

AGENDA NUMBER: 10.2  
SUBJECT: Application for Subdivision referral No. WAPC 140078  
LOCATION/ADDRESS: Lot 7 Struthers Street  
NAME OF APPLICANT: Gary Edward Denford, Elsie Winifres Reynolds  
FILE REFERENCE: A340  
AUTHOR: Ewen Ross – Manager Development Services  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 14 July, 2009

Attachments: 1. Location/Zoning Plan.  
2. Plan of Subdivision.

### **BACKGROUND:**

Lot 7 Struthers Street is on the Corner of Struthers and Carey Street. It has an area of 2031m<sup>2</sup> and is occupied by a dwelling and associated outbuildings (2 sheds and a carport) with access off Carey Street. The land slopes from the corner of Struthers and Carey Streets at contour 88m to the northern boundary (Lot 103 Carey Street) at the 85m contour.

Access to propose Lot 2 is off Carey Street and with new access required for proposed lot 1 off Struthers Street.

### **COMMENT:**

The subdivision seeks to create two (2) lots of 1016 (Lot 1) and 1015 (Lot 2). The land is zoned Residential R10/15 under the Scheme where Clause 5.2.3 applies:

*5.2.3 Where a split density coding is indicated for a particular area shown on the Scheme Map, development for residential use shall conform to the lower density code, except where the subject land is connected to a reticulated sewerage system, in which case the higher density code is to prevail.*

Under the Residential Planning Codes ('R Codes') the minimum lot area is either 580m<sup>2</sup> 875m<sup>2</sup> with average of 1000m<sup>2</sup> (R10) or 580m<sup>2</sup> with average of 666m<sup>2</sup> (R15). As Clause 5.2.3 of the Scheme provides, the difference in the minimum lot area under the Scheme relates to the provision of sewer. In this regard, the land has Water Corporation sewer in the street and the proposed lot size exceeds the minimum requirements. Having regards to the contour of the land, the positioning of the existing development/infrastructure and the vegetation, the proposed lot sizes are appropriate.

As there is sewer available in Struthers Street, connection is required for both lots. However, it should be noted that the land slopes away from the sewer and

a private pump station maybe required. Additionally, the subdivision will increase the stormwater run off and due to contours this would result in proposed lot 2 discharging over proposed lot 1 and/or both lots discharging over neighbouring lots. The existing dwelling and any new dwelling on proposed lot 1 would necessitate stormwater being contained on site and/or discharged to an approved outlet, in this case the road drainage in Struthers Street or easements being provided.

Access to both lots would normally be from Struthers. The current buildings on proposed lot 2 have been orientated that Struthers Street is the primary frontage. However, access to proposed lot 2 has existing access from Carey Street and which would prevail as existing use. Both access ways should be sealed to the same standard of the streets.

The Subdivision is in accordance with the Residential Planning Codes and Local Planning Scheme No3.

**STATUTORY ENVIRONMENT:**

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

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATION:**

That Council advise the WAPC as follows:

No objection to Subdivision referral No. WAPC 140078 subject to the following conditions:

1. Suitable arrangements being made with the Water Corporation so that provision of a suitable water supply service will be available to lots shown on the approved plan of subdivision.
2. Suitable arrangements being made with the Water Corporation so that provision of a sewerage system service will be available to the lots shown on the approved plan of subdivision.
3. Existing on-site effluent disposal system is to be decommissioned in accordance with the Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974. A pump-out receipt from a

- licensed liquid waste contractor is to be provided to the local government as proof of decommissioning.
4. Stormwater being contained on-site, or connected to the local road drainage system after passing through an appropriate water quality improvement device and/or easements being provided.
  5. Arrangements being made with the local government for the upgrading and construction of crossovers to the same standard of the street at the owners/developers cost. This approval should not be construed as an approval to construct vehicular crossovers. Prior to commencement of construction of vehicular crossovers all necessary approvals should be attained from local government.
  6. The Commission's approval to the subdivision should not be construed as an approval to development on any of the proposed lots.

#### **8221 DEAN/BOULTER**

That Council advise the WAPC as follows:

No objection to Subdivision referral No. WAPC 140078 subject to the following conditions:

1. Suitable arrangements being made with the Water Corporation so that provision of a suitable water supply service will be available to lots shown on the approved plan of subdivision.
2. Suitable arrangements being made with the Water Corporation so that provision of a sewerage system service will be available to the lots shown on the approved plan of subdivision.
3. Existing on-site effluent disposal system is to be decommissioned in accordance with the Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974. A pump-out receipt from a licensed liquid waste contractor is to be provided to the local government as proof of decommissioning.
4. Stormwater being contained on-site, or connected to the local road drainage system after passing through an appropriate water quality improvement device and/or easements being provided.
5. Arrangements being made with the local government for the upgrading and construction of crossovers to the same standard of the street at the owners/developers cost. This approval should not be construed as an approval to construct vehicular crossovers. Prior to commencement of

construction of vehicular crossovers all necessary approvals should be attained from local government.

6. The Commission's approval to the subdivision should not be construed as an approval to development on any of the proposed lots.

**CARRIED 7/0**





AGENDA NUMBER: 10.3  
SUBJECT: Holberry House – Temporary Camping Ground/Caravan Park  
LOCATION/ADDRESS: No 14 Grange Road, Nannup  
NAME OF APPLICANT: Louise and Chris Stokes  
FILE REFERENCE:  
AUTHOR: Manager Development Services  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 14 July 2009

### **BACKGROUND:**

Application has been made by Louise and Chris Stokes of Holberry House to utilise their lower gardens for 20 camping bays to cater for the Nannup Music Festival over the period, Friday 26 February to 1<sup>st</sup> March 2010. The applicant has agreed to provide ablution facilities and refuse collection as required.

Holberry House is an existing tourist attraction used for accommodation (lodging house) and functions. It has dual access from Grange Road and Dunnet Road and covers nearly 2 hectares. It also has a small swimming pool and well developed gardens.

### **COMMENT:**

Overflow camping is permitted per Council Policy TRS 2 in the vicinity of the old Hockey Ground near the Recreation Centre. As the application relates to land outside the area designated for overflow camping within Council Policy TRS 2, the need for a specific Council approval for the event is required.

Council has approved other areas for temporary camping at the Foreshore Park last year and some time ago for the Loose Goose Chalets to accommodate a motorcycle group.

From a planning perspective, the property is zoned "Residential" and accordingly the use as a camping ground or Caravan Park would not be a permitted as they are "*a use that is not permitted by the Scheme*". Council may consider this application as "temporary" and that the Local planning Scheme is not applicable. The Caravan Parks and Camping Grounds Regulations 1997 s11 (1) (a) permits "*for up to 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy...*" This could be interpreted to permit the owners of Holberry House to provide permission to people to camp on their premises. However, it may also be interpreted that the expectation that the campers have a legal right to the property.

The environmental impact of this activity relates in the main to noise generated by campers and associated traffic noise, provision of temporary ablutions and waste disposal. These can be mitigated through the use of management agreement. Conditions such as no alcohol permitted, operating times, provision of temporary ablutions and provision of a fire safety/evacuation plan.

It is noted that the application is for 26 February to 1<sup>st</sup> March 2009, however to ensure no more than three consecutive nights the approval is for three nights 26 – 28 February 2009 inclusive.

The decision to permit the temporary camping and caravan park rests on the use of "private" land and organisation to provide additional facilities and that the shortfall justifies the facilities being provided over the Nannup Music Festival.

There are no operational concerns that can not be addressed and therefore approval is recommended.

**STATUTORY ENVIRONMENT:**

Caravan Parks and Camping Grounds Act 1995;  
Caravan Parks and Camping Grounds Regulations 1997

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATION:**

It is recommended that Council:

Council grant approval for the Louise and Chris Stokes to provide camping facilities during the music festival weekend for the nights of 26-28<sup>th</sup> February 2010 subject to:

- a. Completion of a Councils Events Risk Management Procedure including the provision of a fire safety and evacuation plan.
- b. Provision of temporary ablution facilities in accordance with the Caravan Parks and Camping Grounds Regulations 1997.
- c. Adequate temporary lighting being provided.
- d. The facility being managed to ensure that there is no nuisance created to neighbouring residents. No alcohol to be permitted and all campers' activities to cease by 11pm.



- e. All vehicular traffic to be contained on the property.

**8222 PINKERTON/BIRD**

It is recommended that Council:

Council grant approval for the Louise and Chris Stokes to provide camping facilities during the music festival weekend for the nights of 26-28<sup>th</sup> February 2010 subject to:

- a. Completion of a Councils Events Risk Management Procedure including the provision of a fire safety and evacuation plan.
- b. Provision of temporary ablution facilities in accordance with the Caravan Parks and Camping Grounds Regulations 1997.
- c. Adequate temporary lighting being provided.
- d. The facility being managed to ensure that there is no nuisance created to neighbouring residents. No alcohol to be permitted and all campers' activities to cease by 11pm.
- e. All vehicular traffic to be contained on the property.

**CARRIED 7/0**

AGENDA NUMBER: 10.4  
SUBJECT: Policy WRK 2 Disposal of Verge Timber  
LOCATION/ADDRESS:  
NAME OF APPLICANT:  
FILE REFERENCE:  
AUTHOR: Chris Wade – Works Manager  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 13 July 2009

**BACKGROUND:**

Council's Policy WRK 2 Disposal of Verge Timber has not been reviewed since August 2004 and is as follows.

## Disposal of Verge Timber

**WRK 2**

1. Council reserves the right to retain any timber for its own purposes.
2. Any salvaged timber surplus to Council requirements will be offered for sale on a first come first served basis.
3. Salvaged timber will be sold at \$20 per m<sup>3</sup> + GST, subject to changes in the Consumer Price Index.
4. Salvaged timber to be stockpiled on site if a suitable stockpile area is available that will not present a hazard for road users or impact on the construction area.
5. If a suitable stockpile area is not available, salvaged timber to be transported to the Shire Depot as backloads at the end of each days clearing operations.
6. Timber may be milled on site or at the East Nannup Shire Depot provided that the milling operations do not present a hazard to road users or impact on the operations of Council's works.
7. Mill operators shall remove all off-cuts and debris at the completion of milling. Mill operators shall pay a clean-up bond of \$100 which is refundable upon satisfactory clean up of the milling area.

Signed:

Dated 27 August 2009

*Policy Adopted at a Council meeting on 24 September 1992.  
Policy Reviewed at a Council meeting on 22 January 2004.  
Policy Reviewed at a Council meeting on 26 August 2004.*

**COMMENT:**

Council's Delegation 64 Disposal of Verge Timber was reviewed and altered in November 2008 which requires Policy WRK 2 to be changed accordingly to reflect the delegation.

<b>DELEGATION NUMBER</b>	- <b>64</b>
LEGISLATIVE POWER	- Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	- Disposal of Verge Timber
DELEGATE	- Chief Executive Officer

The Chief Executive Officer is delegated authority to dispose of all surplus wood arising from roadside clearing in the following circumstances:

- There is to be no consideration (money) paid for timber.
- Council declines any liability in respect of people accessing timber utilising their own equipment and machinery.
- Timber can be removed in an orderly manner on a first come first serve basis under the direction of Council's Works Manager.
- Any timber removed is to be removed from site by the person requesting.

*Adopted at a Council Meeting on 22 July 1999.  
Reviewed at a Council Meeting on 26 October 2000.  
Reviewed at a Council Meeting on 22 November 2001.  
Reviewed at a Council Meeting on 22 September 2005.  
Reviewed at a Council Meeting on 26 July 2007.  
Reviewed at a Council Meeting on 27 November 2008.*

The recording of the exercising of this power of delegation shall be kept on the relevant road file where the timber has been cleared.

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:** Policy WRK 2 changes to reflect Delegation 64

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

Signed:

Dated 27 August 2009

**RECOMMENDATION:**

That Council amend Policy WRK 2 Disposal of Verge Timber to

## **Disposal of Verge Timber**

### **WRK 2**

The Chief Executive Officer is delegated authority to dispose of all surplus wood arising from roadside clearing in the following circumstances:

- There is to be no consideration (money) paid for timber.
- Council declines any liability in respect of people accessing timber utilising their own equipment and machinery.
- Timber can be removed in an orderly manner on a first come first serve basis under the direction of Council's Works Manager.
- Any timber removed is to be removed from site by the person requesting.

### **8223 LORKIEWICZ/DEAN**

That Council amend Policy WRK 2 Disposal of Verge Timber to

## **Disposal of Verge Timber**

### **WRK 2**

The Chief Executive Officer is delegated authority to dispose of all surplus wood arising from roadside clearing in the following circumstances:

- There is to be no consideration (money) paid for timber.
- Council declines any liability in respect of people accessing timber utilising their own equipment and machinery.
- Timber can be removed in an orderly manner on a first come first serve basis under the direction of Council's Works Manager.

Signed:

Dated 27 August 2009

- Any timber removed is to be removed from site by the person requesting.

**CARRIED 7/0**

Mr Rob Paull left the meeting at 5.23pm.

Signed:

Dated 27 August 2009

AGENDA NUMBER: 10.5  
SUBJECT: Extraordinary Council Member Vacancy  
LOCATION/ADDRESS:  
NAME OF APPLICANT: Shire of Nannup  
FILE REFERENCE: ADM 2  
AUTHOR: Shane Collie – Chief Executive Officer  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 8 July 2009

**BACKGROUND:**

Councillor Robert Taylor resigned following the June 2009 Council meeting effective immediately (25 June 2009).

**COMMENT:**

There would appear to be little point in calling an extraordinary election to fill the vacancy with normal elections scheduled for October 2009.

**STATUTORY ENVIRONMENT:**

The Local Government Act 1995 Section 4.16 (4) states that if a member's office becomes vacant after the third Saturday in January in an election year, but before the third Saturday in July in that election year, the council may, with the approval of the Electoral Commissioner, fix the ordinary elections day in that election year as the day for holding any poll needed for the extraordinary election to fill that vacancy.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

There would be a cost saving by holding the election for the extraordinary vacancy at the same time as the ordinary elections. The cost would be mainly staff time on the election day and in preparing for the extraordinary election.

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATION:**

That Council seek the approval of the Electoral Commissioner to hold over filling the extraordinary vacancy on Council until the October 2009 ordinary election day.

**8224 LORKIEWICZ/CAMARRI**

That Council seek the approval of the Electoral Commissioner to hold over filling the extraordinary vacancy on Council until the October 2009 ordinary election day.

**CARRIED 7/0**

AGENDA NUMBER: 10.6  
SUBJECT: Donnelly River Huts  
LOCATION/ADDRESS: Lower Donnelly River  
NAME OF APPLICANT: Lower Donnelly River Conservation Association  
FILE REFERENCE: ADM 16  
AUTHOR: Shane Collie – Chief Executive Officer  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 7 July 2009

Attachment: Letter from Lower Donnelly River Conservation Association.

### **BACKGROUND:**

As previously advised through recent Council Information reports, the Lower Donnelly River Conservation Association (LDRCA) are seeking Council's support for the retention of a number of "huts" along the lower banks of the Donnelly River.

There are 43 huts in total near the mouth of the Donnelly River. 9 of the huts are on the south side of the river and hence in the Shire of Manjimup (as the boundary is the high water mark of the south bank) with the remaining 34 huts on the north side in the Shire of Nannup. The land tenure is National Park with management by the Department of Environment and Conservation (DEC).

Council collects no rates and provides no services to this site. Council has however been lobbied to take a position on this matter which could result in some community benefit as well as assisting the group who has approached Council.

### **COMMENT:**

The draft D'Entrecasteaux Management Plan which is to be the overarching statutory document guiding the area was developed in 2005 however despite nearly 4 years since the closure of submissions, the plan is yet to be formalised. It is understood the Donnelly River huts remains one of the unresolved issues holding up adoption of the plan.

The LDRCA has lobbied the Minister for the Environment who visited the area on Friday 3 July 2009. Representatives from the Department of Environment and Conservation and the shires of Nannup and Manjimup also attended. This Council was represented by the Shire president and Chief Executive Officer.

The LDRCA is seeking to legitimise the existing huts through the following:

1. Legitimise existing dwellings,
2. A 21year lease plus options,

Signed:

Dated 27 August 2009



3. Wish that the huts be transferrable,
4. The ability to sub let, and
5. That the State Government not remove or demolish the huts at the expiration of the proposed management plan (6 years after signing).

The following table is adapted from a preliminary assessment of the huts undertaken by the Shire of Manjimup. Relevant sections have been altered to reflect the specific circumstances for Nannup, where as other sections are the same for both shires and have not been altered.

	Comment
<b>Agreed heritage value</b>	<p>The Donnelly River huts are not contained in the Shire of Nannup Municipal Heritage Inventory.</p> <p>Notwithstanding the absence from the inventory, the huts clearly have a strong historical connection with early residents and the collective site (the majority of which is in this Shire) should be considered.</p> <p>The huts are generally of good appearance and have been sympathetically located in the environment.</p>
<b>Meet Health requirements</b>	An inspection of each hut would be required to satisfy this condition. The inspection would extend to effluent disposal, water and general design / construction.
<b>Meet Building requirements</b>	An inspection of each hut would be required to satisfy this condition.
<b>Available to the broader community</b>	<p>The proposal by the Association seeks to address community access in two ways;</p> <ol style="list-style-type: none"> <li>1. Provision of a public area with a shelter, and</li> <li>2. Allowing hut owners the right to sub let their huts for short term hire.</li> <li>3.</li> </ol> <p>It is believed that these measures would practically address concerns that Donnelly River precinct is exclusive to people with no legal right to the land and who paid nothing for the privilege of placing a holiday hut on the land.</p> <p>Developing a day use and perhaps basic overnight facilities is seen to be fundamental to the principle of public access. Currently there is no suitable facility which promotes ad hoc and</p>

	<p>inappropriate use by day visitors. In particular, toilet and waste facilities are absent.</p> <p>The requirement for each individual hut to be available to the public is not considered practical given the separation of responsibility for management and maintenance from the user. Greater public access could be gained by formalising the current practice of lending a hut to others when not being used. A register of hut owner contacts managed by the Association would assist.</p> <p>A further option is that the LDRCA "hand over" one or two huts for community use as a condition of retaining private use of the remaining huts. This could be done by negotiation such as when one of the current "owners" no longer desire use of their hut. There would be maintenance, management and booking issues that would need to be addressed if this option was pursued.</p>
<b>Effectively managed</b>	<p>Responsibility for overseeing and implementation of the management plan needs to be clarified.</p> <p>As mentioned above, maintenance of the public access area and maintenance of a hut owners contact list is a function that may be best undertaken by the Association.</p> <p>Ultimately, the land is under DEC control and management of that land will be a matter for the DEC.</p>

### Shire of Manjimup position

The Shire of Manjimup position is as follows:

*"That Council;*

- 1. Advise the Minister for the Environment of Councils preference for the 43 huts near the mouth of the Donnelly River to be legitimised by way of long term lease rather than removed through the enactment of the state squatters policy.*
- 2. Reiterate the previous resolution requiring;*

Signed:

Dated 27 August 2009

- a. *All huts to meet Health requirements,*
- b. *All huts to meet Building requirements,*
- c. *A public access facility be developed including toilets and a shelter, and*
- d. *Management arrangements exist for promotion of access to short term rental of huts and maintenance of public access facilities."*

It is preferable given that there are two shires involved that the positions of the shires be the same or very similar. This is desirable in terms of giving a non conflicting position to the Minister for the Environment and DEC, as well as providing a consistent message to the LDRCA.

Given that Council has not previously had a position on this issue there is no existing guidance as to what direction Council wishes to take. There are however some clear guiding principles contained in the table above which are recommended that Council consider regarding this matter. Those principles, particularly that relating to "availability to the broader community" do not differ significantly from what the hut owners want nor the Manjimup Shire position. These principles are contained in the recommendation to this report.

The LDRCA's first preference is for the retention of the huts by an extended (say 21 year) lease under the National Park Management Plan. Council would have no role in that as it is a matter between the Minister (DEC) and the association. This appears reasonable with some qualification being that a community use component be worked into the lease. This could take a number of forms such as constructing a camping shelter or day use site near the river mouth or having one or two of the huts available for community use. There are some management issues that would need to be worked through with the association and DEC in this regard.

There was a fallback position that the LDRCA have which was the possibility of excising part of the park and having it vested with the shire(s) and suitable lease arrangements being put in place. This option is not explored any further as there has been no formalisation of an approach in this regard and it is unlikely to be the preferred option of either local government nor the LDRCA.

#### **STATUTORY ENVIRONMENT:**

Statutory jurisdiction in relation to activities occurring within the Department of Environment and Conservation estate (Crown Land) is not absolutely clear though matters such as this have previously not seen any responsibility fall to this Council. Council has not obtained any legal advice in this regard.

The Shire of Manjimup have indicated that advice from the Department of Health requires statutory enforcement over occupiers of the Crown (as opposed to the

Crown itself) and that there is an enforcement obligation applicable. The Shire of Manjimup has adopted a policy in respect of matters such as this:

*"Council Policy 1.2.4 "Council Responsibility on Crown Land" states there is a presumption that Council will not take action under authority of various Acts in relation to various activities occurring within CALM estate (ie National Park, State Forest or Crown Reserves)."*

The Shire of Nannup has no such policy and if Council was to enforce the requirements of the Health Act 1911 and the Building Code of Australia 2006, a minimum habitable standard would need to be applied to the huts. In this context it is likely that considerable work would be required on some of the huts to raise them to a suitable standard. This is likely to come at significant cost to the owners. Additionally if the properties were legitimised, then potentially they would be subject to rating.

It is recommended that the Department of Environment and Conservation take full responsibility for the legislative compliance of the buildings in question.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATION:**

That Council advise the Minister for the Environment and the Lower Donnelly River Conservation Association that it has no objection to the 43 huts located on crown land near the mouth of the Donnelly River being legitimised by way of a long term lease through the Department of Environment and Conservation (say 21 years) and recommends the following conditions as part of that lease:

- All huts should comply with the Health Act 1911.
- All huts should meet the requirements of the Building Code 2006.
- Consideration be given to the development of a public access facility including toilets and a shelter as well as making available one or two of the huts for community/public use, with suitable management arrangements being put in place between the Department of Environment and Conservation and the Lower Donnelly River Conservation Association.

## **8225 PINKERTON/LORKIEWICZ**

Councillor Dean left the meeting at 5.26pm.

Councillor Dean returned to the meeting 5.28pm.

*That Council advise the Minister for the Environment and the Lower Donnelly River Conservation Association that it has no objection to the 43 huts located on crown land near the mouth of the Donnelly River being legitimised by way of a long term lease through the Department of Environment and Conservation (say 21 years) and recommends the following conditions as part of that lease:*

1. All huts should comply with the Health Act 1911.
2. All huts should meet the requirements of the Building Code 2006.
3. Consideration be given to the development of a public access facility including toilets and a shelter as well as making available one or two of the huts for community/public use, with suitable management arrangements being put in place between the Department of Environment and Conservation and the Lower Donnelly River Conservation Association.
4. That the Department of Environment and Conservation be responsible for the administration of points 1, 2 and 3 above.

**CARRIED7/0**

# LOWER DONNELLY RIVER CONSERVATION ASSOCIATION

3/7/09 Meet

6 Mottram Street  
MANJIMUP WA 6258

Tel: 08) 9777 1974  
Fax: 08) 9777 2662

SHIRE OF NANNUP RECEIVED			
Ref: AOM16	No. 334		
20 MAY 2009			
GEO MCS WM MDS	AO EO CDO CR:	LIB PUB	FMO YO RO

19<sup>th</sup> May, 2009

BD, SL + MB

Shire of Nannup  
Attn: Barbara Dunnett  
Post Office  
NANNUP WA 6275

Dear Barbara,

**Re: LOWER DONNELLY RIVER CONSERVATION ASSOCIATION**

I refer to previous discussions with regard to the Lower Donnelly River Conservation Association and in particular to the visit held at your Office between yourself and Shane Collie representing the Shire of Nannup and myself, Tony Ryan and Derrise Grbavac representing the Donnelly River Assoc.

I would like to take this opportunity to thank you for your time and attention to this matter. It is noted that you wish to discuss the Donnelly River issue at the next meeting.

In that regard the Association would like support in relation to the following points:

- (i) legitimise existing dwellings,
- (ii) a twenty-one (21) year lease plus options,
- (iii) we would wish that the huts be transferrable,
- (iv) the ability to sub-let,
- (v) that the current Government not enforce the State Government to continue with the removal or demolition of the huts at the expiration of the proposed Management Plan.

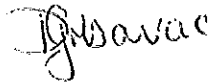
The Association does have and intends to continue to have an excellent working rapport with the Department of Conservation situated at Pemberton.

The Donnelly River Association is also more than prepared to work with DEC with a view to developing a public access shelter and in that regard a proposed plan is attached.

Also attached is a copy of the proposed boat launching area as developed by DEC which the Association has offered its support by way of machines and man power should the need arise.

Should you have any further queries please do not hesitate to contact myself on 9776 0627 or 0427 771 922.

Kind Regards,

A handwritten signature in cursive script, appearing to read "P. Wood".

PETER WOOD  
CHAIRMAN

Encl.2





## **LOWER DONNELLY RIVER CONSERVATION ASSOCIATION**

**Re: Proposed Camping Shelter at Luff's Camp.**

**A proposal is being considered by the above association in consultation with DEC to construct a sheltered building to accommodate campers at Luff's Camp.**

**At present the site is used regularly throughout the year. More frequently at Xmas, Easter and long weekends, sometimes in excess of ten campers at any one time.**

**The facility to be provided would easily fit into the existing cleared site without causing any damage to native vegetation or established sand dunes. The building could be made in modular format to increase the size or alter the layout to suit particular needs. Main construction would be from bush poles or steel columns. Probably the latter because transport to the site needs to be considered.**

**Prefabrication of the steel and timber structure could be done prior and simply transported down the river and assembled on site. As shown on the plan the layout is quite simple but practical, in that the building can be constructed requiring minimal future maintenance. i.e. colourbond roof and walls, reeded decking to floor area, roof timbers concealed from weather.**

**Possible consideration could be given to allow for a rain water tank to be fitted and also toilet facilities.**

**As this is only a proposal, any comments on construction or layout would be appreciated.**



AGENDA NUMBER: 10.7  
SUBJECT: Shop Local Campaign  
LOCATION/ADDRESS:  
NAME OF APPLICANT: Business Initiative Group Nannup  
FILE REFERENCE: ASS 4  
AUTHOR: Shane Collie – Chief Executive Officer  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 8 July 2009

Attachment: Letter from Business Initiative Group Nannup.

**BACKGROUND:**

The newly formed Business Initiative Group Nannup (BIGN) is developing a "Shop Local" campaign aimed at supporting local business and the economy of the community.

**COMMENT:**

Councillors may recall that the Nannup Business Association has been dormant for a number of years. This newly formed group hopefully will fill that void which is much needed in a small community. In this regard Council is advised to offer support to the group in reasonable requests that may arise from time to time.

The present request is seeking support for the "Shop Local" campaign by including information on the campaign with the distribution of rates notices.

Council would not normally include information with rates notices that was advertising or of a commercial nature unless it was a sponsor for a rate prize or the like. In this instance the campaign is across all local businesses and it is not considered advertising, rather as a promotion for businesses based in the community. The request is considered reasonable and is supported.

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATION:**

That Council consent to the inclusion of information promoting a "Shop Local" campaign by the Business Initiative Group Nannup being included with the mail out of rates notices for the 2009/10 financial year.

**8226 PINKERTON/BIRD**

That Council consent to the inclusion of information promoting a "Shop Local" campaign by the Business Initiative Group Nannup being included with the mail out of rates notices for the 2009/10 financial year.

**CARRIED 7/0**

Signed:

Dated 27 August 2009

Business Initiative Group Nannup  
PO Box 48  
Nannup 6275

Shane Collie  
CEO  
Shire of Nannup  
Adam St  
Nannup  
1<sup>st</sup> July 2009

Dear Shane,

1. As you are aware, the Business Initiative Group Nannup (BIGN) has recently formed in Nannup to foster and promote local businesses specifically and therefore help the community also prosper. The objects of the association are to:
  - 3.1 To create and provide opportunities for the Nannup business community to promote and prosper
  - 3.2 To establish information channels within and outside the Nannup business community
  - 3.3 To create joint promotional and cross-marketing opportunities
  - 3.4 To ensure that all businesses in the Nannup community can have access to economic opportunities.
  - 3.5 To attract business to the region via presence of a cohesive and active business group
  - 3.6 To establish a voice for the business community to the shire and other relevant organizations.

The BIGN is developing a 'Shop Local' campaign that will highlight the benefits to ratepayers by supporting their community and keeping the money local. We anticipate increased sales for businesses, a more cohesive business community and flow on effects for the community such as rewards for shopping in Nannup and increased sponsorship of events.

We are seeking Council support for this community campaign by including information with the rates notices, that will highlight the benefits of 'shopping locally' for businesses and the on going effects for the community in general.

Thankyou for your consideration of this matter,

Yours sincerely,  
Laraine Raynel  
Chairperson BIGN.

BIGN Steering Committee  
Athie Chambers, Avis Wiegele, Louise Stokes, Phil Laird, Cheryle Brown.

<p>AGENDA NUMBER: 10.8  SUBJECT: Strategic and Organisational Review  LOCATION/ADDRESS:  NAME OF APPLICANT: Shire of Nannup  FILE REFERENCE: PSN 14  AUTHOR: Shane Collie – Chief Executive Officer  DISCLOSURE OF INTEREST:  DATE OF REPORT: 8 July 2009</p>
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Attachments:

1. Draft Strategic and Organisational Review Report has been separately circulated.
2. Memorandum from Council's Manager Development Services on Planning/Building Issues (D2).
3. Draft Organisational Risk Management Strategy (D6).

### BACKGROUND:

Council at its December 2008 meeting passed the following resolution:

*"In light of the downturn in the economy following the global monetary situation, I move that Council re-examines the Strategic Plan for the next 5 years in the areas of:*

*Core Business – what is the core business? Any strategies to manage them more effectively?*

*Financial – any opportunities to prune/improve efficiency?*

*Staff mix – is it in line with what needs to be achieved?"*

Vern McKay LG Services was contracted to provide a report to Council on this matter. That report has now been finalised and would have been informally presented to Council on Monday 20 July 2009. The draft report was referred to by way of update at Council's Information Session in February and June 2009.

As reported in June 2009 recommendations are primarily in the following areas:

- Identification of Core Business and Discretionary Business Activities.
- Organisational Risk Assessment.
- User Pays Principle/Cost Recovery.
- Subsidisation of Organisations by Council.
- Rating Capacity.
- Governance Costs/Committees.
- Town Planning Resources.
- Organisational Staff Structure.
- Relieving Officers.

**COMMENT:**

The report recommendations are grouped into distinct areas with officer comment following each recommendation. Where recommendations are agreed with they are carried forward to the overall recommendations to this report. Where they are not agreed with or there are changes suggested these are noted. There are also additional officer recommendations contained in a separate heading (E) toward the end of this report.

It is assumed that all elected members have read and understood the report including the background detail which led to the formulation of the recommendations.

**REPORT RECOMMENDATIONS****Part A – General**

- A1 That the Council identifies strategies to stimulate and support the local economy that do not include staff redundancies.

**Officer Comment:**

The recommendation is somewhat vague in its application and ironically is not considered “core business” of Council. Market forces are the prime stimulus of local economies. Additionally Council continually is looking at opportunities to stimulate and support the economy and this occurs as a matter of course. Most recent example was the proposal to develop a growth strategy for the light industrial area which was discontinued after funding was not available and market forces intervenes in a positive manner.

A definitive statement on staff redundancies is also not favoured as it locks Council into a set position that it could find difficult to honour. Additionally staff employment matters are not the responsibility of Council.

This recommendation is not supported.

- A2 That given the Minister for Local Government's proposal to restructure local government, the Council not prune expenditures or reduce service levels at this time to ensure that the Shire's current position is not weakened in the face of potential amalgamation with other local government districts.

**Officer Comment:**

The recommendation is supported with the qualification that such a statement is not definitive. For example Council has had to prune some expenditure areas and service levels in the current budget, and generally looks at all areas each year.



## Part B – Core Business

- B1 That the Council adopts the position that as well as performing statutory roles and subject to legislative constraints, *core business* for the Shire of Nannup is whatever the Council decides that it wants to focus on to achieve its Vision and Mission.

### Officer Comment:

The recommendation is not supported in its current form, though the principle is. The replacement recommendation seeks to strengthen the position by including the table which readily identifies the areas of core or statutory business and states them as being highest priority for resource allocation.

Adopting this position provides clear direction to staff, the community, and to external entities that Council's role and function commences with the tasks it has to undertake, and concludes with those that it would like to undertake.

## Part C – Forward Plan 2008/09 – 2012/13 Review

- C1 That the Council adopt the principle the future rate increases should be at or above CPI and more closely linked to the LGCI given that the latter has more relevance to local governments' costs

### Officer Comment:

Note the LGCI is the Local Government Cost Index and is produced by WALGA similar to the Consumer Price Index (CPI). The LGCI has generally been a few percent higher than the CPI due in the main to business factors that impact on local government more so than other industries such as regulation, distance and the exposure to non profitable service provision.

This recommendation should be strengthened to state that Council actively seek to achieve the Grants Commission overall assessed rate capacity by reasonable incremental rate increases.

As stated at the June 2009 Council meeting Council has been advised by a number of different sources that it is rating too low. These sources include the independent Grants Commission, consultants Mr Ray Hadlow and Mr Vern Mc Kay, and by Council's own staff employed to advise on matters such as this.

Mr Hadlow states:

*"...a major issue for the future of the Shire's grant is the potential for increase in the Shire's property values and growth in the number of properties, both of which will reduce the Shire's grant need."*

The implication being that Council's external grants will drop if it does not increase its rating effort.

Mr McKay states:

*"The implications of the above on any future structural reform (amalgamation) are obvious with rates potentially doubling."*

The conscious disregarding of clear independent factual data is not supported by Council officers and leaves Council vulnerable to challenge on a number of fronts. Council's credibility is potentially reduced in the eyes of a range of stakeholders including its own staff, the community (as pointed out by Mr Hadlow) and by external bodies seeking structural reform if it chooses to not attempt to reach its rating capacity.

- C2 That the Council review the relativities in rate contributions from the GRV and UV sectors to bring these more in line with the Local Government Grants Commission's assessment of the shire's rating capacity and with rates levied by neighbouring and regional local governments.

Officer Comment:

This recommendation is strongly supported and the same comments in C1 above apply.

- C3 That the Council increase the rate collection target to 98% in line with what has been achieved historically.

Officer Comment:

This recommendation is not required and this statement should be removed from Council's Forward Plan. The statement is not needed as Council statutorily collects 100% of rates with any unpaid being levied as a charge on the land and recouped in due course.

The 98% is a reference only to the collection year and does not impact on how rates are collected or the action taken in collecting them. For example officers are not instructed to "take all steps" to achieve the 98% benchmark by 30 June in any given year and it would be administratively cumbersome and costly to do so. Various fees and penalties apply to late ratepayers.

By not adopting this recommendation there will be no impact in the method of rate collection or the amount of rates collected in any given year.

- C4 That the Council reviews its participation in and attendance at conferences in 2009/10.

Officer Comment:

This recommendation is not required as it has already occurred. It is however recommended that Council members, particularly any that may be newly elected in October 2009, attend training in appropriate areas in order to develop adequate skills to undertake their role. Not undertaking training is self limiting in its application to providing good governance in the district and this principle is carried into replacement recommendation C4.

- C5 That the current liability for long service leave be reviewed on an annual basis to ensure that the amount transferred to Reserve Funds is adequate.

Officer Comment:

This recommendation is supported even though this action already occurs.

- C6 That the 5-year Councillor and Office Equipment Replacement program be reviewed on an annual basis to ensure that the amount transferred to Reserve Funds is adequate.

Officer Comment:

This recommendation is supported even though this action already occurs.

- C7 That the Council develops a policy on contributions to aged persons' accommodation to support future expenditures on this activity.

Officer Comment:

This recommendation is supported.

- C8 That the annual contract for tip site maintenance be reviewed to ensure that this reflects the reduced work of the contractor since introduction of kerb-side recycling.

Officer Comment:

This recommendation is supported with the addition of a broader scope for the contract review to include other aspects of the contract operation including but not limited to:

- Application of user pays principle.

- Viability of person on gate if insufficient fees collected.
- Operation Times.
- Scope of recycling activities.
- Contract term and penalties if altered.

Additionally, despite the theory being correct, It is also unclear how the introduction of recycling has impacted (reduced) the workload of the contractor – this is important to form part of the contract review.

- C9 That the Council adopts a user-pays principle in recovering the cost of waste management to recover 100% of costs involved from household rubbish collection fees, recycling fees and tipping fees.

Officer Comment:

This recommendation is supported and would include a review of the total cost of the facility (operating and capital) and the collection and disposal of all waste.

- C10 That the Council review all land fill tipping fees to levels comparable to neighbouring local governments to achieve a reasonable recovery of costs and discourage dumping of waste from outside of the district.

Officer Comment:

This recommendation is supported with tipping fees set to recover total cost including operating and capital.

- C11 That the Council adopts maximum fees permitted by regulations for all planning and development applications.

Officer Comment:

This recommendation is supported based on a tracking system to attribute actual costs against a particular development.

- C12 That the Council reviews the number of public toilets open to the public at any one time to minimise cleaning costs.

Officer Comment:

This recommendation is supported with some amendment.

It is proposed that with the completion of new ablution facilities at the Nannup Amphitheatre, the Riversbend Caravan Park and the proposed TimeWood Centre, that a review of the number of ablution facilities and their use be undertaken. Such a review would determine if it is viable to retain some of the older ablution facilities particularly those in close

proximity to the new ones. Opening times can be assessed as part of that review.

- C13 That the Council reviews fees and charges for the town hall to maximise the return on this asset.

Officer Comment:

This recommendation is supported.

- C14 Where hire fees are waived, the value of this be recorded as income for the town hall and a donation expense against Members of Council.

Officer Comment:

This recommendation is supported.

- C15 That the Council reviews fees and charges for the recreation centre to cover day to day cleaning and utility costs as a minimum and to maximise the return on this asset.

Officer Comment:

This recommendation is supported.

- C16 Where hire fees are waived, the value of this be recorded as income for the recreation centre and a donation expense against Members of Council.

Officer Comment:

This recommendation is supported.

- C17 That before purchasing any new major plant items, the Council reviews utilisation of all plant to determine if use of plant can be maximised and whether there are alternatives to purchase that will provide more economical benefits for the Shire.

Officer Comment:

While the plant committee already undertakes due diligence prior to making any recommendation on purchase to Council, this principle is acknowledged and supported.

- C18 That the Council reviews the lease arrangements for the caravan parks to maximise the return on these assets.

Officer Comment:

This recommendation is supported with a pointer being added that this review is financially based and does not represent a review of the operational aspects of the lease, which is the subject of a separate process.

- C19 In the event that commercial lease fees are not recovered, the value of this be recorded as income for the caravan parks and a donation expense against Members of Council to reflect greater transparency in this arrangement.

Officer Comment:

This recommendation is supported with the inclusion of an additional sentence as follows:

*"That an annual financial statement be produced and submitted to Council which includes the total of any commercial lease payments forgone/waived, along with any capital or operating expenditure incurred by Council in the preceding 12 month period."*

- C20 That in finalising future budgets, the public works overhead amount shown as allocated be reconciled with actual amounts allocated across all programs.

Officer Comment:

The matter is an operational issue and does not require Council endorsement. It is intended to action the recommendation.

- C21 That public works overheads rates be reviewed at least quarterly to ensure that overheads are allocated appropriately.

Officer Comment:

The matter is an operational issue and does not require Council endorsement. It is intended to action the recommendation.

- C22 That in finalising future budgets, the plant operating cost amount shown as allocated be reconciled with actual amounts allocated across all programs.

Officer Comment:

The matter is an operational issue and does not require Council endorsement. It is intended to action the recommendation.

- C23 That plant operating cost rates be reviewed at least quarterly to ensure that plant costs are recovered.

Officer Comment:

The matter is an operational issue and does not require Council endorsement. It is intended to action the recommendation.

- C24 That the amount of plant depreciation allocated to jobs be the amount actually transferred to the Plant and Machinery Reserve.

Officer Comment:

This recommendation is supported as a matter of principle however Council has not always been able to afford to fully fund its plant and machinery reserve. Every endeavour is made to fully cash back the plant reserve and most years it has been reasonably close, however there is no financial sense in allocating to a reserve fund if you have to borrow to do so.

- C25 That an amount equivalent to interest earned on Reserve funds be transferred to specific reserves.

Officer Comment:

This presently occurs therefore there is no need for this recommendation.

- C26 That as a priority, the *Forward Plan 2008/09 – 2012/13* be reviewed to include a long-term financial plan to demonstrate how the shire will fund day to day operations and other core business activities and projects included in the plan.

Officer Comment:

Council's Forward plan was reviewed as a precursor to the 2009/10 budget in April 2009. The document is again scheduled for review (and reprint) in April 2010 as it enters its third year.

Past practice has seen the Forward Plan refined from a financial perspective as it feeds into the budget process. That is to say that in the budget development process if Council is not in a position to fund matters contained in the Forward Plan they are prioritised out. This system has appeared to work well in that there are adequate checks and balances in the budget adoption process and Council's Forward Plan is not designed to be an "absolute" financial document.

The principle of the recommendation is supported however there is no point in reviewing the Forward Plan at this time of year with Council having just adopted its budget. The next review can pick up on the long term financial aspect of the plan.

## Part D – Organisational Structure

- D1 That the Council develops a strategy to cover unforeseen or

extended staff absences which may include the creation of a specific cash reserve for that purpose.

Officer Comment:

There is no need for this recommendation. Council adopted policy ADM 9 In August 2008 which sets out the process for covering for leave for the CEO position. Council is not responsible for the employment or management of other staff therefore this recommendation is operational in nature.

The principle put forward in this recommendation is supported and at the operational level a strategy will be developed (and likely submitted to Council in the form of an Information Report).

At present there are more informal arrangements in place to cover periods of leave. These consist mainly people able to be called on with the appropriate skills to cover absences of various positions in the organisation. Examples include Mr Wayne Jolley (Health/Building), Mr Kevin Waddington (Finance/Administration) and a variety of casual front counter and works staff.

Budget allowances are made annually for leave and are included in the overall salaries and wages area.

- D2 That the Council allocate sufficient budget to fund a part-time staff member to assist the Manager Development Services and Works Manager in their roles.

Officer Comment:

This recommendation is supported in part, that being to address the backlog of work in the Development Services area.

The Memorandum from Council's Manager Development Services (attachment 2) refers to the backlog of work in this area, some aspects being of a statutory nature. While this can not be ignored some of these tasks may be able to be undertaken with an additional full time person in the Development Services area as proposed in recommendation D3 below.

If Council was willing to increase the allocation of funds in this area, whether that be by rate increases or cutting other service areas the combining of functions in the Development Services and Works area is not considered appropriate or efficient. Given that there is limited activity scheduled for Mowen Road in 2009/10 additional resources in the Works area can not be justified at this point in time.

Should this recommendation not be passed the works indicated in the Memorandum from Council's Manager Development Services will be unable to be undertaken. This matter was raised only recently (30/6/09) when Council's Manager Development Services completed a review of a number of files and past practices in this area. Hence the initial indication that additional budget funds would be unlikely to be called



upon has to similarly be reviewed.

This recommendation has of budget implications and would need to be considered as part of Council's first budget 2009/10 budget review.

- D3 That the Council considers establishing a full-time planning officer position which could be funded from the contract planning and special planning projects budgets.

Officer Comment:

This recommendation is supported and strengthened. This recommendation is significant in terms of budget implications.

- D4 That the Council engages temporary technical engineering resources to support the Manager works during construction of Mowen Road and to be funded from the Mowen Road construction budget.

Officer Comment:

This recommendation is not required as it remains an operational matter with the engagement of additional technical resources for this job at the discretion of Council's Works Manager through the existing and future Mowen Road budget funding allocations. Council members would be aware of the project management set up utilising WML consultants.

- D5 That when committee members terms of appointment cease on the next ordinary election day (17 October 2009) the Council review the need for current committees and only establish such committees that are required by law or which will improve the efficiency and effectiveness of the Council's decision-making processes.

Officer Comment:

This recommendation is supported. The main reasons for the support of this recommendation are the reduction in governance costs and duplication. The principle being that there are many issues that committees are dealing with that can be more effectively dealt with by officer report, that is using the officers available in a more efficient manner particularly when it comes to the servicing of committees.

Council still has the final decision making authority. The reverse of this is that it could be considered that community involvement is reduced, however committees should only be put in place if there is a demonstrated need for them, and operational issues do not qualify in this regard.

- D6 That a risk management strategy be introduced into the decision-making processes as a matter of priority to assess the likelihood,

consequences and treatment of decisions including failing to act.

Officer Comment:

This recommendation is strongly supported and work has commenced in the development of a matrix for this. Refer attachment 3.

- D7 That subject to a full-time planning officer being appointed, the organisational structure be amended as detailed in the *Alternative Organisational Structure* chart.

Officer Comment:

While an operational matter not requiring Council endorsement, this recommendation is supported.

**ADDITIONAL RECOMMENDATIONS**

- E1 That Council ascertain commercial lease rates for leasable buildings it owns including but not limited to:

Old Roads Board Building  
 2 Brockman Street  
 Proposed TimeWood Centre  
 2 Grange Road  
 Community Kindergarten  
 Nannup Bowling Club  
 Nannup Telecentre  
 Nannup Visitor Centre

Officer Comment:

Similar to recommendations C13 through to C19 Council does not have a handle on the potential income forgone when groups are leasing premises at nominal or nil rental. There is no intention of suddenly introducing commercial rental arrangements for any of the groups listed above, this recommendation is simply about knowing the degree of subsidisation that Council undertakes of community based organisations.

- E2 Where lease fees are waived for any of the premises listed in E1, the value of this be recorded as income for the appropriate area of Council's budget and a donation expense against Members of Council.

Officer Comment:

Again this matter identifies where rental income is forgone on the basis of a community based activity.

- E3 Where hire fees are waived for any Council premises, including the Shirley Humble Room, Nannup Amphitheatre etc, the value of this be recorded as income for the appropriate area of Council's budget and a donation expense against Members of Council.

Officer Comment:

Similar to recommendations C13 through to C19 Council does not have a handle on the potential income forgone when groups are permitted to use premises with a fee waiver. Again there is no intention to amend any Council policy or not permit fee waivers at this stage, Council should be aware of the income it forgoes when facilities are used and fee waivers are granted.

- E4 That Council move toward a general user pays principle in the overall management for all assets under its care, control and maintenance.

Officer Comment:

While not wanting to be specific in respect of facilities (Waste Management recommendation C9 aside), it is considered that a user pays principle is an appropriate philosophical position for Council to adopt. This is based on the premise that facility users should pay a reasonable fee when using services or facilities being provided by Council. The default if this does not occur is that all ratepayers effectively subsidise the use of facilities which many do not use.

- E5 That Council continue to lobby the State Government for financial compensation in respect of the inability to raise rates on State controlled land, despite commercial activities being undertaken on that land.

Officer Comment:

While this may be an exercise in futility, it is difficult to receive a report of this nature advocating a significant change in the way that Council does business to gain greater efficiencies, when Council is faced with such an inequity as not being able to rate 85% of the land in its district. It is unlikely that Council would have sustainability or capacity issues if it was able to rate State controlled land where commercial activities are being undertaken.

**STATUTORY ENVIRONMENT:** Local Government Act 1995.**POLICY IMPLICATIONS:**

There are a number of policy areas impacted such as fee waiver policies, aged care, relieving officers etc. The detail is covered in the text of this report.

**FINANCIAL IMPLICATIONS:**

As indicated in the body of this report the main financial implication is recommendation D3. A number of other recommendations if adopted will have some financial impact both positively and negatively. There will be a significant amount of staff time involved in the implementation of some recommendations if adopted, however they are anticipated to have longer term financial benefits.

A number of other recommendations relating to cost recovery and fee for service will have as yet indeterminable financial impacts.

**STRATEGIC IMPLICATIONS:**

The process of conducting this review involved Council's overall strategies, philosophical outlook and forward planning. Reviewing of Council's Forward Plan is integral to the outcome.

**RECOMMENDATION:**

That Council adopt the following recommendations from the Strategic and Organisational Review Report inclusive of five additional recommendations:

- A2 That given the Minister for Local Government's proposal to restructure local government, the Council endeavour not to prune expenditures or reduce service levels at this time to ensure that the Shire's current position is not weakened in the face of potential amalgamation with other local government districts.
- B1 That Council adopt the position that its core functions are those listed and classified below and that those identified as statutory core business remain the highest priority for resource allocation and funding in comparison to those that are of a discretionary nature.

STATUTORY CORE BUSINESS	DISCRETIONARY CORE BUSINESS OR (STATUTORY CORE BUSINESS DISCRETION)
Property rating	(Mix and level or rating, annual increases, discounts and interest

Signed:

Dated 27 August 2009

	charges)
	Vehicle licensing agency
Investment of funds	(Where funds placed to maximise return and minimise risk)
	Grants sourced
Municipal elections	(Postal or voting in person, extent of some advertising)
Councillor fees and expenses reimbursement, training	(Fees set within statutory limits)
	Allocation of donations and financial support to groups and local organisations
	Membership of organisations
Establish suitable structure to deliver services and facilities, governance, accounting policies, financial management, future planning, annual budget, fees and charges, customer service, equipment provided	(Staff resources allocated, fees set, IT, equipment and other administration support provided, level of fees and charged adopted, reserve funds, debt funding)
	Building and garden maintenance of community assets
Fire control	(Extent that fire control legislation is enforced, resources allocated)
Animal control	(Extent that animal control legislation is enforced, resources allocated)
Emergency management	(Resources allocated)
Health administration	(Extent that health legislation and local law are enforced, inspections undertaken, resources allocated, licence fees levied)
	Pre school facilities
	Community Development Officer Youth Officer Recreation Officer
	Housing provided for staff and non-staff, aged accommodation
Disability Access and Inclusion Plan	(Resources allocated)
Household rubbish collection, recycling services, refuse sites provided	(Method and frequency of services, fees charged, management of refuse sites, local law enforced)
Town planning services	(Staff resources allocated, plans implemented, studies and future planning undertaken)
Cemetery operation	(Fees charged, maintenance undertaken)
	Public convenience provision and maintenance

Signed:

Dated 27 August 2009

	Resource sharing and regional partnerships undertaken
	Public halls and recreation centres provided, fees charged, upgrades and maintenance works undertaken
Parks and reserves managed	(Standard of maintenance, capital works and enhancements undertaken)
Library services	(Resources allocated)
	Road construction / reconstruction undertaken and own resources allocated
Road and bridge maintenance	Level of road and bridge maintenance undertaken and resources allocated
	Footpath construction and maintenance undertaken, street sweeping, verge maintenance and crossover construction
Car parking	(Local law enforced)
	Depot provision, maintenance and staffing
	Plant and equipment provided / owned
	Weed and feral pig control, environment management, NRM and Landcare support
	Tourism and area promotion, events support, caravan park maintenance, enhancement and fees
Building control	(Resources allocated, maximum fees charged, progress inspections undertaken)
	Private works undertaken by Shire staff and fees charged

- C1 That the Council adopt the principle the future rate increases should be at or above CPI and more closely linked to the LGCI given that the latter has more relevance to local governments' costs, and that Council actively seek to achieve the Grants Commission overall assessed rate capacity by reasonable incremental rate increases.
- C2 That the Council review the relativities in rate contributions from the GRV and UV sectors to bring these more in line with the Local Government Grants Commission's assessment of the shire's rating capacity and with rates levied by neighbouring and regional

local governments.

- C3 That Council in the next review of its Forward Plan remove reference to a percentage collection figure for rates.
- C4 That Council members, particularly any that may be newly elected in October 2009, attend training in appropriate areas in order to develop adequate skills to undertake their role.
- C5 That the current liability for long service leave be reviewed on an annual basis to ensure that the amount transferred to Reserve Funds is adequate.
- C6 That the 5-year Councillor and Office Equipment Replacement program be reviewed on an annual basis to ensure that the amount transferred to Reserve Funds is adequate.
- C7 That the Council develops a policy on contributions to aged persons' accommodation to support future expenditures on this activity.
- C8 That the annual contract for tip site maintenance be reviewed to ensure that this reflects the reduced work of the contractor since introduction of kerb-side recycling as well as other aspects of the contract operation including but not limited to:
- Application of user pays principle.
  - Viability of person on gate if insufficient fees collected.
  - Operation Times.
  - Scope of recycling activities.
  - Contract term and penalties if altered.
- C9 That the Council adopts a user-pays principle in recovering the cost of waste management to recover 100% of costs involved from household rubbish collection fees, recycling fees and tipping fees.
- C10 That the Council review all land fill tipping fees to levels comparable to neighbouring local governments to achieve a

reasonable recovery of costs and discourage dumping of waste from outside of the district.

- C11 That the Council adopts maximum fees permitted by regulations for all planning and development applications.
- C12 That following the completion of new ablution facilities at the Nannup Amphitheatre, the Riversbend Caravan Park and the proposed TimeWood Centre, that Council undertake a review of the number of ablution facilities and their use, with such a review determining if it is viable to retain some of the older ablution facilities, particularly those in close proximity to the new ones. Opening times to be assessed as part of that review.
- C13 That the Council reviews fees and charges for the town hall to maximise the return on this asset.
- C14 Where hire fees are waived, the value of this be recorded as income for the town hall and a donation expense against Members of Council.
- C15 That the Council reviews fees and charges for the recreation centre to cover day to day cleaning and utility costs as a minimum and to maximise the return on this asset.
- C16 Where hire fees are waived, the value of this be recorded as income for the recreation centre and a donation expense against Members of Council.
- C17 That before purchasing any new major plant items, the Council reviews utilisation of all plant to determine if use of plant can be maximised and whether there are alternatives to purchase that will provide more economical benefits for the Shire.
- C18 That the Council reviews the financial lease arrangements for the caravan parks to maximise the return on these assets.
- C19 In the event that commercial lease fees are not recovered, the value of this be recorded as income for the caravan parks and a donation expense against Members of Council to reflect greater



transparency in this arrangement, and further, that an annual financial statement be produced and submitted to Council which includes the total of any commercial lease payments forgone/waived, along with any capital or operating expenditure incurred by Council in the preceding 12 month period."

- C24 That the amount of plant depreciation allocated to jobs be endeavoured to be the amount actually transferred to the Plant and Machinery Reserve.
- C26 That Council's *Forward Plan 2008/09 – 2012/13* when next reviewed (Approximately March 2010) give consideration to including a long-term financial plan to demonstrate how the shire will fund day to day operations and other core business activities and projects included in the plan.
- D2 That Council acknowledge that additional resources are required in the Development Services area and that budget reviews over the coming 12 months will be required to recognise resources that are required to be allocated to address the backlog of work in this area.
- D3 That the Council acknowledge the requirement for a full-time planning officer position to be funded from the contract planning and special planning projects budgets, noting that if it appears that the financial impact of the position is going to be over the current budget allocation amount, then this impact be assessed as part of Council's 2009/10 budget reviews.
- D5 That when committee members terms of appointment cease on the next ordinary election day (17 October 2009) the Council review the need for current committees and only establish such committees that are required by law or which will improve the efficiency and effectiveness of the Council's decision-making processes.
- D6 That a risk management strategy be introduced into the decision-making processes as a matter of priority to assess the likelihood, consequences and treatment of decisions including failing to act.
- D7 That subject to a full-time planning officer being appointed, the organisational structure be amended as detailed in the

*Alternative Organisational Structure chart.*

- E1 That Council ascertain commercial lease rates for leasable buildings it owns including but not limited to:
- Old Roads Board Building
  - 2 Brockman Street
  - Proposed TimeWood Centre
  - 2 Grange Road
  - Community Kindergarten
  - Nannup Bowling Club
  - Nannup Telecentre
- E2 Where lease fees are waived for any of the premises listed in E1, the value of this be recorded as income for the appropriate area of Council's budget and a donation expense against Members of Council.
- E3 Where hire fees are waived for any Council premises, including the Shirley Humble Room, Nannup Amphitheatre etc, the value of this be recorded as income for the appropriate area of Council's budget and a donation expense against Members of Council.
- E4 That Council move toward a general user pays principle in the overall management for all assets under its care, control and maintenance.
- E5 That Council continue to lobby the State Government for financial compensation in respect of the inability to raise rates on State controlled land, despite commercial activities being undertaken on that land.



# MEMORANDUM

**TO:** CEO  
**FROM:** MDS  
**SUBJECT:** BUILDING/PLANNING CATCH UP  
**FILE:** BLD9/TPL10  
**DATE:** 30 JUNE 2009

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## BUILDING

Currently there are limited building inspection service being undertaken by the Council. It is common practice to carry out a footing, "closed in" and final inspections together with any waste disposal inspections that may be required. The only site visit this Council is offering is on request for an occupancy certificate and waste disposal system inspection.

The result of this approach is that no building permit conditions are signed off and the building applications are not being finalised. Currently there are approximately 450 building applications not signed off. This is placing Council in a position that it has issued building permits with conditions and never followed up. The sign off on home occupation certificate is not a building inspection; however it could be considered evidence that Council has approved the building.

To rectify this situation it is proposed to employ a qualified building surveyor full time for three months to carry out inspections, provide reports and establish a baseline for building process including letters to those that have not commenced building within two years of the date of issue of building permits.

## **PLANNING**

Currently I have concerns with the administration of the planning process in this Council. In order to rectify the situation a review of the planning system is urgently required. Three keys areas will be considered:

1. Planning package in "synergysoft" being implemented.
2. All files being held by myself being integrated into the main Council filing system. This will require a stocktake of all files, establishing registers and cross referring all planning matters with the main file system.
3. Updating of the "syergysoft" program to incorporate Local Planning Scheme No 3 zoning.

To rectify this situation it is proposed to employ a person with planning administration experience full time for a period of two months.

The above recommended course of action is independent of employing an additional person for planning. This work is remedial to cover the shortfall in staffing in the Development Services area over previous years. The employment of additional staff is to meet current demand, not to rectify past shortfalls.

Under the current systems in place within the Council and the historical shortfall of resources in the Development Services area I am professionally uncomfortable in accepting responsibility for the building and planning functions. With the current resourcing this Council is not sustainable and is exposed to ongoing risk of litigation in the building, planning and lesser extent health areas.

I request that the employment of staff is factored into the funding of this Council and that recruitment commences now.

Regards,



**EWEN ROSS  
MANAGER DEVELOPMENT SERVICES**

**1. TOWN PLANNING: DEVELOPMENT OF POLICY DIRECT COST TO COUNCIL**

Serial (a)	Policy (b)	Position (d)	Priority (e)	Estimated Cost (f)	Running Total (g)
1	Nannup Local Planning Scheme No3 Amendment 1 (Flood Plan)	Draft for advertising	1	\$ 5,000	\$ 5,000
2	Draft Coastal Management Plan	With DPI final draft	1	\$ 1,000	\$ 6,000
3	Retaining walls (Residential)	Final advertising	1	\$ 1,000	\$ 7,000
4	Standard Conditions for Planning Approvals		1	\$ 5,000	\$ 12,000
5	Clearance Conditions for Subdivision		1	\$ 5,000	\$ 17,000
6	Development contributions, developers bonds and maintenance contributions		1	\$ 5,000	\$ 22,000
7	Delegations to Staff		1	\$ 5,000	\$ 27,000
8	Residential Development Policy	With consultant	1	\$20,000	\$ 47,000
9	Municipal Inventory, Heritage List and implementation		1	\$20,000	\$ 67,000
10	Implementation of Residential Development Guidelines/Scheme (Folly)		1	\$50,000	\$117,000
11	Rural Residential Development Policy including		1	\$20,000	\$137,000
12	Chalet/ Residential Accommodation Developments		1	\$20,000	\$157,000
13	Rural Strategy		1	\$20,000	\$197,000
14	Industrial Development Policy		1	\$10,000	\$207,000
15	Minimum Standards for Scheme Amendments		1	\$10,000	\$217,000
16	Road dedications <ul style="list-style-type: none"> <li>• Middle Street – closure of legal road</li> <li>• Nash Road closure</li> <li>• Nannup Timber Mill</li> <li>• Agg Road</li> <li>• Tomas Road</li> <li>•</li> </ul>		1	\$20,000	\$237,000

17	Tree Farms/Plantations		2	\$ 5,000	\$242,000
18	Demountable Buildings / Sea Containers & Other Similar Relocatable Storage Units		2	\$20,000	\$262,000
19	Building Envelopes Policy		2	\$ 5,000	\$271,000
20	Subdivision Fire Management Requirements		2	\$10,000	\$281,000
21	Car Parking Policy		2	\$10,000	\$291,000
22	Retaining Walls Industrial and Commercial		2	\$ 5,000	\$296,000
23	Extractive Industry Policy		2	\$10,000	\$306,000
24	Commercial Development Policy		2	\$10,000	\$316,000
25	Heritage Precinct	Advertised, comments with MDS	2	\$ 5,000	\$321,000
26	Relocated Dwellings – Conditions of Approvals		2	\$ 5,000	\$326,000
27	Dams Policy		2	\$10,000	\$336,000
28	Lane way development		2	\$ 5,000	\$341,000
29	Fencing Standards		2	\$ 5,000	\$346,000
30	Bed & Breakfast Accommodation Policy / Ancillary Accommodation		3	\$ 5,000	\$351,000
31	Street Stalls		3	\$ 2,000	\$353,000
32	Permitted land uses within Freehold State Forest		3	\$ 5,000	\$358,000
33	Community Buildings Policy		3	\$ 5,000	\$363,000

**2. COUNCIL AMENDMENTS – ALREADY COMMENCED AND MONIES RECEIVED NOT TRANSFERRED FORWARD**

Serial (a)	Policy (b)	Costs (c)
1	Amendment No 1 (Folly)	\$10,000
2	Amendment No 2 (Lot 10 Balingup)	\$ 2,000
3	Amendment No 3 (Lot 74 East Nannup Road)	\$ 2,000
4	Amendment No 4 (Nelson Location 853 Barrabup / Mowen Road)	\$ 2,000
5	Amendment No 5	
6	Amendment No 6 (Lot 3 of Nelson 778 Balingup-Nannup Road)	\$ 2,000
7	Amendment No 7 (Lot 1 Balingup – Nannup Road)	\$ 2,000
		\$20,000

**3. SUB DIVISIONS / MAJOR DEVELOPMENTS – COST INCURRED 2009/10 NOT CARRIED FORWARD**

Serial (a)	Activity (b)	Comment (c)	Cost (d)
1	Askino	Stage 1 and 2A on market, balance stage 2 and 3 under construction	\$20,000
2	Folly	Zoning stage	
3	Sexton Way	Applicant stage	\$20,000
4	Widdeson Road	Completed	\$10,000
5	Verve Energy	Application stage	\$30,000
			\$80,000

**4. ADMINISTRATION: ADDITIONAL TO CURRENT ALLOCATIONS**

Serial (a)	Policy (b)	Position (c)	Comment (d)	Cost (e)
1	Synergysoft	No planning module activated	Required	\$ 2,500
2	Up date information for TPS1	Synergysoft not up dated for LPS No3	Required, project	\$ 5,000
3	Approval database	No approval databases integrated into a managerial system.	Needs to be developed, project	\$ 5,000
4	Bring up system	No bring up system and automatic mail out system for planning, health and building approvals	Needs to be developed, project	\$ 5,000
5	Land Purchase Inquiries	Review of current system		\$ 2,000
6				\$19,500

**5. COUNCIL ASSETS**

Serial (a)	Policy / Activity (b)	Position (c)	Comment (d)	Cost (e)
1	Maintenance Plan	No assets maintenance/management plan to be established including reserve funding allocations	Required, has be previously contracted	\$ 5,000
2	Shire Rural Street Numbering project	Council has a responsibility to ensure all properties have an identifier.	Project previously suggested on hold	\$10,000
3	Caravan Parks and Camping Grounds	Long term development plans for caravan parks and camping grounds and funding to implement	Under discussion	
4	Accessibility Audit	Implementation of the accessibility audit to council assets including streets	Not funded as yet	
				\$15,000



**6. SUMMARY**

Serial (a)	Activity (b)	Income (c)	Expenditure (d)
1	Development of Policy		\$ 363,000
2	Council Amendments - LPS No3		\$ 20,000
3	Sub Divisions / Developments	\$37,000	\$ 80,000
4	Administration (Includes Planning and Building)		\$ 19,500
5	Council Assets (Under building)		\$ 15,000
6		\$ 37,000	\$497,500
7			\$460,500

**Catch up projects**

Serial (a)	Activity (b)	Income (c)	Expenditure (d)
1	Review, Inspect, Report, Advise, Initiate correspondence for 450 building permits not completed	Nil	\$25,000
2	Review each lot and input zoning into synergy soft	Nil	\$ 5,000
3	Training of staff in development administration and implementation of the synergy soft planning package	Nil	\$10,000
4	Audit of recycling and waste bins and implementation of management systems	Nil	\$ 5,000
5	Total		\$45,000

Ref. No.	ASSET	THREAT CATEGORY	RISK What can happen and how can it happen?	VULNERABILITIES Potential Causes	POTENTIAL CONSEQUENCES Descriptors	CURRENT CONTROLS	LIKELIHOOD	CONSEQUENCE	RISK RATING	ADDITIONAL CONTROL MEASURES	REVISED LIKELIHOOD	REVISED CONSEQUENCE	RESIDUAL RISK RATING
1	Planning	External	Planning Error	Lack of continuity and peer review	Appeal and compensation	Nil	Almost Certain	Moderate	High	Employment qualified planner and additional support staff	Possible	Minor	Medium
2	Building	External	Building Error	Minimal resource being applied	Appeal and compensation	Employment of Building Surveyor	Almost Certain	Moderate	High	Increase resources	Possible	Minor	Medium
3	Health	External	Preventative measures not in place as no resources allocated	No resources allocated	Fatality	Reactive	Possible	Major	High	Resources allocated to area	Possible	Minor	High
4	Assets	External	Standards below minimum	Minimal resource being applied	Injury and devalue of asset	Reactive	Possible	Moderate	High	Inspection and maintenance program	Possible	Minor	Medium
5	Staffing	Internal	High staff turn over	Unacceptable work load, no continued professional development	Cost of recruitment and loss of corporate knowledge	Nil/ Good Will	Almost Certain	Moderate	High	Maintenance of staff levels to permit safe professional practices	Possible	Minor	Medium

AGENDA NUMBER: 10.9  
SUBJECT: Jalbarragup Bridge Heritage Interpretation Strategy  
LOCATION/ADDRESS: Jalbarragup  
NAME OF APPLICANT: Heritage Council of WA  
FILE REFERENCE: WRK 26  
AUTHOR: Shane Collie – Chief Executive Officer  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 15 July 2009

Attachments: 1. Letter from Heritage Council 27 May 2009.  
2. Jalbarragup Bridge Heritage Interpretation Strategy.

### **BACKGROUND:**

Council members would recall that in order to construct a new bridge on the site of the present Jalbarragup Bridge (ruin) an interpretive strategy was required to be completed and submitted to the Heritage Council of WA. The Heritage Council need to sign off on the completed strategy before approval is granted to demolish the present bridge structure.

The Heritage Council also stipulated that a structural report on the old bridge be prepared and submitted for approval. This condition has been waived per the attached letter from the Heritage Council 27 May 2009.

Heritage consultant Ms Carolyn Harben was appointed to produce the Heritage Interpretive Strategy. Ms Harben has completed the work required of her and the attached strategy is hence submitted for Council endorsement prior to being forwarded for Heritage Council approval.

### **COMMENT:**

The Interpretive Strategy has gone through a number of drafts and it is acknowledged that there is still quite some work to do prior to the strategy being able to be implemented. The first stage however is finalising the approval of the strategy in order that Main Roads WA can complete the new bridge planning process. Main Roads WA are presently operating on the assumption that the new bridge will be located on the present alignment. For many reasons explored previously this is the only viable option for the location of the new bridge.

While not repeating the detail contained in the Interpretive Strategy document, it is considered that the practical application of the strategy can be adequately undertaken and that the strategy contains a reasonable heritage outcome and should be accepted by the Heritage Council of WA.

There is no urgency in undertaking the works associated with the strategy aside from initial bridge demolition/removal – which even then would only occur when

full funding is confirmed for the new bridge which as Council members are aware is still a significant impediment to the progress of this matter. If Council members are happy with the contents of the Heritage Strategy the recommendation is to accept the strategy and submit same to the Heritage Council seeking their approval to demolish/remove the old bridge.

Council has also currently submitted a funding application through the Heritage Council to provide grant funding to implement the Interpretive Strategy. Any other funds would be sourced from the overall new bridge budget which at the moment has \$2.8 million allocated.

A related issue on this matter is the status of the northern abutment of the old bridge structure. The Heritage Council are keen to retain the maximum amount of fabric of the existing bridge below the new bridge. The only salvageable part of the structure that this can refer to is the northern abutment. The southern abutment is no more than a pile of rotted timbers and is not salvageable at all. The suggestion by the Heritage Council that a single span bridge be considered in order to save the northern abutment (in its present location) has been met with the following response from Main Roads WA:

*"The suggestion by the Heritage Council to consider single span structure to span over the top of the existing bridge on the same alignment is not feasible. A span of at least 60m would be required and this would require a very expensive type of bridge such as incrementally launched concrete box girder or an arch or suspension bridge.*

*Main Roads does not intend to waste any time on exploring this option."*

The simple way to resolve this aspect of the matter is to remove the northern abutment structure and reassemble it as part of the Interpretive display. This is included in the Interpretive Strategy. One would think that this would be acceptable to the Heritage Council.

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

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

The completion of the Heritage Interpretive Strategy has been funded from Federal grant monies allocated for bridge replacement. Other expenditure associated with this project, including the cost of the new bridge, is also externally funded notwithstanding that there is a significant estimated shortfall in total funding.

**STRATEGIC IMPLICATIONS:**

The replacement of Jalbarragup Bridge is contained within Council' Forward Plan and has been worked towards for a number of years.

**RECOMMENDATIONS:**

1. That Council endorse the Jalbarragup Bridge Heritage Interpretation Strategy submitting same to the Heritage Council of WA seeking approval to demolish/remove the current bridge structure (ruin).
2. That Council not enact the implementation of the Jalbarragup Bridge Interpretive Strategy, predominantly the demolition/removal of the old bridge structure, until full funding is secured for the construction of the new bridge.
3. That Council advise the Heritage Council of WA that a single span structure to span over the top of the existing bridge on the same alignment is not feasible and that the removal and reassembling of the northern bridge abutment is sufficient interpretation of this aspect of the old fabric of the bridge.

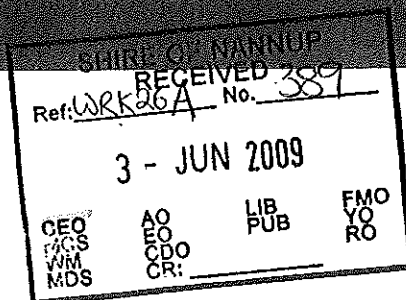
**8227 DEAN/BIRD**

1. That Council endorse the Jalbarragup Bridge Heritage Interpretation Strategy submitting same to the Heritage Council of WA seeking approval to demolish/remove the current bridge structure (ruin).
2. That Council not enact the implementation of the Jalbarragup Bridge Interpretive Strategy, predominantly the demolition/removal of the old bridge structure, until full funding is secured for the construction of the new bridge.
3. That Council advise the Heritage Council of WA that a single span structure to span over the top of the existing bridge on the same alignment is not feasible and that the removal and reassembling of the northern bridge abutment is sufficient interpretation of this aspect of the old fabric of the bridge.

**CARRIED 7/0**



May 27, 2009



HERITAGE  
COUNCIL  
OF WESTERN AUSTRALIA

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

Attention: Mr Shane Collie

Dear Shane

**Jalbarragup Bridge (ruin)**

**Seeking direction for alignment and waiving requirement for revised Structural Report**

Thank you for meeting on site with officers on May 7, 2009 to discuss the new proposed bridge to cross the Blackwood River at Jalbarragup, Nannup. We understand that the Shire and Main Roads are seeking direction from the Heritage Council in regards to the alignment of the new bridge. The Shire is also seeking to waive the requirement for a revised structural report for the present condition of the bridge.

The Heritage Council's Development Committee considered the matter on May 19, 2009. The Development Committee advise the Shire of Nannup and Main Roads that the alignment of the new bridge can be supported on the present alignment of the bridge ruin subject to the following condition:

1. A single span bridge design should be explored to enable the retention of the maximum amount of fabric of the existing bridge below the new bridge, and is to be submitted to the Heritage Council for comment.

The Development Committee also resolved that the Structural Report as stated in Condition 2 of our correspondence dated June 20, 2008 is no longer required. The Committee acknowledges the deficiencies of the first report but recognizes that another structural report would not change the outcome.

The Development Committee looks forward to receiving a copy of the draft Interpretation Plan for review and consideration in due course.

Should you have any queries regarding this advice please contact Dr Adelyn Siew at [adelyn.siew@hc.wa.gov.au](mailto:adelyn.siew@hc.wa.gov.au) or on 9220 4123.

Yours sincerely

Stephen Garrick  
A/DIRECTOR

cc: Annette Green, Regional Heritage Adviser - South West

AGENDA NUMBER: 10.10  
SUBJECT: Fire Management Officer Position  
LOCATION/ADDRESS:  
NAME OF APPLICANT: Fire and Emergency Services Authority  
FILE REFERENCE: FRC 4  
AUTHOR: Shane Collie – Chief Executive Officer  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 15 July 2009

Attachments: 1. Email from FESA (Merv Austic) 15 July 2009.  
2. Vehicle Lease Quotations.

### **BACKGROUND:**

Council presently has a funding agreement with FESA to provide a Community Fire Manager (CFM). This agreement is for the next 3 years and sees a 50/50 contribution from Council and FESA for the paid employment of Ms Terese Levick Godwin in the position. The funding arrangement is \$15,000 Council and \$15,000 FESA and judging by the results over the past few years it appears to be money well spent and there is acceptance within Council and the community as to the benefits of the position.

Council's 2009/10 budget contains the \$15,000 required to part fund the position. Council at its June 2009 meeting removed \$3,000 from its draft budget for Firebreak inspections with the inference being that this function would be performed by the Community Fire Manager or be funded from this area. This is relevant and will become apparent further in this report.

### **COMMENT:**

FESA have reviewed their contribution to this position and as per attachment 1 have indicated that they are prepared to increase their funding from \$15,000 per annum to \$30,000 per annum as well as paying for overtime incurred when fire incidents are active. This proposed increase is however contingent on Council providing a leased vehicle for the position.

From a level of service perspective the additional funding is most welcome and will enable greater work to be undertaken in the role and to extend the functions undertaken to areas that Council presently does not cover to the degree that it should. A good example is the fire management requirements in the planning and development area which is a growth area of the shire.

While not yet finalised the position in 2008/09 cost (part time) in the vicinity of \$25,000, of which approximately \$6,000 was travel reimbursement.

The consideration for Council assuming that it is pleased to have a greater level of service is the required contribution toward a leased vehicle and indicative quotations have been obtained per attachment 2.

It is recommended that Council agree to lease a vehicle for the CFM position based on the following reasoning:

- FESA are contributing an additional \$15,000 per annum to the position.
- Council has already made a "saving" by removing \$3,000 in the 2009/10 budget for Firebreak inspections absorbing this cost into the CFM area.
- \$6,000 to \$8,000 is the estimated amount of travel reimbursement for the position based on 2008/09 figures. There will be no travel reimbursement if a vehicle is leased for the position. That is to say that assuming a 50/50 split of these costs there is a further "saving" of \$3,000 to \$4,000.
- An increased level of service is desired, particularly in the planning and development area, and if it funded principally externally then this is considered beneficial to the community.

Hence if Council agrees to lease a vehicle for the position it does not necessarily equate to a greater contribution by Council toward the position. FESA will no doubt raise any concerns in this regard if they are not satisfied at Council's contribution level.

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Per the body of this report.

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATION:**

That Council advise FESA that it accepts the additional funding for the Community Fire Manager position and proceeds to lease a vehicle for the position.

**8228 BOULTER/DEAN**

That Council advise FESA that it accepts the additional funding for the Community Fire Manager position and proceeds to lease a vehicle for the position.

**CARRIED 7/0**



**Shane Collie**

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**From:** AUSTIC Merv [Merv.Austic@fesa.wa.gov.au]  
**Sent:** Wednesday, 15 July 2009 8:59 AM  
**To:** Shane Collie  
**Subject:** CFM POSITION AT NANNUP

Good morning Shane

As previously discussed I put forward a proposal to the FESA CEO JO Harrison-Ward to review the current financial arrangements for the CFM position at Nannup. The proposal includes;

1. FESA to increase funding from 15 k to 30 k
2. FESA to pay for wild fire overtime
3. Convert the position to a Community Emergency Services Manager, and
4. The Shire to supply a leased vehicle for the position.

The FESA proposal is reliant on council providing a vehicle fro the CFM to utilise.

I hope this proposal is supported by council at the next meeting. Any queries please call me anytime.

Regards

***Merv Austic***

*Stakeholder Relations Coordinator  
Bushfire Brigades  
Local Government  
Pastoral & Graziers Association of WA  
Mobile: 0409884079  
Office: 93239420*



SG Fleet Australia Pty Limited  
 ABN 15 003 429 356  
 Level 2 Building 3, 20 Bridge Street, Pymble, NSW 2073  
 Ph: 02 9494 1000 Fax: 02 9391 5600  
 PO Box 252 Pymble NSW 2073

www.sgfleet.com.au

**LEASE QUOTATION - 117054 / 1 Dated : 15/07/2009**

COMPANY: Shire of Nannup (Prospect)  
 ATTENTION: Evelyn Patman  
 FROM:  
 FAX NUMBER:  
 TELEPHONE: 08 9340 3609  
 FAX NUMBER: 08 9242 4397

VEHICLE DESCRIPTION	HYUNDAI TUCSON (01/09) 2.7 V6 SX AWD Auto 5dr Wagon
VEHICLE EXTRAS	Freight to Nannup, Mats - Rubber - Universal
LEASE TYPE	PROSPECT - Non Maint Operating Lease
CONTRACT INCLUSIONS	
LEASE TERMS	36 Months, 75,000 Kms
EXCESS KM's	0.05 (+ GST) cents/km
DELIVERY STATE	WA
NOTES	

Vehicle Cost	(excl GST)	\$26,067.27		
Business Regn & PSD	(excl GST)	\$290.00	Monthly Lease Rental	(excl GST) \$580.77
Total Cost	(excl GST)	\$26,357.27	GST on Rental	58.08
FBT Value		\$28,674.00	Stamp Duty	\$0.00
			<b>TOTAL MONTHLY RENTAL</b>	(Incl GST) <b>\$638.85</b>

**QUOTE ACCEPTANCE**

The undersigned accepts the above mentioned lease quotation and as such requests sgfleet to procure the vehicle described for the purpose of leasing the said vehicle to me/us. Authorisation is also given to register the vehicle in my/our name(s) and at an address nominated by sgfleet. Corporate Entities authorise the motor dealer registering the vehicle to obtain the necessary company information (if required) from the ASIC website. Corporate Entities acknowledge that they have received the Financial Services Guide (FSG) dated 01/12/2008 issued by sgfleet and the Product Disclosure Statement (PDS) dated 31/01/2008 issued by Lumley General Insurance Limited if comprehensive insurance is arranged through sgfleet. Where Novated Lease Protection insurance is included, sgfleet reserves the right to amend this quote should the insurer subsequently refuse the insurance or attach special conditions.

**Please Confirm:**

Colour: \_\_\_\_\_ Trim: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

Registration Mailing Address: TBA, 15 Adam Street Nannup WA 6275

Delivery Contact: Evelyn Patman Contact No: 08 9756 1018

Drivers Name: \_\_\_\_\_ Employee No: \_\_\_\_\_

Cost Centre: Prospect Reference \_\_\_\_\_ Reg'n No of Terminating  
 sgfleet Vehicle: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Dated: \_\_\_\_\_

Lessee Signature \_\_\_\_\_ Name of Lessee \_\_\_\_\_

This quotation (which is subject to credit approval) remains valid for 14 days from the date hereof provided the Motor Vehicle is delivered within this time. In addition, the lease Rental Instalment may vary from that quoted if, before delivery, there is a variation in (a) the motor vehicle price and/or (b) GST or applicable statutory charges.



SG Fleet Australia Pty Limited  
 ABN 15 003 429 356  
 Level 2 Building 3, 20 Bridge Street, Pymble, NSW 2073  
 Ph: 02 9494 1000 Fax: 02 9391 5600  
 PO Box 252 Pymble NSW 2073

www.sgfleet.com.au

**LEASE QUOTATION - 117052 / 1 Dated : 15/07/2009**

COMPANY: Shire of Nannup (Prospect)  
 ATTENTION: Evelyn Patman  
 FROM:  
 FAX NUMBER:  
 TELEPHONE: 08 9340 3609  
 FAX NUMBER: 08 9242 4397

VEHICLE DESCRIPTION	HYUNDAI GETZ TB (01/09) 1.4 S Man 3dr Hatch
VEHICLE EXTRAS	Freight to Nannup
LEASE TYPE	PROSPECT - Non Maint Operating Lease
CONTRACT INCLUSIONS	
LEASE TERMS	36 Months, 75,000 Kms
EXCESS KM's	0.05 (+ GST) cents/km
DELIVERY STATE	WA
NOTES	

Vehicle Cost	(excl GST)	\$12,303.18		
Business Regn & PSD	(excl GST)	\$290.00	Monthly Lease Rental	(excl GST) \$307.28
Total Cost	(excl GST)	\$12,593.18	GST on Rental	30.73
FBT Value		\$13,533.50	Stamp Duty	\$0.00
			<b>TOTAL MONTHLY RENTAL</b>	<b>(Incl GST) \$338.01</b>

**QUOTE ACCEPTANCE**

The undersigned accepts the above mentioned lease quotation and as such requests sgfleet to procure the vehicle described for the purpose of leasing the said vehicle to me/us. Authorisation is also given to register the vehicle in my/our name(s) and at an address nominated by sgfleet. Corporate Entities authorise the motor dealer registering the vehicle to obtain the necessary company information (if required) from the ASIC website. Corporate Entities acknowledge that they have received the Financial Services Guide (FSG) dated 01/12/2008 issued by sgfleet and the Product Disclosure Statement (PDS) dated 31/01/2008 issued by Lumley General Insurance Limited if comprehensive insurance is arranged through sgfleet. Where Novated Lease Protection insurance is included, sgfleet reserves the right to amend this quote should the insurer subsequently refuse the insurance or attach special conditions.

**Please Confirm:**

Colour: \_\_\_\_\_ Trim: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

Registration Mailing Address: TBA, 15 Adam Street Nannup WA 6275

Delivery Contact: Evelyn Patman Contact No: 08 9756 1018

Drivers Name: \_\_\_\_\_ Employee No: \_\_\_\_\_

Cost Centre: Prospect Reference \_\_\_\_\_ Reg'n No of Terminating  
 sgfleet Vehicle: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Dated: \_\_\_\_\_

Lessee Signature \_\_\_\_\_ Name of Lessee \_\_\_\_\_

This quotation (which is subject to credit approval) remains valid for 14 days from the date hereof provided the Motor Vehicle is delivered within this time. In addition, the lease Rental Instalment may vary from that quoted if, before delivery, there is a variation in (a) the motor vehicle price and/or (b) GST or applicable statutory charges.

AGENDA NUMBER: 10.11  
 SUBJECT: Adoption of 2009/10 Budget  
 LOCATION/ADDRESS: Nannup  
 NAME OF APPLICANT:  
 FILE REFERENCE: FNC 3  
 AUTHOR: Craige Waddell – Manager Corporate Services  
 DISCLOSURE OF INTEREST:  
 DATE OF REPORT: 13 July 2009

Attachment: 2009/10 Budget

### BACKGROUND:

Section 5.2 of the Local Government Act 1995 stipulates that no later than 31 August each financial year or such extended time as the Minister allows each local government is to prepare and adopt by absolute majority in the form and manner prescribed a budget for its municipal fund for the financial year ending on the next following 30 June.

Council at its 25 June 2009 meeting resolved that the draft 2009/10 cash budget be changed as follows:

COMMENCEMENT DEFICIT	\$674,896
0011 RATES	-\$7,514
0091 EQUALISATION GRANT - FINAL ALLOCATION	-\$19,484
0291 LOCAL ROADS GRANT - FINAL ALLOCATION	\$6,228
0254 AUDIO EQUIPMENT	-\$5,000
0712 FIRE BREAK INSPECTIONS	-\$3,000
2512 SCOTT RIVER HALL	-\$10,000
2432 RECREATION PLAN	-\$14,002
2443 T/FER FROM RESERVE - REC CENTRE	-\$10,000
3380 GENERAL WAGES INCREASE	-\$11,600
2622 T/FER TO RESERVE - REC CENTRE	-\$20,000
XXXX BICYCLE RACKS	-\$3,000
2432 ROCK CLIMBING WALL	-\$5,000
3321 ROYALTIES FOR REGIONS	-\$393,491
7870 T/FER TO RESERVE - WARREN RD	-\$50,000
7120 ROMANS	-\$7,500
3595 LOAN PLANT	-\$108,563
7152 ENVIRONMENTAL OFFICER	-\$8,970
XXXX REGIONAL TRAILS PROJECT	-\$4,000
CONCLUDING BALANCE	\$0

Signed:

Dated 27 August 2009

**COMMENT:**

Further information has been received since Council last discussed the budget as follows:

1. Notification has been received from the Western Australian Local Government Grants Commission (WALGGC) of the prepayment of the first quarterly payment for 2009/10 which was received by Council 29 June 2009. Directions from the Department for Local Government and Regional Development on the treatment of this pre payment, (if unpaid as at 30 June 2009), was to budget in the 2009/10 year to receive only three quarters of the grant and to account for the pre paid amount in the carry forward figure from 2008/09. This has been done and is reflected in the attached budget. This has no bearing on the bottom line of the budget.
2. An unaudited calculation of the carry forward position from 2008/09 has been undertaken based on Council's end of year financial information. This figure is calculated based on Council's estimated current position at year end, i.e. current asset less current liabilities. This shows the estimated surplus to be \$87,271 of which specific carried forward items as detailed on page 1 of the budget totalling \$315,915 are included leaving a net deficit to be carried forward into the budget of \$228,644.

This figure may change when Council's accounts are audited, however if this were to occur, it would be expected that the change would be minimal.

3. The draft budget contained two line entries for the same project, being \$300,000 for the Scott Rd Bridge, a fully funded project jointly by WALGGC and Main Roads WA. The other entry in the budget was titled Pneumonia Road which should not have been there. This reduces expenditure in the budget by \$300,000.
4. The Stallard Rd project as contained in the budget was understated by \$1,000 in both income and expenditure. This has no bearing on the bottom line of the budget.
5. The Agg Rd project as contained in the budget was understated by \$780,000 in both income and expenditure. This has no bearing on the bottom line of the budget.
6. One item of expenditure that was removed at Council's June meeting was \$14,002 under the heading of "recreation plan expenses". It was thought that this was for the development of plans for the recreation centre development. This is not correct. The expenditure is the balance of the grant received for the development of a recreation and fitness plan, part of which employed a Recreation Officer for a twelve month period. As this is

grant funded, with funds already received and part expended, the \$14,002 has been put back into the budget.

7. Funding from Royalties for Regions – South West Regional Grants Scheme has been received for the Balingup Rd and Foreshore Park ablution blocks for the amount of \$25,500. An additional \$30,000 from Regional Infrastructure Fund has also been received and applied to this project. This has no bearing on the bottom line of the budget as the estimated expenditure to complete project has increased in the areas of painting, effluent disposal system, service connections and paths to match the additional income.
8. Using the loan for plant as the “balancing” item within the budget means that the balance required to loan has reduced from that which Council agreed to, to \$51,209.

A summary of the above changes follows.

COMMENCEMENT DEFICIT	\$0
0091 EQUALISATION GRANT - PRE PAYMENT	\$144,864
0291 LOCAL ROADS GRANT - PRE PAYMENT	\$98,512
DEFICIT C/F FROM 2008/09	\$228,644
SURPLUS C/F - WALGGC PRE PAYMENT	-\$243,376
7880 PNUEMONIA RD	-\$300,000
3180 MRWA SPECIAL BRIDGEWORKS STALLARD RD	-\$1,000
3281 MRWA BRIDGEWORK GRANT STALLARD RD	\$1,000
3180 MRWA SPECIAL BRIDGEWORKS AGG RD	-\$780,000
3281 MRWA BRIDGEWORK GRANT AGG RD	\$780,000
2432 RECREATION PLAN	-\$14,002
3595 LOAN PROCEEDS FOR PLANT	\$85,358
CONCLUDING BALANCE	\$0

On the basis of the foregoing, the attached budget contains all of the above changes, including the decrease in the loan for the purchase of plant. Council may wish to alter other areas of the budget to achieve a balanced budget. If this is the case, the budget shall require modification prior to it being adopted.

Section 6.2 of the Local Government Act 1995 and Financial Management Regulations Part 3 stipulate the requirements of the content of the budget. The budget as contained in the recommendation to this item has been developed based on these requirements. It also addresses the two issues raised in the auditor’s report for the year ended 30 June 2008. The budget is in an accrual format, based on a balanced cash position. Councillors will note that some of the comparative figures (2008/09 actual) are not shown. This is due to the end of

year financials not being completed to date, however has no bearing on the adoption of the budget itself.

The budget also reflects prior decisions of Council in relation to Fees and Charges and the basis of rates. The schedule of fees and charges has been altered to reflect recently informed changes to external statutory fees for various planning issues and the Builders Registration Board fee.

Any queries Councillors have with the format of the budget can be explained prior to or at the meeting.

**STATUTORY ENVIRONMENT:** Local Government Act 1995 Part 6.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** 2009/10 budget.

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATION:**

That Council adopt the budget papers for 2009/10 as per the Attachment.

#### **8229 BOULTER/PINKERTON**

That Council adopt the budget papers for 2009/10 as per the Attachment with the numbers of properties under Differential General Rate as stated in note 9 altered to GRV - GENERAL 448 and UV – GENERAL 220.

**CARRIED 6/1  
BY AN ABSOLUTE MAJORITY**

Councillors voting for the motion: Dunnet, Bird, Boulter, Camarri, Lorkiewicz and Pinkerton.

Councillors voting against: Dean.

AGENDA NUMBER: 10.12  
SUBJECT: Risk Management Advisory Committee  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT:  
FILE REFERENCE: PSN 9  
AUTHOR: Craige Waddell – Manager Corporate Services  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 13 July 2009

Attachment: Minutes of the Risk Management Advisory Committee meeting of 23 June 2009.

### **BACKGROUND:**

The Risk Management Advisory Committee met 23 June 2009.

### **COMMENT:**

The attached minutes of the meeting of 23 June 2009 contains two recommendations requiring Council action as follows:

1. *That the amended Critical Incident Management Procedure be presented to Council for adoption*

The intent of this procedure is to guide Council officers in the event of a critical incident involving staff or Councillors. It is for internal (to Council) use only, with any large widespread event being covered by the policies and procedures that LEMC have in place. The lack of an internal critical incident management procedure was highlighted in Council's last risk management audit.

2. *That the following two safety issues be presented to Council for recommendation for funding via this years LGIS rebate.*

1. *Improvements to Bunding area at depot*
2. *Lighting for outside perimeters of Council office.*

Council's Regional Risk Coordinator has subsequent to the Advisory Committee meeting informed Council that it will receive the rebate on the insurance premiums paid in the past year in approximately six months time, not imminently as first advised. Based on this information it is suggested that Council not accept recommendation two as priorities may change prior to receiving the rebate. When the quantum and receipt of the rebate is known, this will be again discussed by the Advisory Committee with appropriate recommendations to Council.

**STATUTORY ENVIRONMENT:** Occupation Safety and Health Act 1994.



**POLICY IMPLICATIONS:**

If recommendation one is adopted, the updated procedures will form part of Council's current policies and procedures as contained in the Employee Safety Manual.

**FINANCIAL IMPLICATIONS:**

Nil as the expenditure will be undertaken from the rebate to be received from LGIS.

**STRATEGIC IMPLICATIONS: Nil****RECOMMENDATION:**

That the following Critical Incident Management Procedure be adopted.

**CRITICAL INCIDENT MANAGEMENT PROCEDURE****1.0 PURPOSE:**

To identify potential critical incidents that may impact upon the Shire of Nannup, determine the most appropriate responses to situations, establish critical incident support priorities and procedures, and determine communication processes.

**2.0 SCOPE:**

The Shire of Nannup supports that every employee, elected member and member of the public employed by or engaged in business with the Shire of Nannup has the right to do so in a safe environment that minimises physical, emotional and psychological harm. A commitment is made to support and manage any potential and/or occurring incidents in the most appropriate and effective manner. The procedures relating to critical incident support and management ensures that duty of care responsibilities are upheld as per the WA Occupational Health and Safety Act (1984).

Critical incidents occur suddenly and unexpectedly, and have the potential to not only disrupt operations but to create stress for all involved. These include any event that is outside of common experience that may severely tax the coping resources of those involved. Critical incidents may include but are not limited to:

- Natural disasters and events i.e. fire, floods, earthquakes, and lightning strikes.
- Equipment, industrial and structural failures and accidents i.e. building collapse, electrocution, accidental amputation
- Chemical hazards i.e. oil spills, toxic fumes, leaking toxic wastes

Signed:

Dated 27 August 2009

- Transport and vehicle accidents
- Serious accident involving injury or death of an individual
- Physical threats and violence i.e. kidnapping, bomb, weapons, and terrorist threats
- Threats of contamination i.e. legionnaires disease

The Shire of Nannup recognises that these events may be harmful at both the individual and organisational level. Therefore appropriate responses and procedures are necessitated to reduce the risk of harm. The Shire of Nannup is committed to any action that reduces harm and promotes the functional recovery of individuals and the organisation including training of general staff in procedures, specialist incident management training for senior personnel, establishment of a peer support network and training these individuals, clarifying incident reporting and investigation, and procedural development and review.

Incidents of a critical nature are required to be immediately reported to the Supervisor. Under no circumstances are general staff to speak to the media. An employee whose health or work performance has been affected by a critical incident will not have his/her employment status or conditions disadvantaged in any way. All reasonable and practicable interventions to support the individuals pre-incident functioning will be employed. This may include injury management, counselling support, and support for the family.

### **3.0 RESPONSIBILITIES:**

1. In the event that an incident occurs, initially all steps must be made to render the scene secure (i.e. remove members of the public and other employees to a safe area) and provide immediate assistance. This may include first aid provision, notification of the incident to the appropriate emergency services (fire, ambulance, police), and notification to the Senior Management Team.
2. Practical support interventions to be implemented i.e. cover those in shock with blankets, provide tissues / beverages (to those uninjured), stay with the person/s, and do not let anyone leave until the directive is given by the Senior Management Team. Trained peer support staff, if available, are to be mobilised to provide practical support and early emotional first aid.
3. The Senior Manager responsible for the affected staff member to notify the Chief Executive Officer and Echelon consultant as soon as practicable.
4. The Senior Management Team, with the Echelon consultant, to identify all staff and members of the public likely to be impacted upon by the event. In

the event of a death, personnel files are to be accessed to determine next of kin notification. An Echelon consultant can attend with the Senior Manager in the event a next of kin notification is required.

5. The Senior Management Team are required to document all actions. A media response and staff information response are to be drafted and delivered by the Chief Executive Officer or delegate. Media are not to be enabled onto the premises and staff are not to discuss the incident with media personnel unless prior approval has been given. A standard telephone response for incoming inquiries about the incident is to be established with respect to the incident.
6. A stress support session can be provided within the first 24 hours by an Echelon consultant to those affected by the incident. This can be provided to employees and members of the public impacted upon by the event. A formal psychological debriefing session can be held approximately 48 – 72 hours after the incident. This is the period when natural defence mechanisms have broken down and debriefing can be of value. Follow up support and additional counselling can be provided (these services are funded under the Scheme).
7. Post incident - staff and resources are to be identified to promote functional recovery of the Shire of Nannup. This may include relief staff, buildings and amenities for example. Insurance notification is appropriate at this stage.
8. A report is to be provided by the Echelon consultant that details all interventions and can be kept on file in the event of a claim.
9. An audit of the Critical Incident Response policy and procedures is to be conducted on an annual basis to ensure that the Shire of Nannup adequately assesses the critical incident response needs, that the program adequately meets these needs, that the programs effectiveness is maintained and that all components work as intended.

#### **4.0 TRAINING:**

Critical Incident Response training should be provided to the Senior Management Team.

#### **5.0 REFERENCED DOCUMENTS**

- Emergency Preparedness and Response Procedure
- Employee Assistance Program

Signed:

Dated 27 August 2009

## **8230 BOULTER/PINKERTON**

That the following Critical Incident Management Procedure be adopted.

### **CRITICAL INCIDENT MANAGEMENT PROCEDURE**

#### **1.0 PURPOSE:**

To identify potential critical incidents that may impact upon the Shire of Nannup, determine the most appropriate responses to situations, establish critical incident support priorities and procedures, and determine communication processes.

#### **2.0 SCOPE:**

The Shire of Nannup supports that every employee, elected member and member of the public employed by or engaged in business with the Shire of Nannup has the right to do so in a safe environment that minimises physical, emotional and psychological harm. A commitment is made to support and manage any potential and/or occurring incidents in the most appropriate and effective manner. The procedures relating to critical incident support and management ensures that duty of care responsibilities are upheld as per the WA Occupational Health and Safety Act (1984).

Critical incidents occur suddenly and unexpectedly, and have the potential to not only disrupt operations but to create stress for all involved. These include any event that is outside of common experience that may severely tax the coping resources of those involved. Critical incidents may include but are not limited to:

- Natural disasters and events i.e. fire, floods, earthquakes, and lightening strikes.
- Equipment, industrial and structural failures and accidents i.e. building collapse, electrocution, accidental amputation
- Chemical hazards i.e. oil spills, toxic fumes, leaking toxic wastes
- Transport and vehicle accidents
- Serious accident involving injury or death of an individual
- Physical threats and violence i.e. kidnapping, bomb, weapons, and terrorist threats
- Threats of contamination i.e. legionnaires disease

The Shire of Nannup recognises that these events may be harmful at both the individual and organisational level. Therefore appropriate responses and procedures are necessitated to reduce the risk of harm. The Shire of Nannup is committed to any action that reduces harm and promotes the functional recovery

of individuals and the organisation including training of general staff in procedures, specialist incident management training for senior personnel, establishment of a peer support network and training these individuals, clarifying incident reporting and investigation, and procedural development and review.

Incidents of a critical nature are required to be immediately reported to the Supervisor. Under no circumstances are general staff to speak to the media. An employee whose health or work performance has been affected by a critical incident will not have his/her employment status or conditions disadvantaged in any way. All reasonable and practicable interventions to support the individuals pre-incident functioning will be employed. This may include injury management, counselling support, and support for the family.

### **3.0 RESPONSIBILITIES:**

1. In the event that an incident occurs, initially all steps must be made to render the scene secure (i.e. remove members of the public and other employees to a safe area) and provide immediate assistance. This may include first aid provision, notification of the incident to the appropriate emergency services (fire, ambulance, police), and notification to the Senior Management Team.
2. Practical support interventions to be implemented i.e. cover those in shock with blankets, provide tissues / beverages (to those uninjured), stay with the person/s, and do not let anyone leave until the directive is given by the Senior Management Team. Trained peer support staff, if available, are to be mobilised to provide practical support and early emotional first aid.
3. The Senior Manager responsible for the affected staff member to notify the Chief Executive Officer and Echelon consultant as soon as practicable.
4. The Senior Management Team, with the Echelon consultant, to identify all staff and members of the public likely to be impacted upon by the event. In the event of a death, personnel files are to be accessed to determine next of kin notification. An Echelon consultant can attend with the Senior Manager in the event a next of kin notification is required.
5. The Senior Management Team are required to document all actions. A media response and staff information response are to be drafted and delivered by the Chief Executive Officer or delegate. Media are not to be enabled onto the premises and staff are not to discuss the incident with media personnel unless prior approval has been given. A standard telephone response for incoming inquiries about the incident is to be established with respect to the incident.

6. A stress support session can be provided within the first 24 hours by an Echelon consultant to those affected by the incident. This can be provided to employees and members of the public impacted upon by the event. A formal psychological debriefing session can be held approximately 48 – 72 hours after the incident. This is the period when natural defence mechanisms have broken down and debriefing can be of value. Follow up support and additional counselling can be provided (these services are funded under the Scheme).
7. Post incident - staff and resources are to be identified to promote functional recovery of the Shire of Nannup. This may include relief staff, buildings and amenities for example. Insurance notification is appropriate at this stage.
8. A report is to be provided by the Echelon consultant that details all interventions and can be kept on file in the event of a claim.
9. An audit of the Critical Incident Response policy and procedures is to be conducted on an annual basis to ensure that the Shire of Nannup adequately assesses the critical incident response needs, that the program adequately meets these needs, that the programs effectiveness is maintained and that all components work as intended.

#### **4.0 TRAINING:**

Critical Incident Response training should be provided to the Senior Management Team.

#### **5.0 REFERENCED DOCUMENTS**

- Emergency Preparedness and Response Procedure
- Employee Assistance Program

**CARRIED 7/0**

DEPOT COPY OFFICE COPY
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<b>MINUTES</b>
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Shire of Nannup  
Risk Management Advisory Committee

of a meeting held on  
Tuesday 23 June 2009 at 2.00 pm

**1. OPENING**

The meeting was declared open at 2.00 pm.

**2. ATTENDANCE / APOLOGIES**

Craige Waddell – Manager Corporate Services  
Tracie Bishop – OS&H Representative  
Neroli Logan – Regional Risk Coordinator  
Cr Carol Pinkerton – Councillor Representative  
Chris Wade – Works Manager  
Steve Winfield – OS&H Representative  
Cr Margaret Bird – Councillor Representative

**Apologies:**

Nil

**3. CONFIRMATION OF PREVIOUS MINUTES**

**C Pinkerton/ C Wade**

The Minutes of the Risk Management Advisory Committee held on 21st April 2009 be confirmed as a true and correct record.

**CARRIED**

**3.1 BUSINESS ARISING FROM THE MINUTES**

**3.1.1 Critical Incident Management Procedure**

These procedures were reviewed by committee members and minor changes and amendments were needed. Changes to be completed by *Neroli and Craige*.

## **M Bird/C Wade**

That the amended Critical Incident Management Procedure be presented to Council for adoption.

**CARRIED**

### **3.1.2 LGIS Rebate**

Suggestions were called for what safety issues could be funded from the LGIS rebate. Two issues were identified:

1. Improvements to Bunding area at depot
2. Lighting for outside perimeters of Council office.

## **C Pinkerton/S Winfield**

That the above two safety issues be presented to Council for recommendation for funding via this years LGIS rebate.

**CARRIED**

### **3.1.3 Raising the height of Shade Sail at Skatepark**

Community Development Officer will be asked to present findings on getting the height of this sail lifted at the next meeting.

## **4 OCCUPATIONAL SAFETY AND HEALTH**

### **4.1 RECEIVING OF SITE CHECKLISTS**

The Office checklist was received with no issues identified.

The Depot checklist was completed by Neroli and Steve.

Issues identified include:

1. OSH Policy needs reviewing – Currently showing 2008 date ***Craige to action.***
2. Data Sheets – Not all data sheets held are still current and some chemicals do not have relevant data sheets on hand. ***Craige to action***
3. Gutters need cleaning ***Chris to action***
4. Bunding shed needs work ***Refer 3.1.2 above***
5. Cabinets in work area need fixing to walls ***Chris to action***



#### **4.2 RECEIVING OF ANY INCIDENT / HAZARD FORMS**

One incident report was received (verbally) re lighting of outside perimeter of offices and storm grate in rear parking area of shire offices.

This has been passed on to the *Manager Development Services* for review.

#### **5. PUBLIC SAFETY / PUBLIC LIABILITY / EVENTS MANAGEMENT**

No new items for discussion.

#### **6. DEVELOPMENT SERVICES**

No new items for discussion.

#### **7. CORPORATE GOVERNANCE / COMPLIANCE**

No new items for discussion.

#### **8. GENERAL BUSINESS**

##### **8.1 FIRE EXTINGUISHER IN FUNCTION AREA**

Email has been forwarded to Manger Development Services for action. Still to be actioned.

##### **8.2 CHEM CERT COURSE**

*Neroli* will investigate date for three parks and garden staff that haven't under gone training. At present it is looking like course will be held in Manjimup however date is still unknown. Neroli will report date at next meeting.

##### **8.4 HEALTH ON THE MOVE**

*Neroli* has begun discussions regarding requirements of the manual handling training course. It is anticipated that the course will be offered some time in August.

##### **8.5 STRAPPING DOWN TRUCK LOADS**

*Neroli* to investigate what is required in the way of tying down loads of tree waste for transport.

#### 8.5 INJURY MANAGEMENT AUDIT

*Neroli and Tracie* to complete this audit on 29 July.

#### 8.6 STAFF TRAINING REPORTING INCIDENTS/ACCIDENTS

*Chris and Neroli* to organize staff training on completing these forms.

### 9. NEXT MEETING

The next meeting will be held on Tuesday 25 August 2009 at 2.00 pm in the Shirley Humble Room.

### CLOSURE

There being no further business the meeting was closed at 2.45 pm.

AGENDA NUMBER: 10.13  
SUBJECT: Royalties for Regions – South West Regional Grants Scheme  
Nannup Amphitheatre  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT:  
FILE REFERENCE: FNC 16  
AUTHOR: Louise Stokes – Community Development Officer  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 6 July 2009

**ATTACHMENTS:**

1. Royalties for Regions – South West Regional Grants Scheme letter
2. Media Release Hon Terry Redman MLA

**BACKGROUND:**

A funding application was submitted through the Royalties for Regions, South West Regional Grants Scheme requesting \$143,910.00 to complete the Nannup amphitheatre, including ablution block, permanent fencing, storage shed, green rooms, landscaping and reticulation. \$25,500 was awarded for this project.

**COMMENT:**

The primary infrastructure at the Nannup Amphitheatre is to complete the ablution block.

It is recommended that Council accepts the grant funding of \$25,500 towards the construction of the ablution block at the Nannup Amphitheatre.

**STATUTORY ENVIRONMENT:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:**

Forward Plan 2008/09 -2012/13: Program 11 Recreation & Culture B: Make recommendations to Council on future Foreshore Park development works.

**RECOMMENDATION:**

That Council accepts the grant of \$25,500 through the Royalties for Regions – South West Regional Grants Scheme towards the construction of the ablution block at the Nannup Amphitheatre.

**8231 PINKERTON/BOULTER**

That Council accepts the grant of \$25,500 through the Royalties for Regions – South West Regional Grants Scheme towards the construction of the ablution block at the Nannup Amphitheatre.

**CARRIED 7/0**

Signed:

Dated 27 August 2009



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

Our Ref: 27-05356

Mr Shane Collie  
Chief Executive Officer  
Shire of Nannup  
PO Box 11  
NANNUP WA 6275

SHIRE OF NANNUP			
RECEIVED			
Ref: FNC 16		No. 667	
2 - JUL 2009			
CEO	AO	LIB	FMO
ACS	EO	PUB	YO
WM	GO		RO
MDS	CR:		

Dear Mr Collie

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

Thank you for your applications for financial assistance through the inaugural round of the *Royalties for Regions* South West Regional Grants Scheme.

I am very pleased to advise you that part funding has been approved to assist with your projects.

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

Once you have signed these Agreements and provided the Commission with the appropriate information to demonstrate that you meet the funding conditions they have specified, arrangements will be made to pay Regional Grants Scheme funds.

The approval for your Recreation Precinct Upgrade is for \$50,000 (excluding GST) and Nannup Amphitheatre Completion Project is for \$25,500 (excluding GST) and is subject to you meeting the above conditions and agreement process.

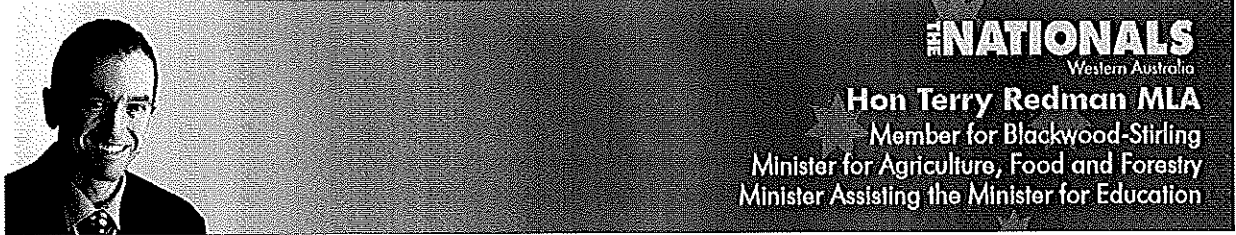
In the meantime, please contact Gayle Gray, Grants Coordinator at the Commission on (08) 9792 2000 if you have any queries.

I wish you every success with carrying these projects forward with the assistance of *Royalties for Regions*.

Yours sincerely

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

**29 JUN 2009**



**29 June 2009**

**Nannup, Boyup Brook, Bridgetown, Greenbushes share in grants.**

Blackwood-Stirling MLA Terry Redman said the communities of Nannup, Bridgetown, Greenbushes and Boyup Brook would benefit from the State Government's release of more than \$30million of projects from the first round of the Royalties for Regions' Regional Grants Scheme.

"I am delighted that this Royalties for Regions initiative is investing in local communities and putting funding back into country WA," Mr Redman said.

Mr Redman said funding had been awarded to a range of local projects, including \$3million over three years to for the Nannup to Albany section of the Munda Biddi Trail, which he said would provide a boost to all communities linked to the route.

"Everyone involved with the creation of the Munda Biddi Trail has had the long held aim of taking it right through the south west to the south coast and it is very pleasing to see this project funded," Mr Redman said.

Other local projects to receive Regional Grants Scheme funding include;

- \$122,390 towards construction of the Greenbushes Pool boardwalk and loop trail
- \$ 65,000 to support development of six new units for Geegeelup Village
- \$50,000 to the Nannup Recreation Precinct upgrade
- \$25,500 towards completion of the Nannup Amphitheatre
- \$19,600 towards zoo train restoration at the Boyup Brook District Pioneer Museum
- \$7,501 towards mains power connection to Maranup Bush Fire Brigade Station
- \$28,824 to increase capacity at the Boyup Brook Community Resource Telecentre
- \$19,000 towards a feasibility study of a Boyup Brook Industrial Estate site
- \$ 5,000 to the Bridgetown Scout Group for equipment
- \$9,000 to the Bridgetown Family and Community Centre

- \$ 5,548 to the Greenbushes Telecentre

More than 320 projects throughout regional Western Australia will receive funding totalling nearly \$32.4 million from the first round of the Royalties for Regions' Regional Grants Scheme.

Mr Redman said "Country communities are underpinned by the efforts of local organisations and it is gratifying that we can support those efforts in a practical way.

"Royalties for Regions was created to help regional communities shape their own futures and the Regional Grants Scheme funding is an important component in that process," Mr Redman said.

AGENDA NUMBER: 10.14  
SUBJECT: Country Arts WA - Projects and Residencies:  
Nannup Bike Rack Project  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT:  
FILE REFERENCE: FNC 6T  
AUTHOR: Louise Stokes – Community Development Officer  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 6 July 2009

**ATTACHMENT:** Media release The Hon Peter Garrett MP

**BACKGROUND:**

A grant application was submitted to Country Arts WA through their Residencies and Projects round to design and construct a creative bike rack to be installed within the streetscape of Nannup through community participation workshops under the tutelage of Rod Laws. \$7710 was granted, being the full amount requested.

**COMMENT:**

The idea of creative bike racks installed within the townsite was initiated by Mr Charley Cannon and assists to promote Nannup as a cycle friendly town. There are sustainable benefits of health/well being, culture and the environment to the community. The installation of bike racks throughout the townsite assists to encourage visitors and residents to become more active and cycle instead of driving cars. A positive partnership is being developed with the Munda Bidli Foundation and the installation of functional creative bike racks is a promotional tool for Nannup.

This project is complementary to the Council resolution (Agenda Item 10.8 May 2009), *that Council accept the designs for public artwork bike racks:*

- *Spider (Attachment A) by artist Irene Osborne*
- *Leaves (Attachment B) by artist Irene Osborne*
- *Park bench (Attachment D) by artist Russell Fuller-Hill*

*for construction once full funding has been sought and approved by Council.*

The Country Arts WA funding application is to conduct a design workshop with community members. Artist, Rod Laws will then design several bike racks using the concepts created by community members, which will then be advertised for public comment.



The selected design and proposed location for installation will then be presented to the Streetscape Advisory Committee and Council for approval.

Construction workshops in the premises of Rod Laws will include community members and assist in skills development and networking.

The completed bike rack will then be installed along the streetscape of Nannup.

The acceptance of this grant is supported.

**STATUTORY ENVIRONMENT:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:**

Forward Plan 2008/09 2012/13 Program 11 Recreation & Culture 11.A. Develop concept plans for artistic bike racks as tourist features and pursue funding for implementation.

**RECOMMENDATION:**

That Council accepts the grant of \$7,710 through the Country Arts WA Projects and Residencies funding round for the purpose of designing and constructing a creative bike rack to be installed within the Nannup streetscape.

**8232 BOULTER/PINKERTON**

That Council accepts the grant of \$7,710 through the Country Arts WA Projects and Residencies funding round for the purpose of designing and constructing a creative bike rack to be installed within the Nannup streetscape.

**CARRIED 7/0**



# MEDIA RELEASE

**The Hon Peter Garrett MP**

*Minister for the Environment, Heritage and the Arts*

PG /299

30 June 2009

## ARTS FUNDING FOR REGIONAL COMMUNITIES

The Australian Government is supporting home-grown arts activities in regional Australia with more than \$550,000 for 60 new arts projects.

Arts Minister Peter Garrett said the Government is funding innovative and exciting cultural projects created by local artists living in regional Australia.

"Through the Regional Arts Fund, artists work with members of their community to bring vibrant arts and cultural experiences, such as festivals, events, performances and other artistic enterprises, to regional and remote communities," Mr Garrett said.

The Australian Government's Regional Arts Fund is delivered by the peak regional arts organisation in each state, and by government arts departments in the territories.

"Regional arts funding benefits regional and remote communities in many ways. Funded projects help local economies by employing artists and developing their skills, as well as attracting tourists. These projects also bring communities together and are a source of huge inspiration and discussion," Mr Garrett said.

Highlights from the projects funded:

- Young artists learning and using flash animation techniques to create a large public artwork for night-time projection onto a shop-front in South Australia's Murray Bridge town centre.
- 'Green Living Art' workshops using recycled materials for sustainable art and sculpture in north eastern Victoria.
- Capturing the art of storytelling and passing it on to the next generation of Indigenous women of Lockhart River, in very remote Queensland, to ensure these skills and stories are not lost.
- A contemporary dance theatre performance in Lena Valley in Tasmania based on the book '*Dancing on the Edge of the Empire*' by a Tasmanian author.

For more information, visit the Regional Arts Australia website [www.regionalarts.com.au](http://www.regionalarts.com.au)

**Media contact: Ben Pratt 0419 968 734**

<p>AGENDA NUMBER: 10.15 SUBJECT: Nannup Pty Ltd- Community Fund Small Grants LOCATION/ADDRESS: Nannup NAME OF APPLICANT: FILE REFERENCE: FNC 6 AUTHOR: Louise Stokes –Community Development Officer DISCLOSURE OF INTEREST: DATE OF REPORT: 6 July 2009</p>
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**ATTACHMENT:**

1. Nannup Pty Ltd, Community Fund Small Grants letter
2. Draft copy of advertisement, general Nannup Pty Ltd Community Fund Small Grants.
3. Draft copy of advertisement, Kids Nannup Pty Ltd Community Fund Small Grants

**BACKGROUND:**

Correspondence has been received from Mr Michael Hale of Nannup Pty Ltd regarding a proposed small community grant scheme to be initiated in September 2009.

The request is to work with the Shire on developing the best method to introduce and administer the fund.

**COMMENT:**

The inclusion of a Community grants scheme by any proponent is commended and should be supported by Council. There are few funding opportunities for small community organisations or individuals.

There are two considerations within this proposal that Council should consider: whether to administer the funds or not, and the involvement in a selection panel.

Councillors would be aware that Mr Hale is currently liaising with Council in developing a subdivision development (Amendment No 1, Mount Folly Development). Council administering a community grant fund sponsored by a developer could be perceived by residents as giving favourable consideration to development applications and possible linkages to Council Development Contributions. Whilst there would not be any impropriety, possible negative community perception must be acknowledged. It is recommended that Council not be involved in administering this fund.

An appropriate organisation to administer the grant funds is the Nannup Telecentre and discussion with them is favourable.

The selection panel for the Nannup Pty Ltd Community Grants scheme does not need to be large, but should have diversity and impartiality. It is intended for one representative from the Nannup Telecentre and one representative from Nannup Pty Ltd sit on the selection panel.

The inclusion of a Councillor and the Community Development Officer on the selection panel is supported. The Community Development Officer offers support to residents and organisations on funding opportunities and manages the Event Information and Application packs as part of their role.

**STATUTORY ENVIRONMENT:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**RECOMMENDATION:**

That Council nominates Councillor .....and the Community Development Officer to the selection panel for the Nannup Pty Ltd Community Fund Small Grants.

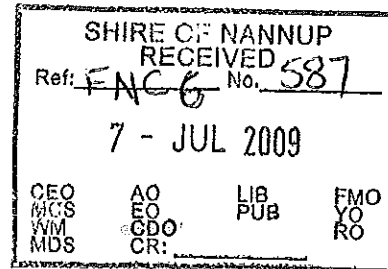
**8233 PINKERTON/DEAN**

That Council nominates Councillor Lorkiewicz and the Community Development Officer to the selection panel for the Nannup Pty Ltd Community Fund Small Grants.

**CARRIED 7/0**

Nannup Pty Ltd

LEVEL 1, 588 HAY STREET, SUBIACO WA 6008 ACN 199 396 048 TEL (08) 9388 7300 FAX (08) 9262 3386

July 5<sup>th</sup> 2009Shire of Nannup  
Attention: Louise Stokes

Dear Louise

**COMMUNITY FUND SMALL GRANTS**

As part of our contribution to making Nannup an even more desirable place in which to live, we would like to introduce a series of small grants to support local groups, businesses or individuals who are seeking to make a contribution to the community.

This contribution is proposed to total around \$10,000 per annum and is likely to be distributed by way of smaller grants. These payments would be distinct from the larger contributions to annual events and festivals and would be aimed at providing encouragement and support for everyone from school children to sporting clubs and businesses and anyone who has ideas or projects to improve local amenities.

We would like to work with the Shire on developing the best method to introduce and administer the fund. Could you please advise if the Shire would be willing to participate in this process.

I have attached the first draft of copy for the advertisements to promote the fund, this will be developed over the next few weeks along with posters.

I believe the effectiveness of the fund would be enhanced with the involvement of the Shire and would welcome the opportunity to discuss this in more detail.

Many thanks and regards,

**Michael Hale**  
Director  
NANNUP PTY LTD

## VERY ROUGH DRAFT

### GENERAL

#### HALF PAGE AD

Community Fund small grants

If you are a member of local club or community organisation

If you operate a local business or are working on a personal basis

And you have a project or idea which will make Nannup an even better place to live

NANNUP PTY LTD would like to hear from you

Applications for grants are invited in the fields of the Arts, Sport, Environment, Heritage, Education, Health, Business, Youth Development or in fact any good idea that will contribute to a better life in Nannup

The NANNUP Community Fund is sponsored by NANNUP PTY LTD as part of our contribution to making Nannup an even better place to live.

We are inviting everyone who would like to apply for a grant to contact....., forms are available from..... or on the web at.....

Please have applications into us by the deadline of.....

We will be providing an initial fund of \$10,000 per annum for our small grants with a maximum grant of \$2,000 for any one applicant.

### POSTER

KIDS

HALF PAGE AD

If you have a good idea to make life better

We want to hear from you

You can apply through your school, class, club, group, with your mates or just by yourself you just need a good idea to make living in Nannup even better

If you would like to do something good for your community in sport, art, environment, heritage Science and Technology, health, education, or anything which will make life better, we would like to support you.

Step one - Have a good idea

Step two - Have a plan

Step three - Work out a budget

Step four - Fill in an application

Step five - receive invitation to explain the idea further .....or .....sorry not this time back to step one

Step six - collect the money.....or.....sorry not this time back to step one

Step seven - start making a difference

Step eight - start planning for step one next year

POSTER

AGENDA NUMBER: 10.16  
SUBJECT: South West Games 2010  
LOCATION/ADDRESS: Bunbury  
NAME OF APPLICANT: City of Bunbury  
FILE REFERENCE: REC 8  
AUTHOR: Belinda Taylor – Recreation Officer  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 10 July 2009

Attachment: City of Bunbury – South West Games 2010 letter

**BACKGROUND:**

Correspondence has been received from the City of Bunbury requesting financial support for the South West Games Inc. for the 2010 Games.

**COMMENT:**

An email survey was sent out to the Recreation Officer's contact list to determine the level of interest in participating in the proposed sports for the South West Games. From the replies sent back, there is limited interest in the Games. Generally if residents intend on participating, they will be doing so as individuals, rather than in team sports.

Conversations with the Bowling and Cricket clubs suggested that it is unlikely they will compete, particularly as the Games are held during their normal seasons and may be likely to clash with these fixtures.

Positive responses were received from Nannup residents intending to compete in the Equestrian disciplines, Cross Country Running, Badminton and Basketball.

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil if recommendation adopted.

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATION:**

That Council does not support the South West Games this year due to budget constraints and limited resident participation.

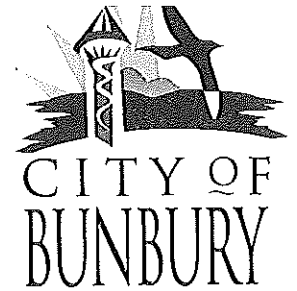
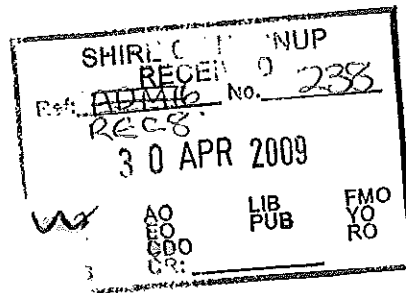
**8234 LORKIEWICZ/CAMARRI**

That Council does not support the South West Games this year due to budget constraints and limited resident participation.

**CARRIED 7/0**



Our Ref: JE:A448  
Your Ref:  
Enquiries: ☎ (08) 97 92 7021  
E-Mail: jearl@bunbury.wa.gov.au



29<sup>th</sup> April 2009

President Barbara Dunnet  
Shire of Nannup  
PO BOX 11  
NANNUP WA 6275

*Course - Can we discuss  
this - perhaps with  
Belinda. TTY  
SL.*

*From the Office  
of the Mayor*

Dear Ms Dunnet,

**RE 2010 SOUTH WEST GAMES**

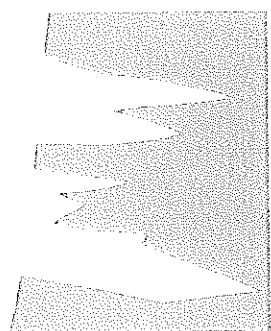
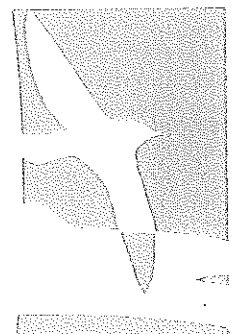
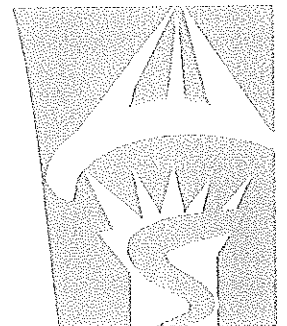
As Mayor of the City of Bunbury I wish to inform you personally that the City of Bunbury will be the Host City for the 2010 South West Games in this the 25<sup>th</sup> anniversary of the Games. I am also writing to you to formally request your Shire's involvement and support for this South West and Peel event. It will include a region wide schools event for the first time.

The City of Bunbury has approved a grant of \$25,000 to South West Games Inc; a not for profit organisation who have been running the Games since their inception in 1985. That grant is to help them to organise the 2010 Games and I would ask that your Council consider granting a proportionate amount to them, within your budget guidelines so the Games can be a success for the entire South West and Peel region.

The SW Games will be opened officially in October 2009 in Bunbury with the Playoffs in this region wide sporting event starting then throughout all the Shires. They will then conclude in April 2010 with the Games Finals and official closing ceremony, again to be held in Bunbury.

The Games organisers have garnered substantial media support for the Games with the South Western Times newspaper and all of it's regional newspapers on board as media partners from now until the successful conclusion of the Games in April next year which will result in over 100 pages of coverage of the event.

Also the 621 Spirit radio station and their region wide affiliates are confirmed media partners and will be airing over 1800 spots in support of the Games plus interviews, results roundups, and outside broadcasts at the events. The South Western Times will also be covering the events photographically and editorially as they occur for publication in the group's papers alongside the weekly Games results tables.



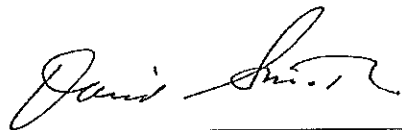
4 Stephen Street  
PO Box 21 Bunbury WA 6231  
Telephone: (08) 9792 7021  
TTY: (08) 9792 7370  
Facsimile: (08) 9792 7023  
www.bunbury.wa.gov.au

The Games organisers will contact you directly over the next few weeks to discuss your Shire's requirements and involvement with you personally, so that your community may participate fully in this sporting event which will highlight the sporting prowess of our SW region.

I look forward to your Shire's involvement with the City of Bunbury in the 2010 South West Games, in the Games' 25<sup>th</sup> Anniversary year, all of us working together on this sporting event for the benefit and health of all our South West and Peel citizens both young and old.

With best wishes, I am

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Smith', written over a horizontal line.

David Smith  
**MAYOR OF THE CITY OF BUNBURY**

<p>AGENDA NUMBER: 10.17  SUBJECT: Accounts for Payment  LOCATION/ADDRESS: Nannup Shire  FILE REFERENCE: FNC 8  AUTHOR: Tracie Bishop – Administration Officer  DISCLOSURE OF INTEREST:  DATE OF REPORT: 10 July 2009</p>
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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 771 - 821	\$ 176,374.84
Accounts Paid By Cheque Vouchers 17604 - 17670	\$ 199,540.53
Direct Debits Vouchers 99130 - 99133	\$ 25,360.93

**Trust Account**

Accounts Paid By Cheque Vouchers 22703	\$ 160.00
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**STATUTORY ENVIRONMENT:**

Local Government (Financial Management) Regulation 13

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

As indicated in the Schedule of Accounts for Payment.

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATION:**

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$401,436.30 in the attached schedule be accepted.

**8235 LORKIEWICZ/PINKERTON**

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$401,436.30 in the attached schedule be accepted.

**CARRIED 8/0**

**SCHEDULE OF ACCOUNTS PAYABLE  
SHIRE OF NANNUP  
SUBMITTED TO COUNCIL'S JULY 2009 MEETING**

Chq/EFT	Name	Description	Amount
<b>MUNICIPAL ACCOUNT</b>			
EFT771	PHOENIX BUILDING COMPANY	PROGRESS CLAIM NO 4	\$62,768.99
EFT772	COURIER AUSTRALIA	FREIGHT CHARGES	\$21.96
EFT773	LANDGATE	MINING TENEMENTS SCHEDULE M2009/05	\$30.30
EFT774	FIRE AND EMERGENCY SERVICES AUTHORITY	ESL FOR 2008/09 FOURTH QUARTER	\$4,192.83
EFT775	INSIGHT CCS PTY LTD	MONTHLY SERVICE FEE	\$90.42
EFT776	METAL ARTWORK CREATIONS	NAME BADGES	\$47.30
EFT777	SW PRECISION PRINT	STATIONERY SUPPLIES	\$155.00
EFT778	SEMINARS AUSTRALIA	TAXATION OF EMPLOYEE SALARIES SEMINAR	\$560.00
EFT779	VASSE EXPRESS COURIER	FREIGHT EXPENSES	\$231.00
EFT780	WESTRAC EQUIPMENT	PLANT REPAIR	\$190.10
EFT781	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$9,022.06
EFT782	BELINDA TAYLOR	REIMBURSEMENT OF EXPENSES	\$83.98
EFT783	AQUA SHED	DARRADUP VFB SUPPLIES	\$24.05
EFT784	SHANE COLLIE	REIMBURSEMENT OF EXPENSES	\$1,632.36
EFT785	JTAGZ PTY LTD	DOG REGISTRATION TAGS	\$198.00
EFT786	NANNUP TELECENTRE	SHIRE NOTES	\$418.00
EFT787	PIONEER ROAD SERVICES PTY LTD	MAXI SKID RESIST	\$9,733.88
EFT788	IT VISION	SOFTWARE SUPPORT	\$363.00
EFT789	WADIFARM CONSULTANCY SERVICES	CONSULTANCY FEES	\$2,612.50
EFT790	GLOBE SIGN COMPANY	COLOURBOND SIGN - TOTEM POLES	\$243.10
EFT791	PICTON TYRE CENTRE PTY LTD	TYRES	\$2,670.00
EFT792	BUSSELTON RETRAVISION	SUNDRY SUPPLIES	\$170.00
EFT793	JJJ PAINTING AND DECORATING	PAINTING OF BROCKMAN ST ABLUTIONS	\$4,510.00
EFT794	NATIONAL FOODSERVICE EQUIPMENT	CROCKERY TOWN HALL	\$275.00
EFT796	CORPORATE EXPRESS	STATIONERY SUPPLIES - BINDING COILS	\$81.71
EFT797	NANNUP TELECENTRE	CDO WORKSHOP - OVERHEAD PROJECTOR SHEETS X 16	\$26.40
EFT798	SW PRECISION PRINT	A3 MAP PADS	\$1,660.00
EFT799	RICOH BUSINESS CENTRE	TRAVEL CHARGES - RICOH PHOTOCOPIER	\$51.70
EFT800	SUGAR MOUNTAIN ELECTRICAL SERVICES	MAINTENANCE WORK - NANNUP TOWN OVAL	\$546.57
EFT801	SWANGLER INSULATION	FIBERGLASS BATTS VISITORS CENTRE	\$4,933.50
EFT802	STEPHEN SECKER	REIMBURSEMENT OF EXPENSES	\$706.00
EFT803	BRIDGETOWN MEDICAL GROUP	MEDICAL EXPENSES	\$88.00
EFT804	LANDGATE	RURAL UV GENERAL REVALUATIONS 2009	\$6,144.60
EFT805	BARBARA DUNNET	REIMBURSEMENT OF EXPENSES	\$8,909.66
EFT806	PRESTIGE PRODUCTS	CLEANING PRODUCTS	\$411.40
EFT807	CRAIG WADDELL	REIMBURSEMENT OF EXPENSES	\$211.40
EFT808	WORTHY CONTRACTING	REHAB OLD GRAVEL PIT - ROBERTS ROAD	\$3,256.00
EFT809	JP REPAIRS	TYRE REPAIR	\$20.00
EFT810	BG&E PTY LIMITED	NANNUP FLOOD BARRAGE	\$4,075.50
EFT811	AQUA SHED	ONGA 183 PUMP - DARRADUP VFBF	\$1,645.35
EFT812	BOYANUP BOTANICAL	PLANTS	\$312.31
EFT813	COURIER AUSTRALIA	FREIGHT CHARGES	\$19.54
EFT814	CORPORATE EXPRESS	OFFCIE SUPPLIES	\$64.42
EFT815	LANDGATE	MINING TENEMENTS M2009/6	\$30.30
EFT816	GL HAPP PTY LTD	FUEL	\$45.95
EFT817	NANNUP TIMBER PROCESSING	REFUND OF MONIES PAID	\$25,515.00
EFT818	LOUISE STOKES	TRAVEL EXPENSES	\$88.02
EFT819	WML CONSULTANTS	MOWEN ROAD MANAGEMENT	\$3,001.63
EFT820	WARREN BLACKWOOD WASTE	RUBBISH BINS PICK UP	\$4,822.72
EFT821	WORTHY CONTRACTING	1 MONTH CONTRACT N.W.F	\$9,463.33
<b>TOTAL EFT PAYMENTS:</b>			<b>\$176,374.84</b>
17604	DEPARTMENT OF TREASURY AND FINANCE	LOST AND DAMAGED BOOK FEE	\$19.80
17605	JEM TRUCK SALES	SPARE PARTS	\$323.52
17606	MANJIMUP MOTORS PTY LTD	SUNDRY SUPPLIES	\$126.65
17607	MARGARET RIVER STRUCTURAL ENGINEERING	FOOTING DETAIL - OLD RAILWAY BRIDGE	\$132.00
17608	DEPARTMENT FOR PLANNING AND INFRASTRUCTURE	VEHICLE LICENSE	\$145.65
17609	PIONEER CREDIT MANAGEMENT SERVICES	LEGAL FEES - OUTSTANDING RATES DEBTORS	\$1,035.38
17610	SHIRE OF MANJIMUP	WASTE MANAGEMENT CONSULTANCY SERVICES	\$4,996.51
17611	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	\$221.62
17612	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$390.98
17613	WESTSCHEME	SUPERANNUATION CONTRIBUTIONS	\$249.99
17614	NORWICH UNION SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$271.92
17615	COMMONWEALTH SUPER SELECT	SUPERANNUATION CONTRIBUTIONS	\$84.09
17616	HIML ACF IPS APPLICATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$302.40
17617	HOSTPLUS EXECUTIVE	SUPERANNUATION CONTRIBUTIONS	\$66.14
17618	SHIRE OF NANNUP	PAYROLL DEDUCTIONS	\$100.00
17624	BLACKWOOD CAFE - ARIHIA PTY LTD	COUNCIL DINNER	\$373.60

**SCHEDULE OF ACCOUNTS PAYABLE  
SHIRE OF NANNUP  
SUBMITTED TO COUNCIL'S JULY 2009 MEETING**

Chq/EFT	Name	Description	Amount
17625	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS AND CLEANING	\$11.40
17626	ROBERT STANLEY	ROCK GARDEN AT SHIRE OFFICES	\$3,255.00
17627	SHIRE OF MANJIMUP	EDGE REPAIRS - JOHNSTON ROAD	\$12,789.77
17628	WALGA	FORESHORE PARK ENTRY STATEMENT ADVERTISING	\$2,262.90
17630	THOMAS F PERSEY	RATES REFUND	\$1,510.22
17631	WIRTGEN AUSTRALIA PTY LTD	MAINTENANCE SUNDRY	\$621.31
17632	CAREY CURTIS	PROFESSIONAL ADVICE	\$2,700.00
17633	HYATT REGENCY PERTH	STAFF ACCOMODATION	\$440.00
17634	BUNNINGS- BUSSELTON	SUNDRY SUPPLIES	\$94.41
17635	BELL FIRE EQUIPMENT	FIRE BLANKETS - X 50	\$2,200.00
17636	BRISKLEEN SUPPLIES	CLEANING PRODUCTS	\$163.24
17637	EVERYDAY POTTED PLANTS	GARDENING SUPPLIES	\$864.45
17638	THE GOOD FOOD SHOP	REFRESHMENTS	\$54.20
17639	GREG MADER EARTHWORKS	BIRD ROAD GRAVEL PIT	\$75,196.00
17640	NORM FLYNN SMASH REPAIRS	MOTOR VEHICLE REPAIRS	\$900.00
17641	NANNUP LIQUOR STORE	REFRESHMENTS	\$224.90
17642	PROTECTOR ALSAFE	SAFETY EQUIPMENT	\$39.49
17643	PIONEER CREDIT MANAGEMENT SERVICES	LEGAL CHARGES - FIREBREAKS	\$47.30
17644	GT BRAKE & CLUTCH REPAIRS	SUNDRY SPARE PARTS	\$63.80
17645	SHIRE OF BUSSELTON	RANGER SERVICES	\$1,111.32
17646	SYNERGY	ELECTRICITY EXPENSES	\$3,406.10
17647	YALLINGUP MOTOR & MARINE UPHOLSTERY	TOWN HALL SEATS	\$11,000.00
17649	ANDREW JOHN KNIGHT	RATES REFUND	\$389.94
17650	ANTHONY DEAN	REIMBURSEMENT OF EXPENSES	\$720.00
17651	DF & DJ BOULTER	REIMBURSEMENT OF EXPENSES	\$1,254.00
17652	GREG MADER EARTHWORKS	REHABILITATION - 6 MILE ROAD PIT	\$38,307.50
17653	R TAYLOR	REIMBURSEMENT OF EXPENSES	\$3,214.50
17654	ROBERT STANLEY	SHIRE GARDEN BEDS	\$455.00
17655	ROB STANLEY	STONE GARDEN WALL	\$665.00
17656	WILTON'S BISTRO	COUNCIL DINNER 25/6/2005	\$336.00
17657	WARREN BLACKWOOD STRATEGIC ALLIANCE	MEMBERSHIP 2009/2010	\$8,619.60
17658	SEASONS OF PERTH	ACCOMODATION	\$426.50
17659	AMD CHARTERED ACCOUNTANTS	INTERIM AUDIT	\$2,750.00
17660	BELL FIRE EQUIPMENT	FIRE EQUIPMENT	\$203.50
17661	BOREHAM VALLEY NURSERY	PLANTS	\$479.60
17662	MANJIMUP TOYOTA & MITSUBISHI	SUNDRY SPARE PARTS	\$241.06
17663	DEPARTMENT FOR PLANNING AND INFRASTRUCTURE	VEHICLE LICENSE	\$253.20
17664	R & R TAPE & SAFETY SUPPLIES	SAFETY WEAR	\$869.44
17665	SOUTH WEST FIRE	SUNDRY MAINTENANCE	\$5,372.24
17666	SYNERGY	ELECTRICITY EXPENSES	\$1,028.60
17667	SOUTH WEST REGIONAL COLLEGE OF TAFE	CERT 3 IN HORTICULTURE - APPERTICESHIP COURSE	\$410.90
17668	TELSTRA	TELEPHONE EXPENSES	\$1,751.69
17669	WATER CORPORATION	WATER EXPENSES	\$2,646.20
17670	WORK CLOBBER	SAFETY BOOTS X 7	\$1,350.00
<b>TOTAL CHEQUE PAYMENTS:</b>			<b>\$199,540.53</b>
99130	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO 36 - PRINCIPAL REPAYMENT	\$4,608.19
99131	BP AUSTRALIA	FUEL EXPENSES	\$18,699.53
99132	CALTEX AUSTRALIA	FUEL EXPENSES	\$1,933.32
99133	WESTNET	INTERNET EXPENSES	\$119.89
<b>TOTAL DIRECT CREDITS:</b>			<b>\$25,360.93</b>
<b>TRUST PAYMENTS</b>			
22703	JAMES CARR	REFUND OF BOND	\$160.00
<b>TOTAL TRUST PAYMENTS:</b>			<b>\$160.00</b>
<b>TOTAL MUNICIPAL PAYMENTS:</b>			<b>\$401,276.30</b>
<b>TOTAL TRUST PAYMENTS:</b>			<b>\$160.00</b>
<b>TOTAL PAYMENTS FOR THE MONTH OF JULY 2009:</b>			<b>\$401,436.30</b>

**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 6.23pm.