

Councillor Dunnet declared a financial interest in the following item and left the meeting at 5.10pm.

The nature of the interest was that the valuation of her land may change if sub division occurs.

Councillor Bird assumed the chair.

AGENDA NUMBER: 10.9
SUBJECT: Nannup Coastal Management Plan (NCMP)
LOCATION/ADDRESS:
NAME OF APPLICANT: Shire of Nannup
FILE REFERENCE: TPL 7
AUTHOR: Shane Collie – Chief Executive Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 19 February 2009

Attachments:

1. Letter from Department for Planning and Infrastructure (DPI) 26 June 2006.
2. Grant Acceptance Letter 1 August 2007.
3. Submission from DPI 9 January 2009.
4. Draft NCMP - Study Recommendations.
5. Summary of Submissions – Draft NCMP.
6. Summary of Detailed Submissions Received.

BACKGROUND:

Council previously considered the Draft Nannup Coastal Management Plan (NCMP) prepared by consultant Kevin Martin at its August & October 2008 Ordinary Meetings. Council also resolved at its August Ordinary Meeting to seek comment from Dr Robert Kay on the implications that climate change may have on the south coast area included in the draft NCMP.

Council resolved at its October 2008 Ordinary Meeting to seek public comment on the Draft NCMP. Advertising subsequently occurred and submissions closed on Friday 9th January 2009. A total of 35 submissions have been received and they have been acknowledged.

COMMENT (ON DPI POSITION):

The submissions have been collated and summarised (Attachments 5 & 6) and have also been discussed with report author Mr Kevin Martin on 11 February 2009. Prior to Council considering the submissions there is an important issue that needs to be considered in the overall context of the plan regarding the submission from DPI (Attachment 3).

DPI state in their submission on page 3:

"DPI would be unwilling to recommend to the WAPC to release the balance of funds under the CMPAP program based on the current draft CMP."

The background to how the funding for the NCMP was secured and the grant acceptance letter are noted per attachments 1 and 2. The relevant conditions of the grant have been satisfied. DPI are demanding that Council include in the NCMP such matters as the DPI want per their submission. The DPI position has been challenged as there was never any indication that funding would be withheld on the basis of Council amending the draft plan to satisfy the DPI. At the time of writing an email response has been received from the DPI and their position appears unchanged. Council forwarded the second invoice payment (\$8,000 plus GST) in November 2008 per the funding agreement and this account has not been paid.

Given that one of the key factors in Council becoming involved in this matter was the DPI's refusal to approve any subdivision until the vesting issue was addressed, their stance is disappointing. Should the DPI want the report completed under their firm direction, one questions why they provided funding and participated in the process in the first place.

The consideration of the draft NCMP by Council is predicated by satisfactory (to Council) resolution of the current DPI position.

COMMENT (DRAFT NCMP):

The following is comment on the main points contained in the submissions with amendments (where considered appropriate) to the plan which Council is suggested to consider to the draft NCMP prior to final adoption.

Recommendation 1

That three coastal access nodes, identified as White Point, The Lagoon & Milyeannup, be considered as potential development points.

Of the 35 submissions received, 8 support the recommendation in totality, 19 did not indicate being for or against and the remaining 8 made comment on one or more of the three areas being suitable.

The DPI noted that the wording regarding the access nodes needed revising to make the NCMP consistent with the Augusta to Walpole Coastal Strategy (AWCS). The NCMP refers to "potential development points" in relation to the access nodes whereas the AWCS refers to access nodes that preclude any development apart from infrastructure that is required to provide access being provided through the subdivision process.

Verve Energy did not support the access node at Milyeannup as it may have an adverse impact on the proposal for a wind farm in the area. It is understood that should the Verve wind farm proposal proceed in the vicinity of the Milyeannup node the landowner may not wish to pursue subdivision for a number of years (the life of the wind farm is 25 years). Consequently the Milyeannup node would be unlikely to be developed through a subdivision application during this time. This does not preclude the node being developed through other means.

Officer comment:

The alteration of Recommendation 1 as suggested by the DPI appears reasonable and is not of any particular consequence being more a labelling/terminology preference. An amendment of the wording in relation to the Coastal Access Nodes from "potential development points" to "potential foreshore access points" is hence supported.

Recommendation 2

That a Department of Planning and Infrastructure fully funded study to determine ceded foreshore reserve be finalised prior to the Nannup Shire Council considering vesting.

3 submissions support the recommendation, 4 opposed it and the balance of submissions offered no indication either way. The DPI stated within their submission that funding is not available from DPI to have a study undertaken, which was already understood.

Officer comment:

Council has previously resolved as part of its submission on the Augusta to Walpole Coastal Strategy that such a study be funded, facilitated and project managed by the Department of Planning and Infrastructure.

Clearly there is an impasse on this matter and Council needs to confirm if it is prepared to amend the present draft NCMP recommendation in accordance with the DPI position or not. If such a study is not undertaken the ceding of a foreshore reserve is the responsibility of the landowners through a subdivision guide plan process (prior to the proponent lodging a subdivision application).

Despite Council's previous position it is clear that retaining this recommendation will lead to an inconsistency with the ACWS (section 4.4.9) as well as being subject to State Planning Policy (SPP) 2.6.

Recommendation 2 in the Draft NCMP is therefore recommended to be deleted.

Recommendation 3

That the landowners within the study area be required to cede land required for the foreshore reserve as a condition of approval for subdivision or development greater than a single house.

4 submissions support the recommendation, 3 opposed and several submissions pointed out that land is ceded under the provisions of the Planning and Development Act 2005 at the time of subdivision. Therefore this recommendation should be removed from the NCMP as the Planning & Development Act 2005 takes precedence over a Local Government Management Plan. The DPI comment on this recommendation is that the ceding of land is a general requirement of the subdivision process and is therefore inappropriate to be classed as a recommendation.

Officer comment:

Council will need to make specific amendments to its Local Planning Scheme at a future point in time (Current Recommendation 11) to determine the level of development (other than subdivision) that would require land to be ceded. As the ceding of land is controlled by the Planning and Development Act 2005 this recommendation is considered unnecessary as pointed out in the submissions received. Suggestion is removal.

Recommendation 4

That the Nannup Shire Council support the principle of accepting full vesting of the existing narrow strip of UCL abutting high water mark, provided that the formal vesting of the UCL in the Council shall only take place in conjunction with the first coastal node subdivision and the ceding of the required additional foreshore reserve.

6 submissions indicated support for the recommendation, 14 were against and 5 detailed submissions supported the Nannup Shire accepting vesting as soon as possible. Of the 5 supporting the immediate vesting of the UCL, 1 however does not support any future land being ceded.

DPI noted that the wording within the report is in their view ambiguous as it states "support the principle" and their opinion is that it is not appropriate in a study recommendation. The DPI view is that the NCMP is required to provide the Shire with what they term workable recommendations.

Officer comment:

The wording that DPI object to was specifically inserted so as Council could not be held to take the vesting unless the terms and conditions were acceptable to Council. DPI state in their submission:

"...it should be noted that vesting is not being forced upon the Shire. If acceptance of vesting is not agreed to however, and other agencies also refuse vesting, then subdivision can not proceed."

These comments from the DPI give the impression that vesting *is* being forced upon the Shire if subdivision is desired. This was one of the key reasons why Council became involved in this matter in the first place. The attitude displayed by the DPI on this matter is disappointing and consistent with their threat of funding removal and the non payment of the second invoice submitted for costs associated with the NCMP.

Council may wish to consider rewording of Recommendation 4 (and perhaps Recommendation 5) though the Steering Committee was quite strong in its use of the words "support the principle". It is not recommended to do so and the DPI comments on this point are dismissed.

Recommendation 5

That the ceded areas of foreshore reserve shall be amalgamated with the adjoining strip of foreshore land (former UCL) and vested with the Nannup Shire Council.

6 submissions support the recommendation, none indicated that they were opposed to it.

Officer comment:

This recommendation is very much linked to Recommendation 4. If Recommendation 4 is to be retained, Recommendation 5 should be also.

Recommendation 6

That, as part of any subdivision or development (greater than a single house) application, the applicant be required to prepare a foreshore management plan for endorsement by the Nannup Shire Council to address the potential impacts of the type and scale of subdivision or development proposed.

4 submissions support the recommendation, 3 were against the recommendation. DPI state that this recommendation is a condition of subdivision that has been outlined in the AWCS and will accordingly be included in the Shire's Town Planning Scheme.

Officer comment:

This is the same principle applied as per Recommendation 3 and therefore Recommendation 6 should therefore be removed.

Recommendation 7

That all four wheel drive vehicles, motor bikes, quad bikes or similar motorised vehicles be not permitted to access the beach or foreshore reserve area, other than within the public roadway or carpark (excepting for emergency and management vehicles).

3 submissions support the recommendation, 3 oppose it.

Several detailed submissions argue for access to the beach by ATV bikes and 4WD vehicles as the proposed access nodes are some distance from fishing and other recreational parts of the coast that can not be easily accessed by foot. It is stated that the area has been accessed for many decades by local residents who have used motorised vehicles to gain access along the coastal reserve without there being any discernable adverse environmental impact. It was suggested that there may be a role for the Council to control vehicular access through the issue of annual permits for ATVs and 4WD vehicles.

Officer comment:

Although numerous submissions sought to retain access for motorised vehicles, Council needs to be cognisant of the legal and liability ramifications if it is to permit the use of motorised vehicles (except emergency vehicles) within the foreshore reserve. Resources for management are another factor.

The steering committee considered this matter extensively in its deliberations prior to arriving at its determination. There is no change suggested for this recommendation.

Recommendation 8

That subdivision of land within the study area be in accordance with the provisions set out in Augusta-Walpole Coastal Strategy.

6 submissions support the recommendation, none oppose it.

Once again the DPI's comment is that this is a general requirement of the subdivision process and is therefore inappropriate to be classed as a recommendation.

Officer comment:

The DPI position is accepted and the recommendation is therefore proposed to be deleted as it will occur as a matter of course.

Recommendation 9

That the Nannup Shire Council adopt the position that for any subdivision application that the cost for infrastructure and facilities provision, including the upgrading of Woodarburrrup and Milyeannup Coast Roads and any identified offsite infrastructure be met by the developer/subdivider (at no cost to Council) to comply with Council's Local Planning Policy subdivisional guidelines.

5 submissions support the recommendation, 2 oppose it.

Of the detailed submissions the view is that Council should ensure that any contribution to the infrastructure should be calculated on the basis fairness and equity. It was also suggested that both DEC and Council be included in the calculation of the amount of contribution required from each party toward the provision of infrastructure.

The DPI's comment is that the recommendation requires further clarification and needs to be in accordance with State Planning Policy 3.6 - Development Contributions for Infrastructure. They also state that there needs to be consistency between subdivisions to provide adequate developer contributions.

Officer comment:

The provisions of the State Planning Policy 3.6 – Development Contributions for Infrastructure apply and Council is required to work within the Policy framework. An amendment to Recommendation 9 is therefore submitted for Council's consideration as suggested by the DPI.

Recommendation 10

That as a component of planning for subdivision or development greater than a single house on the freehold lots, each proponent undertake specific assessments including, but not limited to, a flora and vegetation survey, fauna survey, Aboriginal heritage survey, geotechnical assessment and a bushfire hazard assessment, in addition to the foreshore reserve assessment.

6 submissions support the recommendation and none have indicated that they oppose it.

The detailed submissions hold the view that any assessment should be in accordance with the AWCS, and do not agree that existing & future farm

activity/expansion should be assessed. The DPI maintains that the above studies are discussed at length in the AWCS and therefore it is not either necessary or appropriate to have them as study recommendations.

Officer comment:

The DPI position is accepted and the recommendation is therefore proposed to be deleted as it will occur as a matter of course.

Recommendation 11

That the Nannup Shire Council initiate appropriate amendments to its District Planning Scheme & Local Planning Strategy to incorporate the provisions and requirements set out in this coastal management plan and the Augusta-Walpole Coastal Strategy.

7 submissions support the recommendation and none indicate they are opposed. The DPI maintains that the above are discussed at length in the AWCS and therefore it is not either necessary or appropriate to have them as study recommendations.

Officer comment:

The DPI position is accepted and the recommendation is therefore proposed to be deleted.

Recommendation 12

That the Nannup Shire Council liaise with the landowners within the study area to identify the appropriate concepts for each situation to conserve and manage the significant vegetation and visual landscape and retain the "wilderness" values of the area.

5 submissions support the recommendation, 2 oppose it. Detailed submissions raise the issues of whether DEC and the Shire have any jurisdiction on private land unless invited by the landowner to participate.

Officer comment:

Council already has jurisdiction over private land through its District Planning Scheme and other statutory documents. "Liaison" with landowners has no statutory base and the point raised that such liaison should be by invitation only is accepted. No change suggested to the recommendation.

Recommendation 13

That the landowner/proponent be responsible for the provision of the infrastructure and facilities at the respective coastal nodes, including the construction or provision of roads/tracks, carparks, fencing/barriers, pedestrian access points, camping area improvements, fireplaces, composting toilets and signage.

6 submissions support the recommendation, 1 opposes it.

Detailed submissions suggest that the provision of coastal node infrastructure should only occur after subdivision. Also that if the number of access nodes was restricted to one, the overall costs associated with the provision of the infrastructure would be considerably less than for three nodes.

Officer comment:

The provisions of the State Planning Policy 3.6 – Development Contributions for Infrastructure may not cover developments that are not directly linked to subdivision of land. Where development greater than a single house is proposed and Council requires the proponent to provide infrastructure of facilities in accordance with the NCMP, the developer/proponent should have to meet these costs.

There is no alteration suggested for this recommendation.

Recommendation 14

That the landowner/proponent prepare a Development Contributions Plan (to the satisfaction of the Council) with an agreement to maintain infrastructure and facilities for a period of 5 years

6 submissions support the recommendation, 1 oppose it.

The DPI's comment is that the recommendation requires further clarification and needs to be in accordance with State Planning Policy 3.6 - Development Contributions for Infrastructure. There also needs to be consistency between subdivisions to provide adequate developer contributions.

Officer comment:

See Recommendation 13 officer comment above. Suggestion to alter wording to include reference to State Planning Policy 3.6. The intent and practical application of this recommendation is unchanged.

Recommendation 15

That this Coastal Management Plan shall be reviewed within 10 years from the date of adoption.

6 submissions support the recommendation.

Officer comment:

It is acknowledged that although the Augusta to Walpole Coastal Strategy is yet to be formally adopted by the State Government, it would be inadvisable for Council to refrain from adopting the Nannup Coastal management Plan on this basis alone.

The DPI state that the NCMP should have been released for comment after the finalisation of the AWCS. This is very difficult to accept given that DPI participated in the compilation of the NCMP and has provided the funding and timeframe for it, which concludes in February 2009.

DPI further state that a coastal management plan should follow on from the AWCS rather than pre empting the finalisation and recommendations of the AWCS. Again this comment is very difficult to accept given that the DPI is responsible for the finalisation of the AWCS and have taken an inordinate amount of time to complete it.

Note at the time of writing (19/2/09) it has been advised through the DPI that the AWCS is *very* shortly to be finalised.

When the State Government adopts the AWCS, Council can review the NCMP in the unlikely occurrence that there is any conflict with any of the AWCS provisions. Similar to the overriding qualification to this report, if DPI renege on their commitment to provide the balance of funding for the NCMP it is considered unlikely that Council will proceed with the finalisation of the document.

There is no suggestion to alter this recommendation, however if Council is uncomfortable in finalising the NCMP prior to the finalisation of the Augusta to Walpole Coastal Strategy then the recommendation to this report or any other proposed resolution could lie on the table until such time as the AWCS is completed. This is assuming that DPI will not use any such delay to revoke funding per the funding agreement in place.

General Comments on the Nannup Coastal Management Plan

- Of the 35 submissions received, 14 specifically related only to maintaining public access to White Point.
- Of the balance of the submissions not all made comment on all the recommendations – only those that directly affected them therefore it would be inadvisable to suggest that everyone who specifically supported or opposed the recommendations that directly affected them also supported or opposed any or all of the remaining recommendations or held a particular view on them.
- Numerous landowners suggested that they could assist the Shire in controlling the area by providing “voluntary” ranger, litter control and emergency response services (search/rescue/fire etc) to minimise the operational and compliance costs to Council. This option was discussed at length by the committee and discounted.
- Numerous submissions made mention of their desire to continue having access along the beach for recreational pursuits (fishing swimming etc) for which they require the use of off road vehicles or 4WDs. Some community members and their families have been accessing the area in this way for over 40 years and have been conscious of the need to look after the area, otherwise access to the area could easily be denied to them by the landowners where they camp.
- Concern that camping is only to be allowed at White Point and not at the Lagoon or Milyeannup was also raised.

Currently limited camping is allowed by the individual landowners at all three proposed coastal access node areas. The proposal to restrict camping only to White Point is likely to result in greater environmental pressures being placed on the White Point access node. The Lagoon area has been used for camping for over 30 years with little, if any, apparent detrimental environmental impact. Camping at Milyeannup has been less than the other two areas however has also been allowed for numerous years.

Officer Comment:

The intent of the NCMP is to provide access to the foreshore reserve via the three access nodes. The provision of camping areas other than at White Point was considered by the committee and discounted.

- Several submissions also made note that the maps within the NCMP (including figures 7.1 – 7.3) are inconsistent with those held by the Department of Planning & Infrastructure and incorporated into the Augusta-Walpole Coastal Strategy and should be updated to ensure continuity across planning documents at all levels. This is accepted and is incorporated as a recommended alteration to the body of the draft NCMP.
- Council has also been requested to take into consideration the likely adverse effect the NCMP may have on developments that may potentially benefit more than the immediate area or region and therefore may be of State environmental and economic importance.
- A matter identified in the majority of the detailed submissions is that the subdivision process should be the mechanism used to determine the location of the foreshore reserve boundary and not that as proposed within the draft NCMP (development greater than a single house). This is consistent with the provisions of the Planning and Development Act 2005 and regardless of what is eventually contained within the NCMP, the provisions of the Planning & Development Act 2005 and Nannup Town Planning and District Planning Schemes will determine the location of the foreshore reserve boundaries. The various recommendations which refer to this are hence suggested to be removed as already discussed previously in this report.
- Some concern has been raised as to when a developer should provide infrastructure and facilities.

Officer comment:

Generally the WAPC will not clear the conditions of subdivision until all the conditions have been met (this may include the developer entering into a legally binding agreement to provide infrastructure and facilities at a later date or by providing Council with a Bank Guarantee to cover the total costs of the required infrastructure and facilities).

Council would need to exercise caution if a developer wishes to delay the provision of infrastructure and facilities as some councils have found that they have had to undertake the provision of these items as a result of the developers being unwilling to undertake the works. Invariably the costs associated with providing infrastructure and facilities have escalated in the interim period to the point where the bank guarantee does not cover the costs and the Council is forced to cover the increased costs.

- DPI comments in regard to section 5 of the NCMP are as follows:

"Section 5.7 - Foreshore Reserves & Vesting". The Draft NCMP states "It is also a general policy of the WAPC to provide equity for landowners by ensuring that the resultant land values are not reduced below the pre-existing value as a result of the ceding process unless compensation is provided". DPI state that there is no basis for this claim and the statement should be removed from the plan.

Officer comment:

Consultant Mr Kevin Martin advises that this situation is the normal standard for WAPC. While it is strange that there appears to be conflicting comments from the WAPC and DPI there is no consequence of removing the sentence referred to above.

- DPI also comments on other aspects of this section which are not definitive statements such as *"landowners have indicate that they would prefer that the land remains in their ownership and their responsibility to manage..."*. The DPI comments are disregarded. It is considered that this statement adds value to the plan by indicating the *preference* of a key stakeholder group to the NCMP.
- DPI raise concern with what they term *"discrepancies"* in regard to the Shire of Nannup's preparedness to take on the vesting of the foreshore reserve. Some of the information referred to by DPI is factual/historical and serves as important background to the plan including Council's preparedness to soften its position over time in respect of taking on the vesting.

The committee discussed the wording of the key recommendation at length before settling on the words *"support the principle of accepting full vesting"*. For DPI to respond at this late stage of the process negatively to such a critical point is unacceptable. As mentioned at the commencement of this report Council should not be put in a position of making any decision under duress (threat of funding removal).

- DPI indicate some inconsistency with figures and maps which will need to be attended to and such changes are incorporated in the recommendations to this report. DPI offered a final checking process for the report which was accepted, and will deal with these issues.
- DPI advise that points of concern have been raised previously and not acted on. There have been a number of points raised by DPI that have been acted on or are intended to be acted on by virtue of this report, the

final checking for example which has been communicated to DPI.. There are also a number of points where the committee disagreed with the DPI position and therefore they were not acted on. Other points were simply differences of opinion like for example when DPI state they want management options of the reserve area explored and the committee was of the view that this was adequately covered.

STATUTORY ENVIRONMENT:

Local Government Act 1995.

Planning and Development Act 2005.

State Planning Policy 2.6 - State Coastal Planning Policy.

State Planning Policy 3.6 - Development Contributions for Infrastructure.

Augusta-Walpole Coastal Strategy.

Shire of Nannup Local Planning Scheme # 3.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

There are no immediate financial implications associated with the Council's review of submissions on the Draft NCMP apart from the DPI threat to withhold payment on the second and final payments for the plan, a total of \$10,000.

STRATEGIC IMPLICATIONS:

The Draft Nannup Coastal Management Plan, once adopted by Council, will provide a clear and unambiguous direction to enable Council to make sound planning decisions in relation to development proposals for the southern coastal portion of the Shire. The NCMP will be sub-servient to the State Government's Augusta-Walpole Coastal Strategy and should reflect, in more detail, the specific requirements for development within the area covered by the CMP.

As the AWCS will be a State statutory planning policy document, the NCMP can not conflict with any part of the AWCS and if it does, then the AWCS will take precedence.

Council's Forward Plan Action Item 10.2.A states the desire to finalise this document in the present financial year.

RECOMMENDATION

That subject to the Department for Planning and Infrastructure honouring the commitment to funding the balance of the Shire of Nannup Coastal Management Plan, the following alterations be incorporated into and become the final Shire of Nannup Coastal Management Plan:

- Recommendation 1 – amend the wording in relation to the Coastal Access Nodes from *“potential development points”* to *“potential foreshore access points”*.
- Recommendations 2, 3, 6, 8, 10 and 11 are deleted.
- Recommendation 9 – amend by inserting after the words *“facilities provision”* the words *“and calculated in accordance with the provisions of SPP 3.6 – Development Contributions for Infrastructure.”*
- Recommendation 14 – amend by adding after the words *“to the satisfaction of the Council”* the words *“and in accordance with the SPP 3.6 – Development Contributions for Infrastructure”*.
- Section 5.7 - Foreshore Reserves & Vesting. Remove the section which states *“It is also a general policy of the WAPC to provide equity for landowners by ensuring that the resultant land values are not reduced below the pre-existing value as a result of the ceding process unless compensation is provided”*.
- Any inconsistencies with figures and maps to be amended to be accurate and consistent with the Augusta to Walpole Coastal Strategy including maps figures 4, 5, 6 and 7.1 and 7.3.
- DPI to provide a final checking process for the report with any alterations of anon significant nature (such as typographical errors) being incorporated into the final document.

8110 TAYLOR/BOULTER

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- Recommendation 9 – amend by inserting after the words *“facilities provision”* the words *“and calculated in accordance with the provisions of SPP 3.6 – Development Contributions for Infrastructure.”*

- Recommendation 14 – amend by adding after the words *“to the satisfaction of the Council”* the words *“and in accordance with the SPP 3.6 – Development Contributions for Infrastructure”*.
- Section 5.7 - Foreshore Reserves & Vesting. Remove the section which states *“It is also a general policy of the WAPC to provide equity for landowners by ensuring that the resultant land values are not reduced below the pre-existing value as a result of the ceding process unless compensation is provided”*.
- Any inconsistencies with figures and maps to be amended to be accurate and consistent with the Augusta to Walpole Coastal Strategy including maps figures 5, 6 and 7.1 and 7.3.
- DPI to provide a final checking process for the report with any alterations of anon significant nature (such as typographical errors) being incorporated into the final document.
- Recommendations 5, 7, 12, 13 & 15 of the draft plan are adopted as is and are carried forward in the final plan.
- Study Recommendation Point 4, amended by inserting the words *‘and Council being satisfied that it has the adequate resources and ability to manage the Coastal Management Plan’* after the recommendation

CARRIED 7/0

Councillor Bird vacated the chair at 5.17pm.

Councill Dunnet returned to the meeting at 5.17pm and resumed the chair.



Department for Planning and Infrastructure
Government of Western Australia

Environment and Sustainability

SHIRE OF NANNUP
RECEIVED
Ref: _____ No. 252
- 4 JUL 2007
GEO MCS AO EO LIB
WM CDO PUB
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Attachment 1

Your ref: _____
Our ref: 862/6/17/2P1V
Enquiries: Chris Longley 9264 7577

28 June 2006

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

Dear Shane

***Shire of Nannup Coastal Management Plan - Coastal Management Plan
Assistance Program***

I am pleased to let you know that your recent application for funding under the above program was successful.

The grant is subject to your acceptance of the following conditions:

1. The project will be overseen by a steering committee comprised of Shire staff and councillors, DPI, and other relevant stakeholders.
2. The project is to be completed within 18 months of approval.
3. Bimonthly progress reports to the Coastal Planning and Coordinating Council, a subcommittee of the Commission, are to be submitted to the Coastal Planning Program Officer when requested.
4. All projects will have set milestones tied to specific dates.
5. The Commission will approve the study brief before release to ensure that it is in accordance with the applicant's grant application.
6. Drafts of all publications relating to the project will be provided to the Commission for comment and approval prior to final production. Copies of the final product are also to be provided to the Commission (electronically where relevant).
7. Applicants will provide acknowledgement of Commission funding in any media releases and on publications including the placement of the Commission logo.

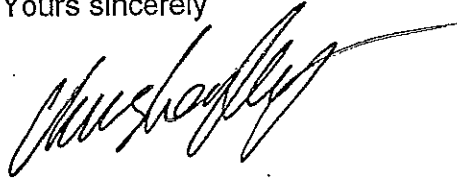
As your grant is for the full \$20,000, your payment schedule will be as follows:

- 50% of the funds upon receipt of a letter from you accepting the conditions above.
- 40% of the funds upon completion of a draft management plan for public comment.
- 10% upon release of the final management plan.

Should you decide to accept the grant, please include an invoice as an attachment for the sum + GST, marked to my attention and with the name of the funding program in full.

I look forward to working with you on this project.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Chris Longley', with a long, sweeping horizontal line extending to the right.

Chris Longley
Senior Environmental Planner
Coastal Planning Program



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1 August 2007

Our Ref: TPL 7

Mr Chris Longley
Department for Planning and Infrastructure
469 Wellington Street
Perth WA 6000

Dear Chris,

SHIRE OF NANNUP COASTAL MANAGEMENT PLAN

Thank you for your correspondence of 28 June 2007 confirming the State's offer of a grant of \$20,000 towards the compilation of a Coastal Management Plan for the southern area of this Shire district.

Council at its meeting of 26 July 2007 resolved to accept the grant per the conditions contained in your correspondence and work will commence immediately. The conditions in your letter appear relatively straight forward and will be complied with in all aspects. Council has chosen to continue to employ the services of consultant Mr Kevin Martin to oversee the project implementation.

I have attached a copy of the relevant Council minute where the matter was addressed. This Council minute also indicates the specific tasks that will be completed as part of the program which are quite comprehensive and should well and truly cover the intent of the planning and implementation.

As requested I have enclosed an invoice for the first 50% of the funding plus GST. I thank the department and yourself for the efforts undertaken in getting this matter off the ground and I look forward to a positive outcome. Please do not hesitate to contact myself or Mr Leigh Guthridge from this office if you require any further information.

Yours faithfully,

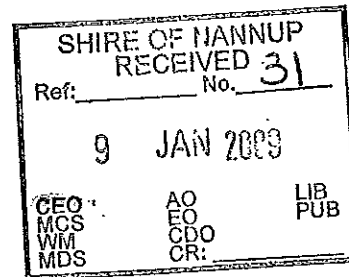

SHANE COLLIE
CHIEF EXECUTIVE OFFICER



Government of Western Australia
Department for Planning and Infrastructure

9 January 2009

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



Dear Mr Collie

DRAFT NANNUP COASTAL MANAGEMENT PLAN

The Department for Planning and Infrastructure (DPI) takes the opportunity to provide comment on the draft Nannup Coastal Management Plan (CMP).

DPI is concerned that the document has not achieved the objectives stated in the Coastal Management Plan Assistance Program (CMPAP) application. It appears that the CMP has focused on issues related to the submissions process of the Augusta Walpole Coastal Strategy (AWCS) rather than the required focus on developing a management plan.

The DPI also has concerns regarding the study recommendations; in particular the ambiguities regarding foreshore vesting, the lack of focus on a coastal management plan and the practicality of implementing of the recommendations.

With regard to the CMP the DPI provides the following comments:

Recommendations

- Recommendation 1 outlines the consideration of "potential development points" at White Point, The Lagoon and Milyeannup. This description is not consistent with the intent of the AWCS. The AWCS identifies these areas as potential access locations to the coast that will be facilitated through subdivision of the adjoining lots by conditions requiring appropriate development of coastal access infrastructure. The AWCS does not advocate these areas becoming areas of development but rather supports subdivision that will provide the necessary infrastructure to allow managed access to the coast.
- Recommendation 2 is not supported by the DPI. The proposed study into the foreshore reserve will not be undertaken by the DPI or through funding from DPI. The ceding of a foreshore reserve is the responsibility of the landowners through a subdivision guide plan process (prior to the proponent lodging a

subdivision application). This is discussed at length in the AWCS in section 4.4.9 – *Creation of a Foreshore Reserve* and outlined in section 6.6 – *Subdivision and Development Requirements* and is a requirement through SPP 2.6.

- Recommendations 3, 6 and 8 are general requirements of subdivision and are therefore inappropriate to be classed as study recommendations.
 - a. Recommendation 3 is a statutory requirement as outlined in the Planning and Development Act (2005) section 152.
 - b. Recommendation 6 is a condition of subdivision that has been outlined in the AWCS and will accordingly be included in the Shire's Town Planning Scheme.
 - c. Recommendation 8 is not necessary, as subdivision must be in accordance with the Shire's Town Planning Scheme which will show due regard for the AWCS
- Recommendation 4 is ambiguous. The recommendation states 'support the principle'. This uncertainty is not appropriate in a study recommendation. The CMP is required to provide the Shire with workable recommendations.
- Recommendations 9 and 14 require further clarification. These recommendations need to be in accordance with SPP 3.6 -Development Contributions for Infrastructure. Both recommendations need to be explored thoroughly as consistency between subdivisions and adequate developer contributions are critical to this CMP.
- Recommendations 10 and 11 are discussed at length within the AWCS and therefore it is neither necessary nor appropriate to have these as study recommendations.

General

- The CMP also contains some inaccuracies. In particular, section 5.7 – *Foreshore Reserves and Vesting*. The plan states *'It is also a general policy of the WAPC to provide equity for landowners by ensuring that the resultant land values are not reduced below the pre-existing value as a result of the ceding unless compensation is provided'*. There appears to be no basis supporting this claim. The concept of ceding land to the crown for reserves is well established under section 152 of the Planning and Development Act (2005) and further discussed in SPP 2.6 section 5.1. This statement must be removed from the plan.
- The plan also states that *'landowners have indicated that they would prefer that the land remains in their ownership and their responsibility to manage...'*. This is not possible under the Planning and Development Act (2005) or through the subdivision process. If landowners wish to apply voluntary conservation covenants to their property, this is possible externally to the creation of a foreshore reserve and the subdivision process. This is discussed extensively in section 6.2 of the AWCS.

- A key concern DPI has with the CMP is the many discrepancies throughout the CMP regarding the vesting of the foreshore reserve. For example section 5.7 states the Nannup Shire Council (NSC) is reluctant to take on vesting, whereas section 7.1 states that the NSC agrees to take on vesting and recommendation 4 establishes that the NSC should '*support the principle of accepting full vesting*'. It is acknowledged by DPI that this CMP was intended as an Indicative CMP to discuss the issues surrounding the vesting of the foreshore to the Local Government. However, the CMP has not formed any conclusive decisions and has left the issue in limbo. Given that the document is intended to be used for up to 10 years, it would be more appropriate if there were a definitive conclusion and plans for implementation rather than simply identifying options that are ambiguous.
- Whilst the CMP contains the appropriate background and context and discusses issues at length, it fails to provide the Shire with a clear plan of action regarding the management of the coast. The CMP is considered inadequate as a forward planning coastal management plan.
- Development of the CMP was funded by the WAPC under the CMPAP program to, amongst other things; discuss the management implications associated with accepting vesting of the subject land and to provide a management plan that could be implemented if vesting was accepted. The CMP does not achieve this objective. DPI would be unwilling to recommend to WAPC to release the balance of funds under the CMPAP program based on the current draft CMP.
- The maps are not satisfactory in that some depict incorrect information and others are misleading.
 - Figure 4 should not identify individual land owners (as these may change) but rather tenure such as freehold, UCL or crown reserve,
 - Figure 5 has not been updated to be consistent with the AWCS.
 - Figure 6 depicts "Indicative coastal access nodes". As discussed previously the AWCS does not advocate development nodes but rather coastal access facilitated through subdivision. This map does not reflect the AWCS intention, and gives the impression (by use of circles) that specific sites have been identified.
 - Figures 7.1 – 7.3 are not of sufficient quality for a CMP. This issue of access to the coast is pertinent to both the AWCS and the CMP. The figures depict indicative road access alignment, cutting through highly vegetated areas and do not appear to be following existing tracks nor lot boundaries. This is inappropriate considering the overriding intent of the AWCS is conservation.
- It should also be noted that many of the above comments were made throughout the writing of the strategy, and are therefore not new. Attached are

copies of e-mails to the consultant who prepared the CMP in May 2008, identifying DPI concerns. This includes the many simple errors in the document that were pointed out in the last correspondence from DPI but remain outstanding, issues concerning the recommendations, the ambiguities regarding the foreshore vesting and the concerns that the document does not achieve the objectives for which funding was provided.

- Furthermore, the CMP should have been released for comment after the finalisation of the AWCS. A CMP should be a follow on from the AWCS rather than pre-empting the finalisation and recommendations of the AWCS. Relevant agencies that have been asked to comment on the draft CMP have also noted this anomaly.

DPI acknowledges the complexities regarding the subject land and the Shire's concerns with the vesting of the foreshore reserve. This situation has been long-standing and is discussed thoroughly within the AWCS. Whilst the acceptance of vesting by the Shire is seen as the most appropriate way of protecting this highly valued coastline and rectifying any outstanding management issues, it should be noted that vesting is not being forced upon the Shire. If acceptance of vesting is not agreed to however, and other agencies also refuse vesting, then subdivision cannot proceed.

Notwithstanding the uncertainties of the foreshore reserve, development of the CMP provides the opportunity to provide study recommendations that the Shire can implement if and/or when the Shire accepts vesting of the foreshore. This will ensure that the plan provides short, medium and long term objectives for the Shire and the associated risks, costs, constraints, and opportunities associated with the recommendations. Currently the draft CMP does not provide workable study recommendations.

Should you wish to further discuss any of the above comments, please contact Felicity Palumbo on 9264 7975.

Yours sincerely



DAVID SAUNDERS
DIRECTOR
STATE STRATEGIC POLICY

STUDY RECOMMENDATIONS

The following recommendations will address the key issues raised and give the best balanced outcome:

1. That three coastal access nodes, identified as White Point, The Lagoon and Milyeannup, be considered as potential development points.
2. That a Department of Planning and Infrastructure fully funded study to determine ceded foreshore reserve be finalised prior to the Nannup Shire Council considering vesting.
3. That the landowners within the study area be required to cede the land required for the foreshore reserve as a condition of approval for subdivision or development greater than a single house.
4. That the Nannup Shire Council support the principle of accepting full vesting of the existing narrow strip of UCL abutting high water mark, provided that the formal vesting of the UCL in the Council shall only take place in conjunction with the first coastal node subdivision and the ceding of the required additional foreshore reserve.
5. That the ceded areas of foreshore reserve shall be amalgamated with the adjoining strip of foreshore land (former UCL) and vested with the Nannup Shire Council.
6. That, as part of any subdivision or development (greater than a single house) application, the applicant be required to prepare a foreshore management plan for endorsement by the Nannup Shire Council to address the potential impacts of the type and scale of subdivision or development proposed.
7. That all four wheel drive vehicles, motor bikes, quad bikes or similar motorised vehicles be not permitted to access the beach or foreshore reserve area, other than within the public roadway or carpark (excepting for emergency and management vehicles).
8. That subdivision of land within the study area be in accordance with the provisions set out in the Augusta-Walpole Coastal Strategy.
9. That the Nannup Shire Council adopt the position that for any subdivision application that the cost for infrastructure and facilities provision, including the upgrading of Woodarburup and Milyeannup Coast Roads and any identified offsite infrastructure be met by the developer/subdivider (at no cost to Council) to comply with Council's Local Planning Policy subdivisional guidelines.

10. That as a component of planning for subdivision or development greater than a single house on the freehold lots, each proponent undertake specific assessments including, but not limited to, a flora and vegetation survey, fauna survey, Aboriginal heritage survey, geotechnical assessment and a bushfire hazard assessment, in addition to the foreshore reserve assessment.
11. That the Nannup Shire Council initiate appropriate amendments to its District Planning Scheme and Local Planning Strategy to incorporate the provisions and requirements set out in this coastal management plan and the Augusta-Walpole Coastal Strategy.
12. That the Nannup Shire Council and the Conservation Commission of Western Australia liaise with the landowners within the study area to identify the appropriate concepts for each situation to conserve and manage the significant vegetation and visual landscape and retain the "wilderness" values of the area.
13. That the landowner/proponent be responsible for the provision of the infrastructure and facilities at the respective coastal access nodes, including the construction or provision of roads/tracks, carparks, fencing/barriers, pedestrian access paths, camping area improvements, fireplaces, composting toilets and signage.
14. That the landowner/proponent prepares a Development Contribution Plan (to the satisfaction of the Council) with an agreement to maintain infrastructure and facilities provided for a period of 5 years.
15. This Coastal Management Plan shall be reviewed within ten years from the date of adoption.

PROJECT COSTS AND BENEFITS

After a full assessment of the likely costs associated with this coastal development and vesting, it is estimated that at full development the annual cost to the Nannup Shire Council will be \$44 610. The coastal management plan implementation will result in the local and regional communities having the opportunity to gain access to this section of coastline (the only coastline for the local community) for recreational purposes and low key tourism. The annual costs to the Council need to be balanced against the resultant subdivision and development potential which are likely to increase land values and rate income. There is also the potential for a special rate or levy on those properties to cover specific issues from which they are the main beneficiaries but would otherwise become a community cost. A range of other external funding opportunities are available to address various special or significant issues that may arise.

SHIRE OF NANNUP
SUMMARY OF SUBMISSIONS - DRAFT NANNUP COASTAL MANAGEMENT PLAN

SUMMARY OF SUBMISSIONS - DRAFT NANNUP COASTAL MANAGEMENT PLAN																			
Submission Number	Date	Submission Lodged By:	Support/Oppose															Issues identified/raised	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
			Coastal Nodes for future Development	White Point, The lagoon & Milyeannup	DPI und study of foreshore to be ceded prior to Shire considering vesting	Landowners to cede land for foreshore reserve at time of subdivision or devel	NP Shire support acceptance of vesting of exist UCL with foreshore reserve	Ceded land to be amalgamated with UCL and vested with NP Shire	Subdivision applicants to prepare a foreshore management plan	Only emergency and management vehicles allowed access to beach or foreshore area (except public	Land subdivided to be in accordance with the Augusta-Walpole Coastal Management Strategy provisions	Developers meet all infrastructure development costs including contribution to upgrading access roads	Developers to undertake surveys - flora & vegetation, fauna, aboriginal heritage, geotech assess, bushfire hazard etc	Nannup Shire amend District Planning Scheme & Local Planning Strategies incorporating Coastal strategies provisions	NP Shire DEC & Landowners identify concepts to conserve/manage wilderness values of area	Developers to provide all infrastructure/facilities in coastal nodes	Developers to prepare Development Contributions Plan including agreement to install facilities for 5 years	Coastal Management Plan to be reviewed within 10 years	
1	18-Nov-08	David & Doreen Boulter - Nannup	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Support provision of constructed access to the south coast funded by developers and at no cost to the Shire of Nannup
2	02-Jan-09	Kathryn & Tony Mostert - Scott River																	Public access to the beach should be available to all not just to landowners whose properties are adjacent to the beach.
3	05-Jan-09	David V Dunnet - Nannup	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	nc	see attached note for comment
4	05-Jan-09	Joseph Hill - Manjimup																	Supports NP Shire having vesting of foreshore to provide public access
5	06-Jan-09	Josh Herdigan - Manjimup																	Supports NP Shire having vesting of foreshore to provide public access
6	06-Jan-09	Colleen & Jasper Grugeon - Scott River	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	R2 - Foreshore reserve boundary to be determined at time of individual subdivision applications. Important to retain "agricultural" zoning to protect current farming operations.
7	06-Jan-09	John Dunnet - Scott River	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	see attached note for comment
8	08-Jan-09	Ray Dunn - Greenwood Lynar, Jani, Janyda, Courtney, Maddison, Thomas, Julie & George Guthridge, Graeme, Bailey, Darcy Holgate, Suzie (nee Guthridge) Barnett, Neil & Tess Barnett - Nannup, Bussetton & Sydney	Object to the Milyeannup access node. Concerned about the potential increased lack of safety for residents that providing public access to this area could create. R7 - unless AMRSC imposes restrictions on use of vehicles, it is pointless Nannup Shire imposing restrictions as the public can gain access to Black Point from Augusta.																
9	08-Jan-09																		Supports the Nannup Shire retaining control of the beach, continued access by 4 wheel ATVs. If public access is denied, many local residents and the Nannup community in general will be disadvantaged
10	08-Jan-09	Peter Maus - Manjimup	✓																Supports the White Point node & the Nannup Shire allowing continued access by 4 wheel ATVs.
11	08-Jan-09	Keith Whild - Scott River	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
12	08-Jan-09	Bill Ipsen - Augusta	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Supports NP Shire having vesting of foreshore to provide public access. Supports appointment of Honorary Rangers. Does not support DEC having any role
13	08-Jan-09	RC & ER Nixon - Augusta																	
14	09-Jan-09	Verve Energy - Perth																	Supports NP Shire having vesting of foreshore to provide public access. see attached note for comment

SHIRE OF NANNUP

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DRAFT COASTAL MANAGEMENT PLAN

SUMMARY OF DETAILED SUBMISSIONS RECEIVED

Submission #3 David V Dunnet - Nannup

Specific Comment on Recommendations

- R3 - Land should only be ceded at the time of subdivision.
- R7 - As access to fishing spots are few and far between, it is not practical for people to have to walk from the access node carrying all their gear (fishing, water & food etc) - use of 4x4 or ATV bikes should be allowed.
- R9 - Costs associated with infrastructure development should only be from the start of the proponent's subdivision.
- R12 - Council & DEC have no jurisdiction over private land.
- R13 - This should occur only after subdivision approval.

General Comment.

- ✦ Annual costs not accepted - appointing local landowners as voluntary rangers would save considerable time and finances for the Shire and the increase in rate revenue from subdivided lots would offset maintenance costs is an alternative option.

Submission #7 John Dunnet - Scott River

Specific Comment on Recommendations

- R2 - The Foreshore reserve boundary should be determined at time of individual subdivision applications not prior to subdivision.
- R3 - Ceding of land should only relate to the subdivision process not improvements to farm infrastructure.
- R4 - Agree that Council should accept vesting of UCL now.
- R7 - Access to the beach reserve should be controlled and administered by Council by way of an annual pass for ATVs and 4x4 vehicles.
- R9 - The Shire should develop a contribution plan that includes contributions from both DEC & Shire and landowners to determine fair contribution for providing/upgrading infrastructure.
- R10 - Any assessment should be as outlined in the AWCS, do not agree that existing & future farm activity/expansion should be assessed.
- R12 - Shire & DEC have no jurisdiction over private land unless invited by the individual landowner/s.

General Comment.

- ✦ Map/s in management plan for zones A & B are incorrect - the incorrect maps need to be replaced with the correct maps.

Submission #14 Verve Energy - Perth

General Comment.

- ✦ If the Draft Coastal Management Plan is accepted as is, it would most likely result in Verve Energy not proceeding with its proposed wind farm at Milyeannup.

SHIRE OF NANNUP

DRAFT COASTAL MANAGEMENT PLAN

SUMMARY OF DETAILED SUBMISSIONS RECIEVED

- ✦ From past experience public access in the vicinity of a wind farm has resulted in vandalism to their facility.
- ✦ Also if due to the subdivision process, foreshore land is ceded to the Government, this could also mean that the wind farm development could be adversely affected as a result of having to redefine buffer distances from roads and foreshore reserves.
- ✦ Public access at White Point and the Lagoon are supported but not at Millyeannup.
- ✦ The environmental and economic benefits of a wind farm should be taken into account as part of the consideration of the draft Coastal Management Plan.

Submission #15 RPS Koltasz Smith - Busselton on behalf of the Hufbauer Family

General Comment.

- ✦ Vesting of Unallocated Foreshore Reserve - Support the Nannup Shire accepting the vesting of the coastal reserve immediately.
- ✦ Plan Maps - the plans for the Rural Conservation Zone Area B is not that as held by the DPI - the plans require amending to ensure continuity between the Augusta-Walpole Coastal Strategy and the draft Nannup Coastal Management Plan.
- ✦ Foreshore Reserve - the NCMP should not define what will comprise the foreshore reserve - it is a matter that needs to be discussed with the affected landowners, DPI, WAPC and the Shire to determine what land should be included.
- ✦ Land Development - land use controls within the Nannup TPS No.3 are already in place to control development therefore the NCMP should not contain any development controls.
- ✦ Nodal Developments - White Point - Client is prepared to work with Council to facilitate public access and associated infrastructure as previously indicated.

Submission #16 Department of Planning & Infrastructure - Perth

Specific Comment on Recommendations

- R1 - Draft NCMP wording needs to be changed to be consistent with the Augusta-Walpole Coastal Strategy. Reference to "potential development points" at White Point, the Lagoon and Millyeannup should be rephrased to reflect the need for public access and necessary infrastructure to be facilitated through the subdivision process.
- R2 - not supported by DPI. Ceding of a foreshore reserve is the landowners responsibility through subdivision guide plans process.
- R3, 6 & 8 - are general requirements of subdivision and are inappropriate to be classed as recommendations.
- R4 - is ambiguous as it states "support the principle" and is not appropriate in a study recommendation as the NCMP is required to provide the Shire with workable recommendations.
- R9 & 14 - require further clarification and need to be in accordance with SPP 3.6 - Development Contributions for Infrastructure. There needs to be consistency between subdivisions to provide adequate developer contributions.
- R10 & 11 - are discussed at length in the AWCS and therefore it is not either necessary or appropriate to have them as study recommendations.

SHIRE OF NANNUP

DRAFT COASTAL MANAGEMENT PLAN

SUMMARY OF DETAILED SUBMISSIONS RECEIVED

General Comment.

- ✦ Section 5.7 – Foreshore Reserves & Vesting. the Draft NCMP states "*It is also a general policy of the WAPC to provide equity for landowners by ensuring that the resultant land values are not reduced below the pre-existing value as a result of the ceding process unless compensation is provided*". There is no basis for this claim and the statement should be removed from the plan. In regard to landowners retaining ownership and responsibility for the management of the land that would otherwise be ceded as foreshore reserve, this is not possible under the *Planning and Development Act 2005* or the subdivision process. Section 5.7 also has several conflicting statements in regard to the Shire of Nannup's willingness to take on the vesting of the foreshore reserve. This needs to be resolved to provide a definitive conclusion given that the document is intended for use for 10 years. The Draft NCMP does not provide Council with a clear plan of action in regards to the management of the coast - this is seen as being inadequate as a forward planning coastal management document. Given that the WAPC provided funding for the preparation of the NCMP and that the draft plan does not provide a management plan that could be implemented as currently presented, the WAPC would be unwilling to release the final CMPAP grant funds based on the current draft CMP.
- ✦ The maps in some cases are incorrect and need to be updated to be consistent with the AWCS, shown tenure (freehold, UCL or crown reserve) rather than individual landowners. Coastal development nodes need to be renamed as coastal access areas. The maps should reflect the AWCS intention.
- ✦ Figures 7.1 – 7.3 are of insufficient quality for CMP and are not consistent with the AWCS considerations regarding alignment of road access using existing tracks where possible to reduce the environmental impact of such development.
- ✦ DPI also considers that the draft Nannup Coastal Management Plan should not have been released for public comment until after the finalisation of the Augusta-Walpole Coastal Strategy. A CMP should follow on from a Strategy, not pre-empting it.

Submission #19

Specific Comment on Recommendations

- R1 – Recommend that only one access point (at White Point) be provided because it would be easier to maintain and because of the remoteness of the area it would be unlikely that more than one access point would be required for the foreseeable future.
- R2, 3 & 5 – Recommend deletion as controls are already in place to control land use.
- R4 – Recommend Shire accept full vesting of UCL asap.
- R6 – A FMP should only be required where a subdivision may have an impact on the foreshore reserve.
- P7 – Access by the public from designated access roads to the beach using 4 wheel motor bikes should be allowed as long as they are confined to the narrow strip of UCL.
- R8 & 11 – Suggest Council uses their initiative when deciding on matters within the study area where the AWCS may not be relevant.
- R9 – Should be dependant on the scale or type of development – the cost impost on small developments could be significant if not assessed on a fair & equitable basis.

SHIRE OF NANNUP
DRAFT COASTAL MANAGEMENT PLAN
SUMMARY OF DETAILED SUBMISSIONS RECEIVED

R10 – Unnecessary – depending on the level of development proposed there are already statutory requirements for developers to have studies undertaken.

R13 – If only the one access point, the infrastructure development requirements would be significantly less.

General Comment.

The likelihood of a significant increase in resident population within the study area is minimal as is the likelihood of any significant increase in the numbers of the general public gaining access to the beach if one access point is developed at White Point. The weather conditions etc are not reliable enough to support large numbers of the public visiting the area. Suggest that any contributions gained from future subdivisions should be used to upgrade the road to White Point. If a large scale development/subdivision is proposed, then the developer should meet all costs of upgrade the road to that point.

Landowners should be allowed to continue having 4x4 vehicle and ATV access to the beach to provide voluntary ranger services, litter control and emergency response services (search/rescue/fire etc).

Submissions #17 & #18 Veronica Morrissey & Mark Westlake - Perth

Specific Comment on Recommendations

R4 – Supports the Nannup Shire accepting vesting for existing UCL but not ceding of additional land.

R5 - NP Shire to take on vesting.

R6 & 10 - Should only relate to subdivision not building something greater than a single house.

R8 - Support except want the option to build as close to the beach as possible.

R12 - Doesn't want the DEC to have any veto rights.

AGENDA NUMBER: 10.10
SUBJECT: Bush Fire Advisory Committee Meeting
LOCATION/ADDRESS:
NAME OF APPLICANT:
FILE REFERENCE: FRC 1
AUTHOR: Shane Collie – Chief Executive Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 16 February 2009

Attachment: Minutes of Bush Fire Advisory Committee Meeting 9 February 2009.

BACKGROUND:

The minutes of the Bush Fire Advisory Committee meeting held on Monday 9 February 2009 are attached. This committee has been very active with recent fires in surrounding areas and most brigades have been participating in one way or another to the fire effort. Council's Fire Management Officer has been the integral link in recent fire incidents.

COMMENT:

There are two recommendations submitted for Council's consideration:

1. That the Bush Fire Advisory Committee recommend to Council that a submission to FESA for a continuation of funding for the Fire Management Officer position be pursued.
2. That the draft terms of reference for the Shire of Nannup Bush Fire Committee (attached) be endorsed by Council.

Both recommendations are supported.

STATUTORY ENVIRONMENT: Bush Fires Act 1954.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

There would be a budget consideration amount put forward for the continuation of the Fire Management Officer position in 2009/10. FESA have matched Council funding on a dollar for dollar basis over the past two years.

STRATEGIC IMPLICATIONS:

Forward Plan Action item 5.1 (C) advises of Council's desire to continue funding the Fire Management Officer position.

RECOMMENDATIONS:

1. That Council undertake a submission to FESA for the continuation of funding for the Fire Management Officer position.
2. That the draft terms of reference for the Shire of Nannup Bush Fire Committee (attached) be endorsed by Council.

8111 CAMARRI/PINKERTON

1. That Council undertake a submission to FESA for the continuation of funding for the Fire Management Officer position.
2. That the draft terms of reference for the Shire of Nannup Bush Fire Committee (attached) be endorsed by Council.

CARRIED 8/0

**Bush Fire Advisory Committee
Monday February 9, 2009
7.30pm Nannup Shire Function Room**

<h2>MINUTES</h2>

1. OPENING

Mr N Hamilton chaired the meeting which was declared open at 7.40pm.

The chairman opened the meeting acknowledging the fire tragedy presently unfolding in Victoria.

2. ATTENDANCE & APOLOGIES

Attendance:

Mr M McNamara – FESA
Mr M Cole – Carlotta Bush Fire Brigade
Mr G Crothers – Nannup Brook Bush Fire Brigade
Mr C Scott – Balingup Bush Fire Brigade
Mr G Brown – Cundinup Bush Fire Brigade
Mr N Hamilton – Chief Bush Fire Control Officer
Ms T Levick-Godwin – Deputy Chief Bush Fire Control Officer/FMO
Mr V Lorkiewicz – East Nannup Bush Fire Brigade
Mr K Oldfield – Darradup Bush Fire Brigade
Mr D Vines – Scott River/Lake Jasper Bush Fire Brigade
Mrs J Lorkiewicz – Council Representative
Mr B Commins – Department of Environment and Conservation
Mr G Dickson – Bidellia Bush Fire Brigade
Mr S Collie – Chief Executive Officer
Mr D Henderson - WAPRES

Apologies:

Nil.

3. CONFIRMATION OF PREVIOUS MINUTES

T LEVICK-GODWIN/G BROWN

That the minutes of the meeting of the Bush Fire Advisory Committee held on 8 September 2008 be confirmed as a true and correct record.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

4.1 Water Tank at Airstrip (Item 4.2 refers)

Mr B Commins advised that the old tank is going to the Bidellia Bush Fire Brigade. A stand is to be obtained to locate the tank on.

4.2 Combined Brigade Exercise (Item 6.3 Refers)

It was noted to retain this item on the agenda/minutes as it is scheduled for autumn 2009.

5. REPORTS

5.1 Chief Bush Fire Control Officer – Mr N Hamilton

Nil.

5.2 Fire & Emergency Service – Mr McNamara

Advised of the new radio system scheduled for introduction by next fire season. Base stations will be available for each brigade and the shire office. Similarly vehicles and Chief and Deputy will have mobile stations provided. Fire Management Officer advised that the new radios recently installed appear to be working fine.

5.3 DEC – Mr B Commins

Thanked all volunteers for efforts with the Bridgetown and Ferndale fires. Advised of the deliberately lit conclusion for these fires as well other minor recent fires. Commented also on the positive cooperation between agencies at the recent fires.

5.4 Deputy Chief Bush Fire Control Officer/FMO – Ms T Levick Godwin

Meeting report is attached.

Documents have been prepared for submission to continue funding of the Fire Management Officer Position. This includes the achievements of the position so far and also a plan for the next financial year.

C SCOTT/V LORKIEWICZ

That the Bush Fire Advisory Committee recommend to Council that a submission to FESA for a continuation of funding for the Fire Management Officer position be pursued.

CARRIED

5.5 Plantation Company Representatives

Comments regarding the possibility of abandoned plantations in the future should the financial situation of companies deteriorate. Additional comments regarding the agreement between plantation companies on fire management.

5.6 Chief Executive Officer – Mr S Collie

One item was tabled being draft terms of reference for the Bushfire Advisory Committee. While an administrative document it is important that all committees of Council have proper guidance in their roles and responsibilities.

There were 2 changes recommended to the document as follows:

- Section 8

Noting that a meeting can be called with less than 3 days prior notice if an emergency situation or circumstances require.

- Section 18

To include Bushfires Act 1954 under the area of governing legislation.

T LEVICK-GODWIN/K OLDFIELD

That the draft terms of reference for the Shire of Nannup Bush Fire Committee (attached) be endorsed by Council.

CARRIED

6. GENERAL BUSINESS

6.1 Telephone Group Call system

Instructions were issued on the group call system. Problems associated with the group call system have now been addressed. A list of the people who are on the group call system and the numbers are attached to these minutes

6.2 Radio Repairs

Raised by Mr G Dickson. A delay of some months was incurred through DJ Communications in attending to radio repair matters. The point was acknowledged and if a problem occurs in the future contact can be made with the Shire in order that such a delay does not occur or an alternative repair option can be found.

6.3 Extension of Firebreak Order

Raised by Mr C Scott in respect of whether consideration can be given to extending the firebreak order to all areas. Individual brigades would need to consider their circumstances and recommend through their FCO if this is warranted. If any change to the firebreak order is to be made for the 2009/10

fire season it would need to be done at the May 2009 meeting as the printing and distribution of the document occurs in conjunction with rates delivery in August/September.

Additional resources would be required to police an extension of the firebreak order. Other comments related to the extension of building requirements to level 2 fire protection through planning and building legislation.

These matters remain under consideration and if there is strong feelings please make comment in time for the May 2009 meeting.

6.4 DEC Track – Darradup

Raised through Mr K Oldfield. The Orchid Place track was recently inspected with Mr B Commins and Council's Fire Management Officer. Concerns exist with the track such as its inaccessibility and winding nature. If the issues associated with the track are problematic the track will need to be removed from the Fire Management Plan for the area.

6.5 Underground Shelters

Comment was raised on the potential use of underground shelters in the event of fire.

6.6 Road Closures.

Discussion held on the different levels of road closures and those organisations with the responsibility of manning them.

6.7 Dunsborough Fire Brigade

Indicated that some of the map details were out of date in relation to recent Bridgetown fires. Also comment in relation in changeover times and debrief to be held.

6.8 Community Meeting

Fire Management Officer to liaise with DEC and FESA on setting up a community meeting on preparing us for bushfires. Scheduled for Monday 23 February 2009 at the Town Hall, 6pm.

7. NEXT MEETING

The next meeting of the Fire Advisory Committee will be held on Monday 4 May 2009.

8. CLOSURE

The Chairman declared the meeting closed at 9.38pm.

REPORT FOR THE BUSHFIRE ADVISORY COMMITTEE **FROM THE FIRE MANAGEMENT OFFICER**

MONDAY FEBRUARY 9 2009

Brigades

- ❖ The Brigades are better prepared than one year ago but there is still work to do create a more cohesive team, including an Incident Management Team which will hopefully have some Shire Staff members and some Brigade members
- ❖ Brigade moral appears to be at a good level
- ❖ Communication between the Brigades and the FMO is at very good level

Training

- ❖ There have been multiple enquiries re training for the upcoming year because of the fires both in Bridgetown/Ferndale and the Eastern States. As soon as dates are received from FESA SW letters will be sent to all of the FCO's with dates of the training courses. There have been requests for Driving courses, both Off Road and On Road, this will be passed on the FESA SW.

Radios

- ❖ The new WAERN radios have been installed at the residence of the FMO and vehicle and in the both the Bidellia FCO Gary Dickson's house and vehicle and that of the Bidellia Captain, John Gaunt.
- ❖ No update as to when the WAERN radios will be installed for the rest of the Shire.

Bridgetown Fire January 15-20

- ❖ 7 crews, Darradup, Carlotta and Nannup Brook fire appliances deployed

Only 2 trucks out of the Shire at any one time because of extreme fire danger. With the power cut and phones going out on Friday January 17, it proved to be quite challenging to get crews deployed.

On Saturday January 16, the FMO attended the Public Meeting in the Bridgetown Town Hall and with DEC District Manager Greg Mair's permission, observed at the Control Point at the Bridgetown Show grounds. Time was spent in the Operations Van and also out on the fireground with Linda Thomas, Bridgetown CEO's Executive Assistant and a ranger looking at the damage caused and at the state of the firebreaks and general preparedness of those involved in the fire.

There will be photos coming from the Bridgetown Shire showing the extent of the damage.

My thanks to all those who attended this fire and to the Logistics Officers of the Brigades

Ferndale fire

- ❖ 6 crews, East Nannup, North Nannup fire appliances deployed

Only two trucks out of the Shire at any one time, all crews performed well and although in dangerous terrain, it proved to be a good learning experience.

Once again my thanks to all those who attended this fire and to the Logistics Officers of the Brigades

Debriefs for fires

- ❖ Attended debrief at Nannup Brook for the Bridgetown fire
- ❖ Unable to attend debrief for Darradup as involved with Ferndale fire
- ❖ Attended the North Nannup Brigade debrief for the Ferndale fire
- ❖ Will attend the FESA SW debrief on the Bridgetown fire on Wednesday February 11 1800 hrs at the FESA SW Headquarters.
- ❖ Debrief notes forwarded to FESA SW
- ❖ Debrief notes discussed with Brad Commins DEC
- ❖ Debrief notes available to view on request

LEMC Participation

An active participant in the Local Emergency Management Committee, took an active role in the LEMC exercise in October.

Firebreak infringements

This is a new area for the FMO, the vast majority of the private infringements letters have been sent out and the DEC Infringement letter with a list of the locations of plantation infringements went out today. There has been some feedback on the private areas and a further inspection will be carried out in late February 2009.

Risk to Resource

This document has been completed and submitted to FESA SW with the expectation that the Shire and the Scott River Brigade will be seen as under resourced and a Light Tanker awarded to them.

Shire Planning Department – comment on Fire Management plans for new subdivisions and developments.

The FMO had been involved with this area since late October 2008; the number of written comments submitted is 7 with some still current. This is an area that the FMO is very keen to progress and would like to develop further in the near future. Considering the current bush fire situation in Victoria, it would seem prudent to ensure that any new buildings erected close to the bush (100 metres?) in the Nannup Shire are built to AS 3959 Level 2 construction. A fire risk analysis will need to be done in 2009 before this can be submitted to the Council and implemented if passed. A grant will be sourced for this Risk Analysis; an approximate cost of \$5000 has been suggested.

DEC Liaison

This continues on a nearly daily basis with Kirup DEC during the fire season and with Pemberton/Manjimup when Karri prescription burns happen on our Shire Border. Open communication between our organisations is considered vital by all.

Funding for the FMO Position

The draft FMO funding report and business plan for 2009-2010 will be tabled at the BFAC for comment.
Shane Collie will write a covering letter for the report

**Shire of Nannup
Bush Fire Advisory Committee**



Terms of Reference

Contents

Committee in Summary

- 1.0 Introduction
- 2.0 Name
- 3.0 Objectives
- 4.0 Duties and Responsibilities of the Committee
- 5.0 Powers of the Bush Fire Advisory Committee
- 6.0 Membership
- 7.0 Selection Criteria
- 8.0 Meetings
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- 16.0 Committee Decisions
- 17.0 Officer(s) Responsible for Management of Committee
- 18.0 Governing Legislation, Policies, Procedures and Standing Orders

Committee in Summary

Name:	Bush Fire Advisory Committee
Established:	Prior to 2003
Membership:	1 Councillor representative
	Cr Joan Lorkiewicz
	Bush Fire Control Officers
	Chris Scott (Balingup Road)
	Gary Dickson (Bidellia)
	Malcolm Cole (Carlotta)
	Gerald Brown (Cundinup)
	Keith Oldfield (Darradup)
	Vic Lorkiewicz (East Nannup)
	Greg Crothers (Nannup Brook)
	Peter Russell (North Nannup)
	David Vines (Scott River/Jasper)
	Merv McNamara/Peter Stewart (FESA)
	Russell Walters/Rod Lee (WAPRES)
	Richard Hartwell (FPC)
	Phil Uren (Bunbury Tree Farms)
	Ross Alexander (Timbercorp)
	Steve Pickering (Great Southern Timber Holdings)
	Brad Commins (DEC)
	Neville Hamilton (CBFCO)

	Council Officer x 2
	Shane Collie (CEO) Terese Levick Godwin (FMO/DCBFCO)
Meetings:	Second Monday in months of February, May and Septembers 7.30pm (three times per year).
Current Chairperson:	Neville Hamilton (CBFCO)
Quorum Requirement:	9 members
Term:	Committee disbands on 17 October 2009 or upon resolution of Council (whichever is the earliest). Committee is generally automatically reconstituted following the Annual Council elections.

1.0 Introduction

The Council of the Shire of Nannup (hereinafter called "the Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Bush Fire Advisory Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in section 6.0 herein. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Council's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policies adopted from time to time by the Shire of Nannup.

2.0 Name

The name of the Committee shall be the **Bush Fire Advisory Committee**.

3.0 Objectives

To assist Council in the effective management of Bush Fire related activities in the district through the following methods:

- Prevention of Bushfires;
- Preparedness for Bushfire situations,
- Response to bushfire situations, and
- Recovery from bushfire situations

Recommendations from the committee will assist Council in managing all bushfire related activities throughout the district.

4.0 Duties and Responsibilities of the Committee

The duties and responsibilities of the committee will be to:

- 4.1 Advise Council on the establishment and maintenance of volunteer bushfire brigades throughout the district.
- 4.2 Advise Council on required resource levels for adequate district fire protection in conjunction with FESA.
- 4.3 Advise Council on issues of compliance with the Bushfires Act 1954.
- 4.4 Establish and maintain high levels of communication and co operation with the Department of Environment and Conservation and other various bushfire stakeholders in respect of the key committee objectives.
- 4.5 Advise Council on the preparation and adoption of the Bush Fire Management Plan required under the Emergency Management Act 2005.
- 4.6 Make recommendations to Council on district bushfire issues.

5.0 Powers of the Bush Fire Advisory Committee

The committee is a formally appointed committee of Council and is responsible to the Council. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated responsibility.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its Objectives and Duties and Responsibilities. This is in order to facilitate informed decision making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

5.1 General Powers

The Committee has the power to co-opt persons to attend the Committee meetings from time to time to assist the Committee in its functions, but does not have the power to appoint members to the Committee. Co-opted persons do not have voting rights.

5.2 Specific Powers

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

6.0 Membership

The committee will consist of one elected member (currently Cr Joan Lorkiewicz) and seventeen (17) Council appointed representatives, generally all brigade Bush Fire Control Officers as well as various fire interest groups such as plantation companies and FESA. All members shall have full voting rights.

Bush Fire Control Officers and other organisation representatives:

Chris Scott (Balingup Road)
Gary Dickson (Bidellia)
Malcolm Cole (Carlotta)
Gerald Brown (Cundinup)
Keith Oldfield (Darradup)
Vic Lorkiewicz (East Nannup)
Greg Crothers (Nannup Brook)
Peter Russell (North Nannup)
David Vines (Scott River/Jasper)
Merv McNamara/Peter Stewart (FESA)
Russell Walters/Rod Lee (WAPRES)
Richard Hartwell (FPC)
Phil Uren (Bunbury Tree Farms)
Ross Alexander (Timbercorp)
Steve Pickering (Great Southern Timber Holdings)
Brad Commins (DEC)
Neville Hamilton (CBFCO)

The CEO and Shire of Nannup employees (unless present on the committee representing an emergency management organisation) are non voting members of the committee.

The CEO or his/her nominee is to attend all meetings to provide advice and guidance to the committee. The local government shall provide secretarial and administrative support to the committee.

7.0 Selection Criteria

In making their selection for the community/organisation members of this Committee, Council shall take into account the following:

- 7.1 Relevant past or present experience in the area of bush fire control,
- 7.2 Role of the organisation being represented,
- 7.3 Evidence of a positive commitment or involvement with the relevant emergency management organisation or brigade,
- 7.4 Quality of networks within the Nannup community.

8.0 Meetings

The committee shall meet three times a year or more often if required. Additional meetings shall be convened at the discretion of the presiding person.

- 8.1 Notice of meetings including an agenda shall be given to members at least 3 days prior to each meeting. If an emergency situation or circumstances require the Chairman may exercise a lesser notice than 3 days.
- 8.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, and the Council may appoint a replacement for the balance of the term of appointment.
- 8.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 business days after each meeting, provide the committee members and Council with a copy of such minutes.
- 8.4 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding can cast a second vote.

9.0 Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

10.0 Presiding Member

The Committee shall elect a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Local Government Act 1995 and any Council policies, procedures or standing orders which may be in force from time to time.

11.0 Quorum

Quorum for a meeting shall be at least 50% of the number of offices (simple majority), whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority. (Quorum requirement = 9 members)

12.0 Delegated Powers

The Committee has no delegated powers under the Local Government Act 1995 and is to advise and make recommendations to Council only.

Note that during an emergency situation the protocols contained within the Shire of Nannup Emergency Management Arrangements and Bush Fire Management Plan may see action implemented at an administrative level involving this committee. That action is in accordance with the roles and responsibilities delegated to the CEO of the Shire and as the Recovery Coordinator.

13.0 Disclosure of Interests

Committee members are required to disclose a direct or indirect financial interest or a proximity interest in any matter that is relevant to the member or relevant to a person with whom the member is closely associated.

Shire employees are to disclose interests relating to delegated functions of the Committee. A member has a financial interest in a matter if it is reasonable to expect that the matter will, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

A member has a proximity interest if the matter concerns a proposed change to a planning scheme, zoning or use of land, or a proposed development of land that adjoins the member's land.

The reference to an indirect financial interest of a member in a matter refers to a financial relationship between a member and another person who requires a local government decision in relation to the matter.

Division 6 – Disclosure of Financial Interests of the Local Government Act 1995 should be referred to in relation to disclosure of interests and their application and conversely, when some interests need not be disclosed.

The Shire Officer will provide guidance to Committee members at the time of disclosure. If in doubt, members are requested to err on the side of caution and submit a disclosure of interest form.

14.0 Termination of Committee and its Members

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995; and
- b) at the direction of Council.

The term of the appointment of a Committee member continues until the member is removed from the Committee, the position becomes vacant (eg through member resignation), the Committee is disbanded, or the next ordinary election day – whichever happens first.

15.0 Amendment to the Terms of Reference

This document may be altered at any time by Council.

Last review date:	N/A
Adopted by Council:	Proposed 26 February 2009

16.0 Committee Decisions

Committee decisions shall not be binding on Council.

17.0 Officer(s) Responsible for Management of Committee

The following officers of the Shire of Nannup are responsible for the administration of this committee:

Principal Shire Officer: Chief Executive Officer
Deputy Shire Officer: Fire Management Officer

Specifically, the Chief Executive Officer is responsible for the following matters:

- The conduct of the election of a Presiding Member;
- Preparation and distribution of Agendas to all members;
- Recording and preparation of minutes of meetings;
- Preparation of any reports required to be forwarded to Council or a Council Committee. Such reports shall contain the committee recommendation and any officer comment deemed necessary;
- Booking of all meetings including ensuring any catering arrangements required are in place; and
- Any other administrative tasks required to ensure the proper and smooth operation of the committee.

18.0 Governing Legislation, Policies, Procedures and Standing Orders

This Committee is governed by:

- Section 5.3 of the Local Government Act 1995, Subdivision 2 – *Committees and their meetings* (parts 5.8 to 5.18)
- Schedule 2.3 of the Local Government Act 1995 *When and how mayors, presidents, deputy mayors and deputy presidents are elected by council*
- Bush Fires Act 1954
- Shire of Nannup's *Code of Conduct*
- Shire of Nannup's *Guidelines on the Debate of Motions Before Council*
- Shire of Nannup's *Committees Guidelines*

These terms of reference compiled 9 February 2009.

SHANE COLLIE
CHIEF EXECUTIVE OFFICER

AGENDA NUMBER: 10.11
SUBJECT: Monthly Financial Statements for 31 December 2008
LOCATION/ADDRESS: Nannup
NAME OF APPLICANT:
FILE REFERENCE: FNC 9
AUTHOR: Craig Waddell – Manager Corporate Services
DISCLOSURE OF INTEREST:
DATE OF REPORT: 16 February 2009

Attachment: Monthly Financial Statements for the period ending 31 December 2008.

COMMENT:

The monthly Financial Statements for the period ending 31 December 2008 are attached.

STATUTORY ENVIRONMENT:

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

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That the Monthly Financial Statements for the period ending 31 December 2008 be received.

8112 BOULTER/TAYLOR

That the Monthly Financial Statements for the period ending 31 December 2008 be received.

CARRIED 8/0

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2008 TO 31 DECEMBER 2008

<u>Operating</u>	Y-T-D Actual \$	Y-T-D Budget \$	2008/09 Budget \$	Variances Y-T-D Budget to Actual %
Revenues/Sources				
Governance	0	0	0	0%
General Purpose Funding	1,521,735	1,126,452	1,401,342	(35%)
Law, Order, Public Safety	43,457	59,280	118,590	27%
Health	1,198	1,746	3,500	31%
Education and Welfare	0	0	0	0%
Housing	10,472	15,414	30,840	32%
Community Amenities	67,971	38,640	77,300	(76%)
Recreation and Culture	46,494	868,644	1,737,303	95%
Transport	6,596,157	3,043,638	6,087,303	(117%)
Economic Services	18,007	30,378	60,763	41%
Other Property and Services	71,999	12,498	25,000	(476%)
	<u>8,377,490</u>	<u>5,196,690</u>	<u>9,541,941</u>	<u>(61%)</u>
(Expenses)/(Applications)				
Governance	(99,594)	(119,745)	(249,905)	17%
General Purpose Funding	(87,192)	(58,546)	(121,378)	(49%)
Law, Order, Public Safety	(110,028)	(85,183)	(202,848)	(29%)
Health	(24,464)	(27,971)	(59,077)	13%
Education and Welfare	(39,388)	(44,750)	(90,865)	12%
Housing	(28,074)	(21,005)	(64,044)	(34%)
Community Amenities	(124,582)	(195,887)	(397,323)	36%
Recreation & Culture	(156,039)	(187,956)	(395,071)	17%
Transport	(250,069)	(327,364)	(1,829,643)	24%
Economic Services	(70,675)	(125,248)	(257,163)	44%
Other Property and Services	65,617	141,156	160,408	54%
	<u>(924,488)</u>	<u>(1,052,500)</u>	<u>(3,506,909)</u>	<u>12%</u>
Adjustments for Non-Cash (Revenue) and Expenditure				
(Profit)/Loss on Asset Disposals	0	0	(7,351)	0%
Depreciation on Assets	0	704,186	1,511,621	100%
Capital Revenue and (Expenditure)				
Purchase Land and Buildings	(37,505)	(1,208,556)	(2,417,149)	97%
Purchase Infrastructure Assets - Roads	(4,444,831)	(3,026,514)	(6,053,054)	(47%)
Purchase Infrastructure Assets - Parks	(15,504)	(25,104)	(50,210)	38%
Purchase Plant and Equipment	(83,032)	(180,000)	(360,000)	54%
Purchase Furniture and Equipment	(10,035)	(9,498)	(19,000)	(6%)
Proceeds from Disposal of Assets	0	72,996	146,000	100%
Repayment of Debentures	(12,294)	(12,498)	(25,007)	2%
Proceeds from New Debentures	0	163,944	327,896	0%
Depreciation - Plant Reversal	0	0	(103,110)	0%
Accruals	148,503	148,503	148,503	0%
Transfers to Reserves (Restricted Assets)	0	(172,494)	(345,000)	100%
Transfers from Reserves (Restricted Assets)	0	179,586	359,200	100%
 ADD Net Current Assets July 1 B/Fwd	 204,852	 204,852	 0	
LESS Net Current Assets Year to Date	2,583,387	0	0	
 Amount Raised from Rates	 <u>619,769</u>	 <u>983,593</u>	 <u>(851,629)</u>	

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2008 TO 31 DECEMBER 2008

	2008/09 Actual \$	Brought Forward 01-July-2008 \$
NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	1,564,793	199,851
Cash - Restricted	2,880,380	5,834,475
Cash - Reserves	931,692	923,174
Receivables	1,229,437	155,952
Inventories	0	0
	<u>6,606,302</u>	<u>7,113,452</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	<u>(210,843)</u>	<u>(150,951)</u>
	6,395,459	6,962,501
Less: Cash - Reserves - Restricted	(3,812,072)	(6,757,649)
NET CURRENT ASSET POSITION	<u><u>2,583,387</u></u>	<u><u>204,852</u></u>

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2008 TO 31 DECEMBER 2008

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

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

The main reason for the variances is that expenditure and income is not occurring as predicted by Officers during the budget development stage. This is due to a number of reasons, the main one being not projecting cashflows throughout the year, i.e. predicting when the budgeted income or expenditure will occur as opposed to having it evenly spread throughout the year.

Other reasons are not receiving a grant for grant dependant expenditure, projects controlled by Advisory Committees, suppliers/contractors not having the capacity to undertake the works within Council's timeframes, altered Council priorities, etc.

Normally this report would highlight the major areas within programs that have variances outside of the adopted variance, however as the majority of the non operating items fall into this category, it is thought that the report would be of no use as it is comparing actual income and expenditure to an inaccurate cashflow budget.

AGENDA NUMBER: 10.12
SUBJECT: Monthly Financial Statements for 31 January 2009
LOCATION/ADDRESS: Nannup
NAME OF APPLICANT:
FILE REFERENCE: FNC 9
AUTHOR: Craig Waddell – Manager Corporate Services
DISCLOSURE OF INTEREST:
DATE OF REPORT: 16 February 2009

Attachments:

1. Monthly Financial Statements as traditionally presented to Council.
2. Operating Statement.
3. Balance Sheet.
4. Debtor Listings.
5. Asset Purchases.
6. Asset Disposals.
7. Ratio Analyses.

COMMENT:

The monthly Financial Statements for the period ending 31 January 2009 are attached.

Council at its January 2009 meeting was presented with an item concerning the content of the monthly financial statements. Council verbally requested that the following information also be presented at the next meeting to allow Councillors to determine if the additional information could be used by Council to better make decisions on its financial position as at the end of the previously reported month:

Operating Statement
Debtor Listings
Asset Purchase and Disposal reports
Ratio Analyses

To enable this information to be presented it is necessary to prepare a balance sheet, so this report has also been included in the attached statements.

Following is a brief explanation of the various attached reports:

Monthly Financial Statements

The Monthly Financial Statements as traditionally presented to Council contains a Statement of Financial Activity indicating a net result (reflected in the amount to be raised by rates), a net current asset position and a report on material variances between year to date budget estimate and year to date actual figures at program level. Page one of the Statement of Financial Activity reflects the rate

setting statement as contained in the statutory budget. Its primary purpose is to provide a snapshot of Council's cash flow to the time of reporting.

Councillors will note from the report that the budget as adopted predicted that \$851,629 would be required to be raised from rates to achieve the desired financial position at year end, i.e. a balanced cash position as at 30 June 2009. As per the report at 31 January 2009, -\$1,562,807 rates need to be raised, i.e. negative rates (whatever that means!). The reason for this situation existing is that the statement does not take into account cashflows. This statement is indicating that Council has received income ahead of its expenditure, which is expected in the normal course of events.

The value of this report to Council is questionable unless it indicated that more rates were required to be raised than budgeted without a reasonable explanation behind it. The folly with this scenario is that Council would not raise any extra rates than originally budgeted for as the rates for the year have already been sent out to ratepayers based on the budgeted amount to be raised from rates. Council would source the extra income required to balance its cash position from other sources or proceed into the next budget year with a deficit.

This level of reporting is considered to be the minimum that will meet the requirements of Local Government (Financial Management) Regulation 34 (1)(a).

Operating Statement

The Operating Statement shows the net result (profit or loss) from operations. This can be compared to the Income Statement by Program as contained in Council's budget.

Councillors will note from the report that the budget as adopted predicted a net result (profit) of \$6,886,519 at year end. This figure is misleading as the statement contains the income associated with the development of assets but not the expenditure as this is capital expenditure and therefore excluded from the operating statement. As at 31 January 2009 as contained in the attached report a net result of \$9,084,777 exists. The reason for this difference to the budgeted net result is similar to that for the statement of financial position in that income has been received ahead of the expenditure even though the expenditure associated with the majority of this income will not be reported in this statement.

Balance Sheet

The balance sheet sets out the assets and liabilities to show the net worth of the organisation. Assets owned less liabilities owed equal the net worth, or liquidity of the organisation.

Debtors

The Debtor Listing shows the make up of debtors (i.e. organisations / people that owe money to council) at a point in time. The follow up of debtors is undertaken on a regular basis to ensure prompt payment of any outstanding debts to Council.

Asset Purchases

The Asset Purchases report shows the assets that have been purchased this financial year to date.

Asset Disposals

The Asset Disposals report shows the assets that have been disposed of this financial year to date.

Ratio Analyses

The Ratio Analyses shows the eight financial ratios required to be reported in Council's annual financial report. The ratios fall into the following categories:

Liquidity ratios (current ratio and untied cash to creditors ratio) provide information on the ability of a local government to meet its short term financial obligations out of unrestricted current assets.

The current ratio is a modified commercial ratio designed to focus on the liquidity position of a local government that has arisen from past years transactions. A ratio greater than one is preferred. A ratio less than one may arise from a budget deficit from the past year, a Council decision to operate an overdraft to accommodate some additional outlays or a decision to fund leave entitlements from next years revenues.

The untied cash to creditors ratio provides an indication of whether a local government has sufficient cash to pay its trade creditors in accordance with normal trading terms and conditions. A ratio greater than one is preferred and indicates there is sufficient unrestricted cash available to pay its trade creditors. A ratio less than one indicates a local government has insufficient cash to pay its trade creditors. This may have arisen from a poor budget performance in the past year or inaction on collecting accounts receivable (debtors).

Debt ratios (debt service ratio, gross debt to revenue ratio and gross debt to economically realisable assets ratio) measure the ability of a local government to service debt and its capacity to borrow.

The debt service ratio measures a local government's ability to service debt (principal and interest) out of its available operating revenue. The lower the ratio the greater the ability of a local government to service debt. A ratio less than 0.1:1 is desirable.

The gross debt to revenue ratio is a measure of a local government's ability to service debt in any given year out of total revenue. The lower the percentage the greater is the financial ability of a local government to service borrowings out of total revenue each year. A ratio less than 0.6:1 is desirable and indicates that a local government has sufficient revenue to service its external borrowings.

The gross debt to economically realisable assets ratio provides a measure of whether a local government has sufficient realisable assets to cover its total borrowings. This ratio measures the ability of a local government to retire debt from readily realisable assets. A lower ratio is desirable and indicates a local government has sufficient realisable assets to cover its total borrowings. A ratio less than 0.3:1 is desirable.

The rates coverage ratio is a measure of a local governments dependence on rate revenue to fund its operations. The higher the ratio, the less dependent a local government is on grants and external sources to fund its operations. The ratio will vary between local governments, and comparisons should be made over a number of periods to identify any significant trends.

The effectiveness (outstanding rates) ratio measures the effectiveness of local government council policies and financial practices and is evidenced by the "Outstanding Rates Ratio". The ratio measures the effectiveness of a local government with the collection of its rates. A lower ratio is desirable and indicates that a local government is collecting its outstanding rates effectively to improve its cash position and cash flow. A ratio less than 0.05:1 is desirable.

The financial position(debt) ratio examines the strength of a local government based on the information reported in the financial position statement (balance sheet). The ratio is a measure of total liabilities to total assets or alternatively the number of times total liabilities are covered by the total assets of a local government. The lower the ratio of total liabilities to total assets the stronger is the financial position of a local government and its ability to cover its total liabilities.

Council should examine the reports presented and determine the level of reporting required on a monthly basis. As stated earlier, the information that has been traditionally provided to Council meets the minimum requirements as per Local Government (Financial Management) Regulation 34 (1)(a). Council can request any level of financial information it desires to satisfy itself of its financial position.

The recommendation advocates the receipt of reports previously presented to Council on a monthly basis.

STATUTORY ENVIRONMENT:

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

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATIONS:

1. That the Monthly Financial Statements for the period ending 31 January 2009 be received.
2. That Council continue to receive the Monthly Financial Statements as traditionally presented to Council, being a Statement of Financial Activity indicating a net result, a net current asset position and a report on material variances between year to date budget estimate and year to date actual figures at program level.

8113 LORKIEWICZ/PINKERTON

1. That the Monthly Financial Statements for the period ending 31 January 2009 be received.
2. That Council continue to receive the Monthly Financial Statements as traditionally presented to Council, being a Statement of Financial Activity indicating a net result, a net current asset position and a report on material variances between year to date budget estimate and year to date actual figures at program level.

CARRIED 8/0

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2008 TO 31 JANUARY 2009

<u>Operating</u>	Y-T-D Actual \$	Y-T-D Budget \$	2008/09 Budget \$	Variances Y-T-D Budget to Actual %
Revenues/Sources				
Governance	0	0	0	0%
General Purpose Funding	1,542,790	1,314,194	1,401,342	(17%)
Law, Order, Public Safety	64,160	69,160	118,590	7%
Health	1,397	2,037	3,500	31%
Education and Welfare	0	0	0	0%
Housing	12,596	17,983	30,840	30%
Community Amenities	69,228	450,808	77,300	85%
Recreation and Culture	102,293	1,013,418	1,737,303	90%
Transport	6,116,222	3,550,893	6,087,303	(72%)
Economic Services	29,486	35,441	60,763	17%
Other Property and Services	74,789	14,581	25,000	(413%)
	<u>8,012,961</u>	<u>6,468,515</u>	<u>9,541,941</u>	<u>(24%)</u>
(Expenses)/(Applications)				
Governance	(112,450)	(139,703)	(249,905)	20%
General Purpose Funding	(98,729)	(68,304)	(121,378)	(45%)
Law, Order, Public Safety	(132,270)	(99,380)	(202,848)	(33%)
Health	(27,574)	(32,633)	(59,077)	16%
Education and Welfare	(46,200)	(52,208)	(90,865)	12%
Housing	(33,711)	(24,330)	(64,044)	(39%)
Community Amenities	(151,663)	(228,537)	(397,323)	34%
Recreation & Culture	(189,552)	(219,247)	(395,071)	14%
Transport	(280,671)	(381,925)	(1,829,643)	27%
Economic Services	(79,815)	(146,123)	(257,163)	45%
Other Property and Services	89,461	164,682	160,408	46%
	<u>(1,063,175)</u>	<u>(1,227,708)</u>	<u>(3,506,909)</u>	<u>13%</u>
Adjustments for Non-Cash				
(Revenue) and Expenditure				
(Profit)/Loss on Asset Disposals	(10,268)	0	(7,351)	0%
Depreciation on Assets	993,527	821,585	1,511,621	(21%)
Capital Revenue and (Expenditure)				
Purchase Land and Buildings	(40,634)	(1,409,982)	(2,417,149)	97%
Purchase Infrastructure Assets - Roads	(5,078,676)	(3,530,933)	(6,053,054)	(44%)
Purchase Infrastructure Assets - Parks	(17,042)	(29,288)	(50,210)	42%
Purchase Plant and Equipment	(350,424)	(210,000)	(360,000)	(67%)
Purchase Furniture and Equipment	(10,035)	(11,081)	(19,000)	9%
Proceeds from Disposal of Assets	0	85,162	146,000	100%
Repayment of Debentures	(12,294)	(14,581)	(25,007)	16%
Proceeds from New Debentures	0	191,286	327,896	0%
Depreciation - Plant Reversal	0	0	(103,110)	0%
Accruals	148,503	148,503	148,503	0%
Transfers to Reserves (Restricted Assets)	0	(201,243)	(345,000)	100%
Transfers from Reserves (Restricted Assets)	0	209,517	359,200	100%
 ADD Net Current Assets July 1 B/Fwd	 204,852	 204,852	 0	
LESS Net Current Assets Year to Date	1,235,024	0	0	
 Amount Raised from Rates	 <u>1,542,271</u>	 <u>1,494,604</u>	 <u>(851,629)</u>	

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STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2008 TO 31 JANUARY 2009

	2008/09 Actual \$	Brought Forward 01-July-2008 \$
NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	1,083,236	199,851
Cash - Restricted	2,963,414	5,834,475
Cash - Reserves	932,695	923,174
Receivables	670,211	155,952
Inventories	0	0
	<u>5,649,556</u>	<u>7,113,452</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	<u>(518,423)</u>	<u>(150,951)</u>
	5,131,133	6,962,501
Less: Cash - Reserves - Restricted	(3,896,109)	(6,757,649)
NET CURRENT ASSET POSITION	<u><u>1,235,024</u></u>	<u><u>204,852</u></u>

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2008 TO 31 JANUARY 2009

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

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

The main reason for the variances is that expenditure and income is not occurring as predicted by Officers during the budget development stage. This is due to a number of reasons, the main one being not projecting cashflows throughout the year, i.e. predicting when the budgeted income or expenditure will occur as opposed to having it evenly spread throughout the year.

Other reasons are not receiving a grant for grant dependant expenditure, projects controlled by Advisory Committees, suppliers/contractors not having the capacity to undertake the works within Council's timeframes, altered Council priorities, etc.

Normally this report would highlight the major areas within programs that have variances outside of the adopted variance, however as the majority of the non operating items fall into this category, it is thought that the report would be of no use as it is comparing actual income and expenditure to an inaccurate cashflow budget.

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OPERATING STATEMENT BY PROGRAM

FOR THE PERIOD 1 JULY TO 31 JANUARY 2009

	2008/09 Actual	2008/09 Budget	2007/08 Actual
OPERATING REVENUES			
Governance	\$0	\$0	\$168
General Purpose Funding	\$1,542,790	\$2,252,971	\$2,252,668
Law, Order, Public Safety	\$64,160	\$97,390	\$163,724
Health	\$1,397	\$3,500	\$4,307
Education and Welfare	\$0	\$0	\$2,867
Housing	\$12,596	\$30,840	\$30,947
Community Amenities	\$69,228	\$77,300	\$83,681
Recreation and Culture	\$102,293	\$4,100	\$22,793
Transport	\$6,116,222	\$1,200	\$3,072,442
Economic Services	\$29,486	\$48,763	\$100,689
Other Property and Services	\$74,789	\$25,000	\$78,952
	<u>\$8,012,961</u>	<u>\$2,541,064</u>	<u>\$5,813,239</u>
OPERATING EXPENSES			
Governance	\$112,450	-\$242,717	-\$204,998
General Purpose Funding	\$98,729	-\$121,378	-\$115,580
Law, Order, Public Safety	\$132,270	-\$202,848	-\$187,784
Health	\$27,574	-\$59,077	-\$44,314
Education and Welfare	\$46,200	-\$90,865	-\$86,596
Housing	\$33,711	-\$52,167	-\$72,146
Community Amenities	\$151,663	-\$397,323	-\$292,645
Recreation & Culture	\$189,552	-\$395,071	-\$425,683
Transport	\$280,671	-\$1,819,397	-\$1,970,223
Economic Services	\$79,815	-\$257,163	-\$153,774
Other Property and Services	-\$89,461	\$127,908	-\$133,380
	<u>\$1,063,175</u>	<u>-\$3,510,098</u>	<u>-\$3,687,121</u>
BORROWING COSTS EXPENSE			
Governance	-\$80	-\$286	-\$689
Law, Order, Public Safety	\$0	\$0	-\$291
Housing	-\$1,060	-\$2,427	-\$2,958
Transport	-\$487	-\$1,591	-\$1,979
	<u>-\$1,627</u>	<u>-\$4,304</u>	<u>-\$5,917</u>
GRANTS/CONTRIBUTIONS FOR THE DEVELOPMENT OF ASSETS			
Recreation & Culture		\$1,733,203	
Transport	inc. in	\$6,086,103	inc. in
Economic Services	above	\$33,200	above
	<u>\$0</u>	<u>\$7,852,506</u>	<u>\$0</u>
PROFIT/(LOSS) ON DISPOSAL OF ASSETS			
Governance	\$0	-\$3,643	inc. in
Transport	\$10,268	\$10,994	above
	<u>\$10,268</u>	<u>\$7,351</u>	<u>\$0</u>
NET RESULT	<u>9,084,777</u>	<u>6,886,519</u>	<u>\$2,120,201</u>

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BALANCE SHEET

FOR THE PERIOD 1 JULY TO 31 JANUARY 2009

	2008/09 \$	2007/08 \$
CURRENT ASSETS		
Cash and Cash Equivalents	4,979,345	7,168,874
Trade and Other Receivables	670,211	170,173
Inventories	0	0
TOTAL CURRENT ASSETS	<u>5,649,556</u>	<u>7,339,047</u>
NON-CURRENT ASSETS		
Other Receivables	0	1,562
Inventories	0	0
Property, Plant and Equipment	4,137,836	4,010,486
Infrastructure	84,465,022	80,205,732
TOTAL NON-CURRENT ASSETS	<u>88,602,858</u>	<u>84,217,780</u>
TOTAL ASSETS	94,252,414	91,556,827
CURRENT LIABILITIES		
Trade and Other Payables	3,290,480	6,602,661
Long Term Borrowings	25,207	25,007
Provisions	31,125	156,615
TOTAL CURRENT LIABILITIES	<u>3,346,812</u>	<u>6,784,283</u>
NON-CURRENT LIABILITIES		
Long Term Borrowings	28,986	41,279
Provisions	63,477	52,722
TOTAL NON-CURRENT LIABILITIES	<u>92,463</u>	<u>94,001</u>
TOTAL LIABILITIES	3,439,275	6,878,284
NET ASSETS	<u>90,813,139</u>	<u>84,678,543</u>
EQUITY		
Accumulated (Losses) / Profit	6,373,206	248,130
Reserves - Cash Backed	932,695	923,173
Reserves - Asset Revaluation	83,507,238	83,507,238
TOTAL EQUITY	<u>90,813,139</u>	<u>84,678,541</u>

Debtors Trial Balance

As at 31.01.2009

Debtor #	Name	GT 90 days	02.11.2008 Age	02.12.2008 GT 60 days	01.01.2009 GT 30 days	31.01.2009 Current	Total
			Of Oldest Invoice (90Days)				
028	ANDREW GROBBELAAR	162.35	610	0.00	0.00	0.00	162.35
196	CAMERON BARKER	55.50	156	0.00	0.00	0.00	55.50
237	CARLOTTA BUSH FIRE BRIGADE	540.63	215	0.00	0.00	0.00	540.63
206	CHRIS WADE	1279.86	134	0.00	0.00	0.00	1279.86
267	CJD EQUIPMENT	121.00	752	0.00	0.00	0.00	121.00
092	CRAIGE WADDELL	0.00	0	0.00	0.00	45.00	45.00
469	CUNDINUP BUSH FIRE BRIGADE	0.00	0	0.00	0.00	408.24	408.24
95	CUNDINUP BUSH FIRE BRIGADE	0.00	0	8800.00	0.00	0.00	8800.00
214	DEPARTMENT FOR PLANNING AND INFRASTRUCTU	0.00	0	0.00	0.00	34423.66	34423.66
076	DEPARTMENT OF CULTURE AND THE ARTS	0.00	0	0.00	0.00	10085.00	10085.00
215	DEPARTMENT OF LOCAL GOVERNMENT	0.00	0	0.00	0.00	22000.00	22000.00
136	DEPARTMENT OF RACING, GAMING AND LIQUOR	0.00	0	0.00	0.00	0.00	0.00
176	DEPARTMENT OF WATER	0.00	0	1291.13	0.00	0.00	1291.13
219	FORREST NUGENT	40.12	206	0.00	0.00	0.00	40.12
012	LEIGH GUTHRIDGE	0.00	0	36.12	0.00	0.00	36.12
92	MAIN ROADS WA	0.00	185	0.00	0.00	80300.00	80300.00
177	MAIN ROADS WA	0.00	0	0.00	0.00	187000.00	187000.00
77	MARGOT PARKER	22.33	206	0.00	0.00	0.00	22.33
238	MELANIE BUCKLEY	52.80	206	0.00	0.00	0.00	52.80
029	NANNUP BROOK BUSH FIRE BRIGADE	138.56	0	0.00	0.00	189.22	327.78
005	NANNUP TIGERS FOOTBALL CLUB	0.00	0	116.22	0.00	0.00	116.22
031	NANNUP VISITOR CENTRE	0.00	0	0.00	0.00	128.15	128.15
211	NICOLE LISA DAWSON	21.49	610	0.00	0.00	0.00	21.49
174	NORTH NANNUP BUSH FIRE BRIGADE	0.00	0	0.00	0.00	782.82	782.82
268	SHAUN GIZZARELLI	0.00	0	0.00	0.00	26.00	26.00
217	SOUTH WEST DEVELOPMENT COMM.	0.00	0	0.00	0.00	5500.00	5500.00
341	SRS ROAD SERVICE	0.00	0	0.00	0.00	968.00	968.00
194	TAD GRYGlicki	0.00	0	0.00	0.00	654.50	654.50
202	UNDERGROUND SERVICES	0.00	0	0.00	0.00	792.00	792.00
WC102	WARREN BLACKWOOD EDUCATION OFFICE MANJIM	57.93	134	0.00	0.00	0.00	57.93
9	WATER CORPORATION SOUTH WEST REGION	0.00	0	22.80	0.00	0.00	22.80
2	WILLIAM BARRETT & SONS	0.00	0	0.00	0.00	800.80	800.80
	WORTHY CONTRACTING	0.00	0	0.00	0.00	360.80	360.80
	Totals	2492.57		10266.27	0.00	344464.19	357223.03

ASSET SYSTEM
ASSET ADDITIONS REPORT FOR YEAR 08/09

Asset.No	Description	Date	Value	Description
229	UTILITY NISSAN NAVARA NP00	03.09.08	38902.45	PURCHASE
230	UTILITY FORD RANGER NP3018	03.09.08	27074.22	PURCHASE
452	LOADER VOLVO L170F	12.01.09	267393.00	PURCHASE
815	CHAINSaw STHIL MS660	18.09.08	1650.00	PURCHASE
816	CHAINSaw STHIL MS230	18.09.08	610.00	PURCHASE
817	GRAVEL SCREEN	28.10.08	15000.00	PURCHASE
F71	PHOTOCOPIER RICHOF MPC5000	21.11.08	10035.00	PURCHASE
Total			360664.67	

ASSET SYSTEM
ASSET DISPOSALS REPORT FOR YEAR 08/09

Asset.No	Description	Date	Disposal Value	Adjustment To Hist.Cost	Adjustment To Deprec.	Full/Partial Disposal	Description
223	UTILITY HILUX 2WD	02.09.08	8636.36	-21263.05	-7407.28	FULL	TRADE IN ON NEW FORD RANGER
227	UTILITY TRITON DUAL CAB NP00	03.09.08	22272.73	-33018.76	-5019.13	FULL	TRADE IN ON NEW NISSAN NAVARA
451	FRONT END LOADER VOLVO L70D	12.01.09	95000.00	-175563.64	-101777.77	FULL	TRADE IN ON NEW VOLVO LOADER L170F
F54	PHOTOCOPIER RICOH AFICIO 2045	21.11.08	0.00	-14550.00	-14550.00	FULL	TRADE IN ON NEW RICOH MEC5000 COPIER
Total			125909.09	-244395.45			-128754.18

SHIRE OF NANNUP

RATIOS

FOR THE PERIOD 1 JULY TO 31 JANUARY 2009

	2008/09 to date	2007/08	2006/07
Current Ratio	3.38	1.59	1.08
Untied Cash to Trade Creditors Ratio	2.72	1.37	-6.27
Debt Service Ratio	0.01	0.01	0.02
Gross Debt to Revenue Ratio	0.02	0.03	0.05
Gross Debt to Economically Realisable Assets Ratio	0.02	0.01	0.01
Rate Coverage Ratio	0.11	0.32	0.21
Outstanding Rates Ratio	0.24	0.03	0.03
Debt Ratio	1.04	0.08	0.08

The above ratios are calculated as follows:

Current Ratio	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
Untied Cash to Trade Creditors Ratio	$\frac{\text{Untied cash}}{\text{Unpaid trade creditors}}$
Debt Service Ratio	$\frac{\text{Debt Service Cost (Principal \& Interest)}}{\text{Available operating revenue}}$
Gross Debt to Revenue Ratio	$\frac{\text{Gross debt}}{\text{Total revenue}}$
Gross Debt to Economically Realisable Assets Ratio	$\frac{\text{Gross debt}}{\text{Economically realisable assets}}$
Rate Coverage Ratio	$\frac{\text{Net rate revenue}}{\text{Operating revenue}}$
Outstanding Rates Ratio	$\frac{\text{Rates outstanding}}{\text{Rates collectable}}$
Debt Ratio	$\frac{\text{Total liabilities}}{\text{Total assets}}$

AGENDA NUMBER: 10.13
SUBJECT: Budget Review
LOCATION/ADDRESS: Nannup
NAME OF APPLICANT:
FILE REFERENCE: FNC 3
AUTHOR: Craig Waddell – Manager Corporate Services
DISCLOSURE OF INTEREST:
DATE OF REPORT: 16 February 2009

Attachment: Analysis of Budgeted and Actual Income and Expenditure for the Period Ending 31 January 2009.

BACKGROUND:

Council is required under Local Government (Financial Management) Regulation 33A to conduct a budget review between 1 January and 31 March each financial year. Council is also required to submit the outcome of the review to the Department of Local Government and Regional Development within 30 days of the acceptance of the review.

COMMENT:

The attached report details Council's 2008/09 budget, the actual expenditure or income to 31 January 2009, and the anticipated expenditure or income to 30 June 2009 for each item of expenditure and income. It should be noted that in the attached report a negative figure in the "difference" column is good from an overall budget point of view. Council budgeted in its 2008/09 budget for a balanced cash position. The net result of the review shows an anticipated surplus of \$566,602.

The following details those significant variations from the review that Council may wish to take into consideration in terms of identifying any proposed action to be taken to trim the budget or commit further funds. Some variations in both income and expenditure that nullify each other, such as the predicted income and expenditure associated with Recoverable expenses (COA 0422) and Expenses recovered (COA 0573) have not been included in the following as they do not impact the bottom line.

1. The carried forward position from the previous financial year when calculated from the audited financial statements reveals a deficit position of \$233,523. There was no allowance for a carried forward position contained within the budget.
2. Interest on investments will realise \$125,000 less than budgeted.

3. The budgeted income for the Community Safety Program was \$21,200 with expenditure of \$5,500. The actual income will be nil as the grant was received last financial year with expenditure this year of \$20,000.
4. The budgeted expenditure on town planning contracted services will be under spent by \$16,453.
5. The transfer from reserve of \$400,000 for the Timewood Centre was not included in the budget.
6. Income via grants for the construction of the Foreshore Park entry statement of \$50,210 was not included in the budget.
7. Incorporating the recommendation from the agenda item concerning the tender for the ablution blocks into this item requires an additional \$25,410, being conservative assuming no grant funding is obtained.
8. A \$58,559 saving is anticipated on the renovation works associated with the Town hall.
9. The Royalties for Regions grant to be received this financial year of \$605,370 has been included. Councillors will note the recommendation contained elsewhere within this agenda advocating the use of these funds for the Timewood Centre, most likely to fall into 2009/10.
9. An additional \$20,000 supervision fee for the Mowen Road project will be realised.
10. The \$15,000 budgeted to spend on the Light Industrial Area enhancement project will not occur.
11. It is estimated an additional \$14,250 will be expended on Caravan Parks.
12. The budgeted loan for the purchase of plant of \$177,896 has not been invoked to date.

A summary of these variations follow:

Carried forward position	\$233,523
Interest on investment	\$125,000
Community Safety Program	\$35,700
Town Planning services	-\$16,453
Timewood Centre Reserve T/fer	-\$400,000
Foreshore park entry statement	\$-50,210
Ablution Blocks	\$25,410
Town Hall Alterations	-\$58,559

Royalties for Regions	-\$605,370
Mowen Road project	-\$20,000
LIA enhancement project	-\$15,000
Caravan Parks	\$14,250
Loan	\$177,896
Various	-\$12,789
 Total (surplus)	 -\$566,602

The "Various" as stated above is made up of a myriad of minor line by line variations, any of which can be detailed to Councillors if required.

The 2008/09 plant loan was used to "balance" the budget. This loan, or a part of it, may be required to be drawn upon dependant upon the predicted end of year cash position. A further review and determination as to the requirement for this loan will be presented to Council closer to the end of the financial year.

The surplus of \$605,370 includes the Royalties for Regions amount of \$605,370. If the recommendation contained elsewhere within this agenda advocating the use of these funds for the Timewood Centre is agreed to, this amount will either be spent on this project (or the project chosen by Council) this year or carried forward to the next year against this project which means that a deficit of \$38,768 exists based on the attached review.

It is recommended that Council take no action in relation to its current budgetary situation as there is still four months of operation left where further variations may be brought to light. If further action is required, it can be undertaken at a future budget review.

STATUTORY ENVIRONMENT:

Local Government (Financial Management) 1996 Regulations 33A.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

If the year end position is as predicted, Council's 2008/09 budget will have a deficit carry forward position incorporated into it.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

Council not make any changes to its budgetary position at this stage as there is still four months of operations left within the financial year.

8114 BOULTER/TAYLOR

Council not make any changes to its budgetary position at this stage as there is still four months of operations left within the financial year.

CARRIED 7/1

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

Councillors voting against: Pinkerton.

2008/09 BUDGET REVIEW AS AT 31/1/09

Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	% YTD Difference	30/06/09 Estimate	Difference
General Purpose Funding								
	0080	Rates Written Off	\$0	\$0	\$0	#DIV/0!	\$0	\$0
	0011	Rates Levied All Areas	-\$851,629	-\$496,783	-\$851,797	171%	-\$851,797	-\$168
	0061	Non-Payment Penalty	-\$2,500	-\$1,456	-\$1,739	119%	-\$2,500	\$0
	0091	Equalisation Grant	-\$559,674	-\$326,473	-\$282,140	86%	-\$564,282	-\$4,608
	0231	Interim Rates	-\$2,000	-\$1,162	-\$7,624	656%	-\$8,000	-\$6,000
	0261	Instalment Interest	-\$2,000	-\$1,162	-\$2,509	216%	-\$3,000	-\$1,000
	0291	Local Road Grant	-\$358,347	-\$209,034	-\$180,710	86%	-\$361,418	-\$3,071
	0361	Instalment Administration	-\$2,500	-\$1,456	-\$2,630	181%	-\$3,000	-\$500
	0422	Recoverable Expenses	\$20,000	\$11,662	\$51,610	443%	\$60,000	\$40,000
	0472	Rating Valuations	\$8,100	\$4,725	\$3,158	67%	\$8,100	\$0
	3832	Interest On Overdraft	\$0	\$0	\$1,167	#DIV/0!	\$1,167	\$1,167
	4802	Write Offs	\$200	\$112	\$0	0%	\$0	-\$200
	4852	Grants Comm/Review Report	\$500	\$287	\$0	0%	\$4,000	\$3,500
	4872	D.O.T. Licensing Expenses	\$10,637	\$6,202	\$2,398	39%	\$5,000	-\$5,637
	0523	Dept Of Tran. Commission	-\$17,000	-\$9,912	-\$11,243	113%	-\$17,000	\$0
	0533	Sundry Income	-\$17,321	-\$10,101	-\$6,764	67%	-\$12,000	\$5,321
	0573	Expenses Recovered (I)	-\$20,000	-\$11,662	-\$88,878	762%	-\$60,000	-\$40,000
	4873	Interest On Investments - General	-\$20,000	-\$11,662	-\$11,766	101%	-\$20,000	\$0
	4883	Interest On Investments - Rtr	\$0	\$0	-\$13,578	#DIV/0!	-\$15,000	-\$15,000
	4893	Interest On Investments - Dotars	-\$400,000	-\$233,331	-\$66,862	29%	-\$260,000	\$140,000
		Surplus / Deficit B/F					\$233,523	\$233,523
Governance	0112	Election & Poll Expenses	\$1,000	\$581	\$0	0%	\$0	-\$1,000
	0142	Refreshments & Functions -Council	\$16,300	\$9,506	\$8,822	93%	\$16,300	\$0
	0162	Donations	\$16,100	\$9,387	\$11,240	120%	\$16,100	\$0
	0172	Councillor Allowances	\$43,000	\$25,081	\$6,022	24%	\$43,000	\$0
	0182	Subscriptions	\$6,200	\$3,612	\$5,965	165%	\$6,200	\$0
	0192	Conference Expenses	\$15,500	\$9,037	\$5,232	58%	\$12,000	-\$3,500
	0202	Insurance	\$14,497	\$8,456	\$9,931	117%	\$9,931	-\$4,566
	0242	A/Leave Exp Admin	\$25,923	\$15,120	-\$25,821	-171%	\$25,923	\$0
	0272	Salaries (Adm)	\$346,199	\$201,943	\$200,031	99%	\$346,199	\$0
	0282	Superannuation	\$27,552	\$16,072	\$16,909	105%	\$27,552	\$0
	0292	Insurance	\$14,928	\$8,708	\$14,510	167%	\$14,928	\$0
	0312	Furn & Equip Minor	\$4,000	\$2,331	\$162	7%	\$4,000	\$0

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Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	% YTD Difference	30/06/09 Estimate	Difference
	0342	Interest On Loan 31	\$286	\$161		50%	\$286	\$0
	0352	Transfer To Reserves	\$25,000	\$14,581		0%	\$25,000	\$0
	0362	Building & Gdns Oper&Mtce	\$22,263	\$12,978	\$16,330	126%	\$22,263	\$0
	0372	Computer Maintenance	\$32,240	\$18,802	\$19,431	103%	\$32,240	\$0
	0382	Printing & Stationery	\$16,000	\$9,331	\$8,461	91%	\$16,000	\$0
	0392	Telephone	\$10,000	\$5,831	\$4,001	69%	\$8,000	-\$2,000
	0402	Equipment Repair & Mtce	\$4,000	\$2,331	\$2,008	86%	\$4,000	\$0
	0412	Postage	\$4,800	\$2,800	\$2,101	75%	\$4,000	-\$800
	0432	Vehicle And Travelling	\$13,500	\$7,875	\$4,676	59%	\$10,000	-\$3,500
	0442	Bank Charges	\$3,500	\$2,037	\$1,455	71%	\$3,500	\$0
	0452	Advertising	\$6,000	\$3,500	\$6,115	175%	\$9,000	\$3,000
	0462	Audit Fees	\$10,300	\$6,006	\$4,600	77%	\$10,300	\$0
	0482	Legal Expenses	\$6,000	\$3,500	\$1,761	50%	\$6,000	\$0
	0492	Staff Training Expenses	\$8,000	\$4,662	\$5,193	111%	\$8,000	\$0
	0502	Sundry Expenses	\$1,000	\$581	\$0	0%	\$0	-\$1,000
	0522	Uniforms-Council Contrib	\$1,000	\$581	\$1,140	196%	\$1,500	\$500
	0532	Gratuities	\$1,100	\$637	\$176	28%	\$300	-\$800
	0542	Lsl Expense Admin	\$3,738	\$2,177	\$0	0%	\$3,738	\$0
	0552	Fringe Benefit Tax	\$15,850	\$9,240	\$2,953	32%	\$15,850	\$0
	0572	Mem Equip. Consumables	\$1,000	\$581	\$0	0%	\$500	-\$500
	0812	Recruitment Expenses	\$4,500	\$2,625	\$11,282	430%	\$12,000	\$7,500
	9042	Depreciation Expense Mem	\$3,081	\$1,792	\$1,012	56%	\$3,081	\$0
	9052	Depreciation Expense Adm	\$21,847	\$12,740	\$11,477	90%	\$21,847	\$0
	0543	Transfer From Reserve	-\$22,050	-\$12,859	\$0	0%	-\$22,050	\$0
	8053	Income Sale Of Assets	-\$23,000	-\$13,412	\$0	0%	-\$23,000	\$0
	0544	Plant (Vehicles)	\$30,000	\$17,500	\$0	0%	\$30,000	\$0
	0574	Principal Repayments	\$6,902	\$4,025	\$3,397	84%	\$6,902	\$0
	0584	Furniture And Equipment	\$19,000	\$11,081	\$10,035	91%	\$15,000	-\$4,000
Law, Order, Public Safety	0602	Assistance To Bfb'S	\$42,500	\$24,787	\$44,386	179%	\$45,000	\$2,500
	0642	Insurance	\$16,098	\$9,387	\$16,099	171%	\$16,099	\$1
	0652	Maintenance Of Fire Breaks	\$5,000	\$2,905	\$3,120	107%	\$5,000	\$0
	0712	Fire Break Inspections	\$3,000	\$1,750	\$0	0%	\$3,000	\$0
	0722	Fire Control Officer	\$20,675	\$12,054	\$16,431	136%	\$22,000	\$1,325
	0762	Mtce Plant & Equipment	\$3,000	\$1,750	\$3,421	195%	\$5,000	\$2,000

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Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	% YTD Difference	30/06/09 Estimate	Difference
	0802	Control Expenses	\$4,500	\$2,625	\$1,130	43%	\$3,000	-\$1,500
	0832	Mtce Vehicles, Etc	\$2,500	\$1,456	\$4,138	284%	\$5,000	\$2,500
	0842	Mtce Land & Buildings	\$1,200	\$700	\$233	33%	\$1,000	-\$200
	0862	Utilities Rates & Taxes	\$500	\$287	\$0	0%	\$500	\$0
	0872	Other Goods & Services	\$6,560	\$3,822	\$13,319	348%	\$7,000	\$440
	0912	Community Safety Program	\$5,500	\$3,206	\$5,000	156%	\$20,000	\$14,500
	0922	Donation Nannup Ses	\$15,390	\$8,974	\$1,372	15%	\$15,417	\$27
	9062	Depreciation Expense Fpr	\$30,618	\$17,857	\$26,408	148%	\$30,618	\$0
	0703	Fesa Levy Operating Inc.	-\$80,000	-\$46,662	-\$38,848	83%	-\$80,000	\$0
	0773	Fines	\$0	\$0	-\$15	#DIV/0!	\$0	\$0
	0833	Dog Registration Fees	-\$2,000	-\$1,162	-\$1,548	133%	-\$2,000	\$0
	0963	Fesa Levy Operating Inc.	-\$15,390	-\$8,974	-\$3,185	35%	-\$15,390	\$0
	6993	Community Safety Program	-\$21,200	-\$12,362	\$0	0%	\$0	\$21,200
Health	1242	Insurance	\$883	\$511	\$854	167%	\$883	\$0
	1252	A/Leave Exp Health	\$2,079	\$1,211	-\$1,807	-149%	\$2,079	\$0
	1262	Salaries	\$35,453	\$20,678	\$20,178	98%	\$35,453	\$0
	1272	Lsl Expense Health	\$514	\$294	\$0	0%	\$514	\$0
	1282	Superannuation	\$3,936	\$2,296	\$1,728	75%	\$3,936	\$0
	1322	Health Admin Expenses	\$3,294	\$1,911	\$1,406	74%	\$3,294	\$0
	9142	Depreciation Expense Hia	\$2,637	\$1,533	\$1,569	102%	\$2,637	\$0
	1373	Septic Tank Gst Portion	\$0	\$0	-\$470	#DIV/0!	-\$470	-\$470
	1383	General License Fees	-\$3,500	-\$2,037	-\$927	46%	-\$2,000	\$1,500
Education & Welfare	0992	Pre-Schools Mtce	\$3,834	\$2,219	\$1,529	69%	\$3,834	\$0
	1642	Community Dev. Officer	\$65,749	\$38,346	\$29,329	76%	\$65,749	\$0
	9092	Depreciation Expense Psc	\$1,350	\$784	\$804	102%	\$1,350	\$0
	9192	Depreciation Expense	\$291	\$168	\$0	0%	\$291	\$0
	9902	Early Years Community Centre	\$2,000	\$1,162	\$6,000	516%	\$6,000	\$4,000
Housing	1712	Building Mtce	\$9,355	\$5,446	\$16,687	306%	\$18,000	\$8,645
	1722	Interest On Loan 36	\$1,974	\$1,148	\$1,027	89%	\$1,974	\$0
	1732	Geha - Building Maint.	\$20,799	\$12,124	\$10,867	90%	\$22,000	\$1,201
	1742	Interest On Loans 21	\$453	\$259	\$33	13%	\$453	\$0
	9232	Depreciation Expense Sta	\$9,977	\$5,817	\$5,325	92%	\$9,977	\$0
	9242	Depreciation Expense Hot	\$2,546	\$1,484	\$1,500	101%	\$2,546	\$0
	1723	Rental	-\$10,400	-\$6,062	-\$4,242	70%	-\$7,000	\$3,400

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Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	% YTD Difference	30/06/09 Estimate	Difference
	1743	Rentals	-\$20,440	-\$11,921	-\$6,610	55%	-\$8,500	\$11,940
	1764	Loan Redemption	\$7,252	\$4,228	\$3,568	84%	\$7,252	\$0
	1794	Loan Redemption Loan 21	\$2,198	\$1,281	\$1,075	84%	\$2,198	\$0
Community Amenities	1762	Contractors Collection Fees	\$52,353	\$30,534	\$17,470	57%	\$40,000	-\$12,353
	1772	Rubbish Site Mtce	\$124,617	\$72,688	\$59,231	81%	\$124,617	\$0
	1824	Street Bin Pickups	\$10,627	\$6,195	\$3,356	54%	\$8,000	-\$2,627
	2122	Parking Strategy	\$9,000	\$5,250	\$0	0%	\$9,000	\$0
	2132	Town Planning Services	\$61,453	\$35,847	\$22,936	64%	\$45,000	-\$16,453
	2142	Admin Expenses	\$26,283	\$15,323	\$1,463	10%	\$26,283	\$0
	2152	Lsl Expense	\$514	\$294	\$0	0%	\$514	\$0
	2162	Superannuation	\$5,779	\$3,367	\$1,758	52%	\$5,779	\$0
	2192	Annual Leave Expense	\$2,079	\$1,211	-\$1,807	-149%	\$2,079	\$0
	2302	Cemetery Oper & Mtce-Np	\$22,089	\$12,873	\$2,703	21%	\$22,089	\$0
	2322	Public Conveniences	\$16,732	\$9,751	\$18,498	190%	\$22,000	\$5,268
	7022	South Coast Planning	\$0	\$0	\$3,040	#DIV/0!	\$5,000	\$5,000
	7032	Community Infrastructure Plan	\$10,000	\$5,831	\$625	11%	\$10,000	\$0
	7042	Road Development Costs.	\$7,500	\$4,375	\$0	0%	\$7,500	\$0
	9262	Depreciation Expense Ots	\$2,666	\$1,554	\$1,959	126%	\$2,666	\$0
	9312	Depreciation Expense Oca	\$1,893	\$1,099	\$1,225	111%	\$1,893	\$0
	1803	Mobile Bin Charges	-\$63,800	-\$37,212	-\$56,005	151%	-\$56,005	\$7,795
	1813	Tip Fees	-\$3,000	-\$1,750	-\$1,137	65%	-\$2,000	\$1,000
	2213	South Coast Planning	\$0	\$0	-\$8,000	#DIV/0!	-\$10,000	-\$10,000
	2253	Misc. Fees & Charges	-\$7,000	-\$4,081	-\$3,007	74%	-\$5,000	\$2,000
	2373	Cemetery Fees	-\$3,500	-\$2,037	-\$1,079	53%	-\$1,500	\$2,000
Recreation And Culture	2422	Public Halls	\$46,617	\$27,174	\$18,770	69%	\$46,617	\$0
	2432	Rec Centre Expense	\$45,435	\$26,488	\$13,123	50%	\$45,435	\$0
	2622	Transfer To Reserve Fund	\$40,000	\$23,331	\$0	0%	\$40,000	\$0
	2642	Public Parks Gdns & Reser	\$158,500	\$92,442	\$93,932	102%	\$158,500	\$0
	2702	Streetscape / Tidy Towns	\$12,000	\$6,993	\$6,626	95%	\$12,000	\$0
	2712	Garden Village Theme	\$7,000	\$4,081	\$0	0%	\$7,000	\$0
	2782	Golf Course Works	\$3,000	\$1,750	\$0	0%	\$3,000	\$0
	2902	Salaries (Lib)	\$18,891	\$11,018	\$17,677	160%	\$25,000	\$6,109
	2922	Office Expenses	\$1,600	\$931	\$242	26%	\$1,600	\$0
	2932	Write Off Of Debts	\$100	\$56	\$0	0%	\$0	-\$100

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Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	% YTD Difference	30/06/09 Estimate	Difference
	7432	Foreshore Park	\$12,000	\$7,000	\$2,353	34%	\$12,000	\$0
	9322	Depreciation Expense H&C	\$4,980	\$2,905	\$4,524	156%	\$4,980	\$0
	9342	Depreciation Expense Ors	\$11,159	\$6,503	\$7,356	113%	\$11,159	\$0
	9352	Depreciation Expense Lib	\$0	\$0	\$289	#DIV/0!	\$0	\$0
	2443	Transfer From Reserve	-\$25,000	-\$14,581	\$0	0%	-\$425,000	-\$400,000
	2453	Grants	-\$133,203	-\$77,700	-\$95,074	122%	-\$133,203	\$0
	2473	Co Location Bldg Grants	-\$1,600,000	-\$933,331	\$0	0%	-\$1,600,000	\$0
		Royalties for Regions Grant					-\$605,370	-\$605,370
	2483	Co Location Bldg Loan	-\$150,000	-\$87,500	\$0	0%	-\$150,000	\$0
	2793	Capital Works Grant	\$0	\$0	-\$5,000	#DIV/0!	-\$5,000	-\$5,000
	2853	Foreshore Park Entry Statement	\$0	\$0	\$0	#DIV/0!	-\$50,210	-\$50,210
		Regional Infrastructure Program					-\$100,000	-\$100,000
	2993	Lost Book Charge	-\$50	-\$28	-\$187	667%	-\$200	-\$150
	7043	Rec Centre Hire Fees	-\$3,300	-\$1,925	-\$2,180	113%	-\$3,300	\$0
	7053	Hire Charges	-\$750	-\$434	-\$652	150%	-\$750	\$0
	2564	Co Location Bldg	\$2,150,000	\$1,254,162	\$14,480	1%	\$2,150,000	\$0
	2574	Capital Works - Halls	\$108,559	\$63,322	\$2,159	3%	\$50,000	-\$58,559
	2834	Foreshore Park Entry Statement	\$50,210	\$29,288	\$17,842	61%	\$50,210	\$0
	7814	Foreshore Park Ablution Block	\$98,440	\$57,421	\$5,950	10%	\$120,000	\$21,560
Transport	3160	Bridge Maintenance	\$24,000	\$13,993	\$23,170	166%	\$24,000	\$0
	3230	Crossovers	\$1,200	\$700	\$0	0%	\$1,200	\$0
	3240	Traffic Signs & Control	\$8,000	\$4,662	\$3,112	67%	\$8,000	\$0
	3380	Local Road Maintenance	\$369,000	\$215,243	\$154,286	72%	\$369,000	\$0
	3410	Road verge Maintenance	\$10,000	\$5,831	\$7,233	124%	\$10,000	\$0
	3420	Lighting Of Streets	\$9,500	\$5,537	\$5,425	98%	\$9,500	\$0
	3440	Contract Street Sweeping	\$6,000	\$3,500	\$0	0%	\$6,000	\$0
	3450	Traffic Counter Placement	\$4,000	\$2,324	\$1,923	83%	\$3,000	-\$1,000
	3470	Safety Measures Works	\$6,600	\$3,850	\$2,312	60%	\$5,000	-\$1,600
	7120	Romans Road Inv. System	\$3,000	\$1,750	\$730	42%	\$3,000	\$0
	7870	Transfer To Reserve	\$30,000	\$17,500	\$0	0%	\$30,000	\$0
	3221	Mrd Direct Grants	-\$59,611	-\$34,769	-\$59,611	171%	-\$59,611	\$0
	3231	Regional Road Group Grants	-\$150,000	-\$87,500	-\$120,000	137%	-\$150,000	\$0
	3251	Major Projects	-\$277,000	-\$161,581	-\$203,000	126%	-\$277,000	\$0
	3261	Roads To Recovery Grant	-\$345,492	-\$201,537	\$0	0%	-\$345,492	\$0

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Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	% YTD Difference	30/06/09 Estimate	Difference
	3281	Mrd Bridgework Grant	-\$2,004,000	-\$1,169,000	\$0	0%	-\$2,004,000	\$0
	3311	Crossover Contribution	-\$1,200	-\$700	\$0	0%	-\$1,200	\$0
	3341	Mowen Road	-\$2,700,000	-\$1,575,000	-\$6,064,626	385%	-\$6,500,000	-\$3,800,000
	3351	Tires Income	-\$170,000	-\$99,162	\$0	0%	-\$170,000	\$0
	3361	Superv.Fee Road Const.	\$0	\$0	-\$81,919	#DIV/0!	-\$20,000	-\$20,000
	3381	Pneumonia Road	-\$200,000	-\$116,662	-\$200,000	171%	-\$200,000	\$0
	3391	Balingup Road Blackspot	-\$180,000	-\$105,000	-\$110,000	105%	-\$180,000	\$0
	3212	Depot Office Mtce	\$15,000	\$8,729	\$3,869	44%	\$9,000	-\$6,000
	3242	Interest On Loan 32	\$1,591	\$924	\$487	53%	\$1,591	\$0
	3572	Purchase Of Minor Equip.	\$22,300	\$13,006	\$545	4%	\$545	-\$21,755
	3682	Transfer To Reserve	\$250,000	\$145,831	\$0	0%	\$250,000	\$0
	4012	Gravel Pit Rehabilitation	\$10,000	\$5,817	\$2,216	38%	\$10,000	\$0
	8392	Prof/Loss On Sale Assets	\$0	\$0	-\$10,268	#DIV/0!	-\$10,268	-\$10,268
	9372	Depreciation Expense Rco	\$1,157,060	\$674,947	\$834,498	124%	\$1,157,060	\$0
	3595	Proceeds From Loan	-\$177,896	-\$103,768	\$0	0%	-\$272,000	\$0
	3685	Transfer From Reserve	-\$272,000	-\$158,662	\$0	0%	-\$125,909	-\$2,909
	8393	Income Sale Of Assets	-\$123,000	-\$71,750	\$0	0%	-\$6,400,000	\$3,800,000
	3130	Mowen Road	\$2,600,000	\$1,516,662	\$4,716,909	311%	\$597,000	\$0
	3170	Council Road Programme	\$597,000	\$348,250	\$227,336	65%	\$2,004,000	\$0
	3180	Mrd Special Bridgeworks	\$2,004,000	\$1,169,000	\$603	0%	\$170,000	-\$54
	3190	Tires Projects	\$170,054	\$99,197	\$32,979	33%	\$25,000	\$0
	3210	Footpath Program	\$25,000	\$14,581	\$21,790	149%	\$0	\$0
	3250	Jalbaragup Bridge	\$0	\$0	-\$1,000	#DIV/0!	\$0	\$0
	3254	Principal Repayments	\$8,655	\$5,047	\$4,255	84%	\$8,655	\$0
	3302	Major Projects	\$277,000	\$161,581	\$79,060	49%	\$277,000	\$0
	3564	Purchase Of Plant	\$330,000	\$192,500	\$333,369	173%	\$333,369	\$3,369
	3574	Purchase Of Equipment	\$0	\$0	\$17,055	#DIV/0!	\$17,054	\$17,054
	6880	Depot Construction	\$20,000	\$11,662	\$18,045	155%	\$22,000	\$2,000
	7880	Pneumonia Road (Dec)	\$200,000	\$116,662	\$0	0%	\$200,000	\$0
	7890	Balingup Road Blackspot	\$180,000	\$105,000	\$0	0%	\$180,000	\$0
	3842	Noxious Weeds/Pest Plants	\$7,000	\$4,081	\$0	0%	\$7,000	\$0
	3862	Functions/Events Support	\$24,000	\$13,993	\$6,131	44%	\$24,000	\$0
	3872	Ferel Pig Program	\$34,016	\$19,838	\$12,056	61%	\$34,016	\$0
	3882	Warren Blackwood E.A.	\$5,000	\$2,912	\$5,000	172%	\$5,000	\$0

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Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	% YTD Difference	30/06/09 Estimate	Difference
	3892	Lia Enhancement	\$15,000	\$8,750	\$0	0%	\$0	-\$15,000
	3932	Caravan Pks/Camping Grds	\$80,750	\$47,082	\$22,611	48%	\$95,000	\$14,250
	3972	Barrage	\$15,000	\$8,750	\$0	0%	\$15,000	\$0
	4052	Lsl Expense Building	\$514	\$294	\$0	0%	\$514	\$0
	4062	Salary	\$31,453	\$18,347	\$20,778	113%	\$31,453	\$0
	4072	Superannuation	\$3,936	\$2,296	\$1,780	78%	\$3,936	\$0
	4082	A/Leave Exp Building	\$2,079	\$1,211	-\$1,807	-149%	\$2,079	\$0
	4092	Control Expenses	\$4,545	\$2,646	\$2,792	106%	\$4,545	\$0
	4132	Sundry Other Expenses	\$0	\$0	\$328	#DIV/0!	\$328	\$328
	7152	Environmental Officer	\$8,000	\$4,662	\$0	0%	\$8,000	\$0
	9452	Depreciation Expense Tou	\$4,092	\$2,387	\$2,410	101%	\$4,092	\$0
	3893	Ferel Pig Program	-\$33,763	-\$19,691	-\$5,000	25%	-\$33,763	\$0
	3993	Grants	-\$12,000	-\$7,000	-\$10,085	144%	-\$10,085	\$1,915
	4005	Transfer From Reserve	-\$40,150	-\$23,415	\$0	0%	-\$40,150	\$0
	4153	Chges & Fees Build Permit	-\$12,000	-\$7,000	-\$11,106	159%	-\$13,000	-\$1,000
	4263	Sale Of Material	-\$3,000	-\$1,750	-\$3,295	188%	-\$5,000	-\$2,000
	3704	Balingup Rd (Riversbend) C/Pk Ablutions	\$40,150	\$23,415	\$0	0%	\$144,000	\$103,850
Other Property And Services	4292	Private Works - Expenditure	\$20,000	\$11,648	\$30,746	264%	\$90,000	\$70,000
	4312	Training	\$9,000	\$5,250	\$5,151	98%	\$7,000	-\$2,000
	4322	Lsl Expense Works	\$12,768	\$7,448	\$0	0%	\$12,768	\$0
	4332	Salaries (Pwo)	\$90,536	\$52,808	\$38,914	74%	\$90,536	\$0
	4352	A/Leave Exp Works	\$51,684	\$30,149	-\$44,492	-148%	\$51,684	\$0
	4362	Occupational Super	\$79,848	\$46,578	\$55,421	119%	\$79,848	\$0
	4382	Depot Office Expenses	\$0	\$0	\$242	#DIV/0!	\$242	\$242
	4402	Sick Leave	\$11,682	\$6,811	\$3,107	46%	\$11,682	\$0
	4432	Insurance On Works	\$43,150	\$25,165	\$41,816	166%	\$43,150	\$0
	4452	Protective Clothing	\$9,000	\$5,250	\$5,739	109%	\$9,000	\$0
	4462	Occup. Hlth. Safety Expen	\$3,500	\$2,037	\$155	8%	\$1,000	-\$2,500
	4472	Poc Wages	\$45,660	\$26,635	\$33,931	127%	\$45,660	\$0
	4482	Tyres & Batteries	\$25,000	\$14,581	\$12,014	82%	\$25,000	\$0
	4492	Insurance & Licenses	\$19,275	\$11,242	\$18,760	167%	\$19,275	\$0
	4512	Less Poc Allocated To W&S	-\$694,076	-\$404,873	-\$167,026	41%	-\$694,076	\$0
	4532	Administrative Expenses	\$600	\$287	\$0	0%	\$500	\$0
	4982	Fuel & Oil	\$250,000	\$145,831	\$111,291	76%	\$250,000	\$0

2008/09 BUDGET REVIEW AS AT 31/1/09

Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	% YTD Difference	30/06/09 Estimate	Difference
	4992	Sundry Tools & Stores	\$4,000	\$2,331	\$448	19%	\$4,000	\$0
	6792	Public Holiday Pay	\$28,038	\$16,352	\$10,429	64%	\$28,038	\$0
	6802	Parts And External Work	\$55,000	\$32,081	\$12,530	39%	\$55,000	\$0
	7422	Less Pwo Allocated To W&S	-\$348,786	-\$203,455	-\$273,307	134%	-\$348,786	\$0
	7672	Recruitment Expenses	\$2,000	\$1,162	\$0	0%	\$1,000	-\$1,000
	9382	Depreciation Expense Rmc	\$147,234	\$85,883	\$61,220	71%	\$147,234	\$0
	9562	Depreciation Expense Unc	\$7,080	\$4,130	\$31,953	774%	\$7,080	\$0
	4323	Private Works -Income	-\$25,000	-\$14,581	-\$74,789	513%	-\$95,000	-\$70,000
		Less Non cash items	-\$1,557,156	-\$908,341	-\$908,341		-\$1,557,156	\$0
			\$0	-\$518	-\$2,063,588		-\$566,602	-\$566,602

AGENDA NUMBER: 10.15
SUBJECT: Functions and Events Advisory Committee Meeting
LOCATION/ADDRESS: Nannup
NAME OF APPLICANT:
FILE REFERENCE: ASS: 1
AUTHOR: Louise Stokes – Community Development Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 10 February 2009

Attachments: 1. Minutes of the Functions and Events Advisory Committee Meeting 9 February 2009.
 2. Shire of Nannup Event Management Package Amendments.

BACKGROUND:

A meeting of the Functions and Events Advisory Committee was held on 9 February 2009. Four recommendations were made at this meeting requiring Council consideration:

1. *That Mrs Chris Ludkins be accepted as a Community Member to the Functions and Events Advisory Committee.*
2. *That a plaque is designed and manufactured to acknowledge past, present and future awardees of the Premier's Active Citizenship Australia Day Awards.*
3. *That Council endorse the Event Management Plan amendments as attached.*
4. *The Functions and Events Advisory Committee recommends that Council establish a trust fund to accept financial contributions from community members for the township of Maryville, Victoria.*

COMMENT:

1. A vacancy exists on the Advisory Committee for a Community Representative. Ms Chris Ludkins is a valued and respected member of the business community in Nannup. Her appointment to the Functions and Events Advisory Committee is supported.
2. The design and implementation of a plaque recognising awardees of the annual Premier's Australia Day Active Citizenship Awards is an asset to our community. A permanent record is required or this information could be lost.

A plaque to be displayed by Council with the names of the three Premier's Australia Day Active Citizenship Awardees for each year is supported.

Councillors will note that the recommendation on this point includes a request of the Functions and Events Advisory Committee to provide recommendations to Council on the type of plaque, estimates of the costs involved and the placement of it.

3. A review of the Shire of Nannup Event Management Plan has been undertaken in conjunction with the Functions and Events Advisory Committee, the Risk Management Advisory Committee, members of the community and Senior Officers. The purpose of the review was to streamline the process and simplify the paperwork for volunteers.

Proposed changes to the Event Management Plan documentation includes:

- Amending the Event Management Plan procedure to ensure that a smoother process is implemented for the event organiser and Shire officers. The process allows for increased communication for Officers. (*Attachment 1*)
 - The inclusion of one attachment for Trading in Public Places, Electrical Assessment and Temporary Signage. This attachment is primarily for stall holders participating in larger events and festivals where trading information is now only required the once, instead of the current three forms. This reduces the paperwork required and streamlines the process. (*Attachment 2*)
 - The inclusion of an attachment for stallholders camping with their stall. This form previously was not included in the Event Management Plan however is an accepted practice for events and festivals, primarily for security and ease of dismantling/set up for stall holders. (*Attachment 3*)
 - Amending the signatory clause by the person submitting the Event Management Plan. In the majority of instances this person is a volunteer. The previous wording was severe, so has been amended to say the same thing but more softly phrased. (*Attachments 4 & 5*)
4. The Victorian Bushfires impact all communities on a personal level and there is an immediate community desire to assist in any way possible. The recommendation from the various agencies involved in assisting people involved in these bushfires is that cash is the most appropriate form of help, and that the National bodies set up including the Red Cross are the entities where funding should be directed.

There is no need to set up a trust fund as any funds received can be forwarded direct to the National agencies by Council or sent direct by donors. The committee recommendation is therefore not supported, though please note the good will and intent is and any funds that may come to Council will be forwarded to the appropriate organisation.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

The establishment of a plaque acknowledging Premier's Australia Day Active Citizenship Awardees is minor expenditure and would be allocated from an existing operational account. There will be an ongoing minimal financial contribution with the addition of plaques each year.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

1. That Mrs Chris Ludkins be accepted as a Community Member to the Functions and Events Advisory Committee
2. That Council agree to a plaque acknowledging past, present and future awardees of the Premier's Active Citizenship Australia Day Awards and that the Functions and Events Advisory Committee be requested to provide recommendations to Council on the type of plaque, estimates of the costs involved and the placement of it.
3. That Council endorse the Event Management Plan amendments as attached.

Absolute Majority Vote required for Recommendation 1 Committee appointment.

8115 PINKERTON/BIRD

1. That Mrs Chris Ludkins be accepted as a Community Member to the Functions and Events Advisory Committee
2. That Council agree to a plaque acknowledging past, present and future awardees of the Premier's Active Citizenship Australia Day Awards and that the Functions and Events Advisory Committee be requested to provide recommendations to Council on the type of plaque, estimates of the costs involved and the placement of it.

3. That Council endorse the Event Management Plan amendments as attached.

CARRIED 8/0



MINUTES OF THE FUNCTIONS AND EVENTS ADVISORY COMMITTEE

held on 9 February, at 9.00 AM
in the Shirley Humble Room
Nannup Shire Office

1 OPENING, RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

1.1 Attendance

Committee Members	Shire Staff
Cr. Carol Pinkerton (Chair)	Louise Stokes
Dr Bob Longmore	
Cr Margaret Bird	
Mr Ken Wright	

1.2 Apologies

Committee Members	Shire Staff
Mrs Elisabeth Pellicaan	

1.3 Visitors

Committee Members	Shire Staff
Mrs Chris Ludkins	

1.4 Leave of Absence

Committee Members	Shire Staff
Nil	Nil

2. PREVIOUS MEETING MINUTES

M. Bird/B. Longmore

That the minutes from the meetings held on 4 December 2008 be accepted as a true and accurate record.

CARRIED

2.1. AMENDMENT TO THE MINUTES

3.3. Dr Bob Longmore: Change pecuniary interest to personal interest as not a financial matter.

Change Mr Bob Longmore to Dr Bob Longmore in correspondence.

3. BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Committee Membership (Item 3.1 refers)

Mr Ken Wright was welcomed to the Functions and Events Advisory Committee. The Community Development Officer approached Ms Chris Ludkins who was welcomed as a member. CDO had been unable to get in contact with Ms Jean McCabe to determine if she was interested in becoming a member of the Functions and Events Advisory Committee

ACTION: Cr M. Bird to approach Ms Jean McCabe to determine if she is interested in becoming a member of the Function and Event Advisory Committee.

B. Longmore/ M. Bird

That Mrs Chris Ludkins be accepted as a Community Member to the Functions and Events Advisory Committee

CARRIED

3.2 Great Escapade Bike Ride (Item 3.2 refers)

The Community Development Officer outlined that 1700 riders are now registered for the ride.

The Tourist Association is currently sourcing the required financial contribution from main street traders and tourist operators to host the Great Escapade Bike Ride in Nannup on Friday 3rd April 2009.

The working party of the Great Escapade are investigating community activities at the Foreshore Park, a shuttle bus from the Recreation Centre to town, to the Foreshore Park and tour opportunities.

The following fundraising/events have now been confirmed:

Nannup Bowling Club.	Evening bowling with a licensed bar.
Nannup Telecentre.	phone charging
Nannup Soccer Club	wheelbarrows around tents with cool drinks
Nannup Music Club	concert in recreation centre
Nannup North Nannup B.Fire	afternoon tea at Carlotta Hall
	Second stop out of town 4/4
Nannup Arts Council	morning tea at Jalbarragup 4/4
Grub of the Hub	located outside Bowling Club
YOHO Pizza	main street, pizzas
Merri Bee	main street, smoothies, milkshakes
Lions Club	sausage sizzle, Anglican Church
Cappuccino Van	working with Arts Council & Nth Nannup BFB
Nannup Football Club	licensed bar at Campground

The following fundraising/events are still to be confirmed:

Nannup P&C	hot dogs, toffee apples
Nannup NOCCA	campsite, massage, rest area
Cricket Club	
Smart Events	
Garden Village Committee	egg and bacon rolls, campsite 4/4
	Hot beef rolls, baked potatoes

A meeting was held with all stakeholders including the Quit Forest Rally to ensure that all main street businesses have sufficient stocks and will be open extended hours.

ACTION: Elisabeth Pellicaan and CDO to meet and ensure that all community group activities and businesses are kept informed with activities and opportunities.

The cost for community organisations to fundraise as part of the Great Escapade is a request for a \$50.00 donation. Outside organisations/commercial traders are charged \$75.00.

The Tourist Association is taking care of all invoicing and sourcing of community donations.

Any excess funds raised by the Tourist Association will be donated back to the Shire to assist them in meeting the required Council contribution for hosting the Great Escapade in Nannup.

There is a chance that the Saturday morning markets may be extended to include Friday 3rd April as well.

Dr Bob Longmore requested that at the end of this ride a thorough economic evaluation is conducted.

The Quit Forest Rally will be hosted on the following day, being Friday 4th & Saturday 5th April. There are fundraising opportunities available and the following are confirmed:

Nannup Lions Club sausage sizzle, Recreation Centre 1-5pm 4/4

Still to be confirmed:

Nannup P&C sausage sizzle Anglican Church 4/4
Sausage sizzle Old Golf Course 5/4

The Cappuccino Van may be working with the Nannup P&C on Sunday 5th April.

Cr Carol Pinkerton is liaising with the NDHS and Quit Forest Rally to host the traditional sausage sizzle, colour in competition and design competition on Wednesday 1st April at the Nannup School.

A new initiative is being planned with the Nannup Police, Youth and Rally to close all interior Recreation Centre roads, offer youth aged 16-25 the opportunity to ride in a rally car then participate in a one hour workshop on hooning, responsible driving, how to drive on gravel etc.

3.3 Australia Day Breakfast (refers item 3.3)

The committee were thanked for their assistance in hosting this event. All agreed that the event ran smoothly and was appreciated by community members and visitors.

The following recommendations were supported for inclusion in 2010.

1. Format works well. Continue with venue and breakfast.
2. Order an additional 30 chairs and 4 trestles (makes 60 chairs & 8 trestles in total)
3. Advertise in paper October & November if people want to take up Citizenship
4. Retain National Anthem singing (try and find faster pace lyrics!)
5. Move presentations to 9.45am to retain crowds.
6. Send nominees advise that they have been nominated prior to awards ceremony.
7. Look at vegetarian option for cooked breakfast. (corn, tomatoes?)
8. Where are the toasters?
9. Shire urn to be used.
10. Power cords?
11. Presentation of tea/coffee station?
12. Fruit donated from Scotts Orchard well received, repeat.
13. Continue embargo on award recipients
14. Encourage community organisation to host an activity at lunch or evening time, cinema worked well, good atmosphere and numbers.
15. cancel inclusion of cereal on menu

ACTIONS: CDO to find toasters.

Dr B. Longmore to investigate vegetarian options for cooked breakfast

The tree recognition program was discussed. This was endorsed by Council and is included in the forward plan but is not a budget item. The Functions and Events Advisory Committee would like to see this included in the 2009/10 budget.

Discussion then continued regarding a plaque to acknowledge all awardees of the Premier's Australia Day Active Citizenship Awards. It was noted that a plaque would assist to ensure an appropriate record of these awards is maintained.

B. Longmore/K. Wright

That a plaque is designed and manufactured to acknowledge past, present and future awardees of the Premier's Active Citizenship Australia Day Awards.

CARRIED

3.5 Event Management Plans (refers item 3.5)

CDO presented the review of the Event Management Plan and discussion followed. The changes to the documentation include:

1. Elimination of pictures for ease in emailing to recipients.
2. Where attachments were different colours, they are now all white for ease in photocopying.
3. An additional form is proposed for camping with stall holders.
4. Three forms were reduced to one (primarily for the Nannup Music Festival) and include: Electrical compliance, Trading in a Public Place and Signage.

It was agreed that the reviewed process was an improvement.

The Committee strongly noted their disapproval of the current requirement for Event Application Package signatures as they believe that this is against the ethos of volunteers and is inappropriate. CDO to present changes to Risk Management Advisory Committee meeting on 10th February and request that the signatures be reviewed.

K. Wright/M. Bird

That Council endorse the Event Management Plan amendments as attached.

CARRIED

4. NEW BUSINESS

4.1 Victorian Bushfires.

Discussion was held around the current Victorian bushfire emergency.

ACTION: CDO to discuss with CEO and MCS the establishment of a fund for affected towns.

M. Bird/B. Longmore

The Functions and Events Advisory Committee recommends that Council establish a trust fund to accept financial contributions from community members for the township of Maryville, Victoria.

CARRIED

4.2 Flower and Garden Festival

The Garden Village Committee is discussing with its members and the Board of the Tourist Association the future direction and sustainability of the committee and the events that it manages.

4.3 Community Shed

A meeting is being called with stakeholders of Community Shed to discuss common issues of insurance, maintenance, protocols etc. The meeting will be held in March.

5. OTHER BUSINESS

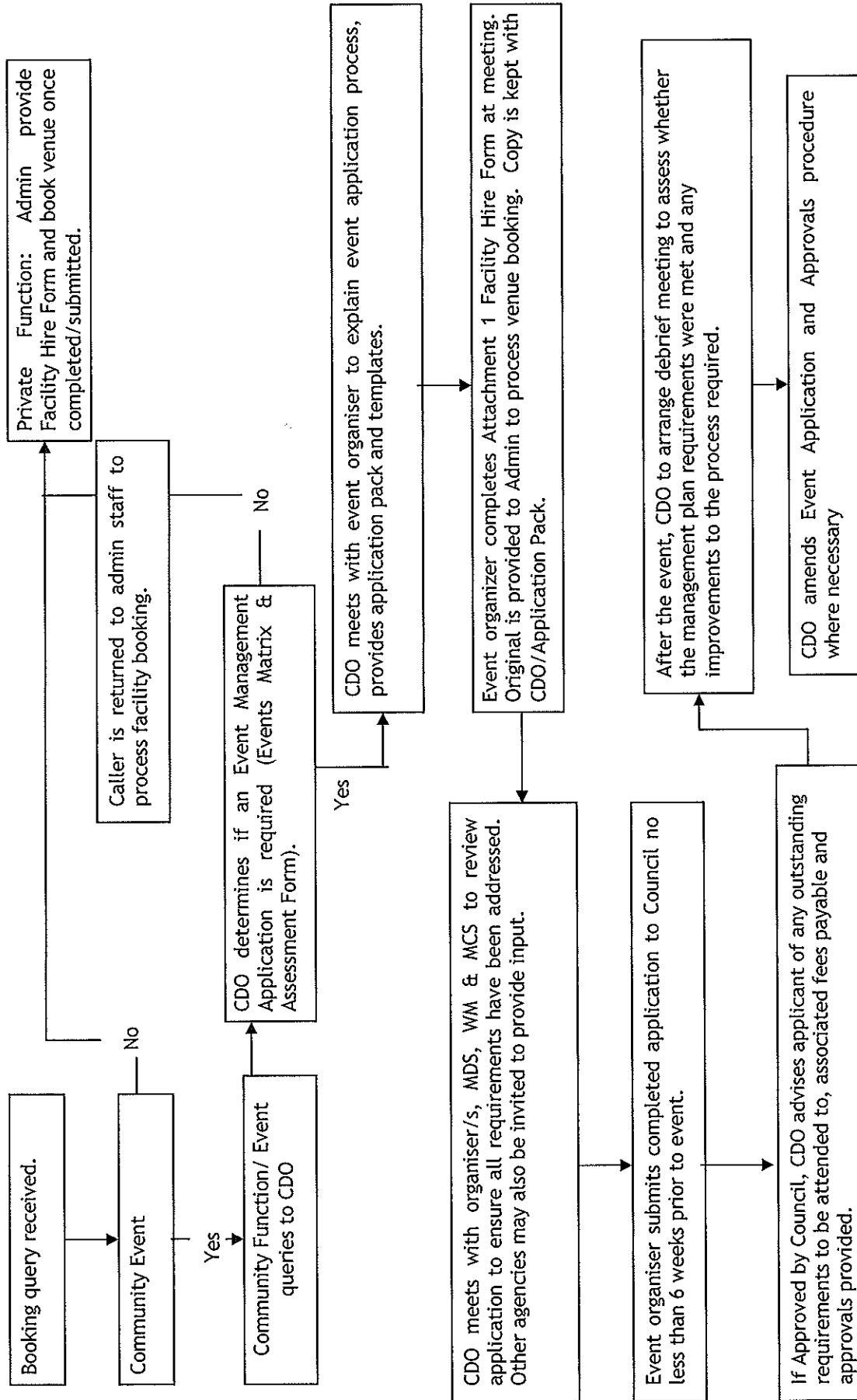
6. NEXT MEETING

The next meeting will be held on May 4th 2009 in the Shirley Humble Room at 9am.

7. CLOSURE

There being no further business the meeting closed at 10.21 am.

EVENT APPLICATION/FACILITY BOOKING PROCESS



ATTACHMENT 4- TRADING IN PUBLIC PLACES

TRADING IN PUBLIC PLACES APPLICATION FORM

NAME OF APPLICANT _____

EXACT LOCATION OF TRADING ACTIVITY _____

TYPE OF TRADING ACTIVITY PROPOSED _____

SIGNED _____ DATE _____

.....

ATTACHMENT 9 - FORM 5

CERTIFICATE OF ELECTRICAL ASSESSMENT

Date / /

To the *(Insert Event Name)*.....

I hereby certify that all electrical cords and cabling utilised during *(Insert Event Name)*
.....have been identified as having been correctly tagged and that the
placement and layout of all electrical cords do not pose a safety hazard to event patrons.

.....

ATTACHMENT 18 - TEMPORARY SIGN APPROVAL

Application for Approval to Erect a Temporary Sign (INCLUDING SANDWICH BOARDS)

Size of sign:

Sign will be made from: (eg canvas, wood, steel):

Event the sign is advertising:

ATTACHMENT 14 - TEMPORARY CAMPING APPROVAL FOR STALL HOLDERS (To camp next to their stall)

Name of Applicant:

Applicant's on-site contact: No of Campers:

Camping Facilities ie van/tent etc

.....

Camping Period (dates) From / / To / /

Location:

.....

Ablution Facilities:

.....

Method of Refuse Disposal

.....

Please complete the form and return it to the Event Organiser.

Event Facilities

Power Supply Details: (generators or existing).....

Water Supply Details: (scheme or rainwater)

Toilets Available: Male: Closets..... Female: Closets.....
 Urinals.....
 Hand Wash Basins

Event Fees / Bonds

The Shire of Nannup is not at this point in time charging Event Fees/Bonds associated with processing Event Applications.

******* Please note you may wish to attach any other relevant information to assist with the approval process *******

Applicant Acknowledgement

I, _____ as the event organiser, applying for approval to host an event in the Shire of Nannup, acknowledge that the information and completed actions in this application are true and correct. I accept full responsibility for the facility and/or reserve during the specified hire period and will ensure compliance with the Shire's conditions of hire and local laws. I will indemnify the Shire against any action, suit or proceeding caused by my failure to observe all statutory and other requirements or as a result of my negligence or wilful actions. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

I understand that the Event Application Package is a guide and has been compiled according to a number of statutory requirements. There could be other requirements that exist outside of the package and that as the even organiser I am responsible to seek the necessary information, advice and approvals relevant to this application.

Signature _____

Date _____

Event Fees / Bonds

The Shire of Nannup is not at this point in time charging Event Fees/Bonds associated with processing Event Applications.

******* Please note you may wish to attach any other relevant information to assist with the approval process *******

Applicant Acknowledgement

I/We, _____ the organiser of this event accept full responsibility for any damages incurred to the premises, land under the care and control of Council or reserves including reticulation and sprinklers, water mains, electricity, toilets and change rooms, fences and fixtures as a result of our activities and for ensuring compliance with the local laws and conditions pertaining to use of Council property.

I understand that the Event Application Package is a guide and has been compiled according to a number of statutory requirements. There could be other requirements that exist outside of the package and that as the even organiser I am responsible to seek the necessary information, advice and approvals relevant to this application.

Signature _____

Date _____

Position _____

AGENDA NUMBER: 10.16
SUBJECT: Accounts for Payment
LOCATION/ADDRESS: Nannup Shire
FILE REFERENCE: FNC 8
AUTHOR: Tracie Bishop – Administration Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 16 February 2009

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 475 – 540	\$ 1,362,604.24

Accounts Paid By Cheque	
Vouchers 17218 - 17509	\$ 422,239.33

Direct Debits	
Vouchers 99116 - 99118	\$ 17,861.14

Trust Account

Accounts Paid By Cheque	
Nil Vouchers	\$ 0.00

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.

Signed:

Dated 26 March 2009

RECOMMENDATION:

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$1,802,704.71 in the attached schedule be accepted.

8116 TAYLOR/BOULTER

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$1,802,704.71 in the attached schedule be accepted.

CARRIED 8/0

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

Chq/EFT	Name	Description	Amount
EFT PAYMENTS			
EFT475	PICTON TYRE CENTRE PTY LTD	TYRE SUPPLIES	\$ 4,085.00
EFT476	BLACKWOOD BANKS CONSTRUCTIONS	WORK ON JALBARRAGUP FIRE ACCESS TRACKS	\$ 3,003.00
EFT477	AUSTRALIND MEDICAL CENTRE	MEDICAL FOR NEW EMPLOYEE	\$ 187.50
EFT478	JO HOMER	REIMBURSEMENT OF EXPENSES	\$ 101.00
EFT479	A&A HIRE	SKIP BINS SUPPLY AND PICKUP	\$ 90.00
EFT480	COURIER AUSTRALIA	FREIGHT CHARGES	\$ 163.56
EFT481	D & J COMMUNICATIONS	INSTALL BFB RADIOS FOR DARRADUP BFB	\$ 1,472.90
EFT482	CIM TEST SOU WEST	SUPERVISION - MOWEN RD	\$ 19,893.50
EFT483	CEMEX AUSTRALIA PTY LTD	SEALING AGG	\$ 3,236.97
EFT484	D & J MILLER (DO YOUR BLOCK CONTRACTING)	WATERCART MOWEN RD	\$ 10,285.00
EFT485	BARBARA DUNNET	SITTING FEE FOR WALGA STATE COUNCIL	\$ 220.00
EFT486	ROD'S AUTO ELECTRICS	PLANT REPAIR	\$ 106.29
EFT487	TRACIE BISHOP	REIMBURSEMENT OF EXPENSES	\$ 1.00
EFT488	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 17,814.72
EFT489	PETER RUSSELL	SHIRE DEPOT WORKS	\$ 2,800.00
EFT490	NANNUP SURVEYS	MOWEN ROAD CONSTRUCTION PROJECT	\$ 12,993.75
EFT491	PLANTATION LOGGING CO	MOWEN ROAD BACKHOE HIRE	\$ 1,155.00
EFT492	MARGARET BIRD	RECOUP OF EXPENSES	\$ 445.80
EFT493	BOC LIMITED	GAS SUPPLIES	\$ 151.28
EFT494	COURIER AUSTRALIA	FREIGHT CHARGES	\$ 118.27
EFT495	D & J COMMUNICATIONS	RADIO REPAIRS CUNDINUP AND NORTH NANNUP VBFB	\$ 958.65
EFT496	CIM TEST SOU WEST	MOWEN ROAD WORKS	\$ 12,424.50
EFT497	CEMEX AUSTRALIA PTY LTD	SEALING AGG. CUNDINUP WEST ROAD	\$ 26,377.13
EFT498	GEOGRAPHE SAWS & MOWERS	SUNDRY SUPPLIES	\$ 225.00
EFT499	LANDGATE	GRV INTERIM VALUATIONS	\$ 210.94
EFT500	HOLBERRY HOUSE	ACCOMMODATION	\$ 330.00
EFT501	INSIGHT CCS PTY LTD	MONTHLY SERVICE FEE	\$ 133.21
EFT502	MALATESTA ROAD PAVING	BITUMEN PRODUCTS	\$ 19,016.00
EFT503	NANNUP HARDWARE & AGENCIES	VARIOUS HARDARE	\$ 8,104.39
EFT504	NANNUP TELECENTRE	TT SHIRE NOTES JAN 09	\$ 506.00
EFT505	CAROL PINKERTON	RECOUP OF EXPENSES	\$ 843.10
EFT506	CRAIGE WADDELL	REIMBURSEMENT OF EXPENSES	\$ 188.70
EFT507	WORTHY CONTRACTING	MONTHLY CONTRACT NWF	\$ 9,463.33
EFT508	WADIFARM CONSULTANCY SERVICES	CONSULTANCY FEES	\$ 1,740.50
EFT509	LEEWIN CIVIL PTY LTD	HIRE OF PLANT & LABOUR MOWEN RD	\$ 342,185.25
EFT510	COPPIN ROCK CARTAGE	CARTING GRAVEL	\$ 11,046.74
EFT511	COURIER AUSTRALIA	FREIGHT CHARGES	\$ 22.21
EFT512	CEMEX AUSTRALIA PTY LTD	10 MM SEALING AGG	\$ 39,138.34
EFT513	NANNUP TELECENTRE	PRINTING	\$ 21.60
EFT514	ROD'S AUTO ELECTRICS	PLANT REPAIR	\$ 132.61
EFT515	WADIFARM CONSULTANCY SERVICES	CONSULTANCY FEES	\$ 1,982.00
EFT516	ROB PAULL AND ASSOCIATES	PROFESSIONAL SERVICES	\$ 4,587.00
EFT517	RED 11	SUPPLY OF OFFICE COMPUTERS	\$ 2,821.06
EFT518	COPPIN ROCK CARTAGE	TRUCK AND TRAILER HIRE	\$ 13,260.44
EFT519	VISIMAX SAFETY PRODUCTS	SAFETYWEAR	\$ 153.00
EFT520	AMLEC HOUSE PTY LTD	LIGHTING AND COMMUNITY SAFETY AUDIT REPORT	\$ 6,300.00
EFT521	BRIDGETOWN MEDICAL GROUP	MEDICAL	\$ 88.00
EFT522	COURIER AUSTRALIA	FREIGHT CHARGES	\$ 171.44
EFT523	D & J COMMUNICATIONS	INSTAL UHF RADIO, REPAIR AERIAL TO LAODER	\$ 2,035.00
EFT524	CEMEX AUSTRALIA PTY LTD	SEALING AGG.	\$ 24,434.60
EFT525	CORPORATE EXPRESS	SUNDRY OFFICE SUPPLIES	\$ 501.76
EFT526	CAPEL CRANE HIRE PTY LTD	CRANE HIRE	\$ 687.50
EFT527	LANDGATE	GROSS RENTAL VALUES SCHEDULE NO G2009/01	\$ 51.70
EFT528	D & J MILLER (DO YOUR BLOCK CONTRACTING)	WATER CARTAGE FOR MOWEN ROAD	\$ 11,440.00
EFT529	DOBBIN DESIGN	FORESHORE PARK ABLUTION BLOCK	\$ 569.25
EFT530	GEOFABRICS AUSTRALASIA PTY LTD	FILTERWRAP	\$ 1,897.50
EFT531	METAL ARTWORK CREATIONS	NAME BADGES	\$ 90.53
EFT532	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 5,189.96
EFT533	NICHOLLS MACHINERY	BEARING ASSEMBLY	\$ 112.50
EFT534	THE PAPER COMPANY OF AUSTRALIA PTY LTD	STATIONERY SUPPLIES	\$ 208.23
EFT535	SOUTH WEST RUBBER STAMPS	RUBBER STAMP	\$ 37.23
EFT536	WESTRAC EQUIPMENT	PLANT REPAIR	\$ 42.16
EFT537	CRAIGE WADDELL	RECOUP OF EXPENSES	\$ 94.40
EFT538	WORTHY CONTRACTING	1 MONTH NWF CONTRACT	\$ 10,114.04
EFT539	LEEWIN CIVIL PTY LTD	PLANT AND LABOUR HIRE - MOWEN ROAD	\$ 723,329.20
EFT540	WADIFARM CONSULTANCY SERVICES	ADMINISTRATION ASSISTANCE	\$ 1,013.00
TOTAL EFT PAYMENTS			\$ 1,362,604.24

CHEQUE PAYMENTS

17218	CARLOTTA AG SERVICES	CONSTRUCT POST AND RAIL FENCE	\$ 4,928.00
17219	ROB STANLEY	INSTALL ROCK WALL AT SHIRE OFFICE	\$ 1,720.00
17220	ARTSOURCE	ADVERTISING	\$ 66.00
17221	AMD CHARTERED ACCOUNTANTS	2008 AUDIT	\$ 6,677.00
17222	AUST COMMUNICATIONS & MEDIA AUTHORITY	LICENCE RENEWAL	\$ 88.00
17223	GL HAPP PTY LTD	FUEL SUPPLIES	\$ 251.21
17224	J.A. HOBSON'S	WINDOW TREATMENTS	\$ 1,070.00
17225	HARVEY NORMAN COMPUTER SUPERS	PRINTER - DARRADUP VBFB	\$ 336.96
17226	GREG MADER EARTHWORKS	6 MILE ROAD GRAVEL PIT	\$ 26,086.50
17227	NANNUP HANDY FOODS	FUELS AND REFRESHMENTS	\$ 63.90
17228	SHIRE OF NANNUP	LICENCE RENEWAL	\$ 1,010.60

Chq/EFT	Name	Description	Amount
17229	SUNNY BRUSHWARE SUPPLIES	4 PLY WIRE TRACTOR BROOMS	\$ 3,000.80
17230	TELSTRA	TELEPHONE EXPENSES	\$ 756.87
17231	B.J. & F.H. TOMAS	DRILLING HOLES AT FORESHORE PARK	\$ 165.00
17232	WATER CORPORATION	WATER EXPENSES	\$ 230.65
17233	WOMROCK PAINTING CO.	PAINTING OF SHED AT CARAVAN PARK	\$ 1,993.00
17234	CHRIS WILLIAMSON	ARTIST FEES - FORESHORE PARK PROJECT	\$ 880.00
17235	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	\$ 878.57
17236	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 407.88
17237	WESTSCHEME	SUPERANNUATION CONTRIBUTIONS	\$ 407.88
17238	NORWICH UNION SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 389.69
17239	COMMONWEALTH SUPER SELECT	SUPERANNUATION CONTRIBUTIONS	\$ 394.74
17240	IIML ACF IPS APPLICATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 453.60
17241	SHIRE OF NANNUP	EMPLOYEE DEDUCTIONS	\$ 300.00
17242	CARLOTTA AG SERVICES	POST AND RAIL FENCING	\$ 3,190.00
17243	ROB STANLEY	COMPLETION OF ROCK WALL GARDEN BEDS	\$ 1,720.00
17244	AUSY DRY	CARPET CLEANING	\$ 1,375.00
17245	NATURALISTE HYGIENE SERVICES	SANITARY DISPOSAL UNITS	\$ 199.65
17246	TARGET COUNTRY	CHRISTMAS EXPENSES	\$ 199.00
17247	CJD EQUIPMENT PTY. LTD.	PURCHASE OF FRONT END LOADER	\$ 189,632.00
17248	PURPLE PIG	SUNDRY HOSE SUPPLIES	\$ 838.42
17249	NANNUP NEWSAGENCY	STATIONERY EXPENSES	\$ 692.78
17250	DEPARTMENT FOR PLANNING AND INFRASTRUCTURE	LICENSE REVENUE PAYMENTS	\$ 243.05
17251	SYNERGY	STREETLIGHT ACCOUNT	\$ 2,947.10
17252	SOUTHERN LOCK & SAFE	BASIC KEY CUT	\$ 66.00
17253	SOUTHWEST TYRE SERVICE	REPAIRS TO TYRES	\$ 82.00
17254	SHIRE OF MANJIMUP	I.T. CONSULTANCY SERVICES	\$ 137.50
17255	TOTAL EDEN WATERING SYSTEMS	POLY PIPE SUPPLIES	\$ 9.90
17256	WML CONSULTANTS	MOWEN ROAD PROJECT MANAGEMENT	\$ 14,706.73
17257	WATER CORPORATION	WATER EXPENSES - DEPOT	\$ 2,305.10
17258	WALGA	RECRUITMENT EXPENSES AND ADVERTISING	\$ 11,381.02
17259	WARREN BLACKWOOD WASTE	BIN PICKUPS DECEMBER 08	\$ 6,458.51
17260	WORK CLOBBER	SAFETY WEAR	\$ 642.50
17261	WOMROCK PAINTING CO.	SECURITY LOCKS PURCHASED AND INSTALLED	\$ 150.00
17262	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	\$ 35.48
17263	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 135.96
17264	WESTSCHEME	SUPERANNUATION CONTRIBUTIONS	\$ 135.96
17265	WILTON'S BISTRO	DINNER FOR COUNCIL MEETING	\$ 336.00
17266	NORWICH UNION SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 123.84
17267	COMMONWEALTH SUPER SELECT	SUPERANNUATION CONTRIBUTIONS	\$ 131.92
17268	IIML ACF IPS APPLICATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 151.20
17269	HOTPLUS EXECUTIVE	SUPERANNUATION CONTRIBUTIONS	\$ 52.91
17270	CANCELLED CHEQUE		\$ -
17271	BUSSELTON RETRAVISION	VAX - 7400 CLEANER	\$ 169.00
17272	J BLACKWOOD & SON LIMITED	SUNDRY SUPPLIES	\$ 478.68
17273	R SCADDEN	DARRADUP VBFB SHED	\$ 4,760.00
17274	CANCELLED CHEQUE		\$ -
17275	ANDROULLA PTY LTD	FIREBREAK INSPECTIONS	\$ 2,516.80
17276	BOSS OFFICE NATIONAL	COPIES OF TIMEWOOD PLANS	\$ 1,373.60
17277	BDA TREELOPPING SERVICE	PRUNE STREET TREES	\$ 18,956.00
17278	BUSSELTON PEST & WEED CONTROL	PEST CONTROL FOR SHIRE DEPOT	\$ 231.00
17279	THE GOOD FOOD SHOP	REFRESHMENTS	\$ 178.40
17280	GL HAPP PTY LTD	FUEL EXPENSES	\$ 401.65
17281	JASON SIGNMAKERS	SIGNAGE - WALK TRAILS	\$ 1,013.65
17282	GREG MADER EARTHWORKS	SIX MILE GRAVEL PIT	\$ 60,651.25
17283	NANNUP HANDY FOODS	FUELS AND REFRESHMENTS	\$ 442.80
17284	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS AND CLEANING	\$ 686.45
17285	NANNUP BAKERY	AUSTRALIA DAY BREAKFAST	\$ 41.30
17286	PROTECTOR ALSAFE	SAFETY EQUIPMENT	\$ 52.54
17287	DEPARTMENT FOR PLANNING AND INFRASTRUCTURE	LICENSE REVENUE PAYMENTS	\$ 505.30
17288	SHIRE OF BUSSELTON	RANGER JOB REQUESTS	\$ 736.65
17289	SYNERGY	STREETLIGHT ACCOUNT	\$ 21.10
17290	SUGAR MOUNTAIN ELECTRICAL SERVICES	TOWN HALL ABLUTION BLOCK MAINTENENCE	\$ 88.11
17291	LOUISE STOKES	REIMBURSEMENT OF EXPENSES	\$ 62.64
17292	TELSTRA	TELEPHONE EXPENSES	\$ 857.48
17293	WML CONSULTANTS	MOWEN ROAD PROJECT MANAGEMENT	\$ 17,606.05
17294	WALGA	MARKETFORCE ADVERTISING	\$ 1,252.22
17295	WARREN BLACKWOOD WASTE	BIN PICKUPS JANUARY 2009	\$ 4,730.68
17296	YAKKA PTY LTD	OFFICE UNIFORMS	\$ 50.60
17501	ROB PAULL AND ASSOCIATES	PROFESSIONAL SERVICES	\$ 5,705.70
17502	BUNNINGS- BUSSELTON	SUNDRY SUPPLIES	\$ 258.45
17503	BUSSELTON PEST & WEED CONTROL	PEST CONTROL FOR SHIRE DEPOT	\$ 1,320.00
17504	FTE ENGINEERING	12 DOUBLE WIRE BRAID HOSE	\$ 243.29
17505	GEOFABRICS AUSTRALASIA PTY LTD	FILTER WRAP 2.00M X 50M	\$ 1,897.50
17506	KD POWER SALES & SERVICE	PLANT REPAIR	\$ 2,543.00
17507	JOAN LORKIEWICZ	REIMBURSEMENT OF EXPENSES	\$ 1,291.13
17508	NANNUP LIQUOR STORE	REFRESHMENTS	\$ 276.86
17509	SHIRE OF NANNUP	PAYROLL DEDUCTIONS	\$ 203.07
TOTAL CHEQUE PAYMENTS			\$ 422,239.33
DIRECT CREDIT PAYMENTS			
99116	BP AUSTRALIA	FUEL EXPENSES	\$ 561.01
99117	CALTEX AUSTRALIA	FUEL EXPENSES	\$ 17,180.24
99118	WESTNET	INTERNET EXPENSES	\$ 119.89
TOTAL DIRECT CREDITS			\$ 17,861.14
TOTAL MUNICIPAL PAYMENTS FOR PERIOD:			\$ 1,802,704.71
TOTAL TRUST PAYMENTS FOR PERIOD:			\$ -
TOTAL OF ALL PAYMENTS FOR PERIOD:			\$ 1,802,704.71

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

8117 TAYLOR/PINKERTON

That Council accept the following as new business of an urgent nature
Introduced by permission of the meeting:

11.B (1) Victorian Bushfire Donation.

11.A (1) Draft Local Planning Policy – Cut and Fill/Retaining Wall Policy

11.A (2) Delegation of Authority issue of Building Licenses.

11.B (2) Folly Development Dams

CARRIED 7/1

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

Councillors voting against: Camarri

11.B (1) Victorian Bushfire Donation.

8118 TAYLOR/PINKTON

That Councillor donate \$1,200.00 to the Victoria Bushfire Appeal.

CARRIED 8/0

AGENDA NUMBER: 11.A.1 SUBJECT: Draft Local Planning Policy – Cut and Fill/Retaining Wall Policy LOCATION/ADDRESS: N/A FILE REFERENCE: TPL10 AUTHOR: Rob Paull, Planning Consultant DISCLOSURE OF INTEREST: Nil DATE OF REPORT: 24 February 2009

Attachment: Draft Local Planning Policy – Cut and Fill/Retaining Wall Policy

BACKGROUND:

The Shire has been made aware of the desire by individual landowners to establish retaining walls within the Nannup Townsite. The natural topography of the Shire of Nannup provides a number of challenges to land owners and developers, in particular finding level building sites in some areas. To create these level sites cut and fill techniques are often used along with the development of retaining walls.

This is more easily addressed at subdivision stage where the systematic development of retaining walls can be addressed for the whole of the land. More problematic is where individual landowners seek to establish retaining walls without any regulated designs and finishes impacting on immediate neighbours and the locality as a whole.

This draft Local Planning Policy has been formulated to provide a set of guiding principles for landowners, developers and Shire staff in respect to where 'cut and fill' of residential land in the Shire is sought and specifically, where retaining walls and the like are proposed.

COMMENT:

Council has not previously had any policy in place in respect of this type of development. Council has received (and issued a Building Licence) for cut and fill a for a retaining wall on Lot 119, corner of Hitchcock Drive and Diggers Green, Nannup ('Hines Subdivision'). This application was considered as a Building Licence application in isolation of other properties. Matters such as material type and colour as well as the level of information were satisfactorily negotiated with the land owner.

The Shire has also received a further Building Licence application on Lot 107 Hitchcock Drive whereby the land owner is seeking cut and fill and a limestone retaining wall.

Conclusions

Should Council wish to pursue control over cut and fill as well as retaining walls within the Shire it is recommended that a Local Planning Policy the Scheme be pursued.

STATUTORY ENVIRONMENT:

Table 3 of the R Codes would normally require a minimum setback to a common boundary of 1.5m for a 'building' that is 2.4m in height. Under the R Codes, a 'retaining wall' is defined as a 'building'. Any modification is addressed under the R Codes:

"2.4 Discretionary decisions

In relation to the codes, discretionary decisions shall be decisions made by the council with respect to any aspect of a proposed development that varies from the relevant acceptable development provision or a provision of a local planning policy.

2.5 Exercise of discretion

2.5.1 Where codes approval is required, the applicant shall make an application in accordance with the form set out in appendix 2 to the council for approval. Subject to clauses 2.5.2 and 2.5.3, the council is to exercise its discretion in considering such applications having regard to the considerations, standards and requirements provided in the codes.

2.5.2 Discretion shall be exercised having regard to the following considerations:

- (a) the stated purpose and aims of the scheme;*
- (b) the provisions of parts 1-7 of the codes, as appropriate;*
- (c) the performance criterion or criteria in the context of the coding for the locality that corresponds to the relevant provision;*
- (d) the explanatory guidelines of the codes that correspond to the relevant provision;*
- (e) any local planning strategy incorporated into the scheme;*
- (f) a provision of a local planning policy pursuant to this policy and complying with clause 2.5.3; and*
- (g) orderly and proper planning."*

The Council's Local Planning Scheme provides a statutory framework for the establishment of a Local Planning Policy. The draft Local Planning Policy would need to be advertised for public submissions for a period of not less than 21 days pursuant to Clause 2.4 of the Scheme.

This proposal will require a Planning Application as the specific planning control over the establishment of a retaining wall within the Residential zone is pursuant to the *Residential Design Codes ('R Codes')* – as discussed in 'Statutory Environment'. Accordingly, a Local Planning Policy will provide guidance in the assessment of a Planning Application where a retaining wall is sought to be established in a residential area.

The relevance of using limestone as a building material in the 'Hines Subdivision' is that the original 'Subdivision Guide Plan' (July 2006) for this subdivision included the following provision:

- "5. Retaining walls will be required to be installed by the subdivider and are to be constructed and located so as to minimise visual impact. Local materials such as gravel (not limestone) are strongly recommended."*

The WAPC Subdivision Approval for 'stage 1' was issued prior to the endorsement of this Subdivision Guide Plan, however wording of the above is still not "absolute" in terms of prohibiting limestone retaining walls. This Subdivision Approval did not have a condition relating to the construction of retaining walls. The later stages have retaining walls and require consideration of the impact (if any) of retaining walls) and these can be considered as part of the subdivision clearance.

There are 37 lots approved within the 'Hines Subdivision' without retaining walls being shown on the subdivision (engineering) plans and the introduction of the proposed policy will see Council able to exercise adequate building and planning controls in this regards. From experience and from discussions with local builders it is very likely that many of these landowners will seek cut and fill and retaining walls.

The Shire will require guidance and statutory provisions (via the Local Planning Policy) to consider and assess retaining walls where they do not comply with the *R Codes*. Many of the issues observed relate to the impact on adjoining owners from potential drainage and 'impact' issues. The draft Local Planning Policy seeks to address this by ensuring neighbours are aware of such proposal.

The draft Local Planning Policy seeks to ensure assessment for cut and fill and retaining walls proposals for residential land within the Shire, as similar issues to those currently experienced could apply to other land.

There is some urgency in establishing a suitable Local Planning Policy for the Council, Shire and community to work from in relation to cut and fill as well as retaining walls.

POLICY IMPLICATIONS:

This is a new policy initiative which will strengthen the policy framework, provide a basis for the imposition of justifiable development conditions and clear guidance for the Shire and the community in relation to development standards for cut and fill as well as retaining walls.

FINANCIAL IMPLICATIONS:

The Shire would bear the cost of advertising the draft Local Planning Policy.

STRATEGIC IMPLICATIONS:

No implications are anticipated.

RECOMMENDATIONS:

That Council:

1. adopts the draft Local Planning Policy – Cut and Fill/Retaining Wall Policy as a Draft Local Planning Policy under the provisions of Cl. 2.4 of Local Planning Scheme No.3 and be advertised in accordance with the provisions of the Scheme; and
2. upon completion of the advertising period the matter to be referred back to Council for further consideration.

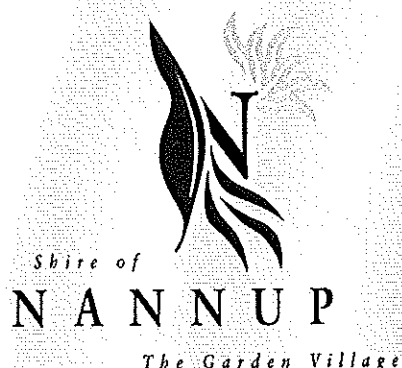
Simple majority

8119 TAYLOR/BIRD

That Council:

1. adopts the draft Local Planning Policy – Cut and Fill/Retaining Wall Policy as a Draft Local Planning Policy under the provisions of Cl. 2.4 of Local Planning Scheme No.3 and be advertised in accordance with the provisions of the Scheme; and
2. upon completion of the advertising period the matter to be referred back to Council for further consideration.

CARRIED 8/0



Local Planning Scheme No. 3

Local Planning Policy

Cut & Fill/Retaining Wall Policy

1.0 Introduction

The natural topography of the Shire of Nannup provides a number of challenges to land owners and developers, in particular finding level building sites in some areas. To create these level sites cut and fill techniques are often used along with the development of retaining walls.

This is more easily addressed at subdivision stage where the systematic development of retaining walls can be addressed for the whole of the land. More problematic is where individual landowners seek to establish retaining walls and the impacts unregulated designs and finishes will have on immediate neighbours and the locality as a whole.

It is becoming increasingly apparent that the management of these forms of development has not been sufficient.

This policy has been formulated to provide a set of guiding principles for landowners, developers and Shire staff in respect to where 'cut and fill' of residential land in the Shire is sought and specifically, where retaining walls and the like are sought.

2.0 Objectives

The principal objectives of this Policy are:

- To preserve the natural topography of the Scheme Area by restricting the level of cut and fill development specifically on steep slopes which may be more suitable to other construction techniques (i.e.: pole homes, stump system, retaining walls.)
- To ensure that at subdivision stage, an assessment is undertaken as to the likely need for cut and fill and/or the development of retaining walls based on the slope of the land, lot size and vegetation cover prior to clearance of WAPC subdivision conditions.
- To ensure that where individual landowners seek to undertake cut and fill and/or the development of retaining walls on boundaries, the assessment provided in this Local Planning Policy is undertaken.

3.0 Application of this Policy

Table 3 of the *Residential Planning Codes* ('R Codes') would normally require a minimum setback to a common boundary of 1.5m for a 'building' that is 2.4m in height. Under the *R Codes*, a 'retaining wall' is defined as a 'building'. Any modification is addressed under the *R Codes* as follows:

"2.4 Discretionary decisions

In relation to the codes, discretionary decisions shall be decisions made by the council with respect to any aspect of a proposed development that varies from the relevant acceptable development provision or a provision of a local planning policy.

2.5 Exercise of discretion

2.5.1 Where codes approval is required, the applicant shall make an application in accordance with the form set out in appendix 2 to the council for approval. Subject to clauses 2.5.2 and 2.5.3, the council is to exercise its discretion in considering such applications having regard to the considerations, standards and requirements provided in the codes.

2.5.2 Discretion shall be exercised having regard to the following considerations:

- (a) *the stated purpose and aims of the scheme;*
- (b) *the provisions of parts 1-7 of the codes, as appropriate;*
- (c) *the performance criterion or criteria in the context of the coding for the locality that corresponds to the relevant provision;*
- (d) *the explanatory guidelines of the codes that correspond to the relevant provision;*
- (e) *any local planning strategy incorporated into the scheme;*
- (f) *a provision of a local planning policy pursuant to this policy and complying with clause 2.5.3; and*
- (g) *orderly and proper planning."*

The Policy applies to all applications relating to site development of residential land where cut and fill resulting in the construction of retaining walls associated with private residential development within the Shire of Nannup, is sought.

4.0 Relationship to Other Policies

This Policy should be read in conjunction with all Council Policies and the Shire of Nannup Local Planning Scheme No.3 (as amended).

This Policy is adopted pursuant to clauses 2.2, 2.3 and 2.4 of the Shire of Nannup Local Planning Scheme No.3 (as amended).

5.0 Interpretations

- **“Terrace”** – for the purpose of this policy a “terrace” is a series of flat platforms (or steps) on the side of a hill, rising one above the other. The base of the terrace is taken to be the bottom of the lowest step with the top being the highest point of the highest step.
- **“Topsoil”** - for the purpose of this policy “topsoil” is taken to be the soil zone containing decomposed organic matter and seed source, generally not to exceed 150mm in depth.
- **“Unprotected Embankment”** – for the purpose of this policy an “unprotected embankment” is taken to be the face area of a section of fill that is not subject to retaining or other forms of stabilisation.

6.0 Policy Provisions

In assessing a proposal the Shire shall consider the following:

- 6.1.1 Where Council suspects that unstable soil and site conditions occur, or the slope is greater than 20% Council will require a geotechnical report and a structural engineer's report to determine building construction requirements.
- 6.1.2 No land over 25% slope prior to grading shall be developed using cut & fill construction techniques, except at the specific discretion of Council and where it can be shown that a minimum amount of development is in the spirit and not incompatible with the objectives of this policy.
- 6.1.3 The specific policy requirements that apply to all land within Local Planning Scheme No. 3 as set out below:
 - Access tracks are to be located in such a manner as to minimise the required earthworks.
 - All exposed earthworks will be required to be landscaped in accordance with an approved landscaping plan (see section 6.4).

- Topsoil is to be stripped separately and stockpiled on site, to be respread during landscaping.
- Water discharge from the site during development is to be controlled by the use of ripping, contour banks or grade banks and sumps to attenuate turbid and/or nutrient rich water leaving the site.
- Where a residence is to be constructed partially on cut and partially on fill, the excavated material is to be placed outside the building area to form batters and embankments and the platform is to be filled with sand. Consolidated in even lifts, not exceeding 600mm, to produce a density which will resist seven blows per 300mm of standard 16mm diameter penetrometer. As an alternative, pile and beam foundations into natural uncut ground in the fill area are acceptable.
- Fill is not to exceed 1.5m at any given point on the site and the top level of the fill is not to exceed 2.4m from the base of the fill.

6.2 Retaining wall requirements

6.2.1 Unless otherwise provided for within this policy, retaining walls will be required where cut or fill is equal to, or in excess, of 1.0 metre.

6.2.2 A retaining wall is not to exceed 2.4m in height (measured from the base of the wall).

6.2.3 Where it is proposed to terrace a portion of a lot the policy provisions set out above apply in so far that where a step is in excess of 1m retaining will be required and the top level of the terrace is not to exceed 3.0 from the base of the terrace.

6.2.4 Where an unprotected embankment is proposed no retaining will be required where it is in accordance with BCA Volume 2 Part 3.1.1 – Earthworks (note Attachment 1). Such embankments are to be landscaped in accordance with an approved landscaping plan.

6.4 Landscaping plan requirements

6.4.1 Where a landscaping plan is required it is to include:

- list of species to be used;
- location of planting;
- location of reticulation areas;
- location of compensating basins/sumps;
- areas to be direct seeded/mulched;
- species used in a seed mix (if applicable);
- timing of revegetation program; and
- fertiliser use is to be specified (including the type of fertiliser, application rates, method of application and timing of application).

7.0 Application Details

7.1 Subdivision Development

7.1.1 Where as part of the overall subdivision and development of land, any permanent excavation with a slope steeper than the angle of repose or natural slope of the soil shall have retaining walls of masonry or other materials approved by the Shire of sufficient strength and stability to retain the embankment together with any surcharged loads.

7.1.2 Design of the retaining structure is to be by a practising Civil or Structural Engineer with certified engineering drawings to be submitted to Shire for approval.

7.1.3 Information to be supplied with the engineering assessment will include but not be limited to the following:

- a site plan showing the main topographical features of the site including slope;
- contours and drainage lines;
- vegetation;
- dams and water courses;
- rock outcrops;
- soil type,
- fences
- buildings;
- level of top of sand pad/fill;
- finish floor level;
- cut and fill section showing sub soil drainage and cut off drains;
- cut and fill section (of greatest cut and fill) showing method of retention;
- landscaping plan (if required);
- design and construction details of any retaining walls (if required) which shall be prepared by a suitably qualified structural engineer; and
- other details required elsewhere within this Local Planning Policy

7.1.4 The Shire will determine the type and colour of materials to be used forming the retaining wall. In considering the type and colour of materials, the Shire may require the subdivider to undertake a visual assessment to the requirements of the Shire.

7.2 Individual Lots

7.2.1 Where any permanent excavation with a slope steeper than the angle of repose or natural slope of the soil shall have retaining walls of masonry or other materials approved by the Shire of sufficient strength and stability to retain the embankment together with any surcharged loads.

7.2.2 Design of the retaining structure by a practising Civil or Structural Engineer will be required and shall be submitted to Shire for approval prior approval of a Building Licence.

7.2.3 Information to be supplied with the engineering assessment will include but not be limited to the following:

- contours of site;
- level of top of sand pad/fill;
- finish floor level;
- cut and fill section showing sub soil drainage and cut off drains;
- cut and fill section (of greatest cut and fill) showing method of retention;
- drainage;
- landscaping plan (if required);
- design and construction details of any retaining walls (if required) which shall be prepared by a suitably qualified structural engineer;
- provisions of the Residential Planning Codes; and
- other details required elsewhere within this Local Planning Policy

7.2.4 Where a retaining wall in the Residential zone is proposed on a boundary, a Licensed Surveyor must be employed by the landowner to set out the boundaries prior to the commencement of any works. In this regard, the requirement for a Licensed Surveyor will be included as a condition of Building Licence.

7.2.5 The Shire will determine the type and colour of materials to be used forming the retaining wall. Generally, the type of retaining wall structure will be of 'earth' tones and normally not include concrete blocks or similar.

7.2.6 In relation to the development of land forming the 'Hines' subdivision, retaining walls will be in accordance with the endorsed Development Guide Plan as included in Attachment 2.

7.2.7 As part of the assessment process, consultation is to be undertaken. Council will require applicants to supply written support from adjoining landowners specifically implicated by the proposed retaining wall. Where written comments are not able to be obtained by the applicant, staff will provide written advice to adjoining landowners and community groups (at the applicants cost) of the proposed construction and invite them to submit comments to the Shire.

7.2.8 If an adjoining landowner or community group does not respond within the time provided (generally 21 days), the Shire will consider the application on the basis that the landowner has not exercised their opportunity to comment.

7.2.9 Where objections are received the submission(s) will be reviewed and considered in light of the applications relevance against the Local Planning Scheme No. 3 and the provisions of this policy.

Attachments:

1. Building Codes of Australia Table 3.1.1.1
2. Subdivision Guide Plan Lot 23 Brockman Highway – P0486-01(SGP) dated July 2006

AGENDA NUMBER: 11.A.2
SUBJECT: Delegation of Authority – Issue of Building Licenses
LOCATION/ADDRESS: N/A
FILE REFERENCE: BLD 12
AUTHOR: Shane Collie – Chief Executive Officer
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 26 February 2009

Attachment: Council Delegations 101,102,103 and 104.

BACKGROUND:

As Council members would be aware following the resignation of Council's former Manager Development Services Mr Leigh Guthridge steps were put in place to ensure that a qualified person was available to issue building licenses on behalf of Council. That person remained as Mr Guthridge who retained accreditation from the Department of Housing and Works to perform that role on behalf of the Shire of Nannup. Ironically Mr Guthridge was unable to perform that same function on behalf of his new employer the Shire of Donnybrook/Balingup and he needed to seek accreditation himself for that role at that Shire.

Mr Guthridge agreed to perform this role until such time as Council was in a position to delegate a new accredited officer to perform that function. Steps have been put in place to seek accreditation for Mr Wayne Jolley and Mr Ewen Ross and as of this morning Mr Jolley's accreditation has come through.

COMMENT:

For Mr Jolley to issue building licenses and perform functions under the Local Government (Miscellaneous) Provisions Act 1960 Council is required to make a formal delegation to the officer.

This is desired as soon as possible to streamline the building license approval process with Mr Jolley currently working on a part time basis for Council (a day per fortnight on average). This also negates the requirement to have Mr Guthridge perform this function, though it is wise to retain Mr Guthridge as an accredited officer in the event that Mr Jolley is not available. There is no action required to retain Mr Guthridge as a back up.

The formalisation of this matter today will streamline the process immediately in lieu of waiting another month.

Note the delegation must be to the person and not the position.

STATUTORY ENVIRONMENT:

Local Government (Miscellaneous) Provisions Act 1960
Council Delegations 101,102,103 and 104.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That Council delegate authority to Mr Wayne Jolley to perform functions per the Local Government (Miscellaneous) Provisions Act 1960 and Council Delegations 101,102,103 and 104 including the issuing of building license on behalf of the Shire of Nannup.

8120 DEAN/TAYLOR

That Council delegate authority to Mr Wayne Jolley to perform functions per the Local Government (Miscellaneous) Provisions Act 1960 and Council Delegations 101,102,103 and 104 including the issuing of building license on behalf of the Shire of Nannup.

CARRIED 8/0

DELEGATION NUMBER - 101

- LEGISLATIVE POWER - Local Government (Miscellaneous Provisions) Act 1960
- DELEGATION SUBJECT - Demolition Licences
- DELEGATE - Manager Development Services

The Manager Development Services is delegated authority to approve the issue of a demolition licence (Section 374A) to take down a building or a part of a building and such licence may be subject to such conditions as the Manager Development Services considers necessary for the safe and proper execution of the work.

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 24 April 2008.

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 property assessment file.

DELEGATION NUMBER - 102

LEGISLATIVE POWER	- Local Government (Miscellaneous Provisions) Act 1960
DELEGATION SUBJECT	- Building – Extension of Time to Complete
DELEGATE	- Manager Development Services

That in accordance with Section 374(1a) of the Local Government (Miscellaneous Provisions) Act 1960 Council's Manager Development Services is delegated authority to approve of an extension of time where it was not possible to complete the building within the period specified in the building licence, subject to the payment of an additional building licence fee calculated in the following manner:

The fee payable is to be in proportion to the extent of the building to be completed.
For example:

If 25% of the building is completed then 75% of the fee is charged
If 50% of the building is completed then 50% of the fee is charged
If 75% of the building is completed then 25% of the fee is charged.

*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 24 April 2008.
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 property assessment file.

DELEGATION NUMBER - 103

LEGISLATIVE POWER	- Local Government (Miscellaneous Provisions) Act 1960
DELEGATION SUBJECT	- Building Licences
DELEGATE	- Manager Development Services

That pursuant to Section 374(1b) of the Local Government (Miscellaneous Provisions) Act 1960, the Manager Development Services is delegated authority to approve or refuse to approve plans and specifications, but where a plan and specification so submitted conforms to:

- a) all Local Laws and Regulations in force in the district or part of the district in respect of building matters, and the Council's pre-determined policy in respect of building matters; and
- b) all Local Laws and schemes in force in the district or part of the district in respect of town and regional planning matters, and the Council's predetermined policy in respect of town and regional planning matters,

the Manager Development Services shall not refuse to approve that plan or those specifications without first obtaining the consent of the Council.

Furthermore, the issuing of a building licence under Section 374(1) of the Local Government (Miscellaneous Provisions) Act 1960 may be subject to such conditions as the Manager Development Services considers necessary.

All licences issued under this delegated authority shall, in addition to any conditions imposed by the Manager Development Services, contain and be subject to the following condition:

1. The building licence is valid for a maximum period of twenty-four (24) months.

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 24 April 2008.

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 property assessment file.

DELEGATION NUMBER - 104

- LEGISLATIVE POWER - Local Government (Miscellaneous Provisions) Act 1960
- DELEGATION SUBJECT - Certificates of Classification
- DELEGATE - Manager Development Services

The Manager Development Services is delegated authority to issue Certificates of Classification of Buildings in accordance with Section 374C of the Local Government (Miscellaneous Provisions) Act 1960.

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 24 April 2008.

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 property assessment file.

11.B (2) Folly Development Dams**8121 BOULTER/BIRD**

That Council staff immediately write to the developers seeking certified engineering drawings including relevant geotechnical information, for the nine (9) proposed construction run off dams on lots 32, 33 41 42 43 45 46 and 79 Brockman Highway, Nannup

CARRIED 8/0

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

Nil.

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

Cr D Boulter

I hereby submit the following questions on notice for the council meeting to be held on 26.2.2009.

- Q1. Quantification of the fee of \$575 received by shire for proposed run off dams dated 25.5.2006.
- Q2. Under what act/regulation was the said fee levied.
- Q3. Please refer to the developers letter dated 22.5.2006 and I quote 'We have since been advised that development approval is required, hence we hereby lodge the appropriate documentation for the shires determinate. End of quote.
Why wasn't this matter followed up by the executive.
- Q4. Also, the same letter and I quote' It is our understanding that no formal development approval was required from council to commence the pertinent construction works. End of quote.
- Q5. What outside expertise was sought to examine structure design of proposed dam/s.
- Q6. Is any action proposed now to rectify Q5 above.
- Q7. The construction cost in development application schedule 3 dated 22.5.2006 in the sum of \$250,000 would appear grossly undervalued.
Can this be rectified.

Signed:

Dated 26 March 2009

Please note that some issues raised by Cr Boulter have also been addressed on page 9 of the Council Information Report (to February 18, 2009).

Question 1: For the period 2005/06, a fee to the Shire for development of between \$50,000 and \$500,000 of 0.23% of the estimated development cost was applicable. The Applicant declared (on the Application Form) that the cost of development would be approximately \$250,000.

Question 2: Pursuant to Town Planning (Local Government Planning Fees) Regulations 2000 and reflected in Council's 'Fees and Charges' (2005/06).

Question 3: This matter was followed up by the (then) Manager Development Services (MDS) as the Application for Planning Approval lodged with this letter was receipted (as run off dams) and Planning Approval issued 26 June, 2005. From information provided by the Shire, it would appear unlikely that the Application for Planning Approval was referred to any other person or agency. It is noted that the MDS provided advice to Councillors via an Information Report in October 2006 that an application had been received:

"Construction of Dams on various locations within the Folly Precinct

Leigh Guthridge – Manager Development Services

Attachment: 11

Greg Rowe and Associates on behalf of the contracted purchaser of various land parcels within the Folly precinct (currently owned by Mirannie Nominees Pty Ltd) has made application for the construction of nine dams. Council does not have any formal approval procedures for assessing and approving dams. There is not a specific land use description in Council's Town Planning Scheme # 1 nor does Council have a 'Dams Policy'. All dam construction that occurs in the rural precinct is developed as of right without the need for seeking planning approval.

Notwithstanding the above the applicant was requested to submit details of the dam construction supported by engineering certification of the dam construction as the dams are going to be located in an area for future townsite expansion. The applicant advises the dams will serve as water features within the future development.

The Folly land lies within "Policy area 8" of Council's Nannup Townsite Strategy which has identified the land for future rural residential development.

No details of the development have been submitted for Council as the contracted purchaser is awaiting for Town Planning Scheme # 3 to be gazetted to enable the appropriate rezoning and structure planning to commence."

Question 4: It is not clear from the file who/what the source of the information to the Applicant was. The letter confirms the MDS position that his advice was the "planning approval was not required". The applicant may have obtained their own advice.

Question 5: The Applicant provided the Shire with a copy letter from DRYKA Consulting Engineers to the Applicant dated 20 July 2006 with the details of the dams. There appears evidence that DRYKA Consulting Engineers were to provide additional information to the Shire once the final locations of the dams were confirmed. There is no record of such plans being received.

Question 6: As noted in 5. above, there appears to be no engineering drawings on file. There was a requirement in the original Planning Approval that as constructed diagrams be submitted at the end of the project. Since Cr Boulter's enquiry (and from viewing of the file), it is intended to write to the land owner and the developer requesting that they provide the Shire with certified engineering drawings.

Question 7: The proposed correspondence to the land owner and the developer referred to in 6. above will also request confirmation of the overall cost of development. It should be noted that if development costs were between \$50,000 and \$500,000, the fee would have been the same. Should the development costs exceed the \$500,000 Council may seek to have any additional fees provided although its ability to demand a retrospective fee is questionable.

Response provided Manager Development Services and Planning Consultant

14. CLOSURE OF MEETING

There being no further business to discuss the Shire President declared the meeting closed at 5.42pm.