



# MINUTES

## PUBLIC COPY

Council Meeting held  
on Thursday 24 February 2011

### CONFIRMATION OF MINUTES

These minutes comprising pages 1 - 42 were confirmed by the Council  
on 24 March 2011  
as a true and accurate record.

.....  
Barbara Dunnet  
SHIRE PRESIDENT



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# Minutes

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

The Chairperson declared the meeting opened at 4.17pm.

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

Councillors Dunnet, Boulter, Camarri, Dean, Gilbert, Lorkiewicz, Mellema and Pinkerton.

Jim Kelly – Acting Chief Executive Officer.  
Craig Waddell – Manager Corporate Services.  
Geoff Benson – Manager Development Services.  
Chris Wade – Works Manager.

### **VISITORS**

6.

### **APOLOGIES**

Nil.

### **LEAVE OF ABSENCE (previously approved)**

Nil.

## **3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

## **4. PUBLIC QUESTION TIME**

Mr S Boak asked;

What was occurring to the timber from the old Jalbarragup Bridge?

Works Manager responded;

That the Main Roads contractors were in charge of disposal of the timbers as part of the tender they had won and suggested that residents could approach the Contractor if they wished to.

Mr M Loveland asked;

- a. If any information concerning Water Corporation plans had been received from Landgate.

Works Manager responded;

That we had not because we were not going to pursue it with Landgate as it was Mr Loveland's responsibility.

- b. How many Councillors know about the Shire's firebreak order and the enforcement of it?

Shire President responded;

That the firebreak order was clear, in place and operational.

- c. If Ex Shire President Horler could be requested to provide any information he had concerning the Water Corporation drainage issues affecting his land.

Shire President responded;

That this would not be appropriate as he is no longer a Councillor.

## **5. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

## **6. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil.

## **7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **8553 BOULTER/GILBERT**

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 27 January 2011 be confirmed as a true and correct record.

**CARRIED 8/0**

**8554 BOULTER/GILBERT**

That the Minutes of the Special Council Meeting of the Shire of Nannup held in Council Chambers on 14 February 2011 be confirmed as a true and correct record.

**CARRIED 8/0**

**8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

The Shire President reminded Councillors to declare any interests they have in any items within the agenda.

**9. REPORTS BY MEMBERS ATTENDING COMMITTEES**

Age Friendly community update  
Trails and Paths program  
Marketing workshop  
Munda Biddi Trail meeting  
Bushfire Advisory Committee meeting  
Blackwood River Valley Marketing Association meeting  
Southwest Local Government Emergency Management Alliance meeting  
Water Quality Improvement for the Hardy Inlet meeting

## 10. REPORTS OF OFFICERS

Crs Dunnet and Dean declared an interest effecting impartiality in the following item.

AGENDA NUMBER: 10.1  
SUBJECT: Lower Blackwood land Conservation District Committee (LCDC)  
LOCATION/ADDRESS:  
NAME OF APPLICANT: LCDC  
FILE REFERENCE: ASS 5  
AUTHOR: Jim Kelly Acting Chief Executive Officer  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 15 February 2011

### BACKGROUND:

Gail Arnold, Support Officer for the LCDC, has advised that the term of appointment of the members of the LCDC expire on 31 March 2011.

The Shire of Nannup is invited to submit two nominations to be appointed to this committee.

### COMMENT:

Nannup's current appointees are John Dunnet and Timothy Prosser and they are eligible to be re-appointed. Both gentlemen are willing to continue on the LCDC.

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

### RECOMMENDATION:

That Mr John Dunnet and Mr Timothy Prosser are renominated as the Shire of Nannup's representatives on the Lower Blackwood Land Conservation District Committee.

### 8555 BOULTER/MELLEMA

That Mr John Dunnet and Mr Timothy Prosser are renominated as the Shire of Nannup's representatives on the Lower Blackwood Land Conservation District Committee.

**CARRIED 8/0**



**8556 CAMARRI/LORKIEWICZ**

That discussion on item 10.2 be deferred pending the arrival of the architect.

**CARRIED 8/0**

AGENDA NUMBER: 10.3 SUBJECT: Disposal of Old Recreation Centre Wood Heater LOCATION/ADDRESS: Nannup NAME OF APPLICANT: Mr Alec Logvyn FILE REFERENCE: TEN2010 AUTHOR: Craig Waddell – Manager Corporate Services DISCLOSURE OF INTEREST: DATE OF REPORT: 15 February 2011
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**BACKGROUND:**

Mr Alec Logvyn has written to Council requesting the purchase of the old wood burning water heater located at the rear of the Recreation Centre complex. Mr Logvyn has stated that he would be willing to pay the cost of removal and isolation of the boiler by a registered plumber.

**COMMENT:**

The heater is no longer used as the water heater for the Recreation Centre complex as the hot water system was upgraded some two years ago to gas. It is now considered to be surplus to Council's operational needs, and could be disposed of if Council so desires.

Consultation with Cr Gilbert, being a member of the Nannup Historical Society, has not revealed the definitive origin of the heater, however anecdotally it has been linked with the Barrabup Millsite prior to its present location.

Prior to Council considering the disposal of the heater to Mr Logvyn, it should determine whether the heater is surplus to Council's needs, be it in an operational form (unlikely given its age and mode of operation) or some type of historical artefact of the timber industry / Shire.

If Council believes that the heater is surplus to requirements, it may wish to consider "loaning" the heater to a person or organisation along with an agreement that would stipulate conditions regarding ownership, tenure, public display, maintenance and any other issue associated with the heater. This is put forward as a suggestion from Cr Gilbert and could be put in place, however the likelihood of a person or body, other than Council, agreeing to maintain the heater to whatever conditions Council imposes is highly unlikely as there would effectively be no return to the person for the effort involved.

If Council wishes to dispose of the heater, it must abide by S3.58 of the Local Government Act 1995 which stipulates the process involved in disposing of Local Government property. Subsections 2 and 5 follow:

- (2) *Except as stated in this section, a local government can only dispose of property to —*
  - (a) *the highest bidder at public auction; or*
  - (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (5) *This section does not apply to —*
  - (a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
  - (b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
  - (c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
  - (d) *any other disposition that is excluded by regulations from the application of this section.*

Regulation 30 of the Local Government (Functions and General) Regulations 1996 states:

***30. Dispositions of property to which section 3.58 of Act does not apply***

- (1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*
- (3) *A disposition of property other than land is an exempt disposition if —*
  - (a) *its market value is less than \$20 000; or*
  - (b) *it is disposed of as part of the consideration for other property that the local government is acquiring for a consideration the total value of which is not more, or worth more, than \$50 000.*

Council can via Regulation 30(2)(a) dispose of the heater as it thinks fit.

Although Council has not advertised the availability of the heater for purchase to test its commercial value, it is presumed that there would not be a huge calling for this type of equipment. On this basis, if Council so chooses, it can dispose of the heater directly to Mr Logvyn as per Regulation 30 of the Local Government (Functions and General) Regulations 1996.

**STATUTORY ENVIRONMENT:**

Section 3.58 Local Government Act 1995 and Regulation 30 of the Local Government (Functions and General) Regulations 1996.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATIONS:**

1. That Council determine that the wood heater located at the rear of the Recreation Centre complex is surplus to requirements and available for disposal.
2. That Council dispose of the wood heater directly to Mr Logvyn as per section 3.58 of the Local Government Act 1995 and Regulation 30 of the Local Government (Functions and General) Regulations 1996.

**CAMARRI/PINKERTON**

1. That Council determine that the wood heater located at the rear of the Recreation Centre complex is surplus to requirements and available for disposal.
2. That Council dispose of the wood heater directly to Mr Logvyn as per section 3.58 of the Local Government Act 1995 and Regulation 30 of the Local Government (Functions and General) Regulations 1996.

**LOST 1/7**

Councillors voting for the motion: Camarri.

Councillors voting against the motion: Dunnet, Boulter, Dean, Gilbert, Lorkiewicz, Mellema and Pinkerton.

**8557 DEAN/BOULTER**

That an investigation of the history of the wood heater be undertaken with a report being prepared to Council detailing the findings, with options for its future use.

**CARRIED 7/1**

Councillors voting for the motion: Dunnet, Boulter, Dean, Gilbert, Lorkiewicz, Mellema and Pinkerton.

Councillors voting against the motion: Camarri.

The reason for the change to the Officer's recommendation was that Council wish to further investigate the history of the heater.

AGENDA NUMBER: 10.4  
SUBJECT: Policy HAB 2 Use/Hire of Community Facilities  
LOCATION/ADDRESS:  
NAME OF APPLICANT:  
FILE REFERENCE: ADM 9  
AUTHOR: Kevin Waddington – Assistant Manager Corporate Services  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 15 February 2011

Attachments: 1. Policy HAB 2 Use/Hire of Community Facilities (Existing)  
2. Policy HAB 2 Use/Hire of Community Facilities (Amended)

### **BACKGROUND:**

A review of Council policies adopted at the July 2010 Ordinary Council meeting has highlighted a minor error that resulted when the changes were adopted to Policy HAB 2 Use/Hire of Community Facilities (Attachment 1).

### **COMMENT:**

When the policy was reviewed and the changes as recommended to Council were adopted, there remained within the revised policy reference to a paragraph that had been deleted (Attachment 1).

The words highlighted within point 7 that need deleting are "*and the Chief Executive Officer in applying point 10 above*" as the reference to point 10 (one of the deleted points as a result of the previous review in July 2010) is no longer relevant.

The revised Policy is shown as Attachment 2.

**STATUTORY ENVIRONMENT:** Nil.

### **POLICY IMPLICATIONS:**

Updated policy recommended.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

### **RECOMMENDATIONS:**

That Council in respect of existing policy HAB 2 removes the words "*and the Chief Executive Officer in applying point 10 above*" from paragraph 7 and adopted the revised policy HAB 2 Use/Hire of Community Facilities as per Attachment 2.

**8558 BOULTER/LORKIEWICZ**

That Council in respect of existing policy HAB 2 removes the words "*and the Chief Executive Officer in applying point 10 above*" from paragraph 7 and adopted the revised policy HAB 2 Use/Hire of Community Facilities as per Attachment 2.

**CARRIED 8/0**

## ATTACHMENT 1

<b>Policy Number:</b>	HAB 2
<b>Policy Type:</b>	Health and Building
<b>Policy Name:</b>	<b>Use/Hire of Community Facilities</b>
<b>Policy Owner:</b>	Chief Executive Officer

Authority      Shire of Nannup

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### POLICY

1. Council encourages the self-management of community buildings and will endeavour to provide adequate support to community groups who are eager to maintain and develop community buildings and facilities.
2. The tenure of local controlling committees with their buildings and/or land shall be by way of lease agreement based on the Shire of Nannup Tenancy Agreement Standard Terms and Conditions, with each lease/agreement being endorsed by Council prior to the occupation of any premises. Council is to have regard to the individual circumstances of community groups when finalising any lease/agreement.
3. All facilities must be managed on a financially independent basis and fees, subscriptions, rentals, levies etc; must be sufficient to cover all operational outgoings which should include maintenance required as a result of normal wear and tear, as well as electricity, water and any other utilities.
4. Council reserves the right to provide annual operational grants to managing committees if such expenses are considered to be outside the resources of the organisation, is seen to be in the general interests of the community or is granted to assist an organisation in its establishment.
5. Council, upon receipt of Annual Financial Statements and Building Reports will consider budget allocations for expenses of a non-operational nature such as major repairs, additions or renovations in line with normal annual budget deliberations.
6. Council will undertake an inspection of all community buildings as part of its budget deliberations.
7. Council will not, at the expense of a community based not for profit group, enter into a lease/agreement with any organisation that is considered commercial in nature. If Council does enter into a lease/agreement with an organisation that is considered commercial in nature, commercial arrangements and conditions are to be put in place.

Council and the Chief Executive Officer in applying point 10 above will have regard to the perceived benefits to the community, and what is in the best interests of the community, when determining if any fee or charge should be refunded or waived.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	<i>Policy Adopted at Council Meeting 17 December 1992</i>
Resolution:	
Reviewed	<i>Policy Reviewed at Council Meeting 9 June 1994 Policy Reviewed at Council Meeting 28 February 2002 Policy Reviewed at Council Meeting 23 August 2007 Policy Reviewed at Council Meeting 26 February 2009 OM 22 July 2010 #8428 Reviewed &amp; Amended</i>

## ATTACHMENT 2

<b>Policy Number:</b>	HAB 2
<b>Policy Type:</b>	Health and Building
<b>Policy Name:</b>	<b>Use/Hire of Community Facilities</b>
<b>Policy Owner:</b>	Chief Executive Officer

Authority: Shire of Nannup

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Council will have regard to the perceived benefits to the community, and what is in the best interests of the community, when determining if any fee or charge should be refunded or waived.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	<i>Policy Adopted at Council Meeting 17 December 1992</i>
Resolution:	
Reviewed	<i>Policy Reviewed at Council Meeting 9 June 1994</i> <i>Policy Reviewed at Council Meeting 28 February 2002</i> <i>Policy Reviewed at Council Meeting 23 August 2007</i> <i>Policy Reviewed at Council Meeting 26 February 2009</i> <i>OM 22 July 2010 #8428 Reviewed &amp; Amended</i>

AGENDA NUMBER: 10.5  
SUBJECT: Monthly Financial Statements for 31 January 2011  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT:  
FILE REFERENCE: FNC 9  
AUTHOR: Kevin Waddington – Acting Manager Corporate Services  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 14 February 2011

Attachment: Monthly Financial Statements for the period ending 31 January 2011.

**COMMENT:**

The monthly Financial Statements for the period ending 31 January 2011 are attached.

**STATUTORY ENVIRONMENT:**

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

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATION:**

That the Monthly Financial Statements for the period ending 31 January 2011 be received.

**8559 BOULTER/CAMARRI**

That the Monthly Financial Statements for the period ending 31 January 2011 be received.

**CARRIED 8/0**

## SHIRE OF NANNUP

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2010 TO 31 JANUARY 2011

<u>Operating</u>	Y-T-D Actual \$	Y-T-D Budget \$	20010/11 Budget \$	Variances Y-T-D Budget to Actual %
<b>Revenues/Sources</b>				
Governance	0	0	0	0%
General Purpose Funding	1,415,258	4,159,828	2,053,696	(66%)
Law, Order, Public Safety	172,679	81,856	142,480	111%
Health	1,032	1,162	2,000	(11%)
Education and Welfare	40,305	0	27,389	0%
Housing	9,034	9,737	16,700	(7%)
Community Amenities	87,837	82,468	89,776	7%
Recreation and Culture	97,136	124,004	176,870	(22%)
Transport	4,270,187	7,307,327	10,056,055	(42%)
Economic Services	103,269	15,911	27,286	549%
Other Property and Services	39,415	14,581	25,000	170%
	<u>6,236,152</u>	<u>11,796,874</u>	<u>12,617,252</u>	<u>(47%)</u>
<b>(Expenses)/(Applications)</b>				
Governance	(173,689)	(151,393)	(271,700)	15%
General Purpose Funding	(103,717)	(1,327,556)	(1,390,132)	(92%)
Law, Order, Public Safety	(180,637)	(99,428)	(249,652)	82%
Health	(35,691)	(21,355)	(41,109)	67%
Education and Welfare	(79,750)	(93,312)	(156,717)	(15%)
Housing	(23,614)	(26,245)	(54,995)	(10%)
Community Amenities	(286,120)	(430,694)	(751,998)	(34%)
Recreation & Culture	(483,914)	(429,809)	(760,724)	13%
Transport	(463,855)	(453,840)	(2,381,209)	2%
Economic Services	(133,441)	(102,885)	(184,540)	30%
Other Property and Services	497,836	67,569	(35,987)	637%
	<u>(1,466,591)</u>	<u>(3,068,949)</u>	<u>(6,278,763)</u>	<u>(52%)</u>
<b>Adjustments for Non-Cash</b>				
<b>(Revenue) and Expenditure</b>				
(Profit)/Loss on Asset Disposals	0	0	28,000	0%
Depreciation on Assets	418,277	956,052	1,912,127	0%
<b>Capital Revenue and (Expenditure)</b>				
Purchase Land and Buildings	(23,911)	(111,648)	(120,000)	(79%)
Purchase Infrastructure Assets - Roads	(3,329,079)	(8,649,775)	(11,038,305)	(62%)
Purchase Plant and Equipment	(439,907)	(115,800)	(535,800)	280%
Purchase Furniture and Equipment	(2,605)	0	(24,500)	0%
Proceeds from Disposal of Assets	116,000	18,000	134,000	0%
Repayment of Debentures	(8,923)	(7,637)	(13,109)	17%
Restricted Cash	1,147,754	1,071,800	1,071,800	0%
Proceeds from New Debentures	0	280,000	280,000	0%
Leave Provisions	188,569	143,259	143,259	32%
Depreciation - Plant Reversal	0	0		0%
Accruals	27,737	27,737	27,737	0%
Transfers to Reserves (Restricted Assets)	0	(404,130)	(664,130)	0%
Transfers from Reserves (Restricted Assets)	0	757,461	1,010,461	0%
<b>ADD Net Current Assets July 1 B/Fwd</b>	<b>507,771</b>	<b>507,771</b>	<b>507,771</b>	
<b>LESS Net Current Assets Year to Date</b>	<b>2,447,028</b>	<b>0</b>	<b>0</b>	
<b>Amount Raised from Rates</b>	<b><u>924,216</u></b>	<b><u>3,201,015</u></b>	<b><u>(942,200)</u></b>	

# SHIRE OF NANNUP

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2010 TO 31 JANUARY 2011

	20010/11 Actual \$	Brought Forward 01-July-2010 \$
<b>NET CURRENT ASSETS</b>		
<b>Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	2,657,094	1,141,073
Cash - Restricted	174,599	1,071,800
Cash - Reserves	973,155	950,015
Receivables	507,474	103,576
Inventories	0	0
	<u>4,312,322</u>	<u>3,266,464</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	<u>(717,540)</u>	<u>(736,878)</u>
	3,594,782	2,529,586
Less: Cash - Reserves - Restricted	(1,147,754)	(2,021,815)
<b>NET CURRENT ASSET POSITION</b>	<u><u>2,447,028</u></u>	<u><u>507,771</u></u>

## **SHIRE OF NANNUP**

### **STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2010 TO 31 JANUARY 2011**

#### **REPORT ON MATERIAL VARIANCES BETWEEN YEAR TO DATE BUDGET ESTIMATE AND YEAR TO DATE ACTUAL.**

All except four of the variances shown in the above named statement of financial activity are outside of the adopted variance of 10%.

The main reason for the variances is that expenditure and income is not occurring as predicted by Officers during the budget development stage. This is due to a number of reasons, the main one being not accurately projecting cash flows throughout the year, i.e. predicting when the budgeted income or expenditure will occur as opposed to when it actually occurs. Other reasons are not receiving a grant for grant dependant expenditure, projects controlled by Advisory Committees, suppliers/contractors not having the capacity to undertake the works within Council's timeframes, altered Council priorities, etc.

The following provides the major reasons for the programs that have variances outside of the adopted variance:

#### **REVENUE:**

General Purpose Funding: Royalties for Regions (-\$1,210,700) Interest on Investments (\$33,000) not received as planned and the value for the Surplus Carried Forward (\$1,579,570) is not included in the YTD Actual balances.

Law, Order & Public Safety: Grant for the Darradup Fire Alert system not allowed for in Council's Budget (\$95,000), Fines & Penalties more than budgeted (\$2,900), FESA Operating Grants higher than budgeted due to an additional payment received for over expenditures last financial year (\$15,000).

Recreation and Culture: Grant funding is down by \$34,700 however income from hire charges is up by \$5,900 and Users charges are up as well (\$1,500)..

Transport: Income from various Main Roads WA grants not received as predicted in budgeting process (-\$263,000), Jalbarragup Bridge (-\$4,300,000), Supervision fees (-\$57,000) however this is partially offset by income for Mowen Road (\$1,500,000).

Economic Services: Unbudgeted Feral Pig Program Grant funding received (\$85,700), Building Fees (\$3,100) and less income from sale of materials (-\$1,500)..

## EXPENDITURE

General Purpose Funding: Royalties for Regions funding of \$1,245,741 not expended as planned as funding not received as expected, Rating Valuations (-4,200) and Department of Transport, licensing expenses (-\$3,300).less than budgeted.

Governance: Donations are more than anticipated as a result of increased costs associated with waiving fees and charges for community groups using Council facilities which are recorded as donations (\$6,300), Administration Salaries reflect additional casual relief and assistance by contractors (\$27,400), Legal Fees (\$19,200) and Recruitment Expenses (\$2,500).

Law, Order and Public Safety: Fire Control Officer's Expenses (\$14,900 - incurred for additional hours for coordinating brigade attendance at DEC wildfires \$5,400 and additional hours required to complete all the firebreak inspections \$6,.000) & Darradup Home Alarm Trial expenses (\$38,000) not as budgeted.

Health: Salaries greater than estimated due to termination of contract payment and additional relief costs (\$14,600)

Education and Welfare: Seniors Activities (-\$20,900) expenses less than forecast and donations (\$3,100) more than budgeted..

Community Amenities: Expenditure not occurring as predicted in budgeting process in the areas of Contractors Collection Fees (-\$9,000), Rubbish site maintenance (-\$32,600), Local Planning Scheme amendments (-\$14,100), Cemetery operations (-\$15,800), Public Conveniences (\$4,100) and Road Development Costs (-\$52,500).

Recreation & Culture: Cycle Path to Cockatoo Valley (\$119,300), Entry Statement Works (\$13,000) Town Hall -\$6,300), Recreation Centre (-\$14,000), Carlotta Hall (-\$9,300)Parks & Gardens Maintenance (-\$47,800), Streetscape works (\$3,000), Garden Village Theme expenses (-\$4,000), Blackwood Valley Trails project (\$3,500) and Foreshore Park works (-\$11,500).

Economic Services: Noxious Weeds/Pest Plant Control (\$6,400), Functions/Events support (-\$12,800), Feral Pig Program (\$49,600), Caravan & Camping Grounds (-\$18,100) and Building Services (\$10,800) expenditure not as budgeted.

Other Property and services: Recovery of expenses via Public Works Overheads and Plant Operating Costs not occurring as budgeted.

## **OTHER ITEMS**

Purchase Land and Buildings: Expenditure not occurring as predicted in budgeting process in the areas of Kindergarten (-\$91,800) Depot Construction (-\$6,800)

Purchase Infrastructure Assets Roads: Expenditure not occurring as predicted in budgeting process in the areas of Council Road Program (-\$134,000), Mowen Road (\$32,500), MRWA bridge program (-\$93,000), TIRES projects (-\$60,300) and Jalbarragup Bridge replacement programme (-\$5,087,700), Footpath Program (\$21,900).

Purchase Plant and Equipment: Purchase not undertaken as budgeted (\$378,700).

Repayment of Debentures: Expenditure not occurring as predicted in budgeting process (\$1,300).

**8560 CAMARRI/PINKERTON**

That Standing Orders be suspended to allow full discussion on item 10.2 with the Architect present.

**CARRIED 8/0**

Standing Orders were Suspended at 5.02pm.

Cr Mellema left the meeting at 5.22pm.

Cr Mellema returned to the meeting at 5.23pm.

Cr Camarri left the meeting at 5.30pm.

Cr Camarri returned to the meeting at 5.34pm.

**8561 CAMARRI/MELLEMA**

That Standing Orders be resumed.

**CARRIED 8/0**

Standing Orders were resumed at 5.40pm.

AGENDA NUMBER: 10.6 SUBJECT: Policy for Selection and Presentation of Premier's Australia Day Citizenship Awards LOCATION/ADDRESS: Nannup NAME OF APPLICANT: FILE REFERENCE: REC 11 AUTHOR: Louise Stokes-Community Development Officer DISCLOSURE OF INTEREST: Nil DATE OF REPORT: 07 February 2011
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**BACKGROUND:**

At the December 2010 Council meeting, it was requested that a formal policy for the selection and presentation of the Premier's Australia Day Citizenship Awards be developed.

**COMMENT:**

A draft policy has been developed and is contained within the recommendation to this item.

Previously the Functions and Events Advisory Committee had delegated authority from Council to select the recipients of the Premier's Australia Day Awards and coordinated the community activities on Australia Day.



With the disbandment of this Advisory Committee, Councillors choose between themselves a subcommittee of nominated Councillors to review the nominations and present to Council their recommendations. Selection of recipients for the Premier's Australia Day Awards is endorsed by Council and the preparation of the event is undertaken by the Shire.

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:** If the accepted policy is adopted it will become a policy of Council.

**FINANCIAL IMPLICATIONS:** As per annual budget.

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATION:**

That Council adopt the following policy for selection and preparation of the Premier's Australia Day Citizenship Awards.

Policy Number:	ADM 15
Policy Type:	Administration
Policy Name:	<b>Selecting and Presenting the Premier's Australia Day Citizenship Awards</b>
Policy Owner:	Chief Executive Officer

Authority      Shire of Nannup

## **POLICY**

The Australia Day awards promote national pride, community responsibility and participation. The Australia Day Council of WA provides three awards each year for presentation in each local government area in the categories of:

- A person 25 years or older
- A person under the age of 25 years
- A community group or event

The awards aim to recognise individuals and groups making a significant contribution to the community, demonstrating leadership on a community issue resulting in the enhancement of community life, undertaking a significant initiative which has brought about positive change and added value to community life, or inspiring qualities as a role model for the community.

Nominations for the awards open in October and close on the fourth Friday in November.

The awards are announced at the Australia Day breakfast held on January 26 each year.

Application forms are available from the Shire of Nannup front office and the Community Resource Centre

Procedures:

1. Community Development Officer to ensure promotion of Premier's Australia Day Citizenship Awards is placed into local and regional newspapers and nomination forms are available at the Shire office and at the Nannup Community Resource Centre.
2. Advice of Citizenship Ceremony to be promoted in local and regional newspapers.
3. Community breakfast coordinated at front of Nannup Visitor Centre by Shire Community Development Officer.
4. Shire President to officiate proceedings at Australia Day breakfast.
5. Council to cover costs of breakfast.
6. Councillors choose amongst themselves a sub committee to select recipients of awardees in each category with assistance from the Community Development Officer. Selected recipients then endorsed at December Council meeting.
7. All nominees to be advised in writing of their nomination, with details of the Australia Day breakfast ceremony.
8. There is an embargo on announcing awardees until the Australia Day ceremony.
9. Nominees are publicly acknowledged during the Australia Day ceremony.
10. Community Development Officer to prepare press release that is forwarded to media after official presentation ceremony.
11. Awardees to be promoted on Shire website.
12. Shire President to write and congratulate each recipient on behalf of Council.
13. The recipient of the Premier's Australia Day Award for a Person under 25 years of age invited to make an address at the following Australia Day ceremony.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	Policy Adopted at Council Meeting 24 February 2011
Resolution:	
Reviewed	

**8562 CAMARRI/DEAN**

That Council adopt the following policy for selection and preparation of the Premier's Australia Day Citizenship Awards which has the following changes incorporated into the recommendation:

1. The words "at front of Nannup Visitor Centre" be removed from procedure number 3;
2. The words "not to include any Councillor who has been nominated" after the word committee in procedure number 6; and
3. Remove procedure number 9.

Policy Number:	ADM 15
Policy Type:	Administration
Policy Name:	<b>Selecting and Presenting the Premier's Australia Day Citizenship Awards</b>
Policy Owner:	Chief Executive Officer

Authority      Shire of Nannup

**POLICY**

The Australia Day awards promote national pride, community responsibility and participation. The Australia Day Council of WA provides three awards each year for presentation in each local government area in the categories of:

- A person 25 years or older
- A person under the age of 25 years
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The awards aim to recognise individuals and groups making a significant contribution to the community, demonstrating leadership on a community issue resulting in the enhancement of community life, undertaking a significant initiative which has brought about positive change and added value to community life, or inspiring qualities as a role model for the community.

Nominations for the awards open in October and close on the fourth Friday in November.

The awards are announced at the Australia Day breakfast held on January 26 each year.

Application forms are available from the Shire of Nannup front office and the Community Resource Centre

Procedures:

1. Community Development Officer to ensure promotion of Premier's Australia Day Citizenship Awards is placed into local and regional newspapers and nomination forms are available at the Shire office and at the Nannup Community Resource Centre.
2. Advice of Citizenship Ceremony to be promoted in local and regional newspapers.
3. Community breakfast coordinated by Shire Community Development Officer.
4. Shire President to officiate proceedings at Australia Day breakfast.
5. Council to cover costs of breakfast.
6. Councillors choose amongst themselves a sub committee, not to include any Councillor who has been nominated, to select recipients of awardees in each category with assistance from the Community Development Officer. Selected recipients then endorsed at December Council meeting.
7. All nominees to be advised in writing of their nomination, with details of the Australia Day breakfast ceremony.
8. There is an embargo on announcing awardees until the Australia Day ceremony.
9. Community Development Officer to prepare press release that is forwarded to media after official presentation ceremony.
10. Awardees to be promoted on Shire website.
11. Shire President to write and congratulate each recipient on behalf of Council.
12. The recipient of the Premier's Australia Day Award for a Person under 25 years of age invited to make an address at the following Australia Day ceremony.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	Policy Adopted at Council Meeting 24 February 2011
Resolution:	
Reviewed	

#### **CARRIED 7/1**

Councillors voting for the motion: Boulter, Camarri, Dean, Gilbert, Lorkiewicz, Mellema and Pinkerton.

Councillors voting against the motion: Dunnet.

## Procedures:

1. Community Development Officer to ensure promotion of Premier's Australia Day Citizenship Awards is placed into local and regional newspapers and nomination forms are available at the Shire office and at the Nannup Community Resource Centre.
2. Advice of Citizenship Ceremony to be promoted in local and regional newspapers.
3. Community breakfast coordinated by Shire Community Development Officer.
4. Shire President to officiate proceedings at Australia Day breakfast.
5. Council to cover costs of breakfast.
6. Councillors choose amongst themselves a sub committee, not to include any Councillor who has been nominated, to select recipients of awardees in each category with assistance from the Community Development Officer. Selected recipients then endorsed at December Council meeting.
7. All nominees to be advised in writing of their nomination, with details of the Australia Day breakfast ceremony.
8. There is an embargo on announcing awardees until the Australia Day ceremony.
9. Community Development Officer to prepare press release that is forwarded to media after official presentation ceremony.
10. Awardees to be promoted on Shire website.
11. Shire President to write and congratulate each recipient on behalf of Council.
12. The recipient of the Premier's Australia Day Award for a Person under 25 years of age invited to make an address at the following Australia Day ceremony.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	Policy Adopted at Council Meeting 24 February 2011
Resolution:	
Reviewed	

**CARRIED 7/1**

Councillors voting for the motion: Boulter, Camarri, Dean, Gilbert, Lorkiewicz, Mellema and Pinkerton.

Councillors voting against the motion: Dunnet.

AGENDA NUMBER: 10.7  
SUBJECT: Accounts for Payment  
LOCATION/ADDRESS: Nannup Shire  
FILE REFERENCE: FNC 8  
AUTHOR: Tracie Bishop – Administration Officer  
AUTHORISING OFFICER: Craige Waddell – Manager Corporate Services  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 15 February 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 2139 – 2222	\$944,375.58
Accounts Paid By Cheque Vouchers 18411– 18464	\$105,464.18
Accounts Paid by Direct Debit Vouchers 99221 – 99225	\$13,333.08

**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.

**RECOMMENDATION:**

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$1,063,172.84 in the attached schedule be accepted.

**8563 BOULTER/PINKERTON**

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$1,063,172.84 in the attached schedule be accepted.

**CARRIED 8/0**

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

Chq/EFT	Name	Description	Amount
<b>MUNICIPAL ACCOUNT</b>			
EFT2139	RED 11	COMPUTER SUPPLIES	\$101.51
EFT2140	TELSTRA - DAMAGE COST RECOVERY & MANAGEMENT	REPAIR RIVER ROAD	\$579.80
EFT2141	NANNUP SURVEYS	MOWEN ROAD	\$9,638.92
EFT2142	DIEMBEMOVES	DRUM WORKSHOP - FAMILY FUN DAY	\$385.00
EFT2143	GRESLEY ABAS PTY LTD	ARCHITECTURAL SERVICES -RECREATION CENTRE	\$4,400.00
EFT2144	SETTLERS ROOFING AND GRADING	MOWEN ROAD	\$13,068.00
EFT2145	PM TREASURE - EARTHMOVING CONTRACTOR	MOWEN ROAD	\$23,347.50
EFT2146	BRISKLEEN SUPPLIES	CLEANING PRODUCTS	\$268.02
EFT2147	COURIER AUSTRALIA	FREIGHT CHARGES	\$50.09
EFT2148	CORPORATE EXPRESS	STATIONERY	\$218.39
EFT2149	LANDGATE	LAND ENQUIRIES	\$76.00
EFT2150	D & J MILLER (DO YOUR BLOCK CONTRACTING)	MOWEN ROAD WATER CARTING	\$11,330.00
EFT2151	LJ HOOKER BRIDGETOWN	RENTAL INCOME	\$1,812.32
EFT2152	GREG MADER EARTHWORKS	MOWEN ROAD	\$134,602.45
EFT2153	MCGARRY ASSOCIATES	PRELIMINARY COST ESTIMATE - FROGS EARLY LEARNING	\$2,750.00
EFT2154	NANNUP EZIWAY SELF SERVICE STORE	FAMILY FUN DAY SUPPLIES	\$181.33
EFT2155	NANNUP LIQUOR STORE	REFRESHMENTS	\$371.85
EFT2156	CHRIS WADE	REIMBURSEMENT OF EXPENSES	\$76.00
EFT2157	WADIFARM CONSULTANCY SERVICES	CONSULTANCY FEES	\$1,457.50
EFT2158	BEYOND SAFETY	SAFETY WEAR	\$407.56
EFT2159	HIP POCKET WORKWEAR	SAFETY WEAR	\$805.20
EFT2160	BP NANNUP	FUEL EXPENSES	\$22,566.30
EFT2161	MANJIMUP PUMP & ELECTRICAL SHOP	TRANSFER PUMP	\$24,376.02
EFT2162	STANS MACHINERY	SLASHER FIXED SKIDS	\$3,975.00
EFT2163	HITACHI CONSTRUCTION & MACHINERY AUST P/L	JOHN DEERE 670G MOTOR GRADER	\$270,050.00
EFT2164	ACTION KERBING	NANNUP TOWNSITE WORKS	\$22,765.60
EFT2165	COURIER AUSTRALIA	FREIGHT CHARGES	\$44.36
EFT2166	KIM DAWE	FOOTPATH CONSTRUCTION	\$14,421.00
EFT2167	INSIGHT CCS PTY LTD	DECEMBER AFTER HOURS SERVICE	\$168.85
EFT2168	WAYNE G H JOLLEY	ADMINISTRATION EXPENSES	\$500.00
EFT2169	MUIRS MANJIMUP	SUNDRY SPARE PARTS	\$393.87
EFT2170	SHIRE OF MANJIMUP	EDGING WORKS CUNDINUP RD	\$45,427.58
EFT2171	WALGA	ADVERTISING DEC2010, CEO,ROAD CLOSURE,LOAN	\$4,048.95
EFT2172	WADIFARM CONSULTANCY SERVICES	CONSULTANCY FEES	\$1,947.00
EFT2174	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$13,631.03
EFT2175	GREENLINE AGRICULTURE	BLADES	\$190.75
EFT2176	NANNUP SURVEYS	FIELD WORK STAGE 2 & 3 MOWEN ROAD	\$8,148.69
EFT2177	NUTURE WORKS	FAMILY FUN DAY CLIMBING WALL	\$720.00
EFT2178	IMINI HOLDINGS PTY LTD	TRANSPORTABLE TOILET HIRE	\$880.00
EFT2179	BP NANNUP	FUEL EXPENSES	\$8,008.25
EFT2180	SETTLERS ROOFING AND GRADING	WATER CARTAGE	\$10,593.00
EFT2181	PM TREASURE - EARTHMOVING CONTRACTOR	MOWEN RD WORKS	\$15,345.00
EFT2182	BUNBURY DRILLING COMPANY	WATER LEVEL MONITOR	\$4,793.71
EFT2183	PN & PS TILLEY	WATER CARTAGE	\$2,574.00
EFT2184	COATES HIRE	SMOOTH DRUM ROLLER HIRE	\$5,785.32
EFT2185	CIVI TEST SOU WEST	MOWEN ROAD WORKS	\$4,543.00
EFT2186	D & J MILLER (DO YOUR BLOCK CONTRACTING)	WATER CARTING	\$9,999.00
EFT2187	JASON SIGNMAKERS	SIGNAGE	\$749.54
EFT2188	GREG MADER EARTHWORKS	MOWEN RD - EQUIPMENT HIRE	\$122,498.75
EFT2189	ROD'S AUTO ELECTRICS	PLANT REPAIR	\$469.46
EFT2190	SOUTH WEST REGIONAL COLLEGE OF TAFE	TAFE FEES - SEMESTER 1	\$535.65
EFT2191	TRADE HIRE	GENSET HIRE	\$1,814.40
EFT2192	WORTHY CONTRACTING	MOWEN RD, CLEARING & CARTING	\$21,021.00
EFT2193	GEOGRAPHE FORD PTY LTD	15000 KM SERVICE	\$318.00
EFT2194	NANNUP SURVEYS	AGG ROAD NORTH FEATURE SURVEY	\$4,950.00
EFT2195	NANNUP BRIDGE CAFE	CATERING	\$2,063.00
EFT2196	BP NANNUP	FUEL ACCOUNT FOR MOWEN ROAD	\$7,058.06
EFT2197	JMB BOBCATS PTY LTD	HIRE OF 6 WHEELER TRUCK FOR MOWEN ROAD	\$3,044.25
EFT2198	COMMSTRAT	ADVERTISEMENT IN LG JOBS	\$275.00
EFT2199	ACTION KERBING	WARREN ROAD CURBING	\$39,267.80
EFT2200	BOC LIMITED	CONTAINER SERVICE FEE	\$172.66
EFT2201	COURIER AUSTRALIA	FREIGHT CHARGES	\$106.53
EFT2202	GEOGRAPHE SAWS & MOWERS	HAND GUARD & MINI ROLLERMATIC	\$130.00
EFT2203	CORPORATE EXPRESS	PRINTING AND STATIONERY SUPPLIES	\$130.00
EFT2204	LANDGATE	GRV VALUATIONS G2010/12	\$171.76
EFT2205	DARRADUP VOLUNTEER BUSH FIRE BRIGADE	SUPPLEMENTARY INCOME 0910	\$2,597.53



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

Chq/EFT	Name	Description	Amount
EFT2206	FITZ GERALD STRATEGIES	PROFESSIONAL FEES	\$4,400.00
EFT2207	HOLBERRY HOUSE	CATERING AGE FRIENDLY CONSULTATION	\$80.00
EFT2208	KD POWER SALES & SERVICE	PLANT REPAIR	\$46.80
EFT2209	METAL ARTWORK CREATIONS	NAME BADGE	\$13.20
EFT2210	LGIS WORKCARE	LGIS WORKCARE	\$3,784.00
EFT2211	NANNUP HANDY FOODS	REFRESHMENTS - AUSTRALIA DAY	\$100.50
EFT2212	NANNUP HARDWARE & AGENCIES	SUNDRY SUPPLIES	\$6,011.35
EFT2213	NANNUP NEWSAGENCY	PRINTING AND STATIONERY COSTS	\$989.65
EFT2214	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS AND CLEANING	\$97.12
EFT2215	NANNUP COMMUNITY RESOURCE CENTRE	SHIRE NOTES AND ADVERTISING	\$501.25
EFT2216	RICOH BUSINESS CENTRE	PHOTOCOPIER PLAN	\$491.55
EFT2217	SOUTH WEST REGIONAL COLLEGE OF TAFE	CERTIFICATE 111 IN BUSINESS SEMESTER 1	\$596.00
EFT2218	SOUTHWEST TYRE SERVICE	TYRE SUPPLIES	\$1,782.60
EFT2219	SHIRE OF MANJIMUP	IT SUPPORT	\$787.50
EFT2220	STEWART & HEATON CLOTHING CO. PTY LTD	SAFETY WEAR	\$230.82
EFT2221	WARREN BLACKWOOD WASTE	BIN PICKUPS JAN 2011	\$5,802.80
EFT2222	WORTHY CONTRACTING	ONE MONTH CONTRACT NWF	\$9,463.33
<b>EFT PAYMENTS:</b>			<b><u>\$944,375.58</u></b>
18411	SARAHSPACE EVENTS	ROLLERBLADING WORKSHOP	\$400.00
18412	SHIRE OF HARVEY	LOST BOOK	\$18.30
18413	NEAT N' TRIM UNIFORMS PTY LTD	UNIFORMS	\$299.00
18414	PROTECTOR ALSAFE	SAFETY WEAR	\$80.62
18415	DEPARTMENT FOR TRANSPORT	VEHICLE REGISTRATION	\$253.20
18416	SYNERGY	ELECTRICITY EXPENSES	\$1,492.10
18417	SCOTTIES EXCAVATIONS	MOWEN ROAD	\$34,166.00
18418	WATER CORPORATION	WATER EXPENSES	\$4,301.70
18419	WIRTGEN AUSTRALIA PTY LTD	SUNDRY SUPPLIES	\$67.58
18420	CIVIC LEGAL	PROFESSIONAL FEES	\$176.77
18421	GUMNUTS GALORE	AUST DAY GIFTS	\$32.85
18422	MANJIMUP BOUNCY CASTLE	FAMILY FUN DAY	\$1,250.00
18423	BOSBOX PTY LTD	EELCTRICAL DISTRIBUTOR BOARDS	\$4,053.50
18424	BLUE WREN GALLERY & FRAMERS	PHOTO FRAMING	\$147.00
18425	MOYLE, M	REFUND OF DOG REGISTRATION	\$57.00
18426	CUTTING EDGES	TOOTH DCARIFIER	\$223.08
18427	KYM NISBET CARPET CHOICE	CARLOTTA HALL REFURBISHMENT	\$2,750.00
18428	NANNUP RIDING DEVELOPS ABILITY	VAULTING WORKSHOP JAN SCHOOL HOLIDAYS	\$100.00
18429	DEPARTMENT FOR TRANSPORT	VEHICLE REGISTRATION	\$253.20
18430	PETER PUTTICK AUTOMOTIVE ELECTRICIAN	EMERGENCY STOP SWITCH	\$188.00
18431	SHIRE OF NANNUP	SEPTIC APPLICATION	\$220.00
18432	TIMCARE DISTRIBUTORS	AUSSIE CLEAR DRUM 20LT	\$1,270.50
18433	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$210.11
18434	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	\$886.01
18435	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$286.90
18436	WESTSCHEME	SUPERANNUATION CONTRIBUTIONS	\$438.88
18437	IIML ACF IPS APPLICATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$403.20
18438	COMMONWEALTH FINANCIAL SERVICES	SUPERANNUATION CONTRIBUTIONS	\$252.15
18439	ASGARD ELEMENTS - SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$332.89
18440	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	\$218.10
18441	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$164.14
18442	D J PALMER (WA) PTY LTD	STEEL POSTS X 120 GST COMPONENT	\$51.00
18443	MCGRATH NICOL PTY LTD	OVERPAYMENT OF RATES PAYABLE	\$428.22
18444	SHIRE OF NANNUP	REIMBURSE PETTY CASH	\$133.10
18445	SCOTTIES EXCAVATIONS	MOWEN RD - EQUIPEMENT HIRE	\$20,916.50
18446	CARLOTTA AG SERVICES	CLEARING FOR JALBARAGUP BRIDGE	\$4,004.00
18447	CIVIC LEGAL	PROFESSIONAL FEES	\$2,034.42
18448	ROBERT LONGMORE	RECOUP OF EXPENSES	\$33.72
18449	JOHN GAUNT	RECOUP OF EXPENSES	\$97.45
18450	CUNDINUP BUSH FIRE BRIGADE	SUPPLEMENTARY INCOME 0910	\$93.54
18451	CARLOTTA BUSH FIRE BRIGADE	SUPPLEMENTARY INCOME 0910	\$490.09
18452	EAST NANNUP BUSH FIRE BRIGADE	SUPPLEMENTARY INCOME 0910	\$996.31
18453	NANNUP GARDEN VILLAGE COMMITTEE	CATERING	\$744.00
18454	HOBSONS CARPET COURT	OVERLOCKING ON THREE MATS	\$160.00
18455	NANNUP BROOK BUSH FIRE BRIGADE	SUPPLEMENTARY INCOME 09/10	\$341.48
18456	NORTH NANNUP BUSH FIRE BRIGADE	SUPPLEMENTARY INCOME 0910	\$628.77
18457	LIONS CLUB OF NANNUP	FAMILY FUN DAY 2011	\$167.50
18458	PROTECTOR ALSAFE	SAFETY WEAR	\$187.00

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

Chq/EFT	Name	Description	Amount
18459	DEPARTMENT FOR TRANSPORT	VEHICLE REGISTRATION	\$65.80
18460	SYNERGY	STREET LIGHT ACCOUNT	\$4,643.38
18461	SCOTT RIVER JASPER BUSH FIRE BRIGADE	SUPPLEMENTARY ESL 09/10 YEAR	\$1,035.28
18462	WORKFORCE INTERNATIONAL PTY LTD	LINE MARKING	\$12,855.59
18463	CHRIS WILLIAMSON	COMMUNITY TREE DISPLAY	\$67.20
18464	SHIRE OF NANNUP	VEHICLE REGISTRATION	\$297.05
CHEQUE PAYMENTS:			<u>\$105,464.18</u>
99221	SG FLEET AUSTRALIA P/L	CESM CAR LEASE	\$637.29
99222	BP AUSTRALIA	FUEL EXPENSE	\$10,652.30
99223	CALTEX AUSTRALIA	FUEL EXPENSE	\$507.92
99224	TELSTRA	TELEPHONE EXPENSES	\$1,430.68
99225	WESTNET	INTERNET EXPENSES	\$104.89
DIRECT PAYMENTS:			<u>\$13,333.08</u>
Total Municipal Payments			\$1,063,172.84
Total Trust Payments			\$0.00
Total Payments for Period 15/09/10 to 14/10/10			<u>\$1,063,172.84</u>

**8564 PINKERTON/BOULTER**  
(Procedural Recommendation)

That the meeting be closed to members of the public in accordance with Sections 5.23(2) (d) of the Local Government Act 1995.

(The following report is confidential in accordance with Section 5.23(2) (d) of the Local Government Act 1995, being a matter where legal advice has been obtained)

**CARRIED 8/0**

The meeting was closed to the public at 5.48pm.

AGENDA NUMBER: 10.8 SUBJECT: Town Hall Upgrade Contract LOCATION/ADDRESS: NAME OF APPLICANT: FILE REFERENCE: BLD 13 AUTHOR: EH (Jim) Kelly – Acting Chief Executive Officer DISCLOSURE OF INTEREST: DATE OF REPORT: 15 February 2011
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**8565 DEAN/MELLEMA**

1. That the Shire agree to settle Mr Bird's claim on the following terms:

1.1. The Shire agrees to pay Mr Bird \$10,000 ("the Settlement Sum") in full and final satisfaction of all actions, suits, claims, demands, causes of action, costs and expenses and all other liabilities that Mr Bird

(a) now has

(b) at any time had, or

(c) may have;

against the Shire in anyway related to the Magistrate Court Action (GCLM 430 of 2010) ("the proceedings") and/or the Contract or any allegations or circumstances arising out of or in any way connected or related to Proceedings and/or the Contract.

1.2. Payment of the Settlement Sum to be paid to Mr Bird within 7 days of the date of his acceptance of the Shire's offer.

1.3. The parties agree to sign and file within 7 days of Mr Bird's receipt of the Settlement Sum, a minute of consent orders for the dismissal of the Proceedings with no order as to costs.

2. That the Shire make the above settlement offer subject to the Shire and Mr Bird entering into a deed settlement containing the abovementioned terms and conditions with such deed to be signed by all of the parties within 7 days of Mr Bird's acceptance of the Shire's offer.

**CARRIED 7/0**

**8566 DEAN/MELLEMA**

(Procedural Recommendation)

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

(The following report is confidential in accordance with Section 5.23(2) (a) of the Local Government Act 1995, being a matter effecting a past employee.)

**CARRIED 7/0**

The meeting was closed to the public at 6.05pm.

Cr Lorkiewicz returned to the meeting at 6.06pm.

AGENDA NUMBER: 10.9 SUBJECT: Employee Gratuity: Mr Shane Collie LOCATION/ADDRESS: NAME OF APPLICANT: Mr Shane Collie FILE REFERENCE: P088 AUTHOR: Jim Kelly Acting Chief Executive Officer DISCLOSURE OF INTEREST: DATE OF REPORT: 15 February 2011
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**8567 BOULTER/CAMARRI:**

That Council decline to pay any gratuity to former CEO Mr Shane Collie.

**CARRIED 5/3**

Councillors voting for the motion: Pinkerton, Boulter, Camarri, Lorkiewicz and Mellema

Councillors voting against the motion: Dunnet, Dean, Gilbert.

Reason for the change to the Officer's recommendation was that Council considered that the former Chief Executive Officer was adequately compensated whilst employed by Council within the terms of his contract.

**8568 LORKIEWICZ/CAMARRI**

That the meeting be opened to the public.

**CARRIED 8/0**

The meeting was opened to the public at 6.17pm.

**8569 GILBERT/PINKERTON**

That Council suspend Standing Orders to allow full discussion on item 10.2.

**CARRIED 8/0**

Standing Orders were suspended at 6.18pm.

**8570 LORKIEWICZ/PINKERTON**

That standing Orders be resumed.

**CARRIED 8/0**

Standing Orders were resumed at 6.22pm.

AGENDA NUMBER: 10.2  
SUBJECT: Recreation Centre Precinct Masterplan  
LOCATION/ADDRESS: Location 9185 Warren Road  
NAME OF APPLICANT:  
FILE REFERENCE: Rec 2 FNC 16  
AUTHOR: Jim Kelly Acting Chief Executive Officer  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 17 February 2011

Attachments: 1. Consolidated document containing all resolutions of Council and Information Report items from May 2009.  
2. Architects notes from meeting with Acting CEO and senior officers on 16 February 2011  
3. Architects Brief May 2010  
4. Return Brief Report Sept 2010

### **BACKGROUND:**

Because of the importance of this report all the resolutions of Council and Items in the Information Report from May 2009 dealing with the Recreation Precinct Upgrade have been consolidated into one document and are attached. The importance of reading the attachment cannot be over emphasised.

In addition to the decisions (resolutions) of Council there have been numerous consultant reports and documents prepared including the very relevant community consultation papers.

The *Nannup Recreation Precinct Business Case 2010* dated 16 December 2010 is relevant to where Council is at with this project. This document was attached to the report item 10.5 for the Council meeting on 16 December 2010.

The most recent decision of Council was on 27 January 2011 when it was resolved (8537):

*That this item lay on the table pending a meeting to be arranged between Council and the Architect to discuss a number of issues.*

### **COMMENT:**

Arrangements have been made for Gresley Abas (the Architects) to attend this meeting (24 February 2011) at 5 PM.

So as to gain clear understanding of this whole matter the Acting Chief Executive Officer met with the Architect on Wed 16 February 2011. Managers of Corporate and Development Services were invited and attended that meeting.

The notes prepared by the Architect following the 16 February meeting are attached.

After reading the most recent background material (approximately 2009 onwards) and hearing firsthand the discussion of Council on 27 Jan 2011 (with standing orders suspended) it is clearly apparent that there is a difference of opinion amongst Council members as to what works should be done at the recreation precinct and in what order (priority).

This difference can be seen from another view point when the email from the CEO to the Architect on 28 Jan 2011 and their reply are read. It is relevant to show the CEO's email and the Architect's reply (*in italics*) which have been consolidated into one document at follows:

Council met yesterday and discussed the Masterplan. The Masterplan was not adopted at this stage and the following comments were noted:

1. In the existing building there is no kitchen area notwithstanding that it would be expected that any functions would be held in the new building. That led Council into looking at the size (as in floor space) of the proposed new building and it appears to be small. Approximately 150m<sup>2</sup> in the one room would be the target to cater for larger type functions.

*Kitchen space may be retained in the existing hall for functions etc - we recommend that it be inserted into the area allocated for club rooms so that it is directly related to the main hall.*

*Regarding the new building: this space has been designed according to budget & design parameters approved by the Shire at the beginning of this project (refer attached). The function space capacity is shown with potential expansion to the size preferred subject to budget parameters (shown dotted in the floor plans for the new recreation centre). Thus: capacity with current layout for approx. 80-90 people, with potential to expand to include another 125 in the future. This allows for a total future capacity of 200+.*

2. It was noted that in the old building there are storage items, mainly chairs, that would go to the new building which would free up space in the old building, generally storage.

*Noted*

3. Request to consider the area (not contained in the building) within the square at the south west corner of the existing building. This is near the current change rooms and there is an old boiler there.



*To consider this area for what exactly?*

4. Duplication of change rooms to be avoided. With the old building being the "active" recreation area and the new one being more functions and darts/bowls etc there would appear to be the need for change rooms etc at the "active" building and perhaps not the new one. This also potentially frees up floor space to increase the size of the proposed new building.

*This is noted. It does however, seem to contradict the agreed return brief approved by the Shire. Perhaps this is just a matter of crossed wires. We understood the intention to be that the new recreation building would house the main change room block for the precinct (and to serve the football oval). This was driven by the fact that the existing change rooms are woefully inadequate by current standards. The refurbishment programme we have suggested for the existing facilities provides the minimum allocation of change rooms that we considered appropriate for the basket ball teams. It is important to note the original commission brief was focussed mainly on the new facility, our scope extended to a review of the existing building as a result of the consultation with Shane, Tony & Gilbert - as well as feedback from other councillors.*

5. Bowls rink needs to meet standard which is north/south alignment.

*The bowls rink playing axis is within 15 degrees of north - which is within the tolerance advised by DSR. However, if the stakeholders insist, this alignment can be rectified without major disruption to the Masterplan*

Have also attached community comments that came through the advertising of the Masterplan. Also Ahmad you may want to look on our website at the agenda report I did on this item which was for the January 2011 meeting.

*We note that the feedback (which we assume the Shire endorses) does challenge the approved return brief that we submitted to the Shire at the beginning of this project.*

### **Architect's Brief**

The brief (attached) that was prepared when architects were invited to submit proposals to carry out the task of design and documentation of the Recreation Centre Precinct was provided to Council in April 2010 attached to an Information Item.

Ideally this should have been a report item recommending the Council adopt the brief.

For the purpose of this report the following three extracts from the brief seem to be relevant:

### ***Services Requested***

*The Shire of Nannup wishes to engage the services of an appropriately qualified architect to provide architectural services to bring this project from the current idea stage to, at this stage, formal concept plans. A natural progression from that point is the development of construction plans to the point of being able to call competitive tenders for construction. Council will be in a position to continue to work with the same Architect in this regard given that Architect's (assumed successful) experience and involvement with this specific project.*

**Note:** *The architect must be currently registered with the Architect's Registration Board of Western Australia.*

*It is envisaged that the Recreation Centre will be developed to be a state-of-the-art building that exhibits a high standard of design excellence in terms of its aesthetic quality, practical planning, environmental sustainability within Council's approved budget.*

### ***The Project:***

*The Recreation Centre project involves the design and construction of facilities that will provide for sport, recreation, leisure and wellbeing for residents of the Shire of Nannup. The main stakeholders are:*

- *Nannup Sport and Recreation Association*
- *Individual users and sporting/community groups*

*The design should ensure flexibility and also provide for future community growth. Note the Nannup Sport and Recreation Association have provided some basic plans which can be used as a base point for the building that they are envisaging will be built as part of the overall precinct upgrade (Attachment 6).*

### ***The Budget:***

*The Shire of Nannup will establish an overall budget of approximately \$2 million for this project inclusive of Architectural fees. Grant funding will commence once concept designs and budgets have been developed. Council has presently committed some of its Royalties for Regions fund for this project as well and will also be drawing on long established reserve funds set aside for this purpose.*

*An initial grant has been obtained to progress to architectural design stage.*

*The Nannup Sport and Recreation Association also have funding of approximately \$160,000 to put toward the development*

In trying to understand what the architect was required to do it is concluded that there were to be two main components (amongst other things):

- a. the design and construction of facilities that will provide for sport, recreation, leisure and wellbeing for residents of the Shire of Nannup.
- b. new clubrooms that would serve the purpose of the Nannup Sport and Recreation Association.

The brief had a number of important attachments –

1. *Draft Nannup Recreation Precinct Business Plan 2010.*
2. *Draft Needs Assessment Study.*
3. *Information from Basketball Club.*
4. *Site Survey January 2010.*
5. *Jill Powell and Associates Recreation Centre Feasibility Study.*
6. *Basic Plans Nannup Sport and Recreation Association.*

The Architects were appointed at the Council meeting in August 2010

### **Return Brief Report**

The next event that occurred is the most significant in the context of this report.

The first meeting with the appointed Architects was on Sept 3 2010. The Architects prepared notes on this meeting and are attached.

There are a number of interesting questions and points to note arising out of this "meeting" –

1. In a section of the notes it says "*Based on the discussion with the Shire project group...*". The Architects have, since that meeting, advised that they thought the attendees were the '*Shire project group*'. Unfortunately this was a wrong conclusion.
2. Council had not appointed any sort of project team, group or committee to consult with the Architects and accordingly the only person that could logically meet with the Architects was the CEO or the full Council.
3. The (NSRA) facility is, in one part of the notes, correctly referred to as a 'sports club' and in another part as the 'new recreation facility'.

4. As can be seen in the "meeting" notes the main emphasis is focused on the 'clubrooms/new recreation facility' and it is referred to as ***Proposed prioritised brief – concept Plan (New Recreation facility – Stage1)***.

The 'meeting' on 3 September 2011 is the point at which this project and the work of the Architect seems to have deviated from the original brief (May 2010) and a greater emphasis placed on the 'sports club'/'new recreation facility' rather than giving greater or at least equal emphasis to upgrading of the existing recreation centre building.

Whilst the Architect's Return Brief Report (RBR) was attached to the Information Report for the Council Meeting in September 2010 it now appears that it should have been a part of a report item.

The RBR called for the following decisions of Council however these were acted on administratively.

#### *Proposed Actions*

1. *We request that the Shire proceed to commission a detailed survey of the area nominated in the attached drawing and to gain information summarised in the attached survey information brief. The cost of this is in addition to our agreed fee.*
2. *We request approval from the Shire of Nannup to proceed with the producing of a Masterplan based on the return brief noted.*
3. *Upon approval of a draft Masterplan we will then proceed to develop in further detail the preliminary concept design for the proposed new recreation facility.*
4. *This preliminary design can then be submitted for comment and stake holder feedback.*
5. *Subject to feed and any desired refinement or changes to the concept we will then refine this concept and seek and 'option of probable cost' from a licensed quantity surveyor (as allowed for in our original submission).*

After the September 2010 Council meeting where the Information Report containing the RBR was 'tabled' the Architect was instructed by the CEO to go ahead with preparation of the Masterplan complete with 'preliminary concept design for the proposed new recreation facility'. (See 3 above)

An item in the Information Report went to the November 2010 Council meeting (part of attachment 1). This item referred to another meeting with the Architect attended by Deputy President Cr Camarri (Shire President was unavailable), Crs

Pinkerton and Dean CEO, Works Manager and Community Development Officer (for part).

Amongst the many points made at this meeting is a relevant point to where we are at –

- *Removal of reference to the staging of works – Council has not considered this issue.*

At the December 2010 Council meeting the draft Masterplan was tabled and Council adopted the Draft Masterplan for the purpose of advertising for community and public comment.

Then in January 2011 the Masterplan came back Council for adoption and discussion at that meeting led to where we are now at.

The following points are made about this project and matters that arose at the Acting CEO and senior officers meeting with the Architect on 16 February 2011:

1. In the report item for the January 2011 Council meeting are the details of the submissions received and they are attached to the minutes of the January meeting. Contrary to what the report item says it seems neither Music Club nor BigN support the Masterplan. The Architects have picked up on this point in their email above.
2. In the Masterplan the 'new building' is named 'Recreation Centre'. If the building it is to remain, it should be retitled 'Sports Club' because the primary use will be a 'clubhouse' with a liquor licence for cricketers, bowlers, golfers and dart players.
3. The literature (which goes back several years) including community studies, community planning days, community surveys, consultant reports, current submissions by community groups AND the Nannup Recreation Precinct Business Case submitted to the December 2010 Council meeting are consistent in saying that the existing recreation centre building be substantially upgraded.
4. At the same time the NSRA have been planning and discussing with Council their desire to have a 'club room' facility. One of the catalysts for this was the destruction by fire of the Golf Club's building some years ago.
5. Referring to point 3, the upgraded recreation centre would cater for active indoor sports (basketball, badminton, volley ball, indoor cricket hockey and soccer), wide ranging community activities including music performances and concerts, theatrical performances, social events such as weddings and other celebrations, large scale community and regional meetings, exhibitions, displays and use by the school.

6. Key components of the upgraded facility will include full commercial standard kitchen and catering facilities, adequate toilets and change rooms, crèche facilities, multi use office space and storage.
7. The 'new building' (sports club – not recreation centre) as proposed in the Masterplan will not meet the needs outlined above (except a modest socialising area) and therefore the broader needs of the community will not be met.
8. An option to realistically consider would be to include the 'sports club' requirements in an addition to the existing recreation centre. If this was done duplication of facilities would be avoided in the provision of bar, kitchen, toilets, change rooms and social areas.
9. Preliminary costing could be done on the option outlined in point 8 and also on a completely new recreation centre incorporating the entire multi use facility as envisaged in points 5, 6 and 7. It is quite likely that the cost of a new facility or the combined renovated facility (point 8) could be less than the options contained in the currently presented Masterplan.

### **Summary and Where to From Here?**

There have been many decisions of Council dealing with this project and there may be some debate about the various actions that have been taken and the outcomes. With the benefit of hindsight there appears to be some grounds for saying that things could have been handled better or things done differently.

The fact is that Council has before it a Masterplan that has yet to be adopted, amended or rejected.

An ultimate solution to 'where to from here' would be to proceed as soon as possible with **one** contract to:

1. Build a new 'sports club' along the lines as proposed in the current Masterplan however it would not need to have the extensive change rooms and toilets nor provision for any expansion. This facility would be licensed premises primarily for the use of the existing golf, cricket and darts clubs.
2. Comprehensively upgrade the existing recreation centre to meet the needs of community groups and indoor sports or a new building if preliminary costing showed that to be a more cost effective way to go.
3. Carry out other recreation precinct works as envisaged in the Masterplan.

The 'ultimate solution' would not involve the need for any 'staging of works' decisions and effectively would satisfy all groups and clubs.

However the 'ultimate solution' is primarily not possible because of funding constraints.

Therefore at some point Council will have to make some decisions on the options that are available to Council and the staging of these options.

There are at least three options as follows:

1. Proceed with (adopt) the Masterplan as is with some minor changes that do not alter the overall intent i.e. new building (but change its name to 'sports club') and minimal upgrade of the existing recreation centre. In effect the recommendations would be the same as what was submitted to January 2011 Council meeting.
2. Defer adoption of the Masterplan as presented and the Architects be requested to amend the Masterplan to incorporate major changes including –
  - Major upgrade and additions to the existing recreation centre.
  - Incorporate the 'sports club' into the existing recreation centre by an addition and provide kitchen, bar area, toilets and change rooms to serve the entire newly renovated building and jointly be available to all the users.
3. Option 2 but a completely new building.

For Council to move forward with this project it is proposed that a Recreation Precinct Project Team (Project Team) (or call it what you like) be appointed by Council. The membership of the Project Team and terms of reference be as follows:

Membership:

1. 3 councillors (Councillors with financial or impartiality (conflict) interests probably should not be on this Project Team)
2. CEO and he may delegate to other staff as he sees fit.
3. Architects.

Terms of Reference:

1. Meet as required to progress and assist in the implementation of the decisions of Council.

2. Actively consult and communicate with community groups, clubs and other bodies as necessary.
3. Through the CEO provide information, advice, progress reports and recommendations to Council on key elements of the project.
4. Unless otherwise stated in a Council resolution there is no powers of Council delegated to the Project Team however they will be able to make use of powers delegated to the CEO.

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

Council has sufficient funds (primarily grant) to progress the preliminary planning phase of this project as recommended.

**STRATEGIC IMPLICATIONS:**

Council's current Forward Plan Action Item 11.2 (A) states for 2010/11:

*"Complete business plan, needs analysis and site survey for proposed Recreation Centre upgrade."*

Council's current Forward Plan Action Item 11.2 (B) states for 2010/11:

*"Develop plans/design and seek funding for upgrade to the Recreation Centre."*

Council's current Forward Plan Action Item 11.2 (C) states for 2011/12:

*"That Council undertake the upgrade to the Recreation (and Community) Centre per adopted plans and funding available."*

**RECOMMENDATION:**

1. That the adoption of the Masterplan is deferred and the Architects be requested to amend the Masterplan by –
  - a. Incorporating the 'sports club' component (currently shown as 'new recreation centre') in the existing recreation centre.
  - b. Providing for major upgrading of the existing recreation centre to cater for wide ranging community uses and indoor sports by the additions of kitchen facilities, change rooms and toilets and other amenities to be used jointly by all users.



2. That the Architects be requested to provide some preliminary broad costing on the proposals in recommendation 1 and also costing for a completely new building to meet the same requirements.
3. That the decision on any staging of the proposals in recommendation 1 be made at a later meeting when the amended Masterplan is presented to Council and the costing in recommendation 2 is available.
4. That the CEO meet with Gresley Abas Architects as soon as practicable to specifically discuss and expand on the technical aspects of the development including but not limited to:
  - a. Geotechnical requirements for the proposed new building as noted by Wood and Grieve Engineers.
  - b. Structural alteration options 2 and 3 for the existing Recreation Centre as noted by Wood and Grieve Engineers.
  - c. Site Drainage for the precinct area as noted by Wood and Grieve Engineers.
5. That a Recreation Precinct Project Team (Project Team) be appointed and membership be:
  - a. Councillors ....., ..... and .....
  - b. CEO and he may delegate to other staff as he sees fit.
  - c. Architects.
6. That the Terms of Reference for the Project Team be:
  - a. Meet as required to progress and assist in the implementation of the decisions of Council.
  - b. Actively consult and communicate with community groups, clubs and other bodies as necessary.
  - c. Through the CEO provide information, advice, progress reports and recommendations to Council on key elements of the project.
  - d. Unless otherwise stated in a Council resolution there is no powers of Council delegated to the Project Team however they will be able to make use of powers delegated to the CEO.

***(As an alternative to adopting recommendations 1,2,3 and 4 (or any alternative decisions related to the Masterplan) Council may want to defer such action and only appoint the Project Team (recommendations 5 and 6) and give the Project Team the task of recommending to Council (in March) the way forward with this important project. If Council decide on this course of action then a seventh recommendation is made:***

- 7. That the Project Team meet as soon as possible to discuss the way forward with the Recreation Precinct Plan and if possible report back to Council in March with a recommended course of action on the Masterplan and related matters.)***

**8571 LORKIEW/PINKERTON**

That Council hold a workshop at 9.00am on the 1<sup>st</sup> March 2011 to discuss the Recreation Precinct Masterplan.

**CARRIED 8/0**

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

**(a) OFFICERS**

Nil.

**(b) ELECTED MEMBERS**

Nil.

**12. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS  
NOTICE HAS BEEN GIVEN**

Nil.

**13. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS  
BEEN GIVEN**

Nil.

**14. CLOSURE OF MEETING**

There being no further business to discuss the Shire President declared the meeting closed at 6.28pm.

## SHIRE OF NANNUP

### RECREATION PRECINCT UPGRADE

#### COUNCIL RESOLUTIONS AND INFORMATION ITEMS

##### MAY 2009

That Council invites the Sportsman's Association to present the concept plans of the proposed Sportsman's Centre (as tabled at the Sport, Leisure and Recreation Advisory Committee meeting) and give in principle support to the tabled concept plans subject to:

- the acknowledgement that the current Recreation Centre will also require structural modification to accommodate appropriate area for spectators around the basketball court and -
- the committee's recommendations out of the Jill Powell report being incorporated into the facility as follows:
- That an appropriate child care and creche facility be included into the re-design of the Recreation Centre.
- Additional storage (including janitor), cool room and upgraded kitchen and associated facilities to allow for catering of large functions to be incorporated into the Recreation Facility
- Additional toilets (including disabled facilities), change rooms and showers are incorporated into the re-design of the Recreation Facility.
- An undercover licensed area is incorporated into the re-design of the Recreation facility.
- Additional external storage facilities is incorporated into the Recreation facility re-design.
- That improved external lighting be incorporated into the re-design of the facility and car parking areas.

- That provision for lighting stacks, portable lighting, additional 3 phase power and green room are included in an upgrade to the main stage in the Recreation Centre.
- That the centre column on the main stage be removed.
- That an administration office be included in the plans of the Recreation facility re-design.
- Moving the Bowling Club/Green is not seen as a high priority by the Sport, Leisure and Recreation Advisory Committee however would like provision for services and activities to be allocated within the Recreation area.
- That car parking lighting and external lighting be considered further in the planning process.
- A landscape plan is developed to ensure maximized visibility of the oval.
- A parking plan is developed to ensure smooth flow through of traffic for residents and visitors, ensuring safety of children at all times.
- The open drainage issue is resolved.
- That the proposed building design is aesthetically pleasing.
- That the project consolidates existing assets for reasons of cost savings and efficiencies of servicing.
- That there is a difference between licensed kitchen and bar areas.

•  
**NOVEMBER 2009:**

That in respect of the proposed Recreation Centre upgrade Council proceed to concept drawings on the overall site only at this stage inclusive of but not limited to identifying the entire Recreation Reserve area and plotting all buildings and facilities existing and proposed.

That in respect of the proposed Recreation Centre upgrade Council proceed to concept

drawings on the overall site only at this stage inclusive of the new building proposed by the Nannup Sport and Recreation Association.

That in respect of the proposed Recreation Centre upgrade Council proceed to concept drawings on the overall site only at this stage inclusive of an estimated area in the new premises proposed of approximately 250m2 and confirming at the earliest possible stage the preferred management model for the upgraded facilities.

That in respect of the proposed Recreation Centre upgrade Council proceed to concept drawings on the overall site only at this stage by including a Bowling Club/Green as to be part of the upgraded concept plan.

Council has consistently included the provision of high quality Recreation Facilities in all of its past and current forward planning documents.

#### **APRIL 2010**

##### **Proposed Recreation Centre Precinct Upgrade Shane Collie - Chief Executive Officer**

Attachment: 4

Four Architectural firms have been approached to gauge an interest in providing services for the proposed Nannup Recreation Centre Precinct Upgrade. The following documents have been provided to the Architects:

- A briefing document setting out as best possible the services required. (Attached)
- Draft Recreation Centre Precinct Business Plan 2010 (not Council endorsed).
- Draft Needs Assessment Study (not Council endorsed).  
Information provided by Nannup Basketball Club.
- Site Survey (Andy Pash January 2010).
- Jill Powell and Associates Feasibility Report 2008.
- Basic Plans and Information- Nannup Sport and Recreation Association.

Council's present resolutions on this matter are clearly articulated in the draft Business Plan which seeks detail up to the point of Concept Plan only at this stage.

A key component of the request to the Architects is to complete the documentation required, particularly the scope of works/specifications. There is a key fundamental yet to be resolved by Council which are the conflicting interests/priorities of the Nannup Sport and Recreation Association and the Basketball/Netball requests.

While there is no reason why the needs of each organisation cannot be documented and included in concept plans and scope of works/specifications, Council will need to at some point make a determination on priorities. There is a matrix included as part of the

Draft Needs Analysis which summarises the requests from sporting bodies. This is attached also.

The four Architectural firms contacted all specialised in Recreation/Local Government and were selected from existing documentation left from the TimeWood Centre process. The four chosen are as follows:

- Alexander Planning Consultants
- Gresleyabas Architects
- Cox Howlett & Bailey Woodland
- Holton Conor Architects and Planners

If any member would like to see the documentation including the details of experience of the Architectural firms please advise and copies of documentation can be provided or viewed (it is quite extensive). Quotations close on Friday 7 May 2010 and can be considered by Council at its May 2010 meeting. Members may recall that an initial grant of \$50,000 was provided through the South West Development Commission to commence this project

### **AUGUST 2010**

That Council select architectural firm Gresley Abas to progress the following resolutions of Council regarding the proposed upgrade to the Nannup Recreation Centre. (Those resolutions are those listed above from November 2009).

### **SEPTEMBER 2010**

#### **Proposed Recreation Centre Upgrade**

**Shane Collie -Chief Executive Officer**

Attachment: I

An initial meeting was held with Architects Gresley Abas on Friday 3 September 2010. Crs Dean and Gilbert (representing the Nannup Sports Association) also met the architects with Cr Gilbert also walking the site with the Architects. The meeting was opportunistic given that both of the company directors were in close proximity to Nannup.

The discussions allowed an exchange of ideas and enabled the Architect to get a feel for the project as well as view the site and meet some of the key players. Documentation of discussions held is attached with key outcomes being the proposal to draft a precinct Masterplan and the requirement for more detailed survey work. The go ahead for commencement of work towards these two essential components has been given as part of progressing toward the development of draft concept plans and

priorities for Council to consider.

In terms of finance for the initial stage of this project Council has accepted a \$50,000 grant for the Architectural planning phase which needs to be acquitted by December 2010 and these initial costs are covered by that grant. While the timeframe is tight it is achievable or Council may seek a grant extension. (The grant has been extended once already). With an Architect now appointed an extension if required should in theory be easier to obtain.

In terms of timeframe and finance for project construction Council has estimated that the 2011/12 (and perhaps into 2012/13) financial year will see the job undertaken. Every indication is that this timeframe can be met. Council has nominated \$238,490 from the Regional Component of Royalties for Regions 2010/11 for the job which is presently subject to Department of Regional Development and Lands approval. If not utilised prior to 30 June 2011 this may be rolled over to the next financial year. \$30,000 has been applied for as part of the drainage component of the job through the Federal Government Economic Stimulus package # 3.

Steps are underway to submit grant applications to the Community Sport and Recreation Facilities Fund (CSRFF) for 2011/12 for an amount equivalent to a third of the total project cost. Likewise Lotteries Commission grant funding is also being researched at present. Council has \$455,107 earmarked for allocation from reserve for this project in 2011/12.

While not yet costed the early estimates for this project are \$2.3 million. This will become clearer as the Architect progresses options for Council's consideration and prioritisation.

Crs Camarri and Pinkerton viewed the site Thursday 16 September 2010.

## **NOVEMBER 2010**

### **Recreation Precinct Upgrade**

**Shane Collie -Chief Executive Officer**  
Attachment: 10 -Separate Cover

Meeting was held with the Architect at 10am Monday 15 November 2010. In attendance were:

Deputy Shire President Cr Stephanie Camarri, Cr Carol Pinkerton, Cr Tony Dean, Architect Ahmed Abas, Surveyor Mr Andy Pash, Chief Executive Officer, Work Manager and Community Development Officer (part).

The purpose of the meeting was to further advance the draft Masterplan given feedback



from Council's last Information Session. The following points were raised and/or were carried forward:

- Removal of overflow car parking area Higgins Street that would have interfered with golf holes.
- Liquor Licensing restrictions if connected with community hire. A management issue which further research will need to be undertaken.
- Drainage options need to be assessed (waterways analysis included).
- Current premises - Option for non Australian Standard court are to amend (if able, would be based on Engineering advice), start again or leave as is.
- Current premises - Would improvements of creche, changing rooms and gymnasium fit into present floor space with use of existing walls where possible? Assumes conversion of current Community Centre to one of these uses and the construction of a new facility to take the place of the Community Centre.
- Survey detail being finalised for the site - updated survey plan provided by Andy Pash.
- Additional survey data required for internal layout of current premises due to plans not being available. Andy Pash to provide to Architect.
- Removal of reference to the staging of works - Council has not considered this issue.
- Grant detail - Architect costs required to be acquitted 31 December 2010. Option of receiving invoices before this date considered in conjunction with funding body in order that funds do not have to be forfeited. (No further extension is permitted).
- Letter from Bowls Club anticipated being in agreeance with relocation.
- Inclusion of shed/carport space for storage of Community Bus.
- Inclusion of shed/space for storage of oval maintenance equipment such as goal posts, line marking, fertilizer and reticulation equipment.
- Removal of current through traffic supported as well as development of courtyard area defining the area. Inclusion of standalone parking areas created as a result supported.
- Draft Business case is required to be submitted by 31 December 2010 to be eligible for Royalties for Regions funding 2010/11. This is on schedule and will be an agenda item for Council's December 2010 meeting with the document around 90% complete. A draft has been circulated with today's meeting papers notwithstanding that further documents will be added such as the Masterplan once completed

The Architect will further develop the draft Masterplan and if available would be tabled at Council's 25 November 2010 meeting. If available and in accordance with Council's collective wishes, the document would be accompanied by a recommendation to adopt for the purposes of community consultation (advertising). The next stage would be to receive community/club feedback on the Masterplan in view of developing the Concept plan, quantity surveyor estimates and ultimately construction plans.

At some point Council will need to make the difficult decisions of prioritising works,

however this is premature at the moment with a substantial amount of work to undertaken prior to that point being reached.

#### **DECEMBER 2010**

1. That Council adopt for the purposes of advertising the Draft Recreation Centre Precinct Masterplan inclusive of print media, notices placed around the community and specific letters to sporting clubs and other known users with comments to be received in time for consideration at Council's January 2011 meeting.
2. That Council adopt the Draft Recreation Precinct Business Case utilising same to access 2010/11 Royalties for Regions (Regional Component) funding of \$238,490, noting the current omissions from the Business Case being Concept Plan, Quantity Surveyor report and Engineering data relating to the current building and drainage.

#### **JANUARY 2011**

That this item lay on the table pending a meeting to be arranged between Council and the Architect to discuss a number of issues.

architecture environment design

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 1/816 Hay Street, Perth WA 6000  
 telephone 08 9322 5322  
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 www.gresleyabas.com.au

## File Note

Name:	Ahmad Abas	Date:	16/2/2011
Project:	Nannup Recreation Centre	Job No:	1023
RE:	Review		

Notes from Project review with Shire of Nannup (CEO & Officers) -- 16/2/2011

- The outcomes and responses to the Nannup Recreation Precinct Masterplan at the January Council meeting were tabled.
- GA clarified that the Masterplan direction was based on the return brief submitted to SoN on 15/9/2010
- GA received approval to proceed with development of a Masterplan via email from Shane Collie on 16/9/2010
- A further meeting was held to review the draft Masterplan on 16/11/2010. This meeting supported the Masterplan in principle. Additional items to be reviewed were:
  1. Shelter for community bus
  2. Review potential for gym & crèche in existing recreation centre
  3. Investigate further options for existing sports hall extension
  4. Review overall site stormwater management
- GA proceeded on the basis of this feedback to finalise the precinct Masterplan and to develop concept designs for the various components
- GA advised the CEO that the terms of the study had expanded beyond the original scope (the new recreation centre building only), to include more detailed analysis of design options for the existing recreation centre. A fair and appropriate fee review was agreed – ( refer separate summary note below regarding architect fees)
- GA completed the final Masterplan and concept designs and submitted them to SoN for approval/review
- Since the January 2011 council meeting, feedback from SoN revealed:
  1. The detailed return brief upon which the Masterplan study was based did not appear to have been fully ratified by all members of the council
  2. That initial briefings with the SoN working party for this project did not reflect accurately all the views of the council/community

- With the benefit of reviewing the circumstances of this project with the SoN, we understand the following to be the recommendations to propose to the council:

Propose development options in response to the current impasse:

Option 1

Continue to work with current Masterplan, but:

- Modify new recreation centre building to reduce size of changerooms and increase function space area
- Allow for provision of catering facilities for functions in the existing sports hall

Option 2

Consolidate all functions into a single building i.e. continue to work with current Masterplan, but:

- Delete new recreation centre building
- Allow for provision of small function space addition to existing centre , with shared catering facilities to serve both the existing sports hall (expanded) & new function space

Option 3

Consolidate all functions into a single *new* building. This is to propose all the functions as described in Option 2 – but within a completely new single building.

The condition of the existing building and its current maintenance issues and expected life are major reasons for considering option 3.

### Analysis of Development Options:

	Pros	Cons
<b>Option 1</b>	Allows development of new facilities to provide back-up when existing is then refurbished	
	In this version: this option appears to have all the aspects required to fully satisfy the needs of all stakeholders – assuming available funds	
<b>Option 2</b>	Consolidated facility in 1 building has management & maintenance efficiencies	Investing heavily in an existing building that is nearing the end of its working life (condition)
	Subject to cost analysis: likely to be marginally cheaper than Option 1	Co-location of all functions in one building may make funding more difficult (Lotterwest will not fund any facility with a bar license)
	In the short term: this may be most effective way to satisfy as many of the stakeholders' needs as possible with the limited funds available	Logistics: many functions/amenities completely lost without back-up during construction works
<b>Option 3</b>	Consolidated facility in 1 building has management & maintenance efficiencies	Subject to cost analysis: likely to be the most expensive of all 3 options
	All new building: allows for good long term outlook and opportunity to develop a 'perfectly' suited facility for all stakeholder's needs for many years to come	
	Allows existing facility to continue to operate until new facility is complete – no disruption to amenity	



# **Proposed Recreation Centre Precinct Upgrade Request for Design and Documentation Services**

## **Architect's Brief**

Request for quotation closing 4.30 pm  
Friday 7 May 2010

Quotations should be received prior to the above timeframe and may be sent via post, facsimile or email to [shane.collie@nannup.wa.gov.au](mailto:shane.collie@nannup.wa.gov.au). If intending submitters wish their pricing or other detail to remain confidential then their documentation should be marked as such.

Shire of Nannup  
PO Box 11  
Nannup 6275  
Phone 97 561018 Facsimile 97 561275

## Background

The background to this project is contained in the draft *Nannup Recreation Precinct Business Plan 2010* and is not duplicated here. Reference Section 4.1, pages 3 and 4 of that document attached.

The Council resolutions and key principles that have led to this quotation request are also contained in that document. Reference Section 9.1, pages 11 and 12, Section 9.2 page 13.

## Services Requested

The Shire of Nannup wishes to engage the services of an appropriately qualified architect to provide architectural services to bring this project from the current idea stage to, at this stage, formal concept plans. A natural progression from that point is the development of construction plans to the point of being able to call competitive tenders for construction. Council will be in a position to continue to work with the same Architect in this regard given that Architect's (assumed successful) experience and involvement with this specific project.

**Note:** The architect must be currently registered with the Architect's Registration Board of Western Australia.

It is envisaged that the Recreation Centre will be developed to be a state-of-the-art building that exhibits a high standard of design excellence in terms of its aesthetic quality, practical planning, environmental sustainability within Council's approved budget.

## Documentation

A key aspect of this project is to complete the required documentation to enable the progression of the project. The documentation referred to is as follows:

1. Draft Nannup Recreation Precinct Business Plan 2010.
2. Draft Needs Assessment Study.
3. Information from Basketball Club.
4. Site Survey January 2010.
5. Draft Scope of Work and Specifications.
6. Concept Plan.

It is envisaged that Council through the Chief Executive Officer will complete points 1 and 2 above with advice from the selected Architect. There is minimal work to be undertaken in this regard. Points 3 and 4 are complete. Points 5 and 6 will require specific Architectural assistance to undertake.

## **The Project:**

The Recreation Centre project involves the design and construction of facilities that will provide for sport, recreation, leisure and wellbeing for residents of the Shire of Nannup. The main stakeholders are:

- Nannup Sport and Recreation Association
- Individual users and sporting/community groups

The design should ensure flexibility and also provide for future community growth. Note the Nannup Sport and Recreation Association have provided some basic plans which can be used as a base point for the building that they are envisaging will be built as part of the overall precinct upgrade (Attachment 6).

## **The Site:**

The site of the Recreation Precinct is Reserve 9185 Warren Road, Nannup. This is Crown land vested in the Shire of Nannup. A feature survey has been done of the site and is included with this documentation.

## **The Budget:**

The Shire of Nannup will establish an overall budget of approximately \$2 million for this project inclusive of Architectural fees. Grant funding will commence once concept designs and budgets have been developed. Council has presently committed some of its Royalties for Regions fund for this project as well and will also be drawing on long established reserve funds set aside for this purpose.

An initial grant has been obtained to progress to architectural design stage.

The Nannup Sport and Recreation Association also have funding of approximately \$160,000 to put toward the development of new clubrooms that would serve the purpose of the Association.

## **Architect's Fees**

It is very difficult to determine the best method of quotation at this point as documentation has not been finalised, and Council is seeking the assistance of an Architect with an interest in this project to help finalise this detail.

The options would appear to be fixed sum based on the current resolutions of Council and these instructions – Completion of documentation and undertake Concept Plan. The second option would be an hourly rate.



Council understands that it is unreasonable for an Architectural firm to undertake significant research and site visits without a guarantee of being awarded the job. Hence the only expectation that Council has in terms of seeking this quotation is that firms will read and comprehend the present written information and if firms consider it appropriate, conduct a site visit to get a feel for the project.

In accordance with Council's purchasing policy and the Local Government (Functions and General) Regulations 1996 Council is highly likely to continue to utilise the services of the same Architect chosen for these initial works when progressing this project. The next logical stage is the development of formal construction plans and tender documentation inclusive of any required specialist engineering services such as mechanical, structural and quantity surveying if required.

While it is unknown at this stage, Council may consider a project management role as a further extension of the commissioning of an Architect.

Council would like to be in a position to go to tender for construction in approximately March 2011 for construction to be undertaken in the 2011/12 financial year.

## **Feasibility Study**

Council commissioned a report into the feasibility of upgrading the Recreation Centre Precinct in 2008. The report was undertaken by Jill Powell and Associates and while this document was not adopted by Council in terms of implementation, it serves as a base reference point and is attached.

Note that copyright would apply to this document and permission would need to be sought from the author, and/or consultancy firm that have contributed to the report if it is to be reproduced or utilised at this stage. It is not anticipated there would be any difficulty in obtaining such consent.

Council did not adopt the report for implementation as it was considered that the goals included were too ambitious/unrealistic in part and the resulting estimated cost of over \$6 million unaffordable.

## **Design Requirements:**

- The program of works ultimately implemented should incorporate a high level of environmental sustainability and be energy efficient.
- Take into consideration the needs analysis and reports undertaken by Council of user groups.

## **Constraints:**

### **Parking -**

Car parking is to be assessed in accordance with Schedule 11 of the Shire of Nannup's Local Planning Scheme #3. There is an existing car park at the site however this may be encroached into depending on the end design.

Adequate car parking needs to be provided in the vicinity addressing the number of parking bays required for this building and any potential traffic management related issues in this area. An indicative parking layout is therefore required.

### **Building Code of Australia -**

The proposed development must comply with all relevant requirements of the Building Code of Australia.

### **Universal Access -**

The building must be designed to ensure compliance with the BCA requirements for universal access.

### **Local Planning Scheme No 3 -**

The proposed development must comply with the Shire's Local Planning Scheme No. 3 and Planning Approval will be required.

### **Duplication -**

A critical part of this project will be to ensure that there is no or minimal duplication of existing facilities. Common aspects such as ablution facilities, storage, parking, court areas etc should be strategically positioned for maximum use by a number of users without duplication.

### **Current Building Plans -**

Although not critical unfortunately current building plans are not available.

### **Water Pressure -**

The proposed development must take into account water hydrant pressure and must meet all the legislative requirements of Fire & Emergency Services Authority (FESA).

## **Attachments:**

1. Draft Nannup Recreation Precinct Business Plan 2010.
2. Draft Needs Assessment Study.
3. Information from Basketball Club.
4. Site Survey January 2010.
5. Jill Powell and Associates Recreation Centre Feasibility Study.
6. Basic Plans Nannup Sport and Recreation Association.

## **Submission:**

The following criteria will be used in the selection of the architect for this project:

- **Provision of similar scale Architectural services carried out in the South-West region of WA, preferably those with a civic/recreational/community purpose**
- **Schedule of fees**
- **Recent referees**

As this is not a formal call for tender, there is no specific form required to be completed and there is no request to undertake a full detailed submission. The lowest priced proposal will not necessarily be selected and the Shire may interview short listed applicants before making a decision.

In accordance with Council's Purchasing Policy Council is only approaching four Architectural firms that it has prior knowledge of.

Any questions on this matter can be directed to the undersigned during normal office hours preferably by email [shane.collie@nannup.wa.gov.au](mailto:shane.collie@nannup.wa.gov.au).

**SHANE COLLIE**  
**CHIEF EXECUTIVE OFFICER**  
**7 April 2010**

architecture environment design

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## Return Brief Report

Name:	Ahmad Abas	Date:	14/9/2010
Project:	Nannup Recreation Centre	Job No:	1023
RE:	Project Start-up & Brief Review		

### Preamble

Further to engagement of Gresley Abas Architects by the Shire of Nannup to progress concept design exercises for the Nannup Recreation Precinct, a start-up briefing was held at Shire of Nannup on Sept 3<sup>rd</sup>, 2010.

This report summarises the key items discussed at this meeting and outlines the framework for a return brief that shall form the basis of ongoing concept development for this project – subject to comments and/or approval from the Shire of Nannup to proceed on this basis.

### Meeting Notes: Shire of Nannup – 3/9/2010

#### Present:

- Shane Collie – CEO, SoN
- Cr Charles Gilbert – Councillor, SoN
- Cr Tony Dean – Councillor, SoN
- Ahmad Abas – GA
- Philip Gresley – GA

1. SC provided a general background to the history of the project
2. SC noted the desire for SoN to avoid the scenario encountered by the Timewood project.
3. Key documents and studies that inform this concept design exercise include:
  - Nannup Recreation Centre Feasibility Study (SoN noted that the Paterson Group design scheme included in this study is not to be considered as a reference)
  - Draft Scope of Works & Specification (May 2010)
  - Shire of Nannup Recreation Precinct Business Plan 2010
  - Document titled – *A New Building* (Uncited & undated), including latest concept plan
  - Architect's Brief (March 2010)
  - Information from the Nannup Basketball Club
  - Existing precinct survey
4. Crs CG & TD are both members of the Nannup Sports Association and so will be able to act as key representatives of the interests of this group during the concept design phase.
5. Overall project budget for the purposes of moving forward was agreed to be \$2.3 million. This is an all inclusive figure (design & construction costs, but excluding GST)
6. GA confirmed that to properly inform this design process: additional consultant input may be required on an as-needs basis. This will be quoted and submitted for Shire approval prior to engagement.
7. The latest concept plan was viewed and discussed to gain a keen sense of the key desirables contained in the layout.

8. The documents referred above provide an inclusive overview of the desirable elements for the Nannup Recreation Precinct over the long term.
9. GA stressed the need to be able to prioritise the Shire & stakeholders' wish-list in order to determine what can be delivered within the budget referred above.
10. The latest concept plan was reviewed & assessed, we summarise the key elements below:
  - Bar/servery adjacent to a sports club space with capacity for 60-80 people
  - Sports club space overlooking oval
  - Kitchen area able to support catered functions and community cooking classes
  - Amenities sized to support proposed capacity
  - Offices and meeting rooms
  - Changerooms to support local sports clubs (all codes) and as back-up for caravan park/accommodation use during peak periods
  - Storage facilities for sports clubs
  - Future extension of second function area with additional capacity for 140-190 people (allowing for maximum overall capacity of 200-250 people)
  - Incorporate deck or tiered area for viewing over the existing oval
11. It was noted that provision for a future hydrotherapy & lap pool facility should be considered.
12. It was noted that the sports club area should be able to incorporate a 6m length of wall for dart boards
13. It was noted that consideration should be given to location of a new bowls green to be incorporated into the precinct.
14. The meeting group then went to the site to tour the existing recreation centre building and site areas.
15. Key findings from the review of the site conditions:
  - The existing recreation centre is in a relatively sound state (structurally), but the interiors are in need of 'reinvigoration'.
  - The existing amenities and changerooms are likely to be non-compliant with respect to today's access standards. They are also assumed to be undersized for team sports capacity.
  - The existing hall is undersized – insufficient overrun space around the court area proper.
  - Structural column in the middle of the 'stage' area is not ideal
  - There are stormwater channels running through the site that will need to be managed/accounted for depending on the final proposed site solution
  - Options for location of a bowls green are to the east of the existing recreation centre, or in the area to the southwest of the existing recreation centre
  - It was suggested that the location of a new recreation facility would be best suited around the northeastern flank of the football oval. This would allow a pleasant aspect overlooking the existing dam.
  - A new more detailed survey of the inner precinct area should be commissioned to get an accurate understanding of the levels and falls across the site – particularly with respect to drainage and to ensure compliant access paths could be sited between the aspects of the precinct over the long term.
  - The existing storage building for the golf club could be incorporated over the long term to allow removal of this shed and to improve the outlook across the golf course.
  - The through road connection between Warren Road & Higgins Street is not critical – this connection may be severed in order to improve safe pedestrian circulation throughout the precinct.

## Key Findings:

- **Assessment of current concept plan and project overview**
  1. The current concept plan drawing helps to clearly show key spatial and functional requirements. However, the overall footprint of this layout measures up to 600 sqm over two levels. We believe the key functions of this facility could be more economically delivered over a single level and with more efficient planning.
  2. Notwithstanding the immediate needs envisaged seen in the first stage of the new facility – a long term overview of the site ( a master development plan) should be undertaken first to ensure that all the future needs of the Shire & community can be achieved within an integrated vision for the precinct
- **Review of budget & cost parameters**
  1. Based on previously tendered projects at Donnybrook and Capel for community facilities of a similar standard, the gross cost per square metre rate for buildings of this type are coming in at \$3800-4500 per sqm. We believe that we should base our preliminary concept studies on a rate of approx. \$3800-4000 per sqm.
  2. Based on an overall project budget of \$2.3 million. We recommend that a working construction cost budget of \$2.05 million is allocated. The remainder of the overall budget to be set aside for consultant fees and Shire related costs.
- **Proposed prioritised brief – Masterplan**
  1. A precinct Masterplan should be the first task of this concept design exercise. This Masterplan will help to provide a single cohesive overview of the long term development of the site – with a view to incorporating all the possible desires of the community over the long term.
  2. The concept plan will work as single guiding document for this and future development proposals within the precinct.
  3. The Masterplan will help to inform long term decisions, infrastructure upgrade priorities and overall site management frameworks.
- **Proposed prioritised brief – Concept Plan (New Recreation facility – Stage 1)**

Based on the discussions with the Shire project group, a review of the existing literature related to the site and this project, site conditions and ther budget parameters formulated above, we propose the following as the base spatial brief for this concept design exercise:

  1. Bar/servery adjacent to a sports club space with capacity for 80 people
  2. Sports club space overlooking oval – Area: 90 sqm
  3. Kitchen (Stage 1) area able to support catered functions. Area: 30sqm (Stage 2 – expand kitchen to allow for support of community cooking classes – Area: additional 15 sqm)
  4. Amenities sized to support proposed capacity – based on maximum size of 2# football teams (approx. 20 persons per changeroom)
  5. Changerooms to be designed for maximum flexibility in terms of codes use, access, gender split etc and as back-up for caravan park/accommodation use during peak periods
  6. Storage facilities for sports clubs
  7. Offices and meeting rooms – to be provided if space/budget permitting. Otherwise to be considered as a possible refurbishment option with the existing changerooms of the existing recreation hall building.
  8. Future extension (Stage 2) of second function area with additional capacity for 130 people (allowing for maximum overall capacity of 210 people standing) – Area: 150sqm
  9. Incorporate deck or tiered area for viewing over the existing oval

*The overall proposed gross internal built area for this new facility is:*

**500-550 sqm**

Based on the budget & space parameters, it is proposed that the following items are not included within the Stage1 Concept design project budget (these items will be incorporated into the Masterplan):

- Additional gym facilities
  - New bowls green
  - Hydrotherapy & Lap Pool
  - The items identified as Stage 2 within the briefing summary noted above
  - Refurbishment and enlargement of the existing recreation hall
- 
- **Proposed actions**
    1. We request that the Shire proceed to commission a detailed survey of the area nominated in the attached drawing and to gain the information summarised in the attached survey information brief. The cost of this is in addition to our agreed fee.
    2. We request approval from the Shire of Nannup to proceed with the producing a Masterplan based on the return brief noted.
    3. Upon approval of a draft Masterplan – we will then proceed to develop in further detail, the preliminary concept design for the proposed new recreation facility.
    4. This preliminary design can then be submitted for comment and stakeholder feedback.
    5. Subject to feedback and any desired refinement or changes to the concept – we will then refine this concept and seek an ‘opinion of probable cost’ from a licensed quantity surveyor (as allowed for in our original submission).

Enclosures:

- Preliminary scoping diagram

**RE: Survey brief – Nannup Recreation precinct**

**Please quote on providing the following information:**

1. Contours and Levels at 0.5m intervals, referenced back to the A.D.H.
2. R.L.'s at critical points.
3. Locate perimeter of existing buildings, including floor and parapet levels, windows, etc.
4. Locate existing crossings and the kerbs and channels of adjoining streets.
5. Locate and size any existing trees on the site, their drip-lines and other planting.
6. Locate and size existing fences and retaining walls.
7. Plot the location of neighbouring buildings including floor and roof levels, window openings, etc.
8. Plot all easements, covenants, etc.
9. Locate and plot I.L./R.L.'s of existing private and public services, eg manholes, drains, stormwater & sanitary sewers, power poles, transformers, etc.
10. Identify any apparent areas of fill or unstable soil.
11. Identify the existing football oval boundary line

Note: Also needed is the location of sewer lines and existing connection regardless of their inclusion in the specified area for survey.

**Formats required**

1. Autocad 2000 DWG + PDF

For CAD files, the following layering system must be adhered to:

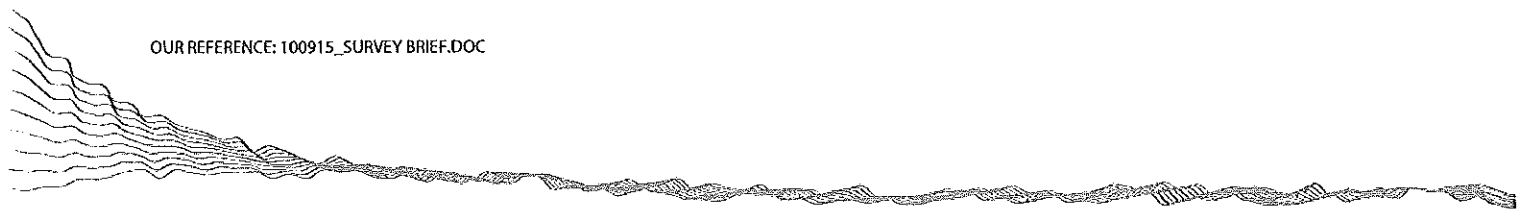
Layer names	Layer Information
BDY	Boundary
BTYP	Boundary Text
LEVELS	Spot Level text and node points
CONTOUR	Contour Lines
CONTOURT	Contour Text
EXTG	Existing buildings and retaining walls
TREES	Trees and Vegetation
CP	Carparking and roadways
SERVICES	Drainage, sewer, electrical, etc.

- Please could you provide a quote for this survey to be carried out to the extent of the area indicated on the attached drawing
- The quote shall be addressed to the Shire of Nannup
- Please provide an indication of estimated turnaround and completion date for this survey from date of approval to proceed.

Yours Sincerely,

**Ahmad Abas**  
per Gresley Abas Architects

OUR REFERENCE: 100915\_SURVEY BRIEF.DOC





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

**(a) OFFICERS**

Nil.

**(b) ELECTED MEMBERS**

Nil.

**12. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS  
NOTICE HAS BEEN GIVEN**

Nil.

**13. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS  
BEEN GIVEN**

Nil.

**14. CLOSURE OF MEETING**

There being no further business to discuss the Shire President declared the meeting closed at 6.28pm.