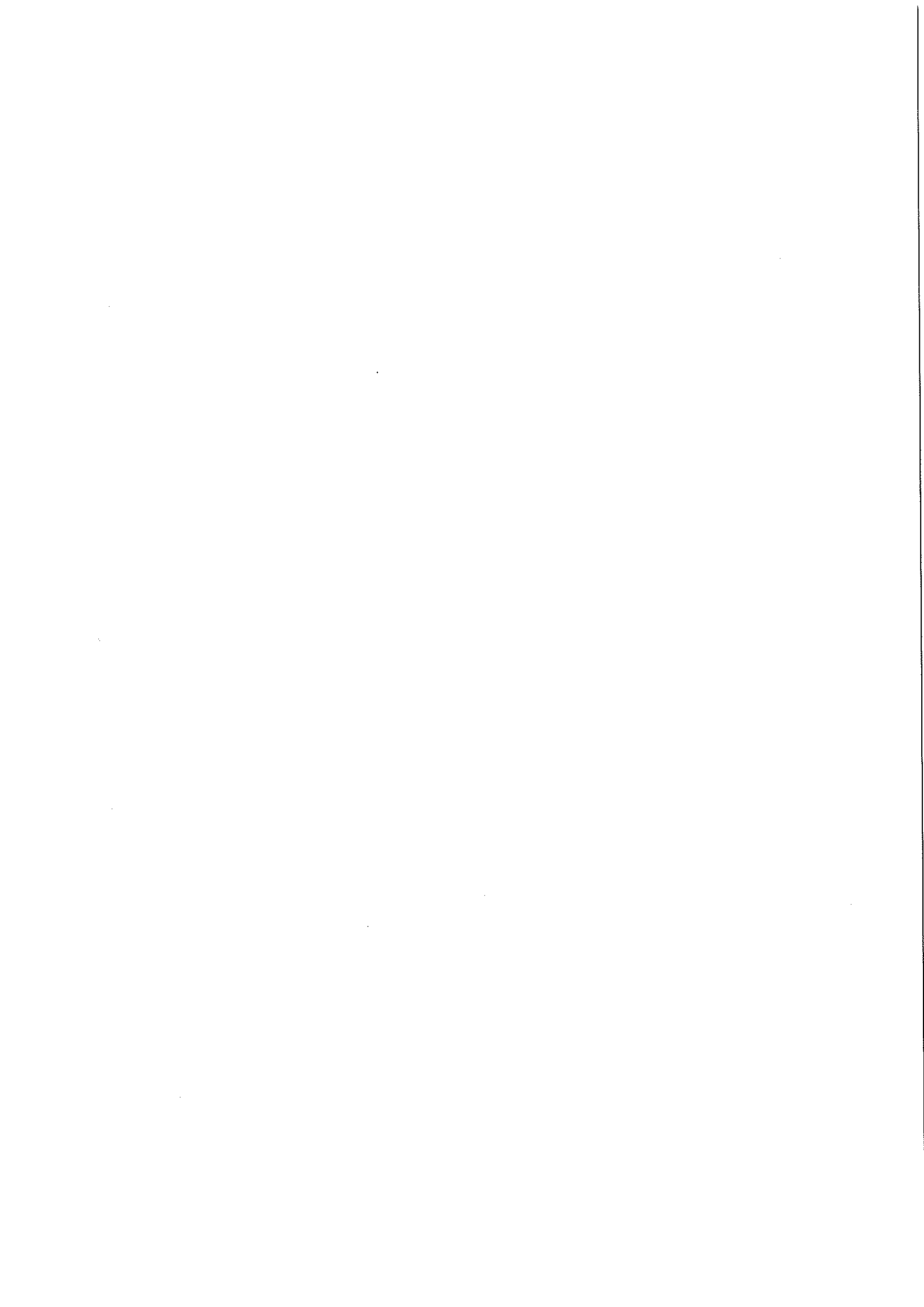


# AGENDA

Council Meeting to be held  
on Thursday 22 September 2011



# ***Shire of Nannup***

## **NOTICE OF AN ORDINARY COUNCIL MEETING**

Dear Council Member,

The next Ordinary Meeting of the Shire of Nannup Council will be held on Thursday 22 September 2011 in the Council Chambers, Nannup commencing at 4.15 pm.

Schedule for 22 September 2011:

- 2.00 pm      Recreation Centre Meeting
- 2.45 pm      Dr Kath Lynch – Presentation on Water Quality Improvement Plan
- 3.15 pm      Information Session I
- 4.15 pm      Meeting commences
- 5.30 pm      Information Session II
- 6.30 pm      Dinner will be provided by the Blackwood Winery.



**ROBERT JENNINGS**  
**CHIEF EXECUTIVE OFFICER**

# Agenda

1. **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
2. **RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**  
(previously approved)
3. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Dr R Longmore

Q1. May I ask Council to reconsider its decision to not fund our tulip bulb acquisition and planting next year?

A1. At the time of writing there had been consultation with Council and community groups on the matter, with a resolution to be agreed upon in the near future.

Mr M Loveland

Q2. Please explain your priorities for funding and how you will establish a surplus for emergency applications.

A2. In response to your question raised at the Ordinary Meeting of Council held on 31<sup>st</sup> August 2011, which as far as I can determine from your correspondence relates to how Council determines the priorities within its Budget each year to be funded and what provision is made for emergencies.

Council is required to prepare a Forward Plan which is compiled after extensive consultation with the members of the Nannup community. All the items raised through the community meetings are then reviewed by the Council and those that have broad community support are listed for inclusion within the Forward Plan and an estimated cost for each item attributed to it in the Forward Plan.

The Forward Plan items are in addition to recurrent expenditures required to carry out the performance of its functions in accordance with its statutory obligations.

The Forward Plan is reviewed every two (2) years and completely reassessed every four (4) years.

Council will now be required under legislation, *Local Government Act 1995 Section 5.56* and the *Local Government (Administration) Regulations 1996 Regulation 19C, 19DA and 19DB* to prepare a Strategic Community Plan and Corporate Business Plan for the District in association with a long term Financial Plan.

Council has until 30<sup>th</sup> June 2013 to prepare these plans as there is a considerable amount of work involved to develop the above plans as required by the State Government.

Once these plans are in place Council will effectively undertake the preparatory work of developing its budgets for the next 5-10 years so that the community can better appreciate the services and facilities that Council will be able to afford in the future and how the funds required will be obtained.

As part of this process Council is moving towards budgeting for a small surplus each year to assist with funding future provision of infrastructure assets and service provision.

Notwithstanding the above, when Council is faced with a situation that requires the expenditure of funds due to an emergency (flood, fire, storm etc) there is provision under section 6.8 (1) (c) of the Local Government Act 1995 for money to be spent in advance if authorised in advance by the Shire President in an emergency.

4. PUBLIC QUESTION TIME
5. APPLICATIONS FOR LEAVE OF ABSENCE
6. PETITIONS/DEPUTATIONS/PRESENTATIONS
7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 31 August 2011 be confirmed as a true and correct record.

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION
9. REPORTS BY MEMBERS ATTENDING COMMITTEES

**10. REPORTS OF OFFICERS**

Agenda No.	Description	Page No.
<b>DEVELOPMENT SERVICES</b>		
10.1	Consideration of Tenders – Early Childhood Learning Centre	5
10.2	Spur Trail – Link from Ellis Creek to Nannup	9
10.3	Sign Application, Bishop Street	11
10.4	DEC Agreement to Use Council Land	14
10.5	Heritage Policy LPP 019	15
<b>WORKS &amp; SERVICES</b>		
10.6	Policy Review Internal Control Manual	16
<b>FINANCE &amp; ADMINISTRATION</b>		
10.7	Shire of Nannup Interim Strategic Priorities	26
10.8	Royalties for Regions FROGS Early Childhood Learning Centre Grant	32
10.9	Accounts for Payment	34
<b>11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING</b>		
(a) OFFICERS		
(b) ELECTED MEMBERS		
<b>12. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>		
<b>13. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN</b>		
<b>14. CLOSURE OF MEETING</b>		

# **DEVELOPMENT** **SERVICES**

AGENDA NUMBER: 10.1

SUBJECT: Consideration of Tenders – Early Childhood Learning Centre

LOCATION/ADDRESS: Lot 248 Grange Road, Nannup

NAME OF APPLICANT: Shire of Nannup

FILE REFERENCE: TEN2011/1

AUTHOR/REPORTING OFFICER: Geoffrey Benson, Manager Development Services

DISCLOSURE OF INTEREST: Nil

DATE OF REPORT: 12 September 2011

Attachments: 1. Tender Received - BRC Building Solutions  
2. Tender Received - Henlyn Construction

## **BACKGROUND:**

At the April 2010 meeting Council resolved:

- 1. That Council pay for the development of building and landscaping concept plans utilising funds currently set aside for the purpose of the development of a childcare facility.*
- 2. That the concept plans for the childcare facility be forwarded to Council for approval prior to the development of working drawings.*

At the 24 June Council Meeting 2010 the following decision was made;

- 1. That Council accepts the concept building and landscaping plans as attached for the development of the FROGS Early Learning centre on Grange Road.*
- 2. That Council develop building working plans at the quoted price of \$6,000 and landscaping working plans at the quoted price of \$525.*
- 3. That Council contribute \$100,000 to the project and the balance of the project to be sourced by grant funding.*
- 4. That a planning application be lodged.*
- 5. That funding in full is secured prior to the appointment of a builder.*

At the 25 November 2010 Council meeting the issue of planning approval was considered for the Early Learning Centre, with the following decision being made;

*That Council approve the development subject to the following conditions and footnotes:*

*That Council having considered all the matters required under Clause 10.2 of LPS 3 decides to Grant Planning Approval under the provisions of Part 10 of LPS 3 in respect of the land known and described as Lot 248 Grange Road, for the Change of Use for Child Care/ Early Learning Centre in accordance with the endorsed plans, with the application dated 20 September, 2010, subject to the following conditions:*

- 1. All development is to be in accordance with the approved Development Plans (attached), including any amendments placed thereon by the Shire of Nannup and except as may be modified by the following conditions:*
- 2. A building licence application under the provisions of the Local Government Miscellaneous Provisions Act must be submitted to and approved by the Shire of Nannup prior to the commencement of any on-site works whatsoever.*
- 3. A building licence for the development should be obtained prior to (date two years from date of this advice). This Planning Approval lapses if a building licence for the development has not been obtained by (date two years from date of this advice). Further to this, if the development is not substantially commenced in accordance with the building licence by (date two years from date of this advice), then this Planning Approval lapses at that date. With the permission of the Shire of Nannup, this Planning Approval may be extended.*
- 4. The provision on-site of a minimum number of 5 car parking bays. 1 disabled parking bay, located convenient to the building entrance and with a minimum width of 3.6 metres. The parking area(s), driveway(s) and point(s) of ingress and egress [including crossover(s)] to be designed, constructed, sealed, drained, marked and thereafter maintained to the specifications and satisfaction of the Shire of Nannup. Details to be submitted with the building licence application.*
- 5. The development being designed and constructed to allow easy access for people with disabilities to the satisfaction of the Shire of Nannup. Details to be submitted with building licence application.*

*At the 26 May 2011 Council meeting Council made the following decision;*

*That Council agree to the allocation of \$120,000 of Royalties for Regions funds, from the 2010/2011 round of funds, to the Nannup Early Childhood Learning Centre, to be located at Lot 248 Grange Road, Nannup.*



**COMMENT:**

The documents for the refurbishment and construction of the FROGS early childhood learning centre were completed in early August and the Request for Tender for the project was advertised on 20 August 2011 in the West Australian Newspaper.

Two Tenders were received in the Tender Box via email, prior to the closing date of 9 September 2011, and were opened on Monday 12 September. The details of the tenders received is summarised in the table below

No	Name of Tenderer	Address	Price (ex GST)
1	BRC – Building Solutions	94 Blechynden Street, Bridgetown	\$215,950.00
2	Henlyn Construction Pty Ltd	86 Sussex Street, Maylands	\$408,172.73

The author has checked the references of tender No. 1 in the table above and recommends to Council that the Tender submitted by BRC – Building Solutions be accepted.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Local Government (Functions and General) Regulations 1996, Part 4

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

The budget for this project is

Reserve	\$100,000
R4R	\$120,000
Lotteries West	\$150,000
<b>Sub Total – Income</b>	<b>\$370,000</b>
Less – Project Manager	-\$ 21,500
Less – Parking and Landscaping	-\$ 90,000
Less – Building Tender	-\$215,950
Less – Contingency	-\$ 42,550
<b>Sub Total – Expenditure</b>	<b>-\$370,000</b>
Balance	Nil

It proposed to a project contingency at this stage, and review the progress of the project later in the year.

It should be noted that as part of the agreement with Lotteries West that the new building can only be used for community and benevolent uses for a period of ten (10) years and that monies are to be held for the purposes of maintenance on the facility for the term of the funding agreement.

**STRATEGIC IMPLICATIONS:** Nil.

**VOTING REQUIREMENTS:** Absolute Majority

**RECOMMENDATION:**

That Council accept the Tender received from BRC – Building Solutions, of \$215,950.00 ex GST, as submitted, in response with Request For Tender No. 1/11 - refurbishment of lot 248 Grange Road, for an early learning centre, as advertised on 20 August 2011 in the West Australian Newspaper.

**PART 3 COMPLETE AND RETURN THIS PART**

**3 RESPONDENT'S SUBMISSION**

**3.1 RESPONSE FORM**

The Chief Executive Officer  
 Shire of Nannup  
 15 Adam Street  
 NANNUP WA 6275

I/We BRC - BUILDING SOLUTIONS  
 (BLOCK LETTERS)

of 94 BLECHYNDEW STREET, BRIDGETOWN 6255  
 (ADDRESS)

ABN/GST Status 90-079 414 401 ACN (if any) -  
 Telephone No: 0417 181 799 Facsimile No: (08) 97 612 991  
 E-mail (if any): brc@westnet.com.au.

In response to Tender 1/11:

I/We agree that I am/We are bound by, and will comply with this Tender and its associated schedules, attachments, all in accordance with the Conditions of Responding contained in this Tender signed and completed. I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this Submission irrespective of its outcome. The submitted consideration in the price schedule if accepted by the Principal binds I/We to a presumption of entering into a contract to provide the stated goods and services stated as consideration as part of this Tender.

Dated this: 9<sup>th</sup> day of SEPTEMBER 2011

Signature of authorised signatory of Respondent: [Signature]

Name of authorised signatory (BLOCK LETTERS): P.S. CURRIGAN

Position: PRINCIPAL

Address: 94 BLECHYNDEW ST, BRIDGETOWN WA 6255

Witness Signature: E.M. Currihan

Name of witness: (BLOCK LETTERS): E.M. CURRIGAN

Position: PARTNER

Address: 94 BLECHYNDEW STREET, BRIDGETOWN.

**PART 3 COMPLETE AND RETURN THIS PART**

**3.2 COMPLIANCE CRITERIA**

The following checklist has been provided to assist you with your Submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment. All pages within Part 3 are to be completed and returned to the Principal as they form part of your Submission.

**3.2.1 RESPONSE FORM**

The response form listed as clause 3.1 must be completed	"Response Form"	Tick if complete <input checked="" type="checkbox"/>
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**3.2.2 REFEREES**

Attach details of your referees, and label it "Referees". You should give examples of work provided for your referees where possible. <i>SEE ATTACHED 3.3.D.</i>	"Referees"	Tick if attached <input checked="" type="checkbox"/>
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**3.2.3 AGENTS**

Are you acting as an agent for another party?	Yes / <b>No</b>	
If Yes, attach details (including name and address) of your principal and label it "Agents".	"Agents"	Tick if attached <input type="checkbox"/>

**3.2.4 CONFLICTS OF INTEREST**

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?	Yes / <b>No</b>	
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it "Conflicts of Interest".	"Conflicts of Interest"	Tick if attached <input type="checkbox"/>

**3.2.5 FINANCIAL POSITION**

Are you presently able to pay all your debts in full as and when due?	<b>Yes</b> / No
Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more?	Yes / <b>No</b>
If you are awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due?	<b>Yes</b> / No

**3.2.6 COMPLIANCE AND QUALITIVE CRITERIA**

Have all compliance criteria been completed per clause 3.2?	<b>Yes</b> / No
Have all qualitative criteria been completed per clause 3.3?	<b>Yes</b> / No

**PART 3 COMPLETE AND RETURN THIS PART**

**3.3 QUALITATIVE CRITERIA**

Before responding to the following qualitative criteria, Respondents must note the following:

- All information relevant to your answers to each criterion are to be contained within your Submission;
- Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Respondents are to address each issue outlined within a qualitative criterion.

This detail need not be onerous and no more than a single A4 page should be used to respond to each area.

<p><b>A) Relevant Experience</b> Describe your experience in completing/supplying similar requirements. Respondents are to address the following information in an attachment and label it "Relevant Experience":</p> <ul style="list-style-type: none"> <li>(a) Provide details of similar work;</li> <li>(b) Provide scope of the Respondent's involvement including details of outcomes and any issues that arose during the project and how these were managed;</li> <li>(c) Demonstrate sound judgement and discretion; and</li> <li>(d) Demonstrate competency and proven track record of achieving outcomes.</li> </ul>	<table border="1"> <thead> <tr> <th colspan="2">Weighting &lt;5%&gt;</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">"Relevant Experience"</td> <td style="text-align: center;">Tick if attached <input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Weighting <5%>		"Relevant Experience"	Tick if attached <input checked="" type="checkbox"/>
Weighting <5%>					
"Relevant Experience"	Tick if attached <input checked="" type="checkbox"/>				
<p><b>B) Local Contractor Preference</b> Respondents should indicate if they are prepared to consider local contractors in the following areas as requested in clause 2.3.3.</p> <ul style="list-style-type: none"> <li>• Plumbing</li> <li>• Electrical</li> <li>• Concrete work</li> </ul>	<table border="1"> <thead> <tr> <th colspan="2">Weighting &lt;5%&gt;</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">"Local Contractor Preference"</td> <td style="text-align: center;">Tick if prepared to consider local contractors <input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Weighting <5%>		"Local Contractor Preference"	Tick if prepared to consider local contractors <input checked="" type="checkbox"/>
Weighting <5%>					
"Local Contractor Preference"	Tick if prepared to consider local contractors <input checked="" type="checkbox"/>				
<p><b>C) Equipment and Resources</b> Respondents should demonstrate their ability to supply and sustain the necessary:</p> <ul style="list-style-type: none"> <li>(a) Plant, equipment and materials; and</li> <li>(b) Any contingency measures or back up of resources including personnel (where applicable).</li> </ul> <p>Respondents should provide a current commitment schedule and plant/equipment schedule in an attachment and label it "Equipment and Resources".</p>	<table border="1"> <thead> <tr> <th colspan="2">Weighting &lt;5%&gt;</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">"Equipment and Resources"</td> <td style="text-align: center;">Tick if attached <input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Weighting <5%>		"Equipment and Resources"	Tick if attached <input checked="" type="checkbox"/>
Weighting <5%>					
"Equipment and Resources"	Tick if attached <input checked="" type="checkbox"/>				
<p><b>D) References</b> Respondents should provided detail of recent jobs that would reflect positively on their capacity to deliver the successful construction of the proposed facility on time and within budget. The Principal reserves the right to contact referees listed as well as make any other necessary enquiries on previous jobs undertaken by Respondents. Supply details and provide contacts in an attachment labelled "References".</p>	<table border="1"> <thead> <tr> <th colspan="2">Weighting &lt;5%&gt;</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">"References"</td> <td style="text-align: center;">Tick if attached <input type="checkbox"/></td> </tr> </tbody> </table>	Weighting <5%>		"References"	Tick if attached <input type="checkbox"/>
Weighting <5%>					
"References"	Tick if attached <input type="checkbox"/>				

**PART 3 COMPLETE AND RETURN THIS PART**

**E) INDICATIVE PRICING (WEIGHTING 80%)**

Description	Price (ex GST)	GST Component	Price (inc GST)
Early Childhood Learning Centre, Lot 248 Grange Road, Nannup	\$215,950	\$21,595	\$237,545.

Please attach any further detail on pricing considered relevant if insufficient room.

- A. Relevant Experience 5%
- B. Local Contractor Preference 5%
- C. Equipment and Resources 5%
- D. References 5%
- E. Indicative Pricing 80%

**3.4 PRICE INFORMATION**

Tenderers must complete the following Price Schedule. Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

**3.4.1 DISCOUNTS**

Are you prepared to allow a discount for prompt settlement of accounts?  If you are offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labeled "Discounts"	Yes <input type="radio"/> No <input checked="" type="radio"/>	
	"Discounts"	Tick if attached <input type="checkbox"/>

**PART 3 COMPLETE AND RETURN THIS PART**

**3.4.2 PRICE BASIS**

**FIXED PRICE**

Are you prepared to offer a fixed price?

Failure to answer Clause 3.5.2 in the affirmative will deem the Tenderer noncompliant and will result in elimination from the tender evaluation process

Yes / No

**3.4.3 ELECTRONIC FUNDS TRANSFER (EFT)**

Do you have the facility for payments by EFT?

Yes / No

**ROBERT JENNINGS  
CHIEF EXECUTIVE OFFICER  
SHIRE OF NANNUP**

**15 August 2011**

## **BRC - BUILDING SOLUTIONS**

ABN: 90 079 414 401

- \* DOMESTIC & COMMERCIAL CONSTRUCTION
- \* BUILDING CONSULTANCY & ESTIMATING SERVICES

Reg Bldr: P. CORRIGAN  
Mob. 0417181799  
Ph/Fax (08) 9761 2991  
brc@westnet.com.au

**TENDER: Nannup Early Childhood Centre**

### 3.3 QUALITATIVE CRITERIA: TENDERER'S RESPONSES

#### 3.3.A) RELEVANT EXPERIENCE

BRC - Building Solutions is a family based partnership, building in the Warren-Blackwood Region for the past 25 years. Our building activities mainly focus on Public Works, in responding to tender requests from the Department of Building Management and Works, the Department of Housing, together with Commercial and Local Government works.

Over the recent past we have been involved in various refurbishment projects for BMW, Dept of Housing and the Shire of Donnybrook. We are currently contracted to refurbish an existing area of approximately 170sqm for BMW, to create an Early Childhood Learning Area at Adam Road Primary School, Bunbury

We assume a professional yet personalised level of involvement in any project in which we are involved. Our key objectives are ensuring that work is carried out efficiently and competently by our own operatives, working together with competent tradespersons; maintaining a safe working environment; maintaining open effective and timely communication to all parties associated with the works; careful attending to detail and standard of workmanship; efficient management of contract documentation. Any issues that have arisen during the management of our past contracts have been dealt BRC - Building Solutions remains confident that should we be successful in winning the tender for the Nannup Early Childhood centre that we would deliver to the community a quality building, on time and on budget.

All public works building projects have a wide range of interested parties, many with vested interests and some with competing interests. Where this has occurred on recent projects (Education Depart & FESA contracts), we have ensured from the outset, that a clear and acknowledged structure is put in place, that provides for a clear communication channel, allowing for ready input and appropriate response from the key decision makers. Participants understand that they are listened to with respect and their comments are taken on board for consideration in any decision making related to the works.

Our successful trading history over the last 25 years would stand as testimony to our competency and the soundness of our track record to date.

#### 3.3.B) LOCAL CONTRACTOR PREFERENCE

It is our practise, as a local country builder, is to respect the needs of local tradespersons to gain profitable employment from economic activity in their town or region. It remains our preference to use local Nannup contractors to execute works, where these skills and trades are available.



### 3.3.C) EQUIPMENT & RESOURCES

Due to the recent contraction of economic activity in the building and construction sector in the Southwest generally, we find ourselves at present with excess capacity. This situation allows us to assert with confidence that we are able to supply & sustain the necessary plant, equipment, materials and resources generally to carry out the works in a prompt and speedy fashion.

### 3.3.D) REFERENCES

1. Leigh Guthridge, Manager Development and Environmental services  
Shire of Donnybrook/Balingup Ph 9780 4206
2. Michael Little, Building Services  
Shire of Bridgetown/Greenbushes Ph 9761 1555
3. Stuart Walton, Senior Project Officer  
Building Management & Works, Southwest Region Ph 9781 4108



36 Sussex St  
MAYLANDS WA 6051  
P.O Box 255 INGLEWOOD 6932  
T: 9370 4444  
F: 9370 4888  
W: [www.henlyn.com.au](http://www.henlyn.com.au)  
E: [info@henlyn.com.au](mailto:info@henlyn.com.au)

**PART 3 COMPLETE AND RETURN THIS PART**

**3 RESPONDENT'S SUBMISSION**

**3.1 RESPONSE FORM**

The Chief Executive Officer  
Shire of Nannup  
15 Adam Street  
NANNUP WA 6275

I/We HENLYN CONSTRUCTION PTY LTD  
(BLOCK LETTERS)

of 86 SUSSEX ST MAYLANDS 6051  
(ADDRESS)

ABN/GST Status 81 836 642 431 ACN (if any): 111 190 973

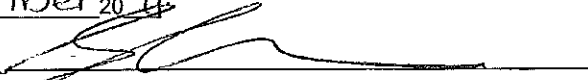
Telephone No: 9370 4444 Facsimile No: 9370 4888

E-mail (if any): info@henlyn.com.au

In response to Tender 1/11:

I/We agree that I am/We are bound by, and will comply with this Tender and its associated schedules, attachments, all in accordance with the Conditions of Responding contained in this Tender signed and completed. I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this Submission irrespective of its outcome. The submitted consideration in the price schedule if accepted by the Principal binds I/We to a presumption of entering into a contract to provide the stated goods and services stated as consideration as part of this Tender.

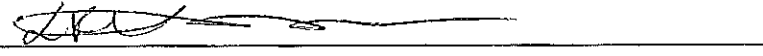
Dated this: 8<sup>th</sup> day of September 2011

Signature of authorised signatory of Respondent: 

Name of authorised signatory (BLOCK LETTERS): STEPHEN BLECHLYNDEN

Position: DIRECTOR

Address: 23 DUNDAS RD INGLEWOOD

Witness Signature: 

Name of witness (BLOCK LETTERS): KOLA KANS

Position: OFFICE MANAGER

Address: 1/29 POLLARD ST GLENDALOUGH

**PART 3 COMPLETE AND RETURN THIS PART**

**3.2 COMPLIANCE CRITERIA**

The following checklist has been provided to assist you with your Submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment. All pages within Part 3 are to be completed and returned to the Principal as they form part of your Submission.

**3.2.1 RESPONSE FORM**

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Are you acting as an agent for another party?	Yes / <b>No</b>	
If Yes, attach details (including name and address) of your principal and label it "Agents".	"Agents"	Tick if attached <input type="checkbox"/>

**3.2.4 CONFLICTS OF INTEREST**

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?	Yes / <b>No</b>	
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it "Conflicts of Interest".	"Conflicts of Interest"	Tick if attached <input type="checkbox"/>

**3.2.5 FINANCIAL POSITION**

Are you presently able to pay all your debts in full as and when due?	<b>Yes</b> / No
Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more?	Yes / <b>No</b>
If you are awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due?	<b>Yes</b> / No

**3.2.6 COMPLIANCE AND QUALITATIVE CRITERIA**

Have all compliance criteria been completed per clause 3.2?	<b>Yes</b> / No
Have all qualitative criteria been completed per clause 3.3?	<b>Yes</b> / No

**PART 3 COMPLETE AND RETURN THIS PART**

**3.3 QUALITATIVE CRITERIA**

Before responding to the following qualitative criteria, Respondents must note the following:

- All information relevant to your answers to each criterion are to be contained within your Submission;
- Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Respondents are to address each issue outlined within a qualitative criterion.

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<p><b>A) Relevant Experience</b> Describe your experience in completing/supplying similar requirements. Respondents are to address the following information in an attachment and label it "Relevant Experience":</p> <p>(a) Provide details of similar work;</p> <p>(b) Provide scope of the Respondent's Involvement including details of outcomes and any issues that arose during the project and how these were managed;</p> <p>(c) Demonstrate sound judgement and discretion; and</p> <p>(d) Demonstrate competency and proven track record of achieving outcomes.</p>	<p><b>Weighting</b> &lt;5%&gt;</p>	
	<p>"Relevant Experience"</p>	<p>Tick if attached <input checked="" type="checkbox"/></p>
<p><b>B) Local Contractor Preference</b> Respondents should indicate if they are prepared to consider local contractors in the following areas as requested in clause 2.3.3.</p> <ul style="list-style-type: none"> <li>• Plumbing</li> <li>• Electrical</li> <li>• Concrete work</li> </ul>	<p><b>Weighting</b> &lt;5%&gt;</p>	
	<p>"Local Contractor Preference"</p>	<p>Tick if prepared to consider local contractors <input checked="" type="checkbox"/></p>
<p><b>C) Equipment and Resources</b> Respondents should demonstrate their ability to supply and sustain the necessary:</p> <p>(a) Plant, equipment and materials; and</p> <p>(b) Any contingency measures or back up of resources including personnel (where applicable).</p> <p>Respondents should provide a current commitment schedule and plant/equipment schedule in an attachment and label it "Equipment and Resources".</p>	<p><b>Weighting</b> &lt;5%&gt;</p>	
	<p>"Equipment and Resources"</p>	<p>Tick if attached <input checked="" type="checkbox"/></p>
<p><b>D) References</b> Respondents should provided detail of recent jobs that would reflect positively on their capacity to deliver the successful construction of the proposed facility on time and within budget. The Principal reserves the right to contact referees listed as well as make any other necessary enquiries on previous jobs undertaken by Respondents. Supply details and provide contacts in an attachment labelled "References".</p>	<p><b>Weighting</b> &lt;5%&gt;</p>	
	<p>"References"</p>	<p>Tick if attached <input checked="" type="checkbox"/></p>

**PART 3 COMPLETE AND RETURN THIS PART**

**E) INDICATIVE PRICING (WEIGHTING 80%)**

Description	Price (ex GST)	GST Component	Price (inc GST)
Early Childhood Learning Centre, Lot 248 Grange Road, Nannup	\$408,172.73	\$40,817.27	\$448,990 <sup>00</sup>

Please attach any further detail on pricing considered relevant if insufficient room.

- A. Relevant Experience 5%
- B. Local Contractor Preference 5%
- C. Equipment and Resources 5%
- D. References 5%
- E. Indicative Pricing 80%

**3.4 PRICE INFORMATION**

Tenderers **must** complete the following Price Schedule. Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

**3.4.1 DISCOUNTS**

Are you prepared to allow a discount for prompt settlement of accounts?  If you are offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labeled "Discounts"	Yes / No	
	"Discounts"	Tick if attached <input checked="" type="checkbox"/>

**PART 3 COMPLETE AND RETURN THIS PART**

**3.4.2 PRICE BASIS**

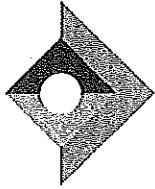
<p><b>FIXED PRICE</b> Are you prepared to offer a fixed price? Failure to answer Clause 3.5.2 in the affirmative will deem the Tenderer <b>noncompliant</b> and will result in elimination from the tender evaluation process</p>	<p>Yes / No</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

**3.4.3 ELECTRONIC FUNDS TRANSFER (EFT)**

<p>Do you have the facility for payments by EFT?</p>	<p>Yes / No</p>
------------------------------------------------------	-----------------

**ROBERT JENNINGS  
CHIEF EXECUTIVE OFFICER  
SHIRE OF NANNUP**

15 August 2011



# HENLYN Construction

36 Sussex St  
MAYLANDS WA 6051  
P.O Box 255 INGLEWOOD 6932  
T: 9370 4444  
F: 9370 4888  
W: [www.henlyn.com.au](http://www.henlyn.com.au)  
E: [Info@henlyn.com.au](mailto:Info@henlyn.com.au)

## 3.2.2 REFEREES

### Reference 1 – Additions and Renovations

*We heard about Henlyn Construction through friends and acquaintances who had used them over the years. The Henlyn reputation was very positive which made us comfortable in using them to build our 'dream' family home.*

*Following our initial meeting with Stephen we found his practical advice, easy going nature and openness about the process both comforting and reassuring.*

*Throughout the build we encountered most of the tradies who had a commitment to doing a quality job and in many cases went above and beyond our expectations in ensuring our home was completed within the agreed timeframes whilst not compromising on the standard of work.*

*A special mention needs to be made specifically about James, Frank and Jason who poured their hearts and soul into producing a beautiful home – we could not be more grateful.*

*Should you want further details please do not hesitate to contact me on 0414-667-019 at any time.*

Kind regards

Sharon and Lorne Harvey 161 Tenth Ave INGLEWOOD 9471 7978

### Reference 2 – New Dwelling

1. Were you happy with the quality of work done by Henlyn Construction? Yes
2. Was the job done on budget? *Yes, on Henlyn's part, but we made changes which increased the overall cost of the project.*
3. Was the job done on time? Yes
4. Would you recommend Henlyn Construction to other people? If not, why not? Yes Yes

Regards

Craig & Jade Kingston 197A Salisbury St, BEDFORD 0438 801 804 Jade

### Reference 3 – Additions and Renovations

*Below is my comments must be read bearing in mind the nature of the project Henlyn undertook for us being a significant renovation/extension of a largely unchanged 1930s brick and tile house. The project was undertaken on a time and materials basis which gave us flexibility to sub-contract specific parts of the work.*

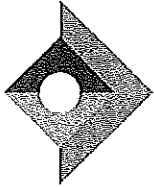
*In relation to the specific reference questions:*

1. *Quality of the work was of a generally high standard.*
2. *Project was completed within a 10-15% variance of the planned budget allowing for agreed variations (for example, we decided to re-roof the old section of the home which was not originally planned/budgeted).*
3. *Project was completed on time with some minor work occurring after practical completion.*
4. *We would (and have) recommended Henlyn to other people.*

Rgds

Matthew Way & Jody Gresele 33 Harcourt St., INGLEWOOD [mway@standrewaus.com.au](mailto:mway@standrewaus.com.au)





# HENLYN Construction

36 Sussex St  
MAYLANDS WA 6051  
P.O Box 255 INGLEWOOD 6932  
T: 9370 4444  
F: 9370 4888  
W: [www.henlyn.com.au](http://www.henlyn.com.au)  
E: [Info@henlyn.com.au](mailto:Info@henlyn.com.au)

## 3.3 QUALITATIVE CRITERIA

### A. Relevant Experience & Experience

- a) Henlyn Construction specialises in renovations and additions and we are often required to convert small cottage style houses into large extensive homes whilst maintaining the integrity of the property. Specifically we recently completed an extensive renovation converting a 3 bedroom, 2 bathroom property into a 5 bedrooms, 3 bathroom, 2 storey home all whilst meeting the heritage criteria imposed by the council. Secondly, Henlyn Construction is currently completing the refurbishment of 4 maisonettes in Nedlands, Perth. The refurbishment requires Henlyn Construction refit the property and restore it to its prime condition utilising old features with new fittings.
- b) In relation to the refurbishment of the maisonettes, Henlyn Construction was required to source and match various items to the existing style of the property. For example; skinny troughs to suit space restricted laundry. On several occasions Henlyn Construction has had to take the initiative and create customised pieces, with the clients approval, to suit.
- c) Utilising prior knowledge, experience and familiarity with the job to ensure all trades and materials were aware of the next stage of construction.
- d) Not only did Henlyn Construction complete the residential renovation project within the given timeframe, Henlyn exceed the owner's expectations so much so that the property has been entered into the 2011 HIA Housing Awards.

### C. Equipment and Resources

- a) Henlyn Construction currently owns scaffolding, 2 carpentry equipped work trailers, several company vehicles, site security fencing, relevant signage and cabinet making facilities. As well as associations with all relevant trades.
- b) All staff are regularly briefed on upcoming projects and are available to complete all tasks at hand. All personnel are issued with an estimated timeline to work towards in order to complete the project on time and to schedule.

### D. References

- a) See 3.2.2

### E. Indicative Pricing

Description	Price (ex GST)	GST Component	Price (Inc GST)
Early Childhood Learning Centre, Grange Road NANNUP	\$408,172.73	\$40,817.27	\$448,990.00

#### 3.4.1 DISCOUNTS

A maximum discount of 3% will be applied to each progress payment if paid within the 7 day timeframe.

AGENDA NUMBER: 10.2  
SUBJECT: Spur Trail – Link from Ellis Creek to Nannup  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT: Shire of Nannup  
FILE REFERENCE: REC 1  
AUTHOR/REPORTING OFFICER: Geoffrey Benson, Manager Development Services  
DISCLOSURE OF INTEREST: Nil  
DATE OF REPORT: 12 September 2011

Attachment: Five route options for spur track

### **BACKGROUND:**

A grant was received from the Department of Sport and Recreation to prepare a Trails Master Plan for the Shire of Nannup. As part of the project to develop the 'Shire of Nannup Bike and Trails Plan', and in response to a Councillor request, the investigation of a spur trail link from the Bibbulmun Track, at Ellis Creek, into Nannup was being investigated by the project officer.

### **COMMENT:**

The Project officer has identified five (5) alternative routes for the Spur Track. The proposed routes are attached for Council's consideration.

There are a number of issues to be considered in choosing a route for the spur track, they include;

- Access to DEC land for part of the track;  
An agreement with DEC will have to be negotiated,
- Directing walkers and cyclists to on to Shire Roads, possibly in conflict with vehicular traffic, particularly heavy vehicles,  
  
Installation of appropriate signage to warn users of vehicles and also signs to warn vehicular traffic,
- Maintenance of the portion of the track that is on Shire controlled land;  
Inclusion of signage and shoulders on shire roads needs to be considered along with other budget items.

The Bibbulmun Track is recognised as a world class walking track. The purpose of the Spur Track is to encourage those visitors to the area who are travelling along the Bibbulmun Track to come into Nannup to add to economic activity for Nannup.

The preferred route that staff have labelled on the attachment (route 4) would be an interim route if negotiations can be concluded with the owner of the freehold land

between the FPC Folly Plantations and Nannup. If this approval is finalised then the track can eventually be moved to route 1 (see attachment).

**STATUTORY ENVIRONMENT:** Nil

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

Council preferred Route for the Spur trail would be included in the final report from the project officer and included in future forward plan and budget deliberations.

Maintenance of the Shire portion of the track would need to be included in the roads maintenance budget each year.

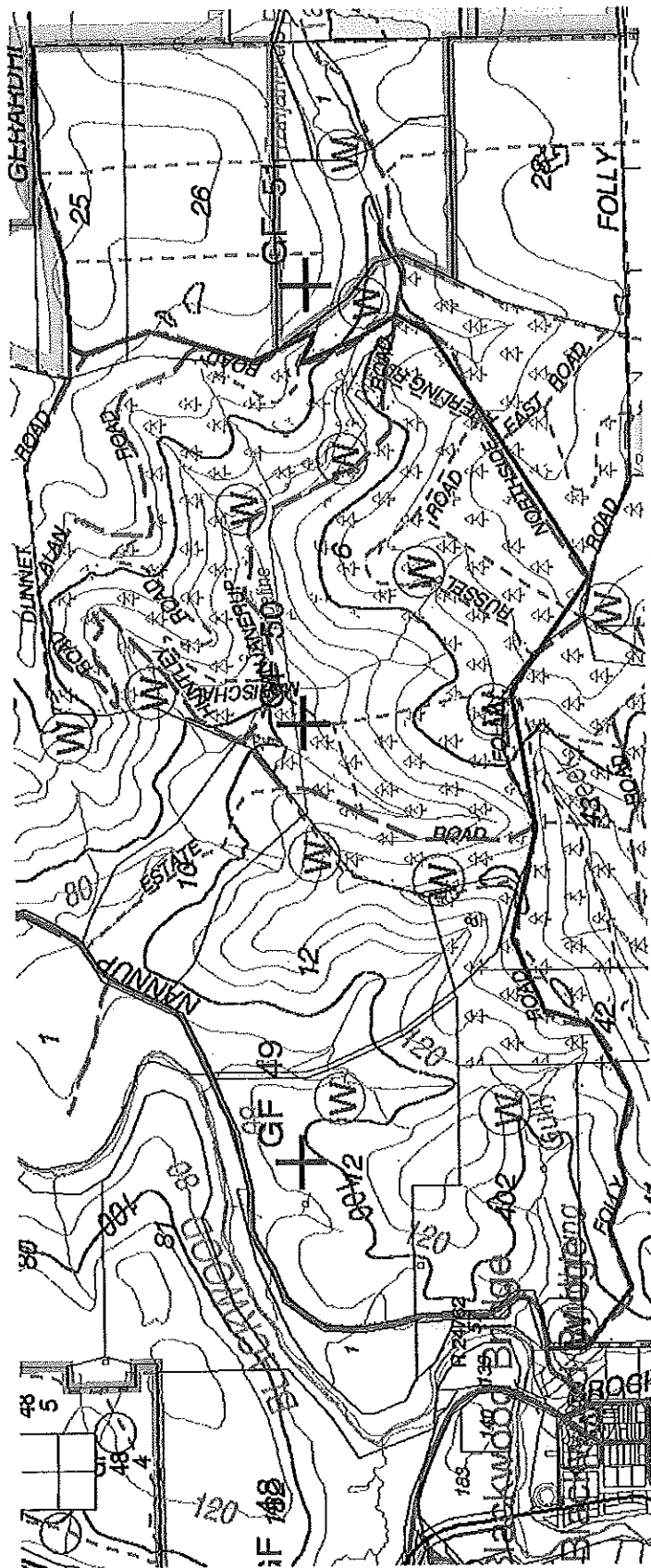
If the access to freehold land owned by Mr Brackovich can be negotiated, or after the subdivision is completed, then the track can be relocated to the new alignment (route 1), provided that grant funding can be sourced for this project.

**STRATEGIC IMPLICATIONS:** Nil.

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

That Council adopt Route No.4 as the preferred route for the Spur Track to link the Bibbulmun Track at Ellis creek to Nannup, as an interim measure until access to freehold Lots 41, 42 and 43 Folly Road can be negotiated with the owner.



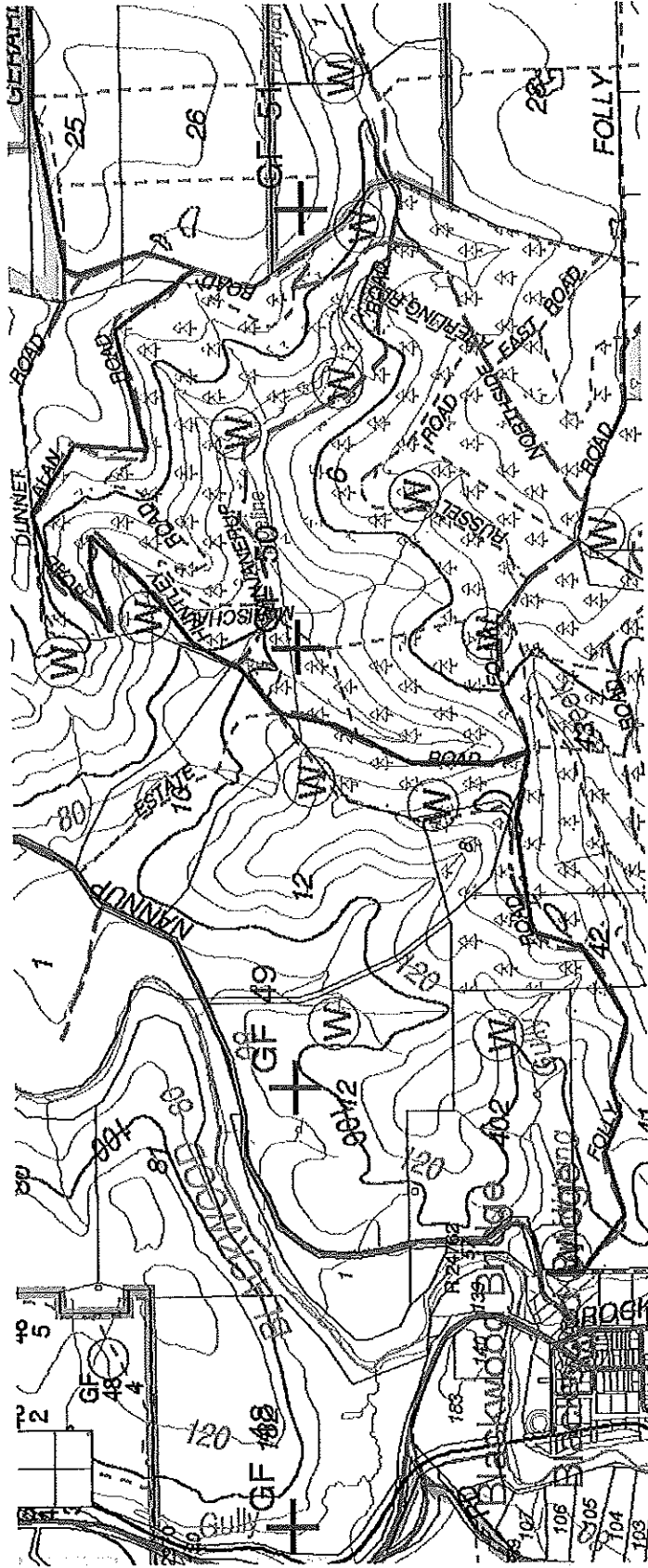
Route 1 Via Northside and Folly Road

Total route distance (Bibbulmun track to Nannup) = 23.3km

7.2km from Gerardhi to Nannup

Requires:

- Approval by FPC to use Northside & Folly roads
- Approval by A1349 George Brackovich to pass through three of his lots (41, 42 & 43) on Folly Rd



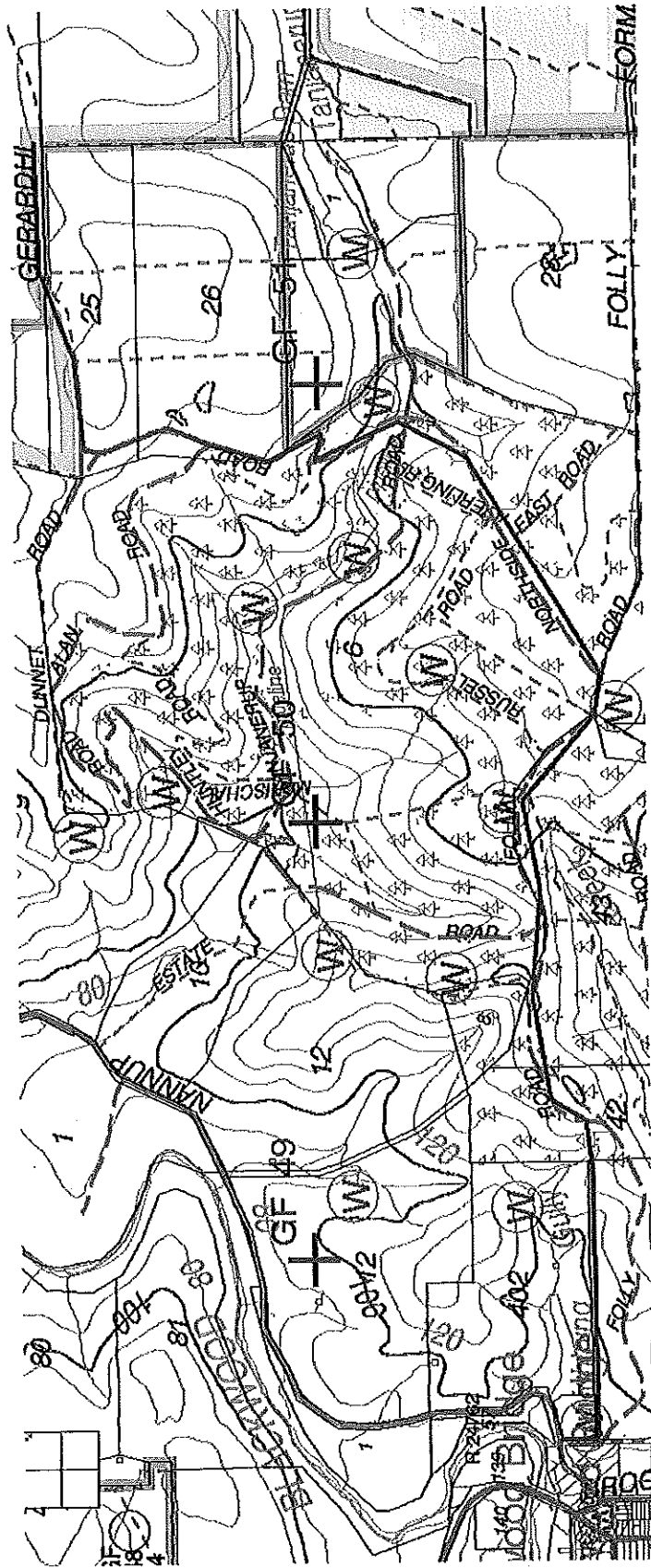
Route 2 via Alan, Huntley & Folly Roads

Total route distance (Bibbulmun track to Nannup) = 24.06km

8.15km from Gerardhi to Nannup

Requires:

- Approval by FPC to use Northside, Alan, Huntley & Folly roads
- Approval by A1349 George Brackovich to pass through three of his lots (41, 42 & 43) on Folly Rd



Route 3

Via fence line

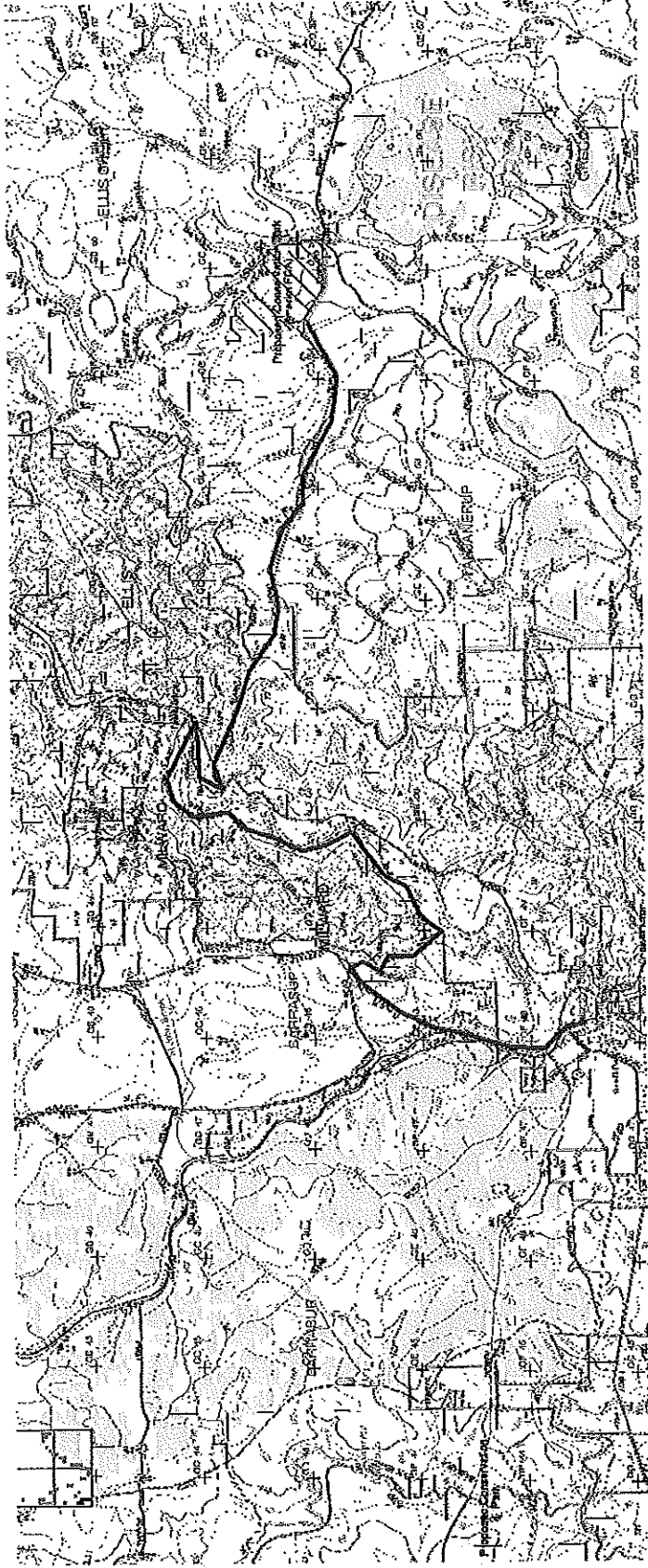
Total route distance (Bibbulmun track to Nannup) = 23km

6.9km from Gerardhi to Nannup

Requires:

- Approval by FPC to use Northside & Folly roads
- Approval by A1349 George Brackovich to pass through two of his lots (42 & 43) on Folly Rd.
- Approval by A47 David & Kim Dunnet for approval to install new track down fence line. Initial discussion held 11 May and David is not at all interested.

# Preferred Option

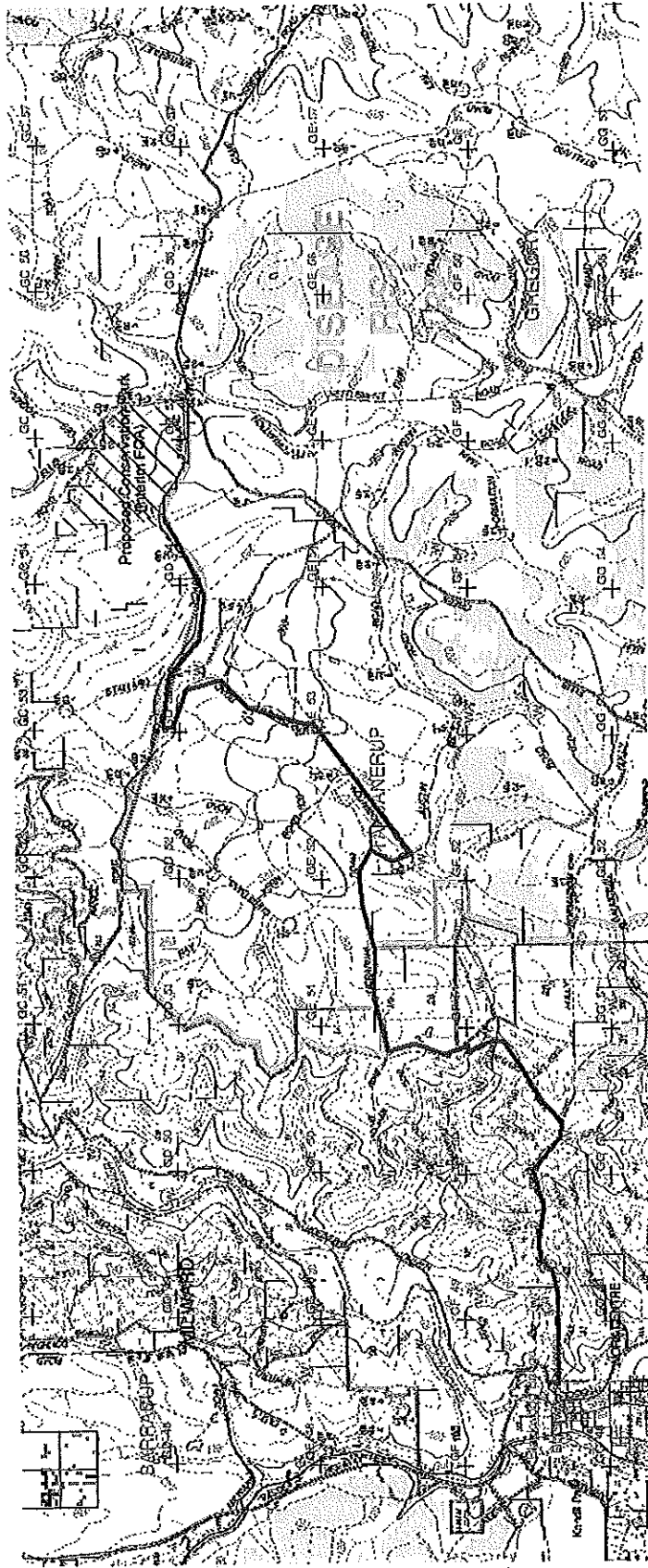


Route 4

Via Revelly Bridge  
27.2 from Bibbulmun Track to Nannup

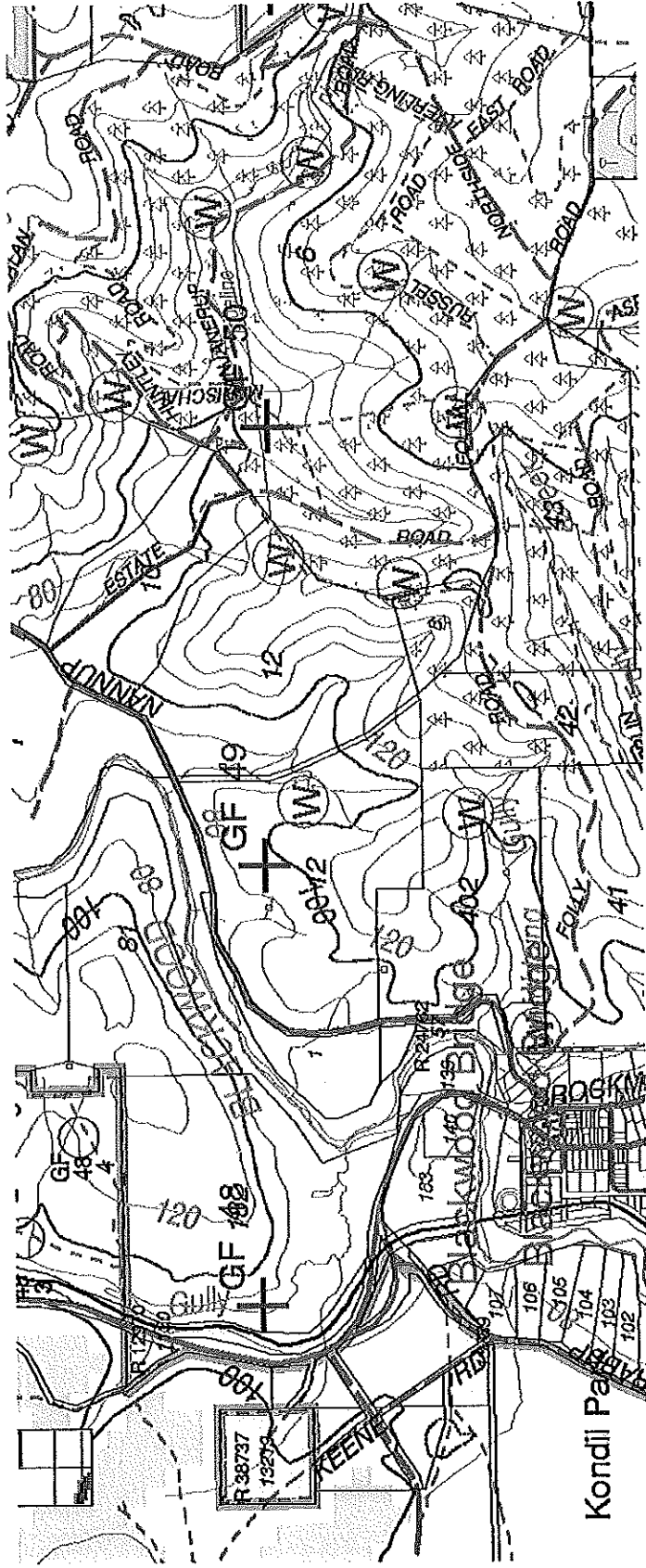
Requires:

- Approval from DEC to use Glacier Rd & Kilamey Rd
- Approval from FPC to use firebreak along Balingup-Nannup Rd (or walkers can walk along Balingup-Nannup Road (less than 2km)
- Approval of Agg Rd as surveyed road.



Route 5 - The shortest route  
Via Folly Rd and the fence line  
22.2 km from Bibbulmun Track to Nannup

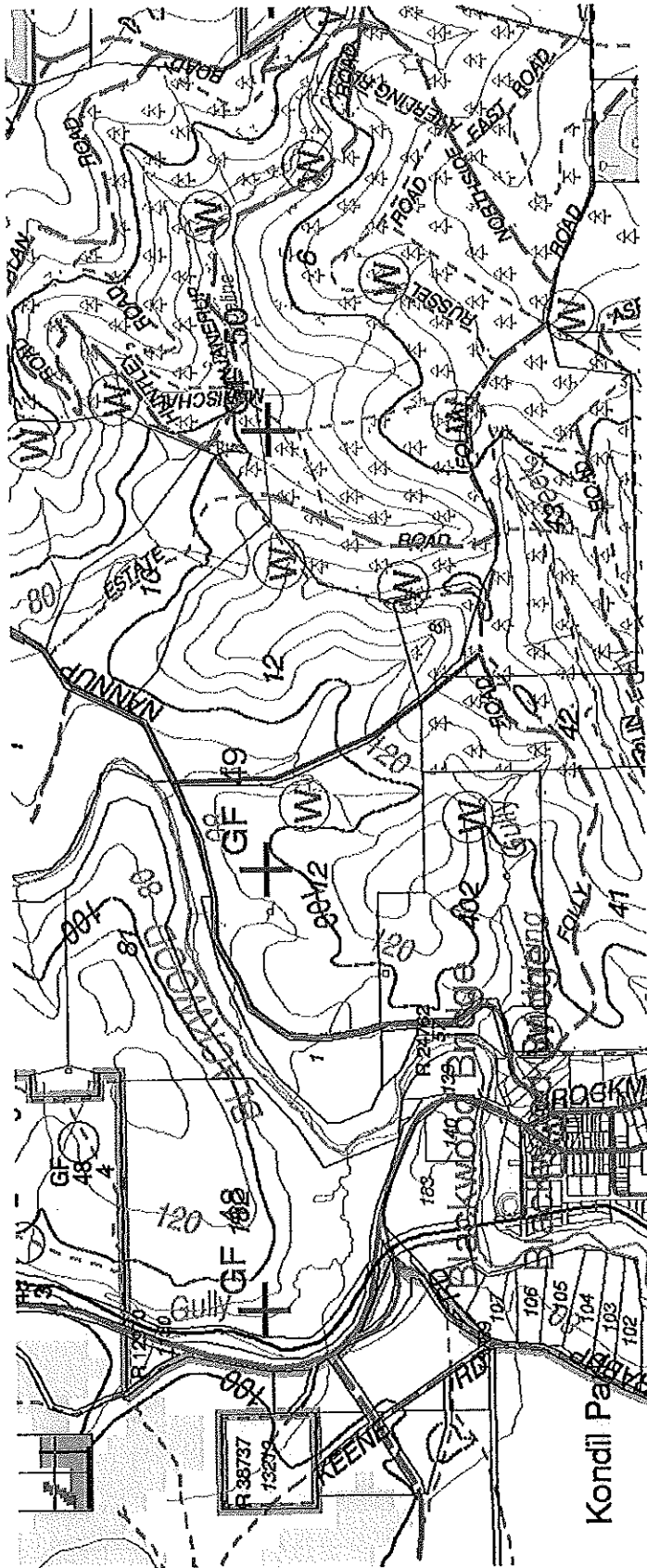




Other Alternatives

Estate Road is an existing gazetted road. Used to be maintained by DEC but is no longer used or maintained by them. Runs through the centre of Lot 10 (A1371 David Dunnet). Could be used but:

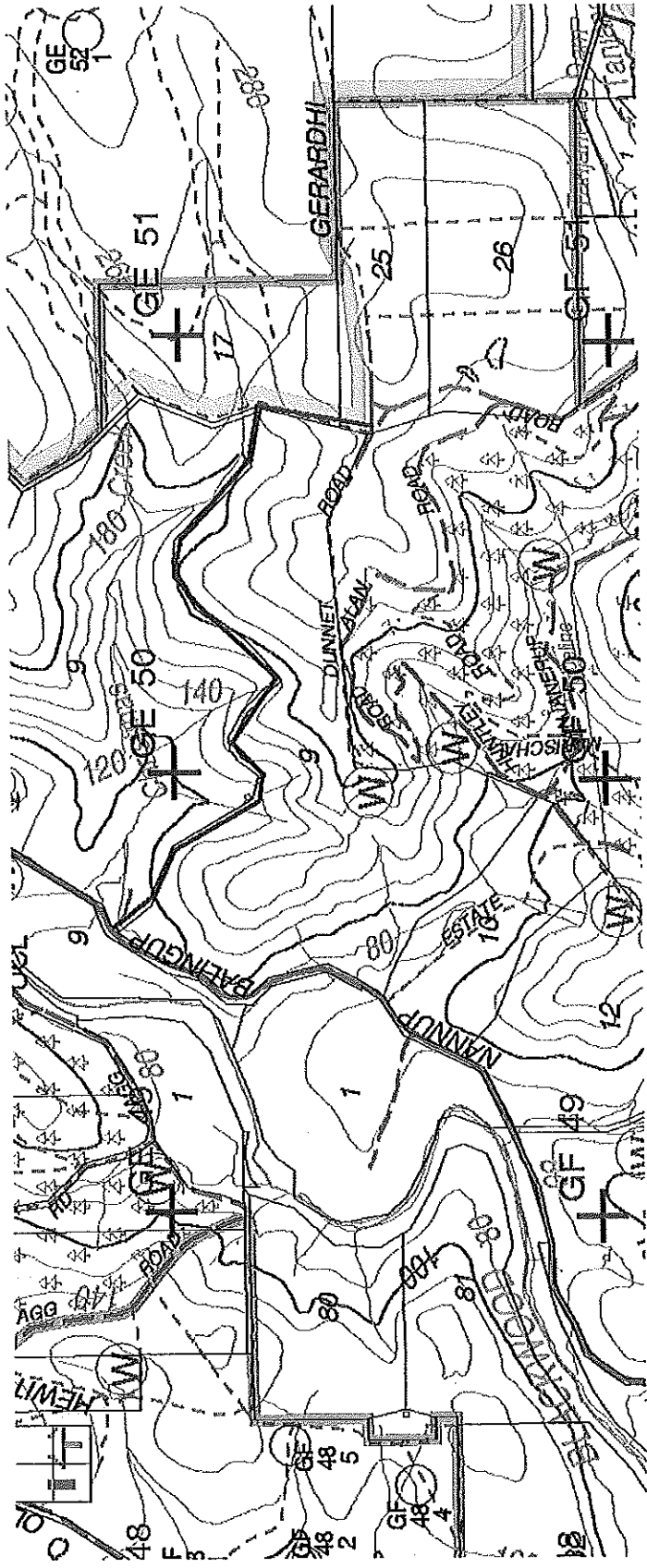
- David is not keen – it travels 0.95km over his land.
- It brings walkers out 2.9km north of Nannup and the only way into town is along the Balingup-Nannup Rd



Other Alternatives

The un-named road.  
 This is actually "Walter Rd". It is a gazetted DEC road "for forestry use" but no longer exists on the ground.  
 Runs through the centre of Lot 12 (A1371 David Dunnet). Could be used but:

- David is not keen - it travels 0.95km over his land.
- At would also need the approval of Douglas Brooks (see Appendix 1) or Mirannie Holdings to get through the forested area and join up with Folly Rd. (See Appendix 2).
- It brings walkers out 2 km north of Nannup and the only way into town is along the Balingup-Nannup Rd



Alternative

Un-named road. 2.99 km long  
 4.1km north of town (only way into town is via Balingup-Nannup Road)  
 Road is formed/exists but runs through the middle of Lot 9 (A173 David Dunnet).

See Appendix 3

AGENDA NUMBER: 10.3  
SUBJECT: Sign Application, Bishop Street  
LOCATION/ADDRESS: Lot 1 (on Deposited Plan 62375) Bishop St, Nannup  
NAME OF APPLICANT: Greg Rowe and Associates  
FILE REFERENCE: A 407  
AUTHOR/REPORTING OFFICER: Geoffrey Benson, Manager Development Services  
DISCLOSURE OF INTEREST: Nil  
DATE OF REPORT: 13 September 2011

Attachments: 1. Site Plan Lot 1 Bishop Street  
2. Photo depicting sign on Lot 1 Bishop Street  
3. Photographs of Lot 1 Bishop Street

### **BACKGROUND:**

Greg Rowe and Associates, who act on behalf of Paramount Outdoor and work in conjunction with A. King, the owner of Lot 1 Bishop Street, have lodged a Development Application for an advertising sign to be erected on Lot 1 Bishop Street. The Development Application was received on 4 July 2011.

Prior to the July Council Meeting the applicant requested that the report to Council regarding this matter be withdrawn from the agenda to allow additional information to be provided.

The proposed advertising sign is single sided, 8.3 metres x 2.2 metres in size and sits atop a block plinth, 2 metres above ground level. The Office of Road Safety has expressed their desire to expand their advertising presence throughout Regional Western Australia and would like to use the proposed signage to do so.

The proposed sign would run perpendicular to the road and would be set back no more than 5 metres from the property boundary along Warren Road.

The following issues are to be dealt with for construction of the proposed sign;

- To be a single sided sign;
- Consideration of site contours, to make ground clearance two (2) metres from the property boundary, and not from the setback line;
- Upgrade of site and verge with landscaping;
- Treatment of rear of the sign with non-reflective coating to avoid light reflection onto abutting property; and
- Provide semi-mature landscaping to side boundary to provide a level of screening to the sign.

**COMMENT:**

Lot 1 Bishop Street is zoned Residential R10/15, the proposed type of sign is not addressed in Local Planning Policy 18 (Advertising Sign Procedure) and there is not a use for advertising on a large scale within the Local Planning Scheme No.3's Zoning Table.

Therefore the Development Application must be assessed under Clause 4.4.2, which reads:

*4.4.2 If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may:*

- (a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted; or*
- (b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 9.4 in considering an application for planning approval; or*
- (c) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.*

The proposed signage is deemed inconsistent with the objectives of a Residential zoned area and therefore will not be permitted as it would be deemed an inconsistent planning precedent for amenity issues within the Shire of Nannup. The objectives of the zone are as follows:

*4.13.8.1 Specific Objectives of the Zone*

- (a) To promote and safeguard the health, safety, convenience, general welfare and amenity of residential areas and residents;*
- (b) To provide for a wide range of housing types, and therefore lifestyle opportunities;*
- (c) To encourage residential development that will achieve efficient use of existing physical and social infrastructure and is economically serviced and affordable; and*
- (d) To provide for home based employment where such a use does not cause injury to, or prejudicially affect the amenity of the locality within which it is situated.*

The proposed sign affects the visual amenity of the area, and also will cause an unnecessary distraction for drivers while near to the School. The sign is also out of character for the Garden Village theme of Nannup and is also too bulky for the area.

**STATUTORY ENVIRONMENT:**

Planning and Development Act 2005  
Shire of Nannup Local Planning Scheme No.3

**POLICY IMPLICATIONS:** Nil.

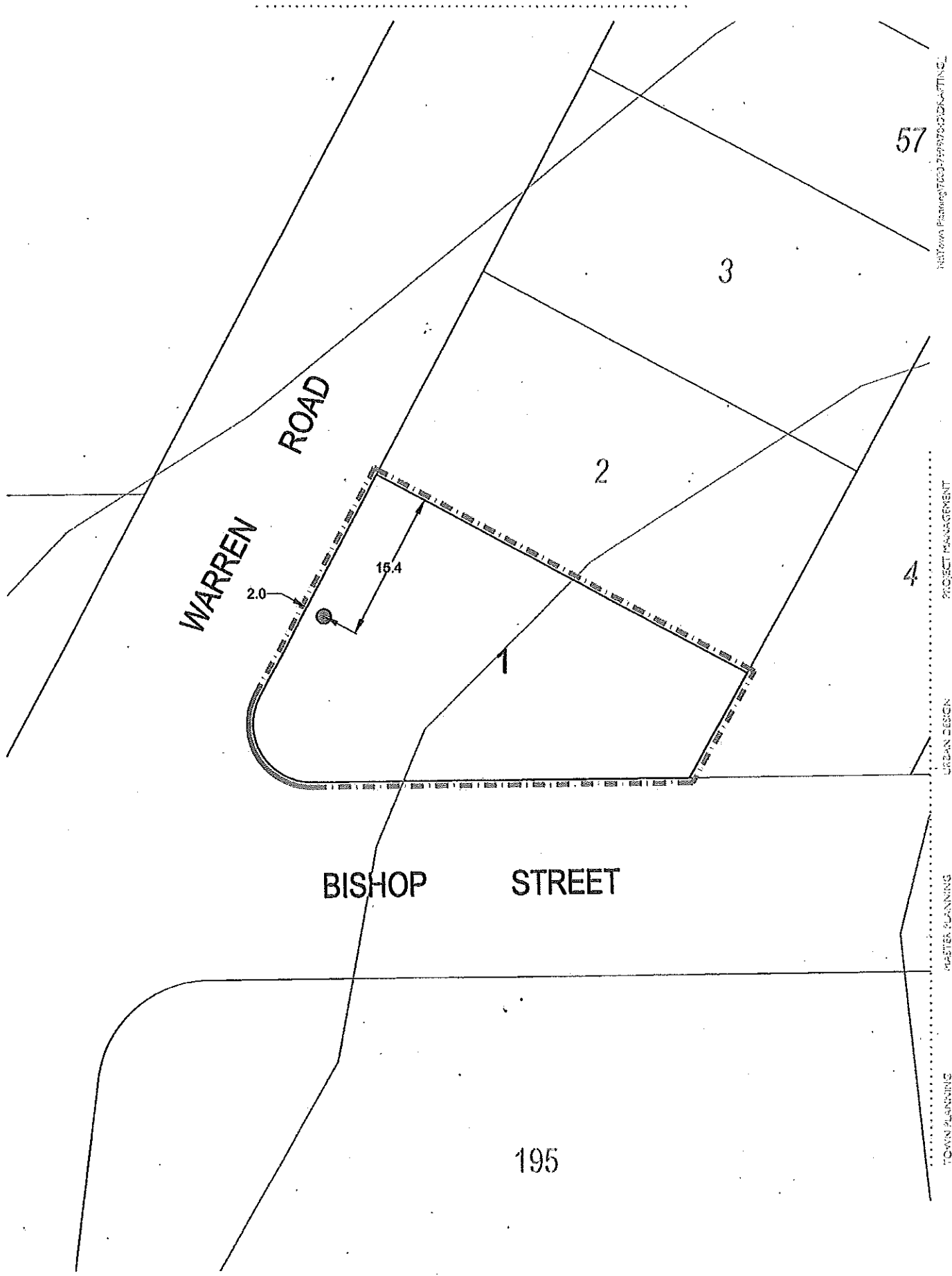
**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

**VOTING REQUIREMENTS:** Simple Majority.

**RECOMMENDATION:**

1. That Council determine that the proposed Advertising Sign is not consistent with the objectives of the Residential Zone of the Shire of Nannup Local Planning Scheme No.3.
2. That Council refuse the application for Planning Approval, to construct an 8.3m x 2.2m Advertising Sign, on Lot 1 Bishop Street, Nannup as submitted by Greg Rowe & Associates, as the proposal is not consistent with the objectives of the Residential Zone of the Shire of Nannup Local Planning Scheme No.3.



LEGEND

- subject site
- ⊙ location of sign

date 29 June 2011 job no. 7013  
 scale 1:500 @ A4 sheet 04/101  
 designer A Vlodavics prepared by D McCaugh  
 client  
 15/11/2010 Newbridge Street, Northbridge, Western Australia 6003  
 email g.r@gregrowe.com.au web www.gregrowe.com.au  
 tel +61 8 9211 1771 fax +61 8 9211 1717

title sign location plan  
 address lot 1 bishop street  
 nanorip  
 north • northwest • down • south

GREG ROWE & ASSOCIATES  
 ENGINEERS ARCHITECTS



Although it is to be used in accordance with the conditions of use set out in the contract, the client agrees to indemnify Greg Rowe and Associates from and against all claims, damages, losses and expenses, including reasonable legal costs, which may be incurred by Greg Rowe and Associates in connection with the preparation, production or use of this document, whether or not such claims, damages, losses and expenses are caused in whole or in part by the negligence of Greg Rowe and Associates. This document is a work product of Greg Rowe and Associates and is not to be used for any other purpose without the prior written consent of Greg Rowe and Associates.







Opposite Lot 1 Bishop Street, View from Warren Road



View of Lot 1 Bishop Street from Nannup District High School Oval

AGENDA NUMBER: 10.4  
SUBJECT: DEC Agreement to Use Council Land  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT: Department of Environment and Planning  
FILE REFERENCE: DEP 5  
AUTHOR/REPORTING OFFICER: Geoffrey Benson, Manager Development Services  
DISCLOSURE OF INTEREST: Nil  
DATE OF REPORT: 12 September 2011

Attachment: Letter from DEC

**BACKGROUND:**

Correspondence has been received from the Department of Environment and Conservation (DEC) requesting the formalisation of access to land which the Bibbulmun Track passes over but which is not part of the DEC estate.

**COMMENT:**

The agreement which DEC are requesting Council sign is attached.

The author believes that the proposed agreement is appropriate and recommends that Council agree to the signing of the agreement.

**STATUTORY ENVIRONMENT:** Land Administration Act 1997

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

That Council agree to sign the agreement proposed by the Department of Environment and Conservation to formalise access to those portions of Tom Road and Brook Road as described in the attachment on page 3, with-out amendment.



Government of Western Australia  
Department of Environment and Conservation

Your ref:  
Our ref:  
Enquiries: Emily Pinkus  
Phone: (08) 9334 0265  
Fax: (08) 9334 0100  
Email: emily.pinkus@dec.wa.gov.au

Mr. Robert Jennings  
Shire of Nannup  
PO Box 11  
NANNUP WA 6275

Dear Mr. Jennings:

### USE OF PARTS OF LAND MANAGED BY THE SHIRE OF NANNUP FOR THE BIBBULMUN TRACK

The Department of Environment and Conservation (DEC) is currently working towards formalising access agreements with various agencies and land owners to maintain continued access to the Bibbulmun Track where it passes over non-DEC estate.

Within the Shire of Nannup, DEC has identified two local road reserves that are currently utilised by the Bibbulmun Track. DEC Project Officer Emily Pinkus has been consulting with the Shire of Nannup's Manager Development Services Geoff Benson to develop an agreement (Attachment 1) which formalises access to these road reserves (detailed in Attachment 2).

Should the Shire agree with the proposed agreement, I request that you sign the two copies of this letter and return one copy for our records.

I would like to take the opportunity to thank the Shire for its continuing support of the world class Bibbulmun Track. If you have any concerns regarding the Track, DEC's Donnelly District Parks and Visitor Services Coordinator can be contacted on 9776 1207. If you have any concerns regarding the proposed agreement, please contact Ms Pinkus by phone on 9334 0567 or by email Emily.Pinkus@dec.wa.gov.au.

Yours sincerely,

Jim Sharp  
DEPUTY DIRECTOR GENERAL PARKS AND CONSERVATION

\_\_\_\_\_  
Date

**AGREED to and SIGNED by:**

Robert Jennings  
CHIEF EXECUTIVE OFFICER – SHIRE OF NANNUP

\_\_\_\_\_  
Date

## ATTACHMENT 1: TERMS OF AGREEMENT

This Agreement relates only to lands that are vested in or managed by the Shire of Nannup (the Shire) through which the Bibbulmun Track traverses – herein describe as the Land (Attachment 2).

The following rights and obligations will continue until such time as either the Shire gives DEC, or DEC gives the Shire, at least 90 days prior written notice that this arrangement is terminated:

- (a) the Shire grants access to the Land to DEC, its officers, employees, contractors, Department of Corrective Services work crews and maintenance volunteers for the purposes of development and maintenance of the Bibbulmun Track;
- (b) the Shire grants access to the Land to DEC, its officers, employees, contractors, Department of Corrective Services work crews, maintenance volunteers and the general public for the purposes of walking on the Bibbulmun Track;
- (c) the Shire or its representatives will not obstruct the Bibbulmun Track or interfere with any person lawfully traversing it;
- (d) DEC is responsible for the overall development and management of the Bibbulmun Track including:
  - i) Visitor risk management inspections and maintenance of the Bibbulmun Track so that it remains safely passable by walkers; and
  - ii) the design, placement and maintenance of Bibbulmun Track signage and markers;
- (e) DEC may close off access to parts of the Bibbulmun Track from time to time in order to carry out repairs or maintenance. The closure will not be for any greater period than is reasonably necessary to carry out the repairs or maintenance. Diversion signage will be provided at those times;
- (f) the Shire will remain responsible for the overall management of Shire land and assets including all roads and other assets that were constructed by, or on behalf of, the Shire;
- (g) DEC will release and indemnify the Shire from:
  - (i) liability for any damage, loss, injury or death occurring on the Bibbulmun Track caused by DEC's negligent act; and
  - (ii) any action, claim, cost, demand or judgment arising from any damage, loss, injury or death caused by DEC's negligent act,except to the extent that the Shire caused or contributed to the damage, loss, injury or death by their omission, act or negligence; and
- (h) DEC must have current public risk insurance cover which includes all parts of the Bibbulmun Track and must provide details of the policy when required to do so by the Shire.

## ATTACHMENT 2: THE LAND

1. Road Reserve – Tom Rd

PIN 11292348

Location: Donnelly River

Coordinates: -34.102 (Lat); 115.9763 (Long); 405573 (E); 6226060 (N)

Description: Bibbulmun Track is aligned on Tom Road within Donnelly River Holiday Village.

2. Road Reserve – Brook Rd

PIN 471901

Location: Glenoran

Coordinates: -34.1303 (Lat); 115.9632 (Long); 404396 (E); 6222911 (N)

Description: Bibbulmun Track crosses Brook Road about 3km south of Donnelly River Holiday Village within State Forest 34.

AGENDA NUMBER: 10.5  
SUBJECT: Heritage Policy LPP 019  
LOCATION/ADDRESS: Whole of District  
NAME OF APPLICANT: Shire of Nannup  
FILE REFERENCE: ADM 9  
AUTHOR: Reharni Puckey, Planning Administration Officer  
REPORTING OFFICER: Geoffrey Benson, Manager of Development Services  
DISCLOSURE OF INTEREST: Nil  
DATE OF REPORT: 12 September 2011

Attachment: Proposed Heritage Conservation Policy

**BACKGROUND:**

Further to the Council Decision of 28 July 2011, Development services staff advertised the proposed Heritage Conservation Policy for two consecutive weeks closing on 31 August 2011. During this period no comments or objections were received. The Shire of Nannup currently doesn't have a Heritage Policy in place to conserve and protect places and areas of heritage significance within Nannup.

**COMMENT:**

As there have been no comments or objections received during the advertising period, it is recommended that Council adopt the attached policy.

Once the Heritage Conservation Policy LPP 019 is adopted a review of the Municipal Inventory will be considered.

As part of the review of the Municipal Inventory the Heritage Council has recommended that a Heritage Conservation Policy be adopted.

**STATUTORY ENVIRONMENT:** Heritage of Western Australia Act 1990

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

This Planning Policy will need to be advertised again after adoption, which will cost approx \$300.00

**STRATEGIC IMPLICATIONS:**

A review of the Municipal Inventory is included in the Council's Forward Plan.

**VOTING REQUIREMENTS:** Simple Majority.

**RECOMMENDATION:**

That Council adopt Local Planning Policy 19 – Heritage Conservation Policy as per the attachment and advertise notification of this final adoption in a newspaper circulating within the district.

<b>Policy Number:</b>	LPP 019
<b>Policy Type:</b>	Local Planning Policy
<b>Policy Name:</b>	<b>Heritage Conservation</b>
<b>Policy Owner:</b>	Manager Development Services

**Authority:** Shire of Nannup Local Planning Scheme No.3 (LPS No3)  
Heritage of Western Australia Act 1990

## BACKGROUND

The Shire of Nannup Local Government Inventory ("LGI") identifies places within the Shire of Nannup that have cultural heritage significance. The compilation of a Local Government Inventory is a requirement of Clause 45 of the *Heritage of Western Australia Act 1990*.

Those places with the greatest heritage significance have also been identified for inclusion on the Heritage List pursuant to the Shire of Nannup Local Planning Scheme No.3 ("the Scheme").

## OBJECTIVES

The purpose of this Policy is to:

1. Set out development control principles for places on the Heritage List established pursuant to the Scheme, and the Shire of Nannup Local Government Inventory;
2. Provide further direction on the development control principles contained within *State Planning Policy 3.5 Historic Heritage Conservation (2007)*;
3. Provide improved certainty to landowners and the community about the development control principles for heritage conservation and protection

The key objectives of this Policy are:

1. To ensure that works, including conservation, restoration, alterations, additions, changes of use and new development, respect the cultural heritage significance associated with places listed on the Heritage list.
2. To encourage opportunities for interpretation where it can enhance understanding and enjoyment of heritage places, and strengthen the relationships between the community and its heritage.
3. To conserve and protect places and areas of heritage significance within the Shire of Nannup.
4. To provide information that assists property owners and/or managers to understand and appreciate the cultural heritage significance of heritage properties and areas.

## APPLICATION

This policy applies to places entered on the Heritage List pursuant to the Scheme, and places on the Shire of Nannup LGI where specified.

## DEFINITIONS

### ***Adaptation***

Means the modification of a place to suit proposed compatible use or uses.

***Archival Record*** means a document containing drawings, photographs and written information prepared in order to record the state of a place at a given time, usually prior to demolition or major change. The Heritage Council of Western Australia (HCWA) has prepared standards for archival recording.

***Burra Charter*** means the Australian ICOMOS Charter for the conservation of places of cultural heritage significance. The charter has been generally accepted as the standard for heritage practitioners in Australia.

***Conservation*** means all the processes of looking after a place so as to retain its cultural heritage significance. It includes maintenance and may, according to circumstances, include preservation, restoration, reconstruction and adaptation. Conservation will commonly involve a combination of more than one of these.

***Conservation Plan*** means a document that details how to identify and look after the significant cultural values of a place. Its preparation involves a systematic way of considering, recording and monitoring actions and decisions relating to all aspects of managing a place. The Heritage Council of WA provides guidelines for the preparation of conservation plans to ensure that all important matters are considered.

***Cultural Heritage Significance*** means the aesthetic, historic, social and scientific values of a place for past, present or future generations.

***Heritage Area*** means an area of land that has identified cultural heritage significance and character which is desirable to conserve.

***Heritage Agreement*** means a contract under section 29 of the *Heritage of Western Australia Act 1990* which is undertaken on a voluntary basis by the owners of a heritage place. The agreement binds current and successive owners to a set of conservation conditions and may provide compensating benefits in some circumstances. Essentially, the purpose of a Heritage Agreement is to secure the long-term conservation of a heritage place. A Heritage Agreement attaches to the land and is confirmed through a Memorial placed on the land title.

***Heritage Assessment*** means a systematic assessment that describes a place and its setting and states its significant heritage values in terms of the criteria adopted by the Heritage Council of WA. These criteria are the aesthetic, historic, social and scientific values of the place.

***Heritage Impact Statement*** means a report that evaluates the likely impact of proposed development on the significance of a heritage place and its setting, or on the heritage area within which it is situated. The report may also outline measures,



which any detrimental impact may be minimised. The Heritage Impact Statement should address:

- How will the proposed works affect the cultural heritage significance of the place?
- What alternatives have been considered to ameliorate any adverse impacts?
- Will the proposal result in any heritage conservation benefits that may offset any adverse impacts?

**Note:** The Heritage Council of WA has produced a guide and form for the preparation of Heritage Impact Statements. This information is available on the Heritage Council's website.

**Heritage List** means a list of places that has been adopted under the Local Planning Scheme.

**Heritage Place** means a building, structure, site, area of land or other physical element valued for its cultural (or historic) heritage significance, together with associated contents and surrounds.

**Interpretation** means all the ways of presenting the significance of a heritage place. Interpretation can include the use of colour, lighting, furnishings, historic material or signage or a combination of these to tell the story of the building or place.

**Interpretation Plan** is a document that explains the ways in which a place could be interpreted. Interpretation Plans should aim to increase both our understanding and our enjoyment of heritage places.

**Local Heritage Contract** means a contract between the owners of a heritage place and the local government undertaken on a voluntary basis by the owners in return for planning concessions or a rate rebate agreed to by the local government. The agreement binds the current owner to a set of conservation conditions in return for identified and agreed compensating benefits.

**Significant Fabric** means all the physical material of the place including components, fixtures, contents, and objects that contribute to the heritage significance of the place.

**Significant Trees** means trees that have been identified on the Shire of Nannup LGI for their heritage significance, which includes characteristics such as outstanding aesthetic significance, horticultural value, historic value, and/or unique location and context.

**Structural Condition Assessment** means a report prepared by a qualified structural engineer that assesses the structural state of a building or element.

**The Heritage of Western Australia Act 1990** is the statutory framework for the identification and conservation of places which have significance to the cultural heritage of Western Australia. The Act also describes the composition and powers of the Heritage Council of Western Australia (HCWA) and requires Local Governments to prepare Municipal Heritage Inventories.

## **1.0 Development Control Principles for Places on the Heritage List (Management Category A and B).**

Places on the Shire of Nannup Heritage List are those of highest heritage value, and the following policy provisions shall apply to these places:

## **1.1 External Alterations and Extensions**

### *1.1.1 General Provisions*

- a) Alterations and additions to a heritage place should not detract from the heritage significance and should be compatible with the siting, scale, architectural style and form, materials, colours and external finishes of the place.
- b) Alterations and additions to a heritage place should involve the least possible change to the significant fabric.
- c) Alterations and additions should sit well within the original fabric rather than simply copying it, and new work that mimics the original should be avoided.
- d) New work should be easily distinguishable from the original fabric, except where the proposal constitutes restoration work of original fabric.
- e) Alterations and additions should respect the original roof pitch and roof form.
- f) Alterations and additions should not obscure or alter elements that contribute to the heritage significance of the place.
- g) Walls and fences in the front setback should be complementary to the heritage place in terms of materials, finishes, textures and colours and appropriate to its architectural style.
- h) Where there is a Conservation Plan for a heritage place all proposed development should address the policies contained within the Conservation Plan.
- i) Substantial modifications to the place may require an archival record (as a condition of development approval), to be prepared in accordance with the Heritage Council of WA guidelines.

### *1.1.2 Upper Storey Additions and Modifications*

- a) Upper storey additions should generally be sited and massed so they are visually recessive from the place's main frontage to ensure that the scale of the heritage place is the dominant element in the streetscape. On corner sites the visibility and impact of additions will be assessed from both streets.
- b) Upper storey additions or modifications should be designed to minimise the impact on the original roofline, and to retain an appreciation for the original form of the building

### *1.1.3 Openings and Doors*

- a) New openings in the principal elevation (addressing the primary street) that will be visible from the street should be avoided. If openings are proposed they should be proportional in size relative to original openings of the heritage place and consistent in terms of materials, finishes, textures and colours (appropriate to its architectural style).

#### *1.1.4 Landscaping Elements*

- a) Where landscape elements such as plantings or hard landscape treatments form part of the heritage significance of a place, or are important to its setting, all proposed extensions should be designed and sited to minimise the impact on these elements.
- b) All new landscaping should be well considered and respectful to the heritage significance of the place.

### **1.2 Internal Alterations**

- a) Alterations to the interior of a heritage place to suit a current and compatible future use will be supported where the proposal does not compromise the heritage significance of the place, as follows:
  - i. Ideally the original internal layout should be retained, however where original internal walls or features are proposed to be removed or modified these changes should be managed to allow evidence of the original layout to be read (for example by retention of wall “nibs” as evidence of the location of a former wall), to retain a sense of the original use of the space(s).
  - ii. Where new internal finishes are proposed there should be careful consideration given to retaining evidence of original materials and finishes.
- b) Internal alterations that are reversible without compromising the heritage significance of the place will generally be acceptable, and the onus is on the applicant to demonstrate this.

### **1.3 Change of Use**

- a) Adaptive reuse of heritage places may be supported provided:
  - the proposed use(s) will not impact negatively on the amenity of the surrounding area;
  - any required modifications do not substantially detract from the heritage significance of the place and are consistent with the provisions of this policy; and
  - the use is consistent with the Scheme and other relevant Council policies.

- b) Where there is a Conservation Plan for a heritage place any proposed new use(s) will be assessed on the basis of the recommendations contained within the Conservation Plan.
- c) Where possible, evidence of the original use of a building should be retained, and in some circumstances interpretation may be appropriate to help understand the former use where it is not readily apparent (refer to 7.0).

#### **1.4 New Buildings/Structures**

New buildings, structures and other features that are located within the curtilage of a heritage place have the potential to impact on the heritage significance. Accordingly the following provisions are applicable:

- a) Any proposed buildings, structures or hard standing (including car parking) should not detract from the setting of the heritage place.
- b) Where new buildings or structures are proposed and they are visible from the street and/or other public places, they should take into account the character of the existing streetscape by having regard to the rhythm, orientation, setbacks, height, and proportions of existing buildings.
- c) Where possible existing views of a heritage building(s) from the street should be preserved to acknowledge the contribution heritage places make to the streetscape.
- d) New buildings or structures should be designed and located in a way that does not overwhelm or dominate the heritage building(s) which should remain the dominant building(s) on the site, and they should be understated relative to the existing heritage building(s).
- e) Wherever possible, new buildings, structures or hard standing areas (including car parking) should be designed and sited to avoid having a negative impact on original mature landscaping, garden areas, driveways and other landscaping features where they are considered to form part of the setting of the heritage place, and/or contribute to the heritage significance.
- f) New buildings should not directly copy the style and design of the heritage buildings, and should not attempt to look like old buildings. Rather they should complement the original fabric and design characteristics of the heritage building(s) in terms of its bulk, style, materials, colour scheme and form, which could include contrasting, contemporary building(s).
- g) Where there is a Conservation Plan for a heritage place any proposals for new buildings, structures or hard standing areas (including car parking) should address the policies contained within the Conservation Plan.

#### **1.5 Demolition**

- a) Demolition of a whole building on the Heritage List will generally not be supported.
- b) Consideration of a demolition proposal for a place on the Heritage List will be based on the following:
  - The significance of the place;
  - The feasibility of restoring or adapting it, or incorporating it into new development; and
  - The extent to which the community would benefit from the proposed redevelopment.
- c) Where structural failure is cited as justification for demolition the onus rests with the applicant to provide a clear justification for demolition, and evidence should be provided from a registered structural engineer that the structural integrity of the building has failed to the point where it cannot be rectified without the removal of a majority of its significant fabric and/or prohibitive costs.
- d) Partial demolition of a building on the Heritage List may be supported provided that:
  - The part(s) to be demolished do not contribute to the cultural heritage significance of the place;
  - The proposed demolition will not have a negative impact on the significant fabric of the place; and
  - Sufficient fabric is retained to ensure structural integrity during and after development works.
- e) If demolition of a heritage place is considered appropriate an archival record will be required as a condition of development approval, to be prepared in accordance with the Heritage Council of WA guidelines.
- f) Demolition of ancillary buildings or structures that do not relate to the heritage significance of the place will generally be acceptable.
- g) Where full or partial demolition is supported this may be subject to appropriate interpretation to acknowledge the cultural heritage significance of the heritage place (refer to 7.0).

## **1.6 Relocation of Buildings / Structures**

- a) In the majority of cases the physical location of a place is an important part of its cultural heritage significance, therefore the relocation of a building or other component of a place on the Heritage List is generally unacceptable except in the following circumstances:

- This is the sole practical means of ensuring its survival;
- It can be demonstrated that these components of the place already have a history of relocation, or were designed to be readily relocated;
- Its relocation forms part of a proposal for a new use or development on the site, and is fundamental to retention of the place on the same site.

### **1.7 Minor Works, Repairs and Restoration**

Pursuant to the Scheme all development affecting a place on the Heritage List requires development approval, and this includes minor works such as replacement of roofing, gutters, downpipes. This is to ensure that these works do not have a negative impact on the heritage significance of the place, and accordingly the following policy provisions apply:

- a) Where there is a Conservation Plan for a heritage place all restoration works will be guided by the Conservation Plan.
- b) Where proposals include the replacement of materials it should be "like for like", matching the original as closely as possible with regard to the materials, colours, and textures.
- c) External repainting should match the original paint colours wherever possible, or should reflect a complementary palette of colours from the same era.
- d) Replacement of materials should take into consideration the original method of fixing.
- e) Where restoration is being carried out, works should be based on historic photographs, plans or other material that shows the former state of the building or place.
- f) Routine maintenance does not require development approval. This includes the following:
  - Cleaning gutters and downpipes (as opposed to replacing deteriorated gutters and downpipes).
  - Repainting previously painted surfaces in the same colour scheme.
  - Refixing existing loose roof sheeting using a "like for like" method of fixing (as opposed to installing new or different roof sheeting), with the exception of emergency repairs that are temporary in nature.

If there are any questions regarding what constitutes routine maintenance, the Shire's Planning services should be consulted.

## **2.0 Development Control Principles for Management Category C Places**

The following policy provisions apply to places included on the LGI and identified as management category C (Significant).

### **2.1 Alterations, Extensions or Changes of Use**

- a) Where alterations or extensions are proposed consideration should be given to making these modifications sympathetic to the heritage values of the place, and retention of original fabric is encouraged where feasible.
- b) Substantial modifications to the place may require an archival record (as a condition of development approval), and the archival record should be prepared in accordance with the Heritage Council of WA guidelines.

### **2.2 Demolition**

- a) Retention of the building or place is encouraged, however demolition may be supported, subject to the consideration of cultural heritage significance together with other relevant planning issues.
- b) An archival record will be required as a condition of development approval for demolition, and the archival record should be prepared in accordance with the Heritage Council of WA guidelines.
- c) Consideration should be given to the inclusion of interpretation of the heritage place (refer to 7.0).

### **3.0 Development Control Principles for Management Category D Places**

The following policy provisions apply to places included on the LGI and identified as management category D (Some significance).

#### **3.1 Demolition**

- a) Retention of the building or place is encouraged, however demolition may be supported subject to the preparation of an archival record which will be required as a condition of development approval for demolition. The archival record should be prepared in accordance with the Heritage Council of WA guidelines.

#### **4.0 Significant Trees**

Under the Scheme planning approval is required prior to the removal, destruction of and/or interference with any tree included on the Local Government Inventory Significant Tree list, and as such the following policy provisions apply:

- a) Trees identified on the LGI Significant Tree List may be pruned as part of routine maintenance in accordance with the International Society of Arboriculture standards, provided the pruning would not reduce the tree's height or crown or diameter, alter the trees general appearance, increase the tree's susceptibility to insects or disease, or otherwise increase its risk of mortality.

- b) The removal of significant trees will only be supported where it is necessary to protect public safety or private or public property from imminent danger, and the onus is on the applicant to demonstrate that this is the case. This may require the submission of a report prepared by a suitably qualified arborist.
- c) Proposals for substantial pruning to a significant tree may require the submission of an arborist report prepared by a suitably qualified consultant demonstrating that the proposal is acceptable.

## **5.0 Structure Plans and Subdivision Proposals**

- a) Subdivision proposals for heritage places should be designed to retain an appropriate setting for heritage buildings. This includes the retention of original garden areas, landscaping features or other features that are considered essential to the setting of the heritage place or its heritage significance.
- b) Subdivision proposals that indicate the required demolition, partial demolition or modification to a place on the Heritage List or State Register of heritage places will not be supported without a Heritage Impact Statement accompanying the subdivision proposal. This is to be prepared in accordance with the Heritage Council of WA guidelines.
- c) Where a structure plan is proposed for land that includes a heritage place(s) the structure plan should demonstrate how matters of heritage significance will be addressed.
- d) Where a structure plan area includes more than one heritage place, or includes a heritage place that comprises a number of buildings or features the Shire may require the preparation of an overall heritage strategy to be included with the structure plan report, demonstrating how heritage issues will be addressed, outlining principles to be addressed in later planning stages, and including recommendations for interpretation (refer to 7.0).
- e) Consideration should also be given to how future development of the subdivided land is likely to affect the identified significance of the heritage place, particularly its setting.

## **6.0 Applications for Planning Approval for Places on the Heritage List**

In addition to the information required by the Scheme, the following provides a guide for accompanying material and information that may be required to be submitted with planning applications for places on the Heritage List:

- a) For larger and more complex development proposals, a Heritage Impact Statement should be submitted that identifies how the cultural heritage significance of the place will be affected by the proposed works or future use. The statement should be prepared by a heritage professional, and should be consistent with the Heritage Council of WA's guidelines.



- b) If a proposal affects a place that is entered on the State Register of Heritage Places the Local Government may require the preparation of a Conservation Plan, which is to be prepared by a qualified heritage professional, and consistent with the Heritage Council of WA's guidelines.
- c) Where proposed extensions and alterations involve modifications to landscape elements of a place that form part of its heritage significance or are important to its setting a landscaping plan may be required, demonstrating how the impact will be managed, and this should be included in the heritage impact statement where relevant.
- d) Where a Conservation Plan exists for a Heritage place, the development application should include information regarding how the conservation policies and any urgent works identified in the Conservation Plan will be addressed:
- e) Where structural failure is cited as justification for demolition of a place on the Heritage List the onus rests with the applicant to provide a clear justification for demolition, and evidence should be provided from a registered structural engineer that the structural integrity of the building has failed to the point where it cannot be rectified without the removal of a majority of its significant fabric and/or prohibitive costs.

## **7.0 Interpretation and Interpretation Plans**

Interpretation can enhance understanding and enjoyment of heritage places, and it can strengthen and sustain the relationships between the community and its heritage. Interpretation can be an integral part of the experience of a heritage place, particularly where the cultural significance of the place is not readily apparent. Accordingly the following policy provisions are applicable:

- a) Opportunities for the interpretation, commemoration and celebration of significant associations between people and a place should be investigated and implemented wherever possible. In particular, the Shire may require the preparation of interpretative material as a condition of development approval for the following proposals:
  - Major redevelopment that involves substantial modifications to a heritage place, or modifications that will negatively impact on the heritage significance of the place;
  - Changes of use for a heritage place, particularly where the original use will no longer be readily apparent;
  - Proposals that will result in the heritage significance of the place not being readily apparent, and which could be explained and enhanced by interpretation;
  - Proposals where there is the opportunity for the for re-use of hardware or artefacts that are associated with the former use in interpretive material;
  - Proposals that will substantially impact on the heritage significance of the place;
  - Demolition (full or partial) of a heritage place.

- b) An interpretation plan may be required where the proposal involves the substantial redevelopment of a major site, such as a commercial or industrial site, particularly where there may be more than one heritage place affected by the proposal.

Related Policies:	
Related Procedures/ Documents	
Delegation Level:	
Adopted:	
Resolution	
Reviewed:	

# **WORKS & SERVICES**

AGENDA NUMBER: 10.6  
SUBJECT: Policy Review Internal Control Manual  
LOCATION/ADDRESS:  
NAME OF APPLICANT:  
FILE REFERENCE: ADM 9  
AUTHOR/REPORTING OFFICER: Chris Wade – Works Manager  
DISCLOSURE OF INTEREST: Nil  
DATE OF REPORT: 8 September 2011

## **BACKGROUND:**

Council's Policy ADM 2 - Internal Control Manual under section 1.2.1 Purchase Orders currently has 6 officers authorised to sign purchase orders.

## **COMMENT:**

For operational continuity and staff structure changes, it has become necessary to review Council's Officers that are authorised to sign purchase orders and cheque requests. The staff structural changes involving building maintenance and capital building works responsibilities have been moved to the Works Manager's area. The officer's recommendation is to add the Planning Administration Officer to the current authorised officers list to sign purchase orders and cheque requests to allow timely response to any building issue that may arise. In the main this will be building maintenance items.

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:** Amendment to policy ADM 2 recommended.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

**VOTING REQUIREMENTS:** Simple majority

## **RECOMMENDATION:**

That Council review/amend policy ADM 2 as follows:

<b>Policy Number:</b>	ADM 2
<b>Policy Type:</b>	Administration Policy
<b>Policy Name:</b>	<b>Internal Control Manual</b>
<b>Policy Owner:</b>	Chief Executive Officer

Authority Shire of Nannup  
Regulation 5(2)(c) of the Local Government  
(Financial Management) Regulations 1996

## INTRODUCTION

The procedures detailed in this Internal Control Manual have been developed to:

1. Ensure that expenditures of Council are undertaken in a controlled environment to achieve the highest level of compliance with all Local Government legislation and Council policies, and,
2. To meet the requirements of Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996.

Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 states that the CEO is to:

*“undertake reviews of the appropriateness of the Financial Management Systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of these reviews”.*

The adoption of these procedures will meet the requirements of this regulation.

These procedures shall be reviewed on an annual basis.

## 1 THE PURCHASING SYSTEM

### 1.1 OBJECTIVES

The objectives of the purchasing system include:

- Adhering to Council policy ADM 4 – Purchasing Policy.
- That purchase orders are initiated for the supply of all goods and services required by Council, excepting those referred to in section 1.2.1 of this manual.
- That goods and services are verified in terms of quantity and quality.
- That supplier invoices are certified for payment by authorised persons.
- That accurate and prompt payment of creditors is made in accordance with the terms of credit.

## 1.2 PROCEDURES

### 1.2.1 Purchase Orders

A purchase order, attachment number 1, shall be issued in relation to the purchase of all goods and services except the following:

- Utilities
- Licenses
- Insurances, freight and postal charges
- Fuel
- Local suppliers where an account is set up
- Supply of goods or services under contract.
- Attendance at conferences and seminars (where payment is required up front).
- Goods purchased from petty cash.

Officers authorised to sign purchase order forms and cheque requests are those people appointed to the following positions:

Chief Executive Officer.

Manager Corporate Services.

Works Manager.

Manager Development Services.

Plant Mechanic.

Leading Hand Gardener

Executive Officer (for stationery, advertising and catering purposes only).

**Planning Administration Officer**

Purchase Orders shall be completed with the following information:

- The suppliers full name and address.
- A brief description of the goods or services required, including quantity if applicable.
- An estimate of the cost of the goods or services.
- The delivery point and date of delivery if applicable.
- The chart of account or job number.

The authorising officer shall ensure that the expenditure is authorised within the current year's adopted budget.

The purchase order form is in triplicate. The first copy (white) is to be forwarded to the supplier. The second copy (yellow) is to be forwarded to the Clerical Assistant who shall file it in purchase order number order, awaiting receipt of the supplier's invoice. The third copy is retained in the order book.

### **1.2.2 Local Purchases**

Purchase Orders are not required for the provision of goods and services that are generally of a minor ongoing nature from local suppliers where an account is set up. A signature of receipt is required to be placed on the invoice or cartnote accompanying the goods.

### **1.2.3 Tenders**

Tenders shall be processed in accordance with the Local Government (Functions and General) Regulations 1996, Council delegation number 2 and Council policy ADM4 Purchasing Policy.

Tenders that result in contracts shall, following Council's acceptance of the Tender, be processed as follows:

- A purchase order shall be raised in accordance with guidelines detailed in section 1.2.1 of these procedures, or
- A letter of acceptance of tender will be written which details the conditions of the contract with reference to the tender documentation.

### **1.2.4 Corporate Credit Cards**

Council has approved one corporate credit card (25 October 2001) for the Chief Executive Officer. If this card is used, approved purchases shall be reported on a monthly basis to Council in conjunction with the normal presentation of accounts for payment.

### **1.2.5 Cheque Requests**

Cheque requests in the form of attachment number 2 are to be used for the payment of accounts due to people or organisations where no external invoice is rendered. Supporting documentation, where applicable, is to be attached to the cheque request. Only authorised officers can sign cheque requests, and in doing so shall ensure that the controls listed in section 1.2.1 of this manual are adhered to.

### **1.2.6 Certification of Invoices**

All invoices received shall be stamped with the Shire of Nannup date stamp and the certifying stamp by the Clerical Assistant.

Where a purchase order form was generated for the supply of the goods or services, the second copy of the purchase order form will be attached to the invoice. The invoice is passed on to the authorising officer for certification. The certification stamp shall be signed off in all sections by the authorising officer prior to the processing of the invoice through the system.

Having signed off the certification stamp, the authorising officer shall forward the invoice to the Administration Officer.

Upon receipt of the certified invoice the Administration Officer shall:

- Verify that all prior procedures have been complied with. If any information or authorisation is lacking, the Administration Officer shall return the invoice to the authorising officer for correction.
- Verify all prices and extensions.
- Process those correctly authorised invoices at least on a two weekly basis. Prior to the production of the cheques or electronic funds transfers, all invoices and the system invoice list shall be forwarded to the Manager Corporate Services for approval to proceed.
- All cheque and electronic funds transfer payments paid shall be listed and submitted to the next Ordinary Meeting of Council for endorsement.

Payment Vouchers supported by creditor's invoices, cart notes, quotations, purchase orders or any other relevant documentation shall be filed in cheque number or electronic fund transfer number order.

#### **1.2.7 Assets**

The Manager Corporate Services shall copy those invoices that pertain to the purchase of assets over the value of \$1,000, and record this information within Council's Asset Management System per Significant Accounting Policy 1(g).

#### **1.2.8 Retention of Records**

The following records shall be retained in accordance with the State Records Act 2000 and the Shire of Nannup's record Keeping Plan:

- Purchase order books.
- Contracts / Tender register.
- Cheque payment vouchers together with associated support documentation.

## **2 PETTY CASH**

### **2.1 Objectives**

The objective of the petty cash system is to provide an efficient means of handling approved minor Council purchases. Petty cash shall be maintained on an imprest system. The advance to be held for Petty Cash shall be \$150.

### **2.2 Procedures**

Petty Cash disbursements are restricted to expenses that are of a minor nature. Each time a disbursement is made the petty cash voucher in the form of attachment number 3 shall be completed in full. The petty cash voucher must be authorised by an authorised person as per section 1.2.1 of this manual. Receipts are to be attached to the petty cash voucher wherever possible.

The petty cash advance shall be reconciled with cash on hand and processed vouchers as required and prior to reimbursement using the petty cash recoup sheet, attachment number 4.

It is the responsibility of the Executive Officer to ensure that

- The cash and relevant petty cash vouchers are secured at all times, and placed in the safe at night.
- The cash and relevant petty cash vouchers are regularly reconciled.
- Any discrepancies are reported to the Manager Corporate Services immediately.

### **3 PAYROLL**

#### **3.1 Objectives**

The objectives of the payroll system include

- Exact payment to all staff for all hours worked in accordance with the relevant industry awards and individual contracts.
- Timely payment to all staff.
- Accurate, timely and meaningful recording of wage and salary costs in the accounting system and subsequent management reports.
- Payment of deductions from salaries and wages to appropriate organisations at the end of each month.

#### **3.2 Procedures**

##### **3.2.1 New Employees**

- When a new employee commences, the member of the senior management team responsible for that employee shall ensure that a copy of the letter of employment addressed to the employee, stating the level of employment, wages/salaries per fortnight, and any other allowances paid per fortnight is forwarded to the Administrative Officer.
- The new employee will be required to complete the following documentation:
  - Tax declaration forms.
  - Superannuation forms.
  - Deduction from payroll forms.
  - Details of bank account for direct debiting purposes.
- Upon receiving all the new employee information, the Administration Officer shall set up a computer record for the new employee based on the details received.
- A new employee file shall be created at this point.

##### **3.2.2 Termination of Employees**



- Notification of an employee's termination shall be forwarded to the Administrative Officer by the employee's supervisor as soon as practicable. The notification shall include all necessary information to enable a termination payment to be made.
- The Administration Officer shall upon receipt of the notice of termination undertake the calculations for final payment taking into account such matters as accrued leave and required notice as per the relevant award or contract for the approval of the Manager Corporate Services, and code the employee's computer payroll record such that further transactions are precluded from occurring.

### **3.2.3 Time Sheets**

- Time sheets in the form of attachment numbers 5 & 6 shall be completed by the appropriate staff for the purposes of recording all ordinary hours, sick leave, annual leave, long service leave, rostered days off and over-time worked. The time sheets when completed are to be authorised by the appropriate officer as detailed on the time sheet, and forwarded to the Administration Officer by 4pm of the Tuesday of the pay week.
- Where the time sheet requires the recording of job number details or chart of account, this information is to be checked by the appropriate Officer prior to being signed off.
- Any anomalies or discrepancies observed by the Administration Officer in the course of processing the time sheets shall be reported to the person authorising the time sheet for determination and suitable action.

### **3.2.4 General**

- All salaries and wages paid shall be credited to employee's bank accounts via direct banking.
- Employee payments made outside of the appointed fortnightly schedule e.g. Termination and pay adjustments, shall be processed through "one off pay run – P930W" to ensure correct allocation of costing.
- The Administration Officer shall ensure that general ledger control accounts associated with payroll are balanced on a monthly basis.

### **3.2.5 Leave**

All sick leave, annual leave, long service leave, rostered days off, study leave and time in lieu shall be applied for using the application for leave form, attachment number 7. The leave form, after being approved by the appropriate officer, shall be forwarded to the Administration Officer for the correct calculation of time off requested, and the maintenance of the appropriate leave accrual system.

When the processing of the form through the payroll system is complete, it shall be placed on the relevant employee's personal file.

### **3.2.6 Retention of Payroll Records**

The following records shall be retained in accordance with the State Records Act 2000 and the Shire of Nannup's record Keeping Plan:

- Daily Attendance Records – Time Sheets.
- Employment History and Leave Entitlement Records.
- Payroll pre-listing audit reports.
- Bank details and bank deduction reports.
- Employee deduction reports.
- Hours Due reports.
- Payroll Journals Report.
- Group Certificates.

## **4 THE RECEIPTING SYSTEM**

### **4.1 Objectives**

The objective of the receipting system is to ensure that all monies received by Council are recorded and accurately processed in a timely manner.

### **4.2 Procedures**

- Only the following officers are permitted to issue receipts:  
Administration Officer.  
Executive Officer.  
Clerical Trainee.
- Any other officer requiring a receipt must give the money to one of the above three officers who will then issue a receipt.
- All monies received through the mail are to be recorded in an appropriate register. Each entry shall have recorded against it the date of the receipt, details of the receipt, the initials of the officer issuing the receipt and the initials of the checking officer.
- The person recording the money in the register shall not be the same officer issuing the receipt.
- All cheques received through the mail shall be receipted on the same day.
- At 4.30 p.m. each day, the cash on hand shall be reconciled using the daily cash receipts summary form.
- All monies received shall be banked on at least a daily basis.
- The cash drawer shall be secured at all times. All cash and cheques held over at the end of the day shall be placed in the safe overnight.
- When balancing the till at the end of each day, if a discrepancy exists between the total of receipts and cash, the Manager Corporate Services shall be immediately notified. After exhausting all avenues to resolve the discrepancy, the following shall apply:

If the amount of cash held is in excess of the receipts issued, the surplus shall be receipted into the Municipal fund and held as a restricted asset. COA 199920.

If the amount of cash held is less than the value of the receipts, if the monies held as restricted assets is not sufficient to address the shortfall, this will be addressed on a case by case basis with appropriate action being undertaken.

- Any variations to the above, must be discussed immediately with the Manager Corporate Services, or in his absence the Chief Executive Officer, whereupon further guidance will be given.

## **5 INVESTMENTS**

### **5.1 Objectives**

The objective of this procedure is to ensure that the investment of surplus Council funds is undertaken to ensure the maximisation of return within a secure environment.

### **5.2 Procedures**

- Surplus funds shall be invested in an interest bearing deposit with Council's banker, after due consideration has been given to alternative, secure financial institutions.
- Details of the nature of the investment and interest rate payable on the investment will be maintained in the Investment Register.
- Interest earnings on any investment shall be recorded in the books of account for the period in which the earnings were received.

## **6 THE JOURNAL SYSTEM**

### **6.1 Objectives**

The objective of this procedure is to limit the use of journals to:

- The bringing to account of direct debits and credits through the bank statement listing, and
- The correction of incorrect income and expenditure accounting record entries.

### **6.2 Procedures**

- An officer having verified that an incorrect allocation of income or expenditure has occurred shall complete a request for journal transfer form, attachment number 8.
- The request for journal transfer form shall detail all particulars of the required journals including the reason, quantities, dollar values and any supporting documentation. An authorised officer as per section 1.2.1 of this manual shall sign the advice.

- The request for journal transfer form shall be forwarded to the Manager Corporate Services for verification and entry into system.

Related Policies	
Related Procedures/Documents	<u>Attachments</u> <ol style="list-style-type: none"> <li>1. Purchase Order Form</li> <li>2. Cheque Request</li> <li>3. Petty Cash Voucher</li> <li>4. Petty Cash Recoup Sheet</li> <li>5. Timesheet</li> <li>6. Timesheet type 2</li> <li>7. Application for Leave</li> <li>8. Daily Cash Receipts Summary</li> <li>9. Request for Journal Advice</li> </ol>
Delegated Level	
Adopted	OM 23 March 2000
Reviewed	OM 22 November 2001 OM 24 June 2004 OM 23 August 2007 OM 27 August 2009 OM 28 January 2010 #8326

# **FINANCE &** **ADMINISTRATION**

AGENDA NUMBER: 10.7  
SUBJECT: Shire of Nannup Interim Strategic Priorities  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT: N/A  
FILE REFERENCE: ADM 3  
AUTHOR/REPORTING OFFICER: Robert Jennings, Chief Executive Officer  
DISCLOSURE OF INTEREST: Nil  
DATE OF REPORT: 13 September 2011

## **BACKGROUND:**

Currently, the five year Forward Plan, Forward Capital Works Plan and a number of other key documents form the basis for Councils strategic direction. Commencing officially in June 2013, a new suite of strategic planning documents under the overarching title of 'Integrated Planning' will take effect.

The framework and guidelines for Integrated Planning have been developed as part of the State Government's Local Government Reform Program. They reflect a nationally consistent approach to integrated planning as expressed by the Council of Australian Governments' Local Government Planning Ministers' Council.

Integrated Planning as part of this program is composed of:

- Asset Management Plan (20 year plan)
- Workforce Planning (10 year plan)
- Long Term Financial Plan (10 year plan)
- Strategic Community Plan (10 years plus)
- Corporate Business Plan (10 years plus)

The plans will provide a sound basis for long term planning that properly allows for a broad and considered vision, as well as the delivery of that vision, beyond what the existing strategic framework is able to provide. The program for the creation and adoption of these strategic plans has already started, and the first of the tasks of Asset Management Planning is well underway.

In the interim, there needs to be a strategy in place that bridges the gap between the existing set of strategic documents and the new ones. This report provides an interim solution to this situation.

## COMMENT

A Shire of Nannup Strategic Session presentation was held on 1 September 2011 with Councillors and officers to map the planning and delivery process for the sustainability of the shire. The minutes for this session have been sent to Councillors under separate cover. The presentation looked at:

- Existing strategic documentation, including:
  - Vern McKay Report
  - Systemic Sustainability Study
  - Shire of Nannup Forward Plan 2011/12-2015/16
  - Shire of Nannup Forward Capital Works Plan
  - Shire of Nannup Cultural Plan
  - General community engagement sessions
  - Other key documentation
- Results from 40 consultation sessions performed by the CEO to date. Ongoing community sessions are planned for the rest of 2011 and into 2012.
- Strengths, Weaknesses, Opportunities, Threats and other factors as gathered from the consultation sessions
- A mission statement and strategies to deliver that statement
- The appropriate organisational structure to deliver services to the community
- Potential projects that will allow for economic, community and environmental protection and sustainable growth
- Funding to achieve these outcomes.

A number of strengths were identified for the Shire of Nannup through the consultation sessions, of which the key strengths were:

- Existence of a real community
- Nature
- Lifestyle
- Nannup as a place that people want to live/ visit
- Community spirit, volunteers and groups
- Key staff within Council
- Outside works crew
- Festivals and events
- Officers working well in a number of areas
- Safety
- Beautiful streetscape foundation
- Sense of place

A number of weaknesses were identified for the Shire of Nannup through the consultation sessions, of which the key weaknesses were:

- Lack of employment
- Lack of economic development focus
- Councillor division/ factions
- Lack of population and visitor numbers
- Councillor leadership
- Lack of Strategic/ Long Term Planning
- School student numbers
- Main Street streetscape needs vibrancy
- Lack of infrastructure
- Lack of public transport
- Financial Sustainability – reliance on grants
- Medical and hospital infrastructure
- Sufficient affordable aged housing
- Vocal minority over-riding silent majority
- Inter-organisational bickering
- Lack of young families
- Youth support/ engagement

A number of opportunities were identified for the Shire of Nannup through the consultation sessions, of which the key opportunities were:

- Nature/ Bush/ Environment
- Mowen Road
- Events and Tourism
- 1 in 4 visitors looking to buy and live in Nannup
- Development in Scott River done correctly
- SuperTowns proximity
- Trails Hub
- Working better with neighbouring shires
- Regional promotion
- Food Bowl/ Food Festivals
- Nannup Amphitheatre usage - open air cinema

A number of threats were identified for the Shire of Nannup through the consultation sessions, of which the key threats were:

- Amalgamation if not sustainable by 2013
- SuperTowns focus
- World economic position
- Ageing population through data
- Carbon credit affect on agricultural land and other agricultural issues

Some of the general statements were worthy of note, with the original mission statement (third dot point) still valid:

- Find common objectives, define them, tell the community how will deliver them
- Form a concrete plan and identify where we want Nannup to be heading
- The Shire of Nannup will deliver quality services, facilities and representation

The structure of the organisation was reviewed for effectiveness with the following findings:

- Generally, officer effectiveness and efficiency satisfactory
- Increased focus on community/ economic development services
- Asset Management of Infrastructure and Buildings to be in the same portfolio
- Emergency Management Focus
- Focus on delivery of projects required, through project management focus

The key strategic themes that need to be implemented included:

- Increased requirement for leadership, vision and listening
- Our financial survival is dependent on good strategic and long term planning
- Successful networking and relationships are imperative
- Work and consulting with the community through means such as working parties for projects such as the Marketing Plan
- Use existing seeds of ideas in the community
- Sustainability of the shire through increased population numbers and economic development (jobs) is paramount
- Invest in what makes a real community
- Project Management processes – delivery of initiatives, continuous improvement through debriefing, project feasibility analysis for all projects
- Integrated Planning process implementation
- Need the community to work with us for real success
- Innovative, aspirational, ambitious and effective strategic plans – recognising that all projects may not be achieved
- Selecting transformational projects
- Focus on funding
- Nannup Branding – community focus, lifestyle and nature
- Leverage off SuperTowns program
- Education and school focus

The session identified a number of existing projects and new priority projects that will achieve the strategic needs of the community, economy and environment:

- Nannup Branding/ Marketing Plan
- Main Street Upgrade



- Brockman Street Caravan Park Upgrade
- Food Bowl Identity
- Scott River Planning
- Trails Tourism Hub
- Institute of Environment and Forestry and other regional priorities
- Aged Accommodation Facilities
- Mowen Road Upgrade
- Additional land for residential/ commercial use
- Vasse Highway Upgrade
- Recreation Centre
- FROGS Early Learning Centre

Officers are now preparing feasibility studies and business plans for Councillor consideration and progressing the elements of this interim strategy. Ongoing individual community engagement sessions and preparation for a future community engagement session are commencing as part of the Integrated Planning process.

Potential integration of these projects into the Community Strategic Plan process can occur once the parameters for this process are made clearer by the Department of Local Government.

Officers seek in-principle support for this interim plan.

**STATUTORY ENVIRONMENT:** Nil

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

Projects to be implemented as per funding requirements of feasibility and business plans, as well as the Budget 2011/12.

**STRATEGIC IMPLICATIONS:**

This interim plan takes into consideration existing and new priorities and projects within the following documentation:

- Vern McKay Report
- Systemic Sustainability Study
- Shire of Nannup Forward Plan 2011/12-2015/16
- Shire of Nannup Forward Capital Works Plan
- Shire of Nannup Cultural Plan
- Community engagement sessions
- Other key documentation

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

That Council provide in-principle support for these interim strategies and projects in conjunction with ongoing work on existing Forward Plan items, with the recognition that the Integrated Planning documents are being developed to officially take effect on June 2013.

AGENDA NUMBER: 10.8  
SUBJECT: Royalties for Regions FROGS Early childhood Learning Centre Grant  
LOCATION/ADDRESS:  
NAME OF APPLICANT: N/A  
FILE REFERENCE: FNC 6R  
AUTHOR: Louise Stokes, Community Development Officer  
REPORTING OFFICER: Robert Jennings, Chief Executive Officer  
DISCLOSURE OF INTEREST: Nil.  
DATE OF REPORT: 24 August 2011

Attachment: Letter of Acknowledgement

### **BACKGROUND:**

Council has been working towards the establishment of the FROGS Early Learning Centre, Lot 248 Grange Rd for several years in conjunction with the Nannup Occasional Care Organisation.

At the June 2010 Council meeting, it was resolved:

1. That Council accepts the concept building and landscaping plans for the development of the FROGS Early Learning centre on Grange Road.
2. That Council develop building working plans at the quoted price of \$6,000 and landscaping working plans at the quoted price of \$525.
3. That Council contribute \$100,000 to the project and the balance of the project to be sourced by grant funding.
4. That a planning application be lodged.
5. That funding in full is secured prior to the appointment of a builder.

At the November 2010 Council meeting planning approval was granted to change the use from Duplex to Early Learning/Child Care.

At the May 2011 Council meeting it was resolved that Council agree to allocate \$120,000 Royalties for Regions funds, from 2010/2011 to Nannup Early Childhood Learning Centre, Lot 248 Grange Rd.

At the July 2011 Council meeting it was resolved to accept funding of \$150,000 from Lotterywest towards construction and renovation of the building.

### **COMMENT:**

Funding acknowledgement has been received of \$69,846 from the Minister for Regional Development through the Royalties for Regions South West Regional

Grants Scheme. This funding contributes towards the cost of fit out and fencing of the FROGS Early Learning Centre. As this funding is over \$5,000, Council is required to accept the funding as per policy FNC6.

The funding amount was not inserted into the draft budget, as at the time of preparation, the funding was not secured. Should Council accept the funding, the budget should be amended to reflect the additional income and expenditure.

Expression of Interest for tenders has been advertised and the results of the tender are contained in item 10.1 of this agenda.

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:** Policy FNC 6 Acceptance of Grant Funding applies.

**FINANCIAL IMPLICATIONS:**

As per the Lotteries Grant conditions, \$100,000 Council contribution (this is the minimum requirement) and ongoing maintenance for period of ten years.

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Forward Plan 2011/12 – 2015/16:

*Program 8.1.A That Council undertake the development of a day and occasional care facility.*

**VOTING REQUIREMENTS:** Simple Majority.

**RECOMMENDATIONS:**

1. That Council accept the funding of \$69,846 from Royalties for Regions to assist with the cost of fit out and fencing to the FROGS Early Learning Centre.
2. Amend the 2011/12 Budget during a budget review to reflect this additional source of income and expenditure.



**Minister for Regional Development; Lands;  
Minister Assisting the Minister for State Development**

Our Ref: 27-15584

Mr Robert Jennings  
Chief Executive Officer  
Shire of Nannup  
PO Box 11  
NANNUP WA 6275

SHIRE OF NANNUP			
RECEIVED			
Ref: FNC6	No. 201658		
25 AUG 2011			
CEO MCS VLA MDS	AO ED CDO CN	LIB PUB	FMO YO RO

Dear Mr Jennings

**ROYALTIES FOR REGIONS – SOUTH WEST REGIONAL GRANTS SCHEME**

Thank you for your application for financial assistance through the third round of the Royalties for Regions South West Regional Grants Scheme.

I am very pleased to advise you that your application has been successful. Funding to assist with the FROGS Early Learning Centre for \$69,846 (excluding GST) is approved, subject to you meeting the conditions and agreement process.

The South West Development Commission will provide you with a copy of a 'Grant Agreement', which details the standard terms and conditions to be met and includes your GST obligations and information on the grant payment process.

Once you have signed this Grant Agreement and provided the Commission with the appropriate information to confirm that you meet the specified funding conditions, arrangements will be made to pay Regional Grant Scheme funds.

In the meantime, please contact Gayle Gray, Grants Coordinator at the Commission on (08) 9792 2000 if you have any queries.

I wish you every success with carrying this project forward with the assistance of Royalties for Regions.

Yours sincerely

**HON BRENDON GRYLLES MLA  
MINISTER FOR REGIONAL DEVELOPMENT**

23 AUG 2011

AGENDA ITEM: 10.9  
 SUBJECT: Accounts for Payment  
 LOCATION/ADDRESS: Nannup Shire  
 FILE REFERENCE: FNC 8  
 AUTHOR: Tracie Bishop – Administration Officer  
 AUTHORISING OFFICER: Robert Jennings – Chief Executive Officer  
 DISCLOSURE OF INTEREST:  
 DATE OF REPORT: 23 August 2011

Attachment: Schedule of Accounts for Payment.

**COMMENT:**

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund are detailed hereunder and noted on the attached schedule are submitted to Council.

**Municipal Account**

Accounts paid by EFT

EFT 2754 – 2788	\$202,922.91
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Accounts paid by cheque

Vouchers 18654– 18672	\$16,215.94
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Accounts paid by direct debit

Vouchers 99253 - 99258	\$29,866.12
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**Trust Account**

Accounts Paid by Cheque

Nil Vouchers	\$0.00
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**STATUTORY ENVIRONMENT:**

Local Government (Financial Management) Regulation 13

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

As indicated in the Schedule of Accounts for Payment.

**STRATEGIC IMPLICATIONS:** Nil.

**VOTING REQUIREMENTS:** Simple majority.

**RECOMMENDATION:**

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$249,004.97 in the attached schedule be accepted.

**SCHEDULE OF ACCOUNTS PAYABLE  
SHIRE OF NANNUP  
SUBMITTED TO COUNCIL'S SEPTEMBER 2011 MEETING**

EFT2754	LGIS RISK MANAGEMENT	ACCREDITED ASBESTOS COMPETENT PERSON TRAINING	\$380.00
EFT2755	MANJIMUP TRADING COMPANY	SUNDRY ITEMS	\$56.00
EFT2756	COURIER AUSTRALIA	FREIGHT CHARGES	\$94.60
EFT2757	DARRADUP VOLUNTEER BUSH FIRE BRIGADE	1ST QUARTER ESL PAYMENT	\$2,700.00
EFT2758	FIRE AND EMERGENCY SERVICES AUTHORITY	ESL FOR 1ST QUARTER	\$18,222.60
EFT2759	JR & A HERSEY PTY LTD	VARIOUS EQUIPMENT	\$712.27
EFT2760	K & C HARPER	KINDY REPAIRS	\$751.30
EFT2761	LOCAL GOVERNMENT MANAGERS AUSTRALIA	LGMA INTEGRATED PLANNING MASTER CLASS	\$803.00
EFT2762	LGIS LIABILITY	INSURANCE SERVICE	\$62,865.03
EFT2763	NORTH NANNUP BUSH FIRE BRIGADE	1ST QUARTER ESL PAYMENT	\$2,461.25
EFT2764	NANNUP LIQUOR STORE	REFRESHMENTS FOR COUNCIL MEETING	\$205.93
EFT2765	R & R TAPE & SAFETY SUPPLIES	SUNDRY ITEMS	\$1,167.21
EFT2766	SYNERGY	ELECTRICITY EXPENSES	\$5,253.50
EFT2767	EVELYN PATMAN	REIMBURSEMENT OF EXPENSES	\$607.88
EFT2768	BP NANNUP	AUG FUEL ACCOUNT	\$255.96
EFT2769	PJ & VL LAMERS	NANNUP CONNECT TO MANJIMUP & RETURN	\$350.00
EFT2770	QUICK CORPORATE AUSTRALIA	STATIONARY SUPPLIES	\$54.74
EFT2772	SOILS AIN'T SOILS BUSSELTON	LIMESTONE BLOCK	\$151.20
EFT2773	BOC LIMITED	DISSOLVED ACETYLENE & OXYGEN INDUST	\$533.39
EFT2774	COURIER AUSTRALIA	FREIGHT CHARGES	\$33.32
EFT2775	THE NANNUP FURNITURE GALLERY	SUNDRY SUPPLIES	\$200.00
EFT2776	THE IT VISION USER GROUP	ANNUAL SUBSCRIPTION 2011/2012	\$522.50
EFT2777	METAL ARTWORK CREATIONS	PLAQUE	\$43.40
EFT2778	NANNUP HARDWARE & AGENCIES	SUNDRY SUPPLIES	\$3,308.13
EFT2779	NANNUP OCCASIONAL CHILD CARE	2011/12 COMMUNITY GRANT	\$1,000.00
EFT2780	NANNUP COMMUNITY RESOURCE CENTRE	2011/12 COMMUNITY GRANT	\$550.00
EFT2781	NANNUP MUSIC CLUB INC	2011/12 COMMUNITY GRANT	\$25,000.00
EFT2782	SW PRECISION PRINT	10 PURCHASE ORDER BOOKS	\$242.00
EFT2783	ROD'S AUTO ELECTRICS	PLANT REPAIR	\$308.55
EFT2784	RICOH BUSINESS CENTRE	MONTHLY PHOTOCOPYING ACCOUNT	\$527.89
EFT2785	SUGAR MOUNTAIN ELECTRICAL SERVICES	MAINTENANCE KEARNEY STREET DEPOT	\$1,227.43
EFT2786	WORTHY CONTRACTING	MACHINERY HIRE AND LABOUR HIRE	\$69,803.83
EFT2787	WADIFARM CONSULTANCY SERVICES	PROFESSIONAL FEES	\$2,030.00
EFT2788	SOUTH WEST ZONE WALGA	ANNUAL MEMBERSHIP FEES	\$500.00
<b>Total EFT Payments:</b>			<b>\$202,922.91</b>
18654	APRA	MUSIC ON HOLD	\$136.98
18655	BIDELIA VOLUNTEER BUSHFIRE BRIGADE	1ST QUARTER ESL	\$572.50
18656	QUICK CORPORATE AUSTRALIA	STATIONARY ORDER - AUGUST	\$61.59
18657	BALINGUP ROAD BUSH FIRE BRIGADE	1ST QUARTER ESL	\$1,099.50
18658	CUNDINUP BUSH FIRE BRIGADE	1ST QUARTER ESL	\$1,037.50
18659	CARLOTTA BUSH FIRE BRIGADE	1ST QUARTER ESL	\$537.50
18660	EAST NANNUP BUSH FIRE BRIGADE	1ST QUARTER ESL	\$1,840.00
18661	NANNUP BROOK BUSH FIRE BRIGADE	1ST QUARTER	\$1,914.40
18662	SHIRE OF NANNUP	VEHICLE REGISTRATION	\$75.60
18663	SCOTT RIVER JASPER BUSH FIRE BRIGADE	1ST QUARTER ESL PAYMENT	\$1,064.25
18664	TELSTRA	EMERGENCY LINE BALANCE	\$86.07
18665	WATER CORPORATION	WATER USE CHARGES	\$761.40
18666	NANNUP ARTS COUNCIL	2011/12 COMMUNITY GRANTS	\$2,000.00
18667	NANNUP GARDEN VILLAGE COMMITTEE	2011/12 COMMUNITY GRANTS	\$3,000.00
18668	NANNUP DISTRICT HIGH SCHOOL	2011/2012 COMMUNITY GRANT	\$250.00
18669	NANNUP YOUTH ADVISORY COUNCIL	2011/2012 COMMUNITY GRANT	\$750.00
18670	RENDEZVOUS OBSERVATION CITY HOTEL	STAFF ACCOMODATION	\$151.00
18671	SHIRE OF NANNUP	VEHICLE REGISTRATION	\$273.15
18672	WORK CLOBBER	SAFETY WORK WEAR	\$604.50
<b>Total cheque payments:</b>			<b>\$16,215.94</b>
99253	SG FLEET AUSTRALIA P/L	LEAVE VEHICLE FEES	\$637.30
99254	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 37 LOAN REPAYMENT	\$1,672.98
99255	BP AUSTRALIA	FUEL EXPENSES	\$26,026.86
99256	CALTEX AUSTRALIA	FUEL EXPENSES	\$262.00
99257	TELSTRA	TELEPHONE EXPENSES	\$1,162.09
99258	WESTNET	INTERNET EXPENSES	\$104.89
<b>Total Direct Debits:</b>			<b>\$29,866.12</b>
<b>Total Municipal Payments for Period:</b>			<b>\$249,004.97</b>
<b>Total Trust Payments for Period:</b>			<b>\$0.00</b>
<b>Total Payments for Period:</b>			<b>\$249,004.97</b>