perception that should the site be expanded the site can then accept increased waste tonnage. Cost has not visited.
- Lined Waste Disposal Cells will be required should clearing be carried out. Potential cost is unknown at this time. (*A **landfill liner**, or **composite liner**, is intended to be a low permeable barrier, which is laid down under engineered landfill sites. Until it deteriorates, the liner retards migration of leachate, and its toxic constituents, into underlying aquifers or nearby rivers.)*
- Clearing of area – Removal of bushland growth and stockpiling top soil estimated at $15,000.

Adopting this approach would require very careful analysis and planning, analysis of regulatory implications and cost prior to pursuing the clearing option.

Objectives

It is the objective of this report to alert Council to the existing situation, issues and potential costs surrounding the continued operation of the Nannup Waste Disposal Site and to offer guidance in the decision making process.

As has been outlined the Council has until the 2021 22 Financial Year to determine what approach to take for the shire and its community before costs will increase dramatically.

Important points are to:

1. Provide a cost effective compliant and reliable service with adequate provision for future waste site management needs to the community in an environmentally responsible manner that meets the DoE regulations.

2. Utilise Councils core competencies – i.e. employees' abilities supplemented with contractor engagement for the use of specialized plant and operators.

Six options have been visited to assist determine the best way forward. Each has its own advantages and disadvantages.

1. **Maintain the Status Quo and operate on existing footprint.**
   Maintaining the Status Quo is an option that can be sustained for at least 12 to 15 years.

   Disadvantages of this option:
   - Availability and cost of earth fill

- Fill transport costs
- Short time frame before costs escalate.
- Relatively short operating life
- Ongoing environmental impacts
- Future site operation and management issues such as access, public and operator safety, erosion as the waste site increases in height.
- Lack of compaction
- Potential and future regulatory changes and requirement to Licence site.
- Potential requirement to construct lined waste cells
- Potential requirement to install water monitoring bores and carry out water monitoring.

Advantages of this option:

- No immediate cost implications over the very short term
- Remains DWER compliant
- No immediate requirement to construct lined waste cells
- No requirement for water monitoring or construct water catchment
- Community at large accepts the operation of the site as a necessary evil.
- No clearing is required and therefore no costs
- Plenty of available airspace for the foreseeable future
- Can remain fully shire operated

Option 1 Costs:

- 2020 21 Financial Year
  Operating $185,253
  Capitol $0

- 2021 22 Financial Year
  Operating $227503
  Capitol $0

2. **Maintain the Status Quo and Introduce Onsite Waste Compaction by contract.**

Disadvantages of this option:

- Contractor machine used is subject to availability (Required weekly)
- Subject to Contractor availability.
- Mobilisation and demobilisation costs
- Hire Rates may increase over time.
- Potential and future regulatory changes and requirement to Licence site.
- Potential requirement to construct lined waste cells
- Potential requirement to install water monitoring bores and carry out water monitoring.
- Ongoing environmental impacts

Advantages of this option:

- DWER Compliant - No requirement to Licence site at this time. (Operating at less than 5000 tonnes per annum).
- Clearing application and associated costs not required.
- No requirement for water monitoring or construct water catchment
- Community at large accepts the operation of the site as a necessary evil.
- No clearing or increased footprint required.
- No clearing costs.
- No immediate requirement to construct Lined Waste Disposal Cells
- No requirement to purchase expensive plant by utilisation of Contractor Wet - Hire Tracscavator or Excavator
- No shire loader operation required.
- Better waste coverage.
- Compaction ability.
- Airspace availability extended up to 30 years
- Digging ability.
- Ability to load Trucks.
- No upfront purchase cost.
- No ongoing operating costs.

Option 2 Costs:

- 2020 21 Financial Year
  Operating $201,188
  Capitol $0

- 2021 22 Financial Year
  Operating $201,188
  Capitol $0

3. **Clear the adjacent bushland within the Waste Reserve to gain extra fill and therefore disposal space.**

   Disadvantages of this option are:

   - Estimated 12mths for clearing permit process
   - Biodiversity study cost quoted at $13,000
   - A DWER "Works Application" will also be required for expansion of site outlining how the landfill will be managed and rehabilitated. This includes Cell construction, leachate control and water management
   - DWER Compliance
   - Lined Waste Cells required
   - Water Monitoring Bores required
   - Public perception and reaction
   - No guarantee of successful clearing application.
   - Cost to buy suitable plant with compaction capability.

Advantages of this option:

- Creates extra soil fill requirement for an extra 24 years
- Free up waste disposal space with cover.
- Shire owned and operated – not subject to ongoing service costs.

Option 3 Costs:

- 2020 21 Financial Year
  Operating $198,072
  Capitol $83,810

- 2021 22 Financial Year
  Operating $198,072
  Capitol $0

4. Transfer Waste off the Site via Compaction Truck

Disadvantages of this option:

- Cost to construct waste drop-off and collection bays
- Cost to buy/hire Front Loader Bins, Hook bins or Compactor Bin
- Cost to purchase suitable Loader possibly a Backhoe with the capability of picking up rubbish and ability to press rubbish into bins.
- Subject to and committed to service costs once built & operating
- Open to disposal cost increases and validity.
- Requirement to collect and manage storm water runoff
- Requirement to bury Asbestos and some commercial waste.
- Cost to purchase sufficient fill to bury Asbestos and commercial waste estimate at $3100 pa
- Cost to have Side Lift Rubbish Truck dispose off site – currently $24516 pa

Advantages of this option:

- No requirement to implement immediately (Sufficient fill to last until at least end of 2021)
- Very much reduced or eliminate reliance on landfill air space and soil fill requirement.
- Much reduced impact on immediate environment
- No extra or potential DWER requirements/regulation beyond that currently met.
- Much reduced or elimination of spread of litter by wind, crows, cats and people.
- Very much reduced water contamination both surface and underground
- No requirement to install water monitoring bores.
- Will pre-empt any longer term environmental compliance issues
- No requirement to Licence site at this time
- Potential to increase and improve recycling collection

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- Improved customer movement control on site.
- Community perception
- We would be a good position to benefit should a Regional Waste Facility become available in the South West

Option 4 Estimated Costs:

2020 21 Financial Year

Operating	$229,000 to $250,000
Capitol	$250,000

2021 22 Financial Year

Operating	$250,000
Capitol	$0

5. **Maintain Status Quo with the Introduction of Shire owned Plant with compaction capability.**

Disadvantages of this option:

- Outright cost of purchase by Shire
- Potential and future regulatory changes and requirement to Licence site.
- Potential requirement to construct lined waste cells
- Potential requirement to install water monitoring bores and carry out water monitoring.
- Ongoing environmental impacts

- Fill required to cover waste

Advantages of this option:

- DWER Compliant - No requirement to Licence site at this time. (Operating at less than 5000 tonnes per annum).
- Clearing application and associated costs not required.
- A smaller quantity of fill required to cover waste due to compaction capability.
- No requirement for water monitoring or construct water catchment
- Community at large accepts the operation of the site as a necessary evil.
- No clearing or increased footprint required.
- No clearing costs.
- No immediate requirement to construct Lined Waste Disposal Cells
- No shire loader operation required.
- Better waste coverage.
- Compaction ability.
- Airspace availability extended up to 30 years
- Digging ability.
- Ability to load Trucks.
- No ongoing operating costs.

Option 5 Costs:

- 2020 21 Financial Year
  Operating $198,000
  Capitol $0

- 2021 22 Financial Year
  Operating $198,000
  Capitol $0

6. Operate Waste Site Wholly as a Contract

Discussion with various Contractors who operate Earthmoving and related business indicates a cost to Council of $200,000 should this option be re visited. This figure is estimated based on a site operation cost of around $150,000 + the purchase and supply of earth fill at around $50,000.

Executive Summarisation of known facts:

The waste disposal site remains a safe, reliable and effective facility for the Shire of Nannup community to dispose of waste. The objective of this report is to alert Council to the existing situation, issues and potential costs surrounding the continued operation of the Nannup Waste Disposal Site and to offer guidance in the decision making process.

Important points are:

1. The Waste Disposal Site meets all Regulatory Compliance other than three items identified in the report.
   5.1. Fencing: to be addressed immediately,
   5.2. Water Separation: Continue to manage and avoid waste contacting water.
   5.3 Post Closure Plan: The MI at time of writing has found no evidence that this plan was prepared or submitted. Further investigation required by MI
2. There are no known immediate or planned changes to DWER compliance or regulations. The site can remain a Registered site only and remain unlicensed as long as there is no expansion beyond our current footprint and perimeter fence.
   At this time there is no requirement to install water monitoring bores or carry out water quality monitoring and no requirement to construct lined waste cells. The shire can continue to burn green waste and therefore utilise the resultant ash as fill if it chooses to do so.
3. There is sufficient airspace for several years to come. (Estimated at 12 to 15 years uncompacted, or up to 30 years compacted).
4. There is a limited supply of freely available earth fill that remains on site and an estimated 2 years supply available off site. Council has until December 2021 before costs increase dramatically due to a requirement to purchase and cart fill to site.
5. The shire does not have a machine to bury waste with compaction capability. The use of a suitable machine with compaction ability would extend the life of the site and reduce earth fill requirement.
6. Fill will have to be purchased and transported to site after 2021, estimated at 6000 ton without compaction and 3000 ton with compaction.
7. An estimated 12% of waste brought to site is recycled and kept out of landfill. A greater public education campaign has the potential to capture extra recyclable materials currently being buried in landfill.
8. Environmental Implications are dealt with by the manning of the site during operating hours, correct maintenance procedures in line with regulations and constant supervision and monitoring of customer's/visitors movements to the site.
9. In respect to employee facilities some improvement to ablutions, and a secured office with solar powered lighting within the shed could be considered as part of continuing improvements on site.
10. Future operating costs will increase due to their no longer being any easily available fill that can be excavated on site. The cost to buy and transport earth fill to site or any other option that may be implemented will increase operating cost. This cannot be avoided.

    Option 1. Although the cheapest option initially, this will substantially increase in cost due to the requirement to pay for and transport fill.

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Option 2. Subjects the shire to Contractor and Contract Plant availability and potential hire rate increases.

Option 3. Requires several strict compliance changes and requires the site be licensed. We may not be successful with our application? We would be required to construct costly lined waste cells (Cost unknown at this time) and water quality testing would be required with the risk of noncompliance in respect to water movement out of the site. To enable effective use of the cell space and use of resulting fill it would still be necessary to purchase plant with landfill compaction capability.

Option 4. Most expensive option to implement, service and operate though there would be huge environmental gains and future proofing.

Option 5. Probably the most cost effective and advantageous option although there is the requirement to purchase a suitable machine and there remains a requirement to purchase and transport earth fill to site The shire can continue to utilise its own staff and has control over maintenance of the site. Would not be subject to the whims of contractors, remaining compliant and environment friendly. Although use of fill material is reduced by 50%.

Option 6. A proper cost analysis has not been carried out but conversation with suitable contractors has revealed there would be a substantial increase in cost (estimated at $200,000) to operate compared to that carried out previously and is largely due to the requirement to provide fill to site.

It is the MI opinion either option 5 or 6 is the best option

Stakeholders

It is acknowledged that key stakeholder groups within this program are as listed below:

- Councillors
- Council Staff
- Ratepayers and General Community
- Business and Commercial Enterprise
- Contractor and Contractor Employees
- Suppliers
- Department of Environment
- Utility Providers

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Key Dates and Timeline

This study is to support the future of the Nannup Waste Disposal Facility 2019 to 2030.

References

- Nannup Waste Disposal Site - Department Environment Regulation (DWER) Registration R1594/2004/1
- Environmental Protection Act 1986
- Environmental Protection Act 1986 Compliance and Regulation
- Environmental Protection Regulations 1987
- Environmental Protection (Rural Landfill) Regulation 2002
- Landfill Waste Classification and Waste Definitions 1996
- Environmental Protection (Controlled Waste) Regulations 2004
- Ozone Protection and Synthetic Greenhouse Gas Management Act 1989
- Ozone Protection and Synthetic Greenhouse Gas Management Regulations1995
- Health (Asbestos) Regulations 1992
- Waste Avoidance and Resource Recovery Act 2007
- Local Government Act 1995

- Strategic Waste Management Plan 2008
- Waste Authority of Western Australia – Draft Waste Data Strategy July 2019
- Waste Avoidance and Resource Recovery Strategy 2030
- Waste Avoidance and Resource Recovery Strategy Action Plan 2030

- Williams Waste Transfer Station Diagram
- Shire of Williams Updated Closure and Post Closure Manager Plan Oct 2019
- WA Tyre Recover – Price List 1st April 2019
- Shire of Nannup Fees and Charges 2019 20 Financial Year
- Waste Authority WA – Converting Volumes to Tonne's

- Waste Initiatives Australia
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Attachment 12.8.1

FEES & CHARGES 2019/20

LIBRARY			
HISTORY BOOKS	**UNIT**	**GST**	**19/20**
History of Nannup (Extracts of minutes etc.)	Each	N	$7.00
War Clouds Over Nannup (Mr. A Hartley)	Each	N	$7.00
Bulk purchase of 10+ books	Each	N	$5.00
MISCELLANEOUS LIBRARY			
Nannup Heritage Trail booklet	Each	Y	$3.00
Overdue Library Book Fee	Per Book	Y	$9.00
Purchase of Old stock	Per book	N	$1.00 - $5.00

ADMINISTRATIVE SERVICES			
PROPERTIES REPORT (UN BOUND)	**UNIT**	**GST**	**19/20**
List of All Owners, Address, Property Descriptions etc. - Hard Copy	Each	Y	$130.00
List of All Owners, Address, Property Descriptions etc. - Email	Each	Y	$31.00
MISCELLANEOUS ADMINISTRATION			
Information Requiring Dedicated Staff Time	Per 15 Mins	Y	$28.00
	Per Hour	Y	$107.00
Account Enquiries - Rates Only	Per Enquiry	Y	$60.00
Rates, Orders & Requisitions - Report to Settlement Agent or like	Per Report	Y	$100.00
Sale of Electoral Roll	Per Roll	Y	$30.00
FREEDOM OF INFORMATION REQUESTS (as set by FOI Regulations 1993 Schedule 1)			
- Application for FOI	Per Application	N	$30.00
- Staff Time Dealing With Application	Per Hour (Pro Rata)	N	$30.00
- Access Time Supervised by Staff	Per Hour (Pro Rata)	N	$30.00
- Photocopying:			
- Staff Time to Copy Information	Per Hour (Pro Rata)	N	$30.00
- Cost Per Copy		N	$0.20

HIRE OF FACILITIES			
TOWN HALL	**UNIT**	**GST**	**19/20**
Bond for All Bookings	Per Hire	N	$200.00
Surcharge For Gas Heating	Per Hour	Y	$6.00
Surcharge For Gas Heating	Per Day	Y	$41.00
Hourly Rate - Active Sporting Event Hire	Per Hour	Y	$27.00
Session Rate - Morning (8 AM - 12 NOON)	Per Session	Y	$72.00
- Afternoon (12 NOON - 5 PM)	Per Session	Y	$72.00
- Evening (After 5PM)	Per Session	Y	$72.00
Daily Rate	Per Day	Y	$138.00
Seasonal Booking Option	Per Term per hour	Y	$226.00
*Based on 85% of hour hall hire x 10 weeks =(($26.00 x 10)*0.85) = $221.00)*			
Social Events Session Rate - Morning (8 AM - 12 NOON)		Y	$92.00
- Afternoon (12 NOON - 5 PM)		Y	$92.00
- Evening (After 5PM)		Y	$92.00
Social Events - Daily Rate		Y	$171.00
Funeral Services	Per Day	Y	$174.00
Long Term Hire (Passive Use Only) - Two Days	Per Day	Y	$118.00
Surcharge For Alcohol Consumption	Per Session	Y	$62.00
Social events refer to all functions that are not sporting in nature. i.e. Weddings, Birthdays, Funerals, Exhibitions, Auctions, Film nights etc.			
Youth Space - *available for hire for suitable activities relating to Youth activities - with approval of Economic & Community Development Officer*	Per session	Y	$21.00
RECREATION HALL			
Bond for All Non-Recreational Bookings	Per Hire	N	$1,018.00
Bond for Recreational Bookings	Per Hire	N	$204.00
Sporting Events - Hourly	Per Hour	Y	$27.00
Sporting Events - Daily	Per Day	Y	$138.00
Seasonal Booking Option - Basketball/Netball/Trapeze	Per Term per hour	Y	$226.00
*Based on 85% of hour hall hire x 10 weeks =(($26.00 x 10)*0.85) = $221.00)*			
Other Functions (Social, Cabaret, Wedding, Overnight Events, etc.) - daily	Per day	Y	$350.00
Funeral Services	Per Day	Y	$350.00
Funeral Services - Bond	Per Hire	N	$200.00
Long Term Hire - Two Days	Per Day	Y	$250.00
**Non recreational bookings refer to all social functions that are not sporting in nature. i.e. Weddings, Birthdays, Funerals, Exhibitions, Auctions*			
COMMUNITY MEETING ROOM - NO SOCIAL BOOKINGS			
Bond for All Bookings (Except Passive Use)	Per Session	Y	$200.00
Full day meeting fee hire	per day	Y	$113.00
Hourly Fee - *Minimum booking 2 hours to cover cost of utilities and cleaning upon exit.*	per hour	Y	$14.00
MISCELLANEOUS EQUIPMENT			
Hire of Trestles	Each	Y	$10.00
Hire of Polypropylene Chairs – Individual	Each	Y	$3.00
Hire of Public Address (PA) Equipment	Per Day	Y	$26.00
FOOTBALL / CRICKET OVAL			

Community Sporting Groups	Per Day	Y	$70.00
Other Groups ($200 Bond Required)	Per Day	Y	$70.00
Seasonal Charge	Per Year	Y	$510.00
Change Rooms	Per Day Per Change Room	Y	$31.00
TOWN GREENS			
Village Green	Per Day	Y	$70.00
Old Roads Board Building Park	Per Day	Y	$70.00
Event Rubbish Bond	Per Event	N	$586.00
OVERFLOW CAMPING AREAS			
No Facilities Required	Per Person	Y	$14.00
Large Festival Camping	Per Person		$4.00
Facilities Required ($250.00 Bond for Group Booking)	Per Person	Y	$16.00
Nannup Caravan Park Community Events - Electricity and water charges per outlets used		As per current utility suppliers charge rates	
FORESHORE PARK			
Bond for All Bookings	Per Hire	Y	$650.00
All Facilities - No Power			
Not-For-Profit Incorporated Local Community Groups	Per Day	Y	$85.00
All Other Community Groups	Per Day	Y	$342.00
Commercial Use	Per Day	Y	$448.00
All Facilities			
Not-For-Profit Incorporated Local Community Groups	Per Day	Y	$189.00
All Other Community Groups	Per Day	Y	$985.00
Commercial Use	Per Day	Y	$1,224.00
CONSUMER POLES			
Each Pole	Per Day	Y	$35.00
Note: Actual Cost of the account for the period will be charged when being used for more than just street stalls.			
RAC ELECTRIC CAR RECHARGE FACILITY			
Per Kilowatt Hour	per kilowatt hour	Y	$0.45

FIRE CONTROL

FIREBREAKS	**UNIT**	**GST**	**19/20**
Application for Suspension of Prohibited Burning Period	Per Application	Y	$504.00
Application for Fire Break Variation			
- One (1) Year	Per Lot Applied For	Y	$112.00
- Five (5) Year	Per Lot Applied For	Y	$280.00
Firebreaks Fine	Each	Y	$265.00
Firebreak Fines – Late Payment Fee	Each	Y	$15.00
Firebreak Fines – Late Payment Court Registration Fee	Each	Y	$53.00
Firebreak Fines – Late Payment Enforcement Certificate Fee	Each	Y	$13.00

ENVIRONMENTAL HEALTH

FOOD PREMISES	**UNIT**	**GST**	**19/20**
Notification (where full registration not required)	Each	Y	$58.00
Registration (food business in Shire)	Each	Y	$122.00
Inspection Fee - High/Medium Risk	Each	Y	$155.00
Inspection Fee - Low Risk	Each	Y	$90.00
Food Premises Fit Out Approval - High/Medium Risk (Includes Notification)	Each	Y	$234.00
Food Premises Fit Out Approval - Low Risk (Includes Notification)	Each	Y	$173.00
Follow Up Inspections <30 Mins Officer Time	Each	Y	$61.00
Follow Up Inspections 30 Mins or more Officer Time	Each	Y	$92.00
Food Spoilt (Written Confirmation of Disposal)	Each	Y	$102.00
Hairdressing Fit Out Approval	Each	Y	$117.00
Beauty Therapy/Skin Piercing Fit Out Approval	Each	Y	$117.00
Registration - Lodging House	Each	Y	$170.00
Seized Food Analysis	Each	Y	$58.00
Food Sampling Request	Each	Y	$214.00
TEMPORARY FOOD PREMISES (STALL HOLDERS)			
Festival Notification - per event	Each	Y	$32.00
OTHER ENVIRONMENTAL HEALTH CHARGES			
Section 39 (Liquor Licensing) Certificates	Each	N	$100.00
Noise Monitoring – Non-Complying Event	Each	Y	$578.00
Local Government Report Fee	Each	N	$153.00
Temporary Accommodation Approval	Each	Y	$122.00
Extension of Temporary Accommodation Approval	Each	Y	$122.00
WATER TESTING			
Bacteriological Testing	Per Test	Y	$140.00
Chemical Testing (Plus Cost of Analysis)	Per Test	Y	$140.00
Regular Water Testing (6 Per Year)	Per Year	Y	$570.00
HEALTH (TREATMENT OF SEWERAGE AND DISPOSAL OF EFFLUENT AND LIQUID WASTE) REGULATIONS 1994			
Septic Tank - Application Fee	Each	Y	$118.00
Septic Tank - Inspection Fee	Each	Y	$118.00

CARAVAN PARK & CAMPING GROUND LICENCE FEES - HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911 SECTION 344C			
Caravan & Camping Facility Minimum Fee	Per Licence	N	$200.00
Short & Long Stay Caravan Park	Per site	N	$6.00
Camp Site	Per site	N	$3.00
Overflow Site	Per site	N	$1.50
Application for Caravan Annexes or Park Home Approval	Each	N	$80.00
Transfer of Facility License (Caravan Park/Camp Ground)	Each	N	$100.00
Temporary License Facility	Each	N	$100.00
HEALTH (OFFENSIVE TRADES FEES) REGULATIONS 1976:			
Slaughterhouses	Per Application	N	$285.00
Piggeries	Per Application	N	$285.00
Artificial Manure Depots	Per Application	N	$202.00
Bone Mills	Per Application	N	$163.00
Places for Storing, Drying or Preserving Bones	Per Application	N	$163.00
Fat Melting, Fat Extraction or Tallow Melting Establishments	Per Application	N	$163.00
Butcher Shops & Similar	Per Application	N	$163.00
Blood Drying	Per Application	N	$163.00
Gut Scraping, Preparation of Sausage Skins	Per Application	N	$163.00
Fellmongeries	Per Application	N	$163.00
Manure Works	Per Application	N	$202.00
Fish Curing Establishments	Per Application	N	$202.00
Laundries, Dry Cleaning Establishments	Per Application	N	$140.00
Bone Merchant Premises	Per Application	N	$163.00
Flock Factories	Per Application	N	$163.00
Knackeries	Per Application	N	$285.00
Poultry Processing Establishments	Per Application	N	$285.00
Poultry Farming	Per Application	N	$285.00
Rabbit Farming	Per Application	N	$285.00
Fish Processing Establishments in which Whole Fish are Cleaned & Prepared	Per Application	N	$285.00
Shellfish & Crustacean Processing Establishments	Per Application	N	$285.00
Any Other Offensive Trade Not Specified	Per Application	N	$285.00
HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992			
Inspection of Premises on Request	Per Application	Y	$178.00
Environmental Assessment & Reports on Request	Per Application	Y	$178.00
Public Building Approval <1,000 People	Per Application	N	$280.00
Public Building Approval 1,000 People or more	Per Application	N	$560.00

BUILDING CONTROL

BUILDING REGULATIONS 2012	**UNIT**	**GST**	**19/20**
BUILDING PERMIT			
Uncertified Application Class 1 or Class 10 Building/Structure - Minimum Fee	Per Application	N	$105.00
Uncertified Application Class 1 or Class 10 Building/Structure - Scale Fee	Per Application	N	0.32% of value of construction
Request for Certification of Construction, Building Compliance or other compliance (Minimum $110 inc GST and travel)	Per Application	Y	$110 per hour
Certified Application:	Per Application		
- Class 1 or Class 10 Building/Structure - Minimum Fee	Per Application	N	$105.00
- Class 1 or Class 10 Building/Structure - Scale Fee	Per Application	N	0.19% of estimated value of building work
- Class 2 to 9 Building/Structure - Minimum Fee	Per Application	N	$105.00
- Class 2 to 9 Building/Structure - Scale Fee	Per Application	N	0.09% of estimated value of building work
BUILDING PERMIT EXTENSION			
Major Reassessments (Estimated Value of Construction Remaining):			
- Class 1 or Class 10 Building/Structure - Minimum Fee	Per Application	N	$105.00
- Class 1 or Class 10 Building/Structure - Scale Fee	Per Application	N	0.32% of value of construction
- Class 2 to 9 Building/Structure - Minimum Fee	Per Application	N	$105.00
- Class 2 to 9 Building/Structure - Scale Fee	Per Application	N	0.19% of value of construction
Extension of Time for Building Approval Certificate	Per Application	N	$105.00
Application for Amendment to Building Permit including revised Certificate of Design Compliance	Per Application	Y	$110 per hour
DEMOLITION PERMIT			
Class 1 or Class 10 Building/Structure	Each	N	$105.00
Class 2 to 9 Building/Structure	Per Storey	N	$105.00
Extension of Time	Per Application	N	$105.00
Performance Bond - Site Clean-Up & Verge Including Footpaths	Each	N	$800.00
OCCUPANCY PERMIT & BUILDING APPROVAL CERTIFICATE			
Occupancy Permit for a Completed Building	Each	N	$105.00
Temporary Permit for Incomplete Building	Each	N	$105.00
Modification for Additional Use of Building on Temporary Basis	Each	N	$105.00
Replacement Permit for Permanent Change of Building Use	Each	N	$105.00
Building Approval Application Certificate (Strata) - Minimum Fee	Per Application	N	$115.00

Building Approval Application Certificate (Strata) - Scale Fee	Each Strata Unit	N	$11.60
Occupancy Permit where Unauthorised Work has been done - Minimum Fee	Each	N	$105.00
Occupancy Permit where Unauthorised Work has been done - Scale Fee	Each	N	0.18% of estimated value of building work
Building Approval Certificate where Unauthorised Work has been done	Each	N	0.38% of estimated value of building work
Replacement Occupancy Certificate for Existing Building	Each	N	$105.00
Building Approval Certificate where Unauthorised Work has not been done	Each	N	$105.00
Extension of Time for Occupancy Permit	Each	N	$105.00
OTHER APPLICATIONS			
Declaration that a Building Standard Does Not Apply	Each	N	$2,160.15
OTHER BUILDING CHARGES			
Rural Number Assignment & Installation	Each	Y	$75.00
CROSSOVERS - PERFORMANCE BONDS			
Single crossovers to residential/rural living properties	Each	N	$3,000.00
Double crossovers to residential/rural living properties	Each	N	$6,000.00
Single commercial/industrial crossovers	Each	N	$5,000.00
Double commercial/industrial crossovers	Each	N	$7,500.00
CONSTRUCTION TRAINING FUND LEVY (CTF)		N	0.2% of value of construction > $20,000
BUILDING SERVICES LEVY			
Building or demolition permit - for Works up to $45,000 (Inc. GST)	Per Application	N	$61.65
Building or demolition permit - for Works over $45,000 (Inc GST)	Per Application	N	0.137% of value of work
Occupancy permit or building approval certificate for approved building work under s47, 49, 50 or 52 of the Building Act	Per Application	N	$61.65
Occupancy permit or building approval certificate for unauthorised building work under s51 of the Building Act - for Works up to $45,000 (Inc. GST)	Per Application	N	$123.30
Occupancy permit or building approval certificate for unauthorised building work under s51 of the Building Act - for Works over $45,000 (Inc. GST)	Per Application	N	0.274% of value of work
BUILDING PLAN SEARCHES AND RESEARCH FEE			
Building Plans	Each	N	$63.00
Provide Copy of Housing Indemnity Insurance Policy	Each	N	$63.00
Copy of Archived Building Plans	Each	Y	$94.00
BUILDING INSPECTION AND REPORTS			
Housing Indemnity Insurance Report	Each	Y	$1,273.00
Building call out fee applies where work for which an inspection is requested, was not ready for inspection	Each	Y	$92.00
Weekend Call Out Fee - Per Hour (Minimum of One Hour)	Per Hour	Y	$185.00

RANGER SERVICES

DOG REGISTRATIONS	**UNIT**	**GST**	**19/20**
Sterilised - 1 Year	Each	N	$20.00
Sterilised - 3 Year	Each	N	$42.50
Sterilised - Lifetime	Each	N	$100.00
Unsterilised - 1 Year	Each	N	$50.00
Unsterilised - 3 Year	Each	N	$120.00
Unsterilised - Lifetime	Each	N	$250.00
Pensioner Concession - Sterilised - 1 year	Each	N	$10.00
Pensioner Concession - Sterilised - 3 year	Each	N	$21.25
Pensioner Concession - Sterilised - Lifetime	Each	N	$50.00
Pensioner Concession - Unsterilised - 1 year	Each	N	$25.00
Pensioner Concession - Unsterilised - 3 year	Each	N	$60.00
Pensioner Concession - Unsterilised - Lifetime	Each	N	$125.00
Working Dog - sterilised - 1 Year	Each	N	$5.00
Working Dog - sterilised - 3 Year	Each	N	$10.60
Working Dog - sterilised - Lifetime	Each	N	$25.00
Working Dog - Unsterilised - 1 Year	Each	N	$12.50
Working Dog - Unsterilised - 3 Year	Each	N	$30.00
Working Dog - Unsterilised - Lifetime	Each	N	$62.50
Dogs kept in an approved kennel	Per Application	N	$200.00
*Note registration fees reduced by 50% if registered between 1 June - 31 October each year **Working Dog concession is equal to 25% of registration payable			
CAT REGISTRATIONS			
Sterilised - 1 Year	Each	N	$20.00
Sterilised - 3 Year	Each	N	$42.50
Pensioner Concession - Sterilised - 1 year	Each	N	$10.00
Pensioner Concession - Sterilised - 3 year	Each	N	$21.25
Unsterilised - 1 Year	Each	N	$50.00
Unsterilised - 3 Year	Each	N	$120.00
Pensioner Concession - Unsterilised - 1 year	Each	N	$25.00
Pensioner Concession - Unsterilised - 3 year	Each	N	$60.00
Lifetime Registration	Each	N	$100.00
Lifetime Registration - Pensioner	Each	N	$50.00
*Note registration fees reduced by 50% if registered between 1 June - 31 October each year			
IMPOUND FEES - DOGS/CATS			

Seizure, Impounding and sustainance of dog or cat - first impound in 12 months - Day 1	Each	Y	$102.00
Seizure, Impounding and sustainance of dog or cat - subsequent impounds within 12 months	Each	Y	$122.00
Seizure, Impounding and sustainance of dog or cat -Non business Day	Each	Y	$204.00
Sustenance fee day 2 onwards - Per day, per animal	Each	Y	$36.00
Destruction and Disposal of Dog/Cat	Each	Y	cost of disposal
Disposal of Dog/Cat	Each	Y	$51.00
Dangerous Dog (Declared) compliance and annual inspection fee	Each	Y	$102.00
IMPOUND FEES - LARGE ANIMALS			
Grade 1 (Stallions, Mules, Bulls, Boars over 2 years) - 1st day	Each	Y	$56 + pick up and transport costs
per day thereafter	Each	Y	$25.00
Grade 1a (Stallions, Mules, Bulls, Boars under 2 years of age) - 1st Day	Each	Y	$50 + pick up and transport costs
per day thereafter	Each	Y	$25.00
Grade 2 (Mares, Geldings, Colts, Fillies and Cows) - 1st Day	Each	Y	$45 + pick up and transport costs
per day thereafter	Each	Y	$25.00
Grade 3 (Sheep Goats, Pigs and Lambs) - 1st Day	Each	Y	$45 + pick up and transport costs
per day thereafter	Each	Y	$25.00
Non business hour surcharge all grades: weekends, weekdays between 5.00pm to 7.00am	per hour	Y	$15.00
DAMAGE BY TRESPASS BY LARGE ANIMALS			
Trespass in enclosed growing crop of any kind, garden or private enclosed property, public cemetery or public parkland by any grade of large animal	Each	Y	$20 per animal
Trespass into unenclosed paddock or meadow of grass or of stubble by any grade of large animal	Each	Y	$15 per animal
Trespass into any other unenclosed land by any grade of large animal	Each	Y	$10 per animal
NB: No damage is payable in respect of a suckling animal under the age of 6 months running with its mother.			
RANGER - OTHER SERVICES			
Ranger time per hour	per hour	Y	$125.00

WASTE MANAGEMENT

REFUSE COLLECTION	**UNIT**	**GST**	**19/20**
Kerbside Rubbish Collection	Per Bin	N	$253.00
Kerbside Recycling	Per Bin	N	$154.00

DEPOT SERVICES

PLANT HIRE **Only the plant listed below is available for hire. All plant must be hired with an operator	**UNIT**	**GST**	**19/20**
WEEKDAY HIRE			
4.5T Truck	Per Std Hour	Y	$143.00
14T Truck	Per Std Hour	Y	$181.00
Backhoe	Per Std Hour	Y	$161.00
Grader	Per Std Hour	Y	$208.00
Loader	Per Std Hour	Y	$183.00
Roller	Per Std Hour	Y	$151.00
Tractor	Per Std Hour	Y	$146.00
WEEKEND HIRE			
4.5T Truck	Per Std Hour	Y	$191.00
14T Truck	Per Std Hour	Y	$225.00
Backhoe	Per Std Hour	Y	$210.00
Grader	Per Std Hour	Y	$242.00
Loader	Per Std Hour	Y	$225.00
Roller	Per Std Hour	Y	$225.00
Tractor	Per Std Hour	Y	$215.00
OTHER HIRE CHARGES			
Hire of Pig Trailer	Per Std Hour	Y	$69.00
Hire of Float	Per Std Hour	Y	$69.00
LABOUR CHARGES			
Weekday	Per Std Hour	Y	$69.00
Weekend	Per Std Hour	Y	$105.00
OTHER WORKS			
Quotations can be obtained for small jobs. These will be charged at an appropriate hourly rate.			
Directional Signage - Ordering and Erection (Fingerboard sign only x 1)	Per sign	Y	$489.00
Directional Signs – Ordering and Erection of larger signs x 1	Per sign	Y	Quoted per sign
HIRE OF TEMPORARY FENCING			
Bond	Per Hire	Y	$525.00
For Other Local Governments for Extended Periods Only	Per Metre/Week	Y	$20.00
Erected & Dismantled within Nannup Townsite	Per Metre/Week	Y	$20.00

CEMETERY

RIGHT OF BURIAL	**UNIT**	**GST**	**19/20**
Grant of Exclusive Right of Burial - 25 Year Period	Each		$880.00
Grant of Exclusive Right of Burial Niche Wall/Rose Garden - 25 Year Period	Each		$210.00
Renewal of Grant of Exclusive Right of Burial - 25 Year Period	Each		$155.00
Registration of Transfer of Form of Grant of Right of Burial	Each		$30.00
INTERMENT TO A DEPTH OF 2.1M			

Any Person Ten Years of Age or Older	Each		$1,100.00
Any Person Under Ten Years of Age	Each		$945.00
A Stillborn Child	Each		$620.00
Additional Fee – Interment Without Due Notice	Each		$130.00
Additional Fee - Interment Not in Usual Hours	Each		$130.00
Additional Fee - Interment on a Saturday, Sunday or Public Holiday	Each		$610.00
ASHES			
Interment of Ashes	Each		$260.00
Placement of Ashes Within Niche Wall (includes plaque with standard inscription)	Each		$530.00
Placement of Ashes in Rose Garden (includes plaque with standard inscription & Concrete Base)	Each		$560.00
Additional Line on Plaque Order Form (further to the standard inscription of Name, Dates & 1 Line)	Each		$26.00
Placement of Ashes in Rose Garden - No Plaque	Each		$300.00
MEMORIALS			
Memorial Plaque - No Ashes - Rose Garden (includes plaque with standard inscription & Concrete Base)	Each		$415.00
Memorial Plaque - No Ashes - Niche Wall	Each		$385.00
Additional Line on Plaque Order Form (further to the standard inscription of Name, Dates & 1 Line)	Each		$27.00
Internments, (Shrub selection to be approved by CEO as per Council plan)			
- Initial Placement (includes plaque with standard inscription & concrete base	Each		$825.00
- Subsequent Single Placements	Each		$420.00
Permission to Erect Headstone, Kerbing or Monument	Each		$52.00
LICENSE FEES			
Undertakers Annual License Fee	Each		$150.00
Undertakers Single License Fee (for one interment)	Each		$100.00

TOWN PLANNING

CHARGE & COMMENT	GST
DETERMINATION OF A DEVELOPMENT APPLICATION WHERE THE ESTIMATED COST OF THE DEVELOPMENT IS:	
a) No more than $50,000	N
b) More than $50,000 but not more than $500,000	N
c) More than $500,000 but not more than $2.5 million	N
d) More than $2.5 million but not more than $5 milliion	N
e) More than $5 million but not more than $21.5 million	N
f) More than $21.5 million	N

Note: If the development has commenced or being carried out prior to approval, an additional amount, by way of penalty that is twice the amount of the maximum fee payable for determination of the application under Parts (a), (b), (c), (d), (e) and (f) will be added to base rate

MISCELLANEOUS DEVELOPMENT APPLICATIONS		
Single Dwelling (where Planning Approval required)		N
Additions to Single Dwelling (where Planning Approval required)		N
Ancillary Accomodation/Granny Flat/Caretakers Dwelling/Workers Accommodation		N
Farm Stay/Holiday Cottage (in existing residence)		N
Application for approval of home occupation		N
Sign Application Fee		N
Relocation of a Building Envelope		N
Setback Reduction (in addition to other fees)		N
Application for change of use or for change or continuation of a non-conforming use where no new development is occurring		N
Alfresco Dining		N
Extending Conditional Planning Approval/Renewal Fee		N
Retail / Shop (use only)		N
Bed & Breakfast Accommodation (additional fees if notification req'd)		N
Consulting Rooms		N
Light/General/Service/Rural Industry (use only)		N
Extractive Industry		N
Timber Plantation		N
Nannup Strata Title Fees	a) For a certificate under	N
	b) For a certificate under	N
	c) For a Form 7 certificate	N

Notes:

1. Applications that are subject to Development Assessment Panels will attract an additional fee at the rate set out in Schedule 1 to the Planning and Development (Development Assessment Panels) Regulations 2011

2. Applicants are to provide details of estimated cost of development (includes any car parking, effluent disposal, landscaping features, etc).

3. Delegated Authority has been provided to the CEO to determine the value of proposed development. If applicants disagree with the estimate made by the Shire reconsideration can be requested if evidence of the cost of development can be provided. If applicants still dispute the estimated cost determined by the Shire the matter can be referred to the Fees Arbitration Panel (WAPC WAMA) for determination.

4. The costs of advertising and any specialist reports will be an additional cost

SCHEME AMENDMENTS/STRUCTURE PLANS	
Basic Amendment	N
Standard Amendment	N
Complex Amendment	N
Minor Structure Plan - only applies when CEO determines that advertising is not required	N
Standard Structure Plan	N
Major Structure Plan	N
Detailed area plans	N
Revised detailed area plans	N

Notes:

1. Details of the calculation used to derive the fee is to be made available to the applicant upon request

applicants cost. Such costs are separate to the fees stipulated in this schedule.

3. If an applicant is not satisfied that the fee calculated by the Shire are a reasonable estimate of the service, the matter may be referred to the Fe

SUBDIVISIONS		
Clearance Certificates	Up to 5 lots	N
	6 to 195 lots	N
	More than 195 lots	N

OTHER PLANNING FEES	
Issue of zoning certificate	N
Section 40 (Liquor Licensing) Certificate	Y
Replying to a property settlement questionnaire	Y
Issue of written planning advice	Y
Certificate of Title Search	Y
Road Closure Application	Y
Erection of sign at Information Bay	Y
Application for advertising signage	Y

PLANNING DOCUMENTS	
Copy of Local Planning Scheme Text	Y
Copy of Local Planning Strategy	Y
Copy of Municipal Inventory	Y

ADVERTISING/NOTIFICATION OF PROPOSALS (NOT SCHEME AMENDMENTS)	
Local newspaper advertising	N

Notes:

1. Advertising and/or notification fees are to be paid in addition to any development application fees (as set out in part 1 of this Schedule)

planning scheme(s), policies or may be determined as being a requirement of the planning

Attachment 12.8.2

Shire of Nannup

MEMORANDUM OF UNDERSTANDING BETWEEN THE SHIRE OF NANNUP AND USER GROUPS OF THE NANNUP COMMUNITY SHEDS

The purpose of this Memorandum of Understanding is to clarify the management and tenancy issues of the Community Storage sheds on the Kearney Street Depot site and covers the period 1 July 2014 to 30 June 2019.

The facility is owned by the Shire of Nannup and the tenants are the Youth Advisory Council, Nannup Music Club, Nannup Garden Village and the Nannup Arts Council/South West Foodbowl Festival. (It is acknowledged that the Nannup Arts Council and South West Foodbowl Festival will share a bay and share the cost of the annual contribution).

The purpose of the community storage shed is for the storage of goods and equipment.

The annual contribution from each stakeholder group effective from July 1 2014 is $200 plus GST and covers maintenance, building insurance, ant and annual termite inspections, baiting program for vermin, power, cleaning gutters and repairing/replacing keys and locks. The Nannup Youth Advisory Council is exempt from this fee as a Committee of Council. This fee will be reviewed in June 2019.

Council will be responsible for:

1. Building insurance.
2. Payment of utility bills.
3. Maintaining the buildings in accordance with the Memorandum of Understanding.

Each user group will be responsible for:

1. Any contents insurance required to cover their items stored within the sheds.
2. Keeping their bays in a clean and tidy state.
3. Making good any damage caused by the tenant.
4. Providing two current shed keys to the Shire of Nannup.

The Community Groups will be jointly responsible for:

1. Managing their keys including the maintenance of a key register.
2. Managing the additional storage bay and the shared equipment.

The Community Groups must not:

1. Modify the building without the prior approval of Council.
2. Sublet the storage bays without the prior approval of Council.
3. Use the buildings in any manner which may be or become a nuisance, disturbance or annoyance to the quiet and comfort of any occupier of any premises in the vicinity.
4. Store any inflammable liquids, acetylene gas, dangerous chemicals or volatile or explosive oils, compounds or substances on the premises.

Signed .....
Robert Jennings Shire of Nannup Chief Executive Officer.

Date ....08 10 . 14.....

Signed .....
Vanda Crothers, Deputy Chairman, Nannup Music Club

Date ....11 . 8 . 14.....

Signed .....
Heather Walford, Chairman, Nannup Garden Village

Date ....10 . 6 . 14.....

Signed .....
Carol Pinkerton, Chairman, Nannup Arts Council

Date ....8 - 10 - 14.....

Signed .....
Kerrie Yabsley, Nannup Youth Advisory Council

Date ....10. 6. 14.....

Signed .....
Barbara Dunnet, South West Foodbowl Festival

Date ....29/6/14.....