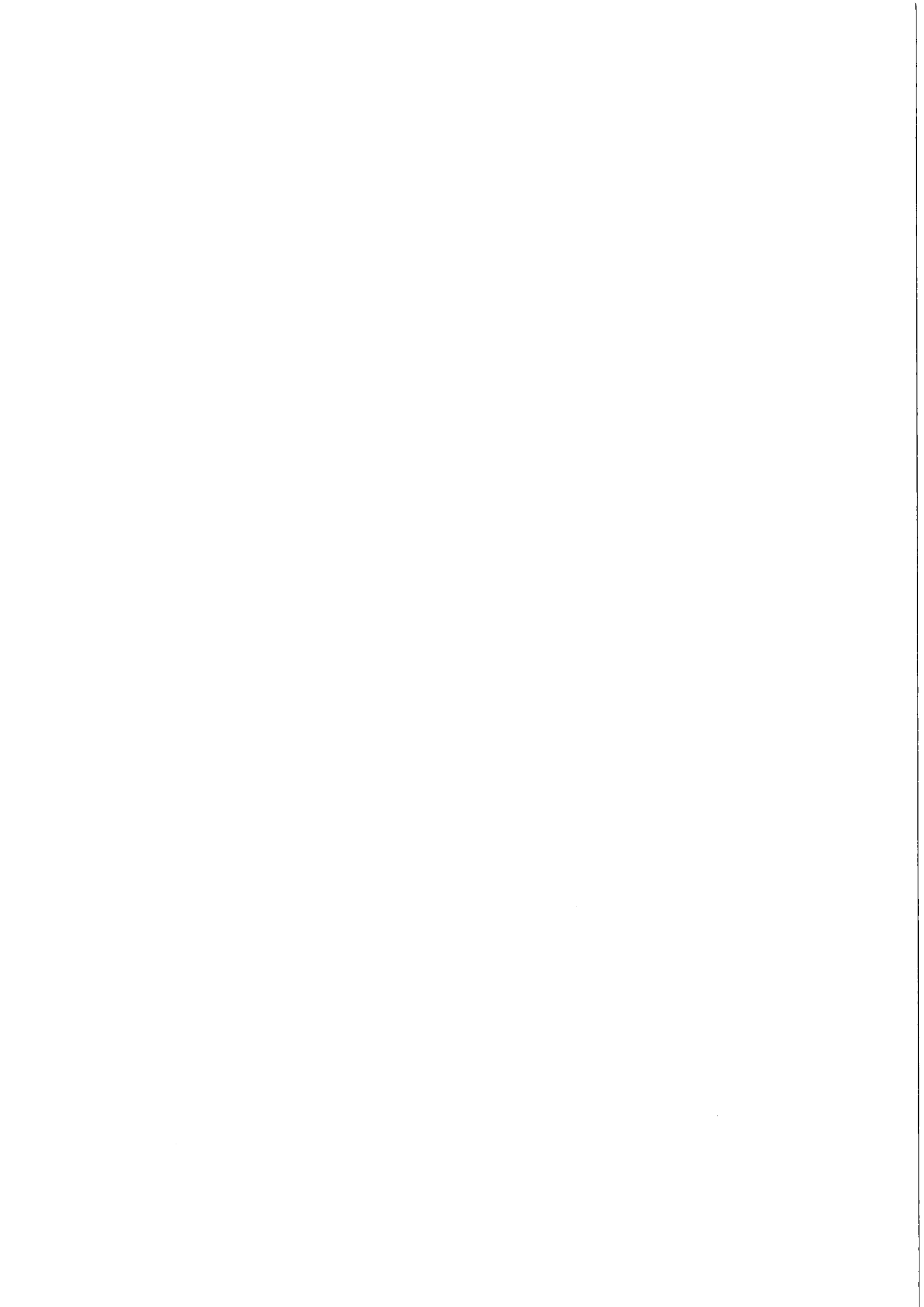


# AGENDA

Council Meeting to be held  
on Thursday 26 April 2012



# ***Shire of Nannup***

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

Dear Council Member,

The next Ordinary Meeting of the Shire of Nannup Council will be held on Thursday 26 April 2012 in the Council Chambers, Nannup commencing at 4.15 pm.

Schedule for 26 April 2012:

- 2.00 pm Nannup Tourism Discussion (Closed Session)
- 2.30 pm Citizenship Ceremony
- 2.45 pm Silver Safety Award Audit presentation including afternoon tea
- 3.30 pm Information Session
- 4.15 pm Meeting commences
- 7.00 pm Dinner supplied by Blackwood Café

Guests – Mark & Alison Blizzard, Ray Fitzgerald  
from Nannup Ridge Winery, Winners of the 2012 Timber Towns  
Regional Wine Show



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

# A g e n d a

1. **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
2. **RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**  
(previously approved)
3. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
4. **PUBLIC QUESTION TIME**
5. **APPLICATIONS FOR LEAVE OF ABSENCE**
6. **PETITIONS/DEPUTATIONS/PRESENTATIONS**

Kellie & Isaac from Nannup Police – Presentation on current police matters

Cheryle Brown – CRC Update

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

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 22 March 2012 be confirmed as a true and correct record.

8. **ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
9. **REPORTS BY MEMBERS ATTENDING COMMITTEES**
10. **REPORTS OF OFFICERS**

Agenda No.	Description	Page No.
<b>DEVELOPMENT SERVICES</b>		
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10.2	New Building Legislation and Arrangements	8

**WORKS & SERVICES**

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**FINANCE & ADMINISTRATION**

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

(a) OFFICERS

(b) ELECTED MEMBERS

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

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

**14. CLOSURE OF MEETING**

# **DEVELOPMENT** **SERVICES**

AGENDA NUMBER: 10.1  
SUBJECT: Higgins Swamp Structure Plan – submitted for consent to advertise  
LOCATION/ADDRESS: Lot 701 Kearney Street, Lots 67 & 68 Warren Road and  
Lot 700 Higgins Street, Nannup  
NAME OF APPLICANT: Martin Richards Town Planning and Project Management  
FILE REFERENCE: TPL2/01  
AUTHOR: Steve Thompson – Consultant Planner  
REPORTING OFFICER: Robert Jennings – Chief Executive Officer  
DISCLOSURE OF INTEREST: Edge Planning & Property receive planning fees  
for advice to the Shire therefore declare a Financial Interest  
– Section 5.65 of the Local Government Act 1995  
DATE OF REPORT: 16 April 2012

Attachment: Draft Structure Plan report with Structure Plan on final page  
– Separate Cover

## **BACKGROUND:**

The purpose of this report is to seek Council support to publicly advertise the draft *Higgins Swamp Structure Plan* for community and stakeholder comment. Following the receipt and assessment of submissions, the Council can determine whether it will approve the Structure Plan with or without modifications.

The site is located immediately to the south of the Nannup town centre, generally bounded by Kearney Street to the north, Warren Road to the east, Higgins Street to the south and the rear boundaries of the lots fronting North Street to the west.

The applicant has submitted a Structure Plan and associated report which are set out in Attachment 1. This provides background information which is generally not repeated in this report.

The site is zoned “Special Use (SU5)” in the Shire of Nannup Local Planning Scheme No. 3 (LPS3). The statutory conditions/special provisions for SU5 require the preparation of a Structure Plan prior to the local government considering planning applications. The Structure Plan and associated report have been prepared to satisfy the LPS3 requirement.

Key features of the Structure Plan include:

- it sets out preferred land uses/precincts which are residential (low and medium density), tourism, mixed use and conservation;
- an indicative internal access/movement network; and
- guiding provisions including the approach to servicing, addressing environmental assets, design and future planning.

Related to this current request, a Planning Application for 4 dwellings on Lot 67 was lodged late 2011 which was deferred pending approval of the Structure Plan. At this stage, the Structure Plan is intended to provide broad guidance for the future direction of the site and to enable the local government to approve the 4 dwellings in a timely manner.

The Structure Plan is a precursor for more detailed planning initiatives. A more detailed Structure Plan will be required, with associated technical investigations (including geotechnical and stormwater management), which is approved by the Council and Western Australian Planning Commission prior to subdivision applications being approved for the site.

**COMMENT:**

Overview

The draft Structure Plan is considered appropriate to be publicly advertised for community and stakeholder comment.

The site has planning merit for residential development and associated uses given it adjoins the town centre, is close to facilities, can be appropriately serviced, (although there is a need for increased details in future planning stages for matters including how stormwater will be addressed) and if implemented, will provide an important boost to the development of Nannup.

Supported features of the draft Structure Plan and associated report include:

- providing an appropriate range of land uses that overall relate well to the site's opportunities and constraints;
- setting out that development is to be connected to reticulated sewerage;
- requiring cash in lieu payments for public open space (POS) rather than additional POS provision on site. There is POS nearby, on the southern side of Higgins Street, which is considered appropriate to accommodate local POS needs for future residents;
- minimising direct vehicular access to Warren Road;
- the provision of an internal north-south access through the site; and
- setting out a possible need to prepare building and design guidelines.

### Key issues

Some of the key issues with the draft Structure Plan are summarised below:

- A portion of the site being identified for Residential R40. Currently, R15 is the maximum residential density in the Nannup townsite which equates to an average density of 1 dwelling per 666m<sup>2</sup>. The Structure Plan identifies precincts of medium density housing to R40, which equates to an average density of 1 dwelling per 220m<sup>2</sup>. The site is considered to be well suited for medium density housing given its close proximity to the town centre and nearby community facilities. If approved and implemented, the site offers the potential to increase the variety in housing choice in Nannup including for aged persons and those seeking lower maintenance properties;
- Parts of the site are low lying. To accommodate development, some parts of the site will require fill or different forms of building construction along with appropriate servicing. This has financial feasibility considerations for the landowner/developer but are required to be factored in to achieve development; and
- The potential risk of land use conflict between residential and tourist uses being in close proximity. While the uses are generally compatible and the risks are low, it will require appropriate on-going management to control noise and associated impacts.

The above and other issues will be further considered in more detail following the assessment of submissions.

### Inviting community and stakeholder comments on the draft Structure Plan

If Council agrees to release the draft Structure Plan for comment, submissions will be invited through various methods. It is proposed to consult widely for a four week period through the Shire administration:

- writing to and inviting comments from wide-ranging stakeholders and government agencies;
- placing public notices and details in local papers on multiple occasions;
- placing details on the Shire of Nannup website;
- placing a sign on the site; and
- information being available at the Shire office.

Following the close of the consultation period, the Council and the Shire administration will consider the submissions and determine whether the draft Structure Plan is suitable for approval or whether it should be modified.

**STATUTORY ENVIRONMENT:** Planning and Development Act 2005 and LPS3.



**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:**

The applicant will meet the costs of placing public notices in local papers.

There are no immediate financial implications for Council from this draft Structure Plan. As planning and design progress, it will be imperative that the landowners/developers install drainage systems that achieve effective stormwater control that meet best practice environmental standards and which ensure lower operating costs for Council. The Council should, in-time, adequately increase budget accounts to ensure that infrastructure is appropriately maintained.

The landowners/developers will meet the cost of providing new infrastructure to service future development and lots in accordance with State Planning Policy.

**STRATEGIC IMPLICATIONS:**

The site forms part of Policy Area No. 1 – Townsite in the *Shire of Nannup Local Planning Strategy*. The Strategy's recommendation for the policy area is that urban consolidation is encouraged subject to issues of effluent disposal and flooding being addressed where relevant. The site is outside of the 1 in 100 ARI floodplain.

The site represents a logical area to accommodate new development in Nannup.

**VOTING REQUIREMENTS:** Simple majority.

**RECOMMENDATION:**

That Council:

1. Support the public release of the draft Higgins Swamp Structure Plan outlined in the Attachment.
2. Require the draft Structure Plan to be publicly advertised in accordance with the requirements set out in the *Shire of Nannup Local Planning Scheme No. 3* with an increased advertising period of four weeks.
3. Will reconsider the draft Structure Plan following the close of the public submission period and will determine whether or not to approve the Structure Plan with or without modification.

AGENDA NUMBER: 10.2  
SUBJECT: New Building Legislation and Arrangements  
LOCATION/ADDRESS: Whole of Western Australia  
NAME OF APPLICANT: N/A  
FILE REFERENCE: BLD 9  
AUTHOR: Wayne Jolley –Building Surveyor  
REPORTING OFFICER: Chris Wade - Manager Infrastructure  
DISCLOSURE OF INTEREST: Nil  
DATE OF REPORT: 29 March 2012

## **BACKGROUND:**

### Summary

After several years of development, new building legislation became operational on 2 April 2012, signalling a number of very significant changes:

- A system of private Building Surveyors;
- New roles and responsibilities for local governments;
- A new building approval system; and
- A new fees structure.

State building control authorities (formerly Department of Local Government -> Department of Housing -> Department of Commerce -> Building Commission) have been developing new building legislation for many years, culminating in the part-enactment of the Building Act 2011. During the past two years, the Building Surveyor has followed developments and attended a number of briefing sessions, the last on 23 March where the following was confirmed by the Building Commission.

As from the 2 April 2012:

- The full Building Act 2011 will apply (the Local Government (Miscellaneous Provisions) Act 1960 is repealed); and
- New Building Regulations 2012 will commence.

The key points and changes brought about by the new system is summarised as follows:

- There is considerable change in terminology (e.g. the term "Building License" is superseded by the term "Building Permit" and a local government is referred to as a "Permit Authority".
- Each Building or Demolition Permit application must be certified by a registered building surveyor, formalised by a Certificate of Design Compliance (CDC), which signals compliance with the Building Code of Australia (BCA), following examination of all plans and associated documents. The Shire building surveyor is registered for this purpose.

- A new system of private certification is introduced whereby private or commercial certifiers (i.e. building surveyors registered for the purpose) may issue a CDC in respect to a Building Permit application, in-lieu of the Shire Building Surveyor issuing the certificate.
- A local government may also provide a commercial certification service, whereby its registered Building Surveyor/s issue CDCs in respect of Building Permit applications from any district. Additional provisions apply in this respect.
- New prescribed forms have been introduced to standardise a series of application forms, certificates and permits.
- There are two types of Building Permit application – a Certified application (where a private certifier examines all plans and documents for compliance with the BCA and issues a CDC) and an Uncertified application (where the Shire Building Surveyor performs that function (much in the way of the current system). There is greater onus on applicants to complete application forms in-full and accurately (e.g. all owners of a property are now required to sign a permit application). The Shire still issues the Building Permit regardless of the type of application,
- The new Building Regulations prescribe time limits for processing Building Permit applications (i.e. 10 working days for certified applications and 25 working days for uncertified applications). This assumes that all required information is provided. Where information is lacking from the application, the clock stops and additional time is prescribed for a Permit Authority issue or refuse a Building Permit.
- Schedule 4 of the Building Regulations 2012 prescribes that certain structures are exempt from the requirement for a Building Permit (e.g. sheds  $\leq 10\text{m}^2$ , non-structural renovations or repair, temporary buildings, masts or antennas, retaining walls  $\leq 0.5\text{m}$  high, pergolas, rainwater tanks  $\leq 5,000$  litres, solar hot water systems and photovoltaic panels and park homes/annexes under the Caravan Parks and Camping Grounds Act 1995).
- Other than class 1 and 10 buildings (i.e. houses and sheds etc.), the Permit Authority must issue a Certificate of Occupancy after completion of construction and before a building is occupied.
- A new fees structure is prescribed in Schedule 2 of the Building Regulations 2011 for a range of matters. Where new replace old, fees are only moderately increased (e.g. the minimum Building Permit fee is raised from \$85.00 to \$90.00). Rates for Certified applications (0.19%) and Uncertified applications (0.32%), reflect the difference in workload to be undertaken by the Permit Authority.

**COMMENT:**

The timeline for preparations at Shire level to adjust to this new legislation was short. Conceptually, the new arrangements have been in the pipeline for some time. However, the detail has been missing until the last few weeks approaching the 2 April deadline. The new prescribed forms were released only a few weeks before, information seminars explaining the details were conducted only 2 weeks before, at which point the new Regulations had developed to draft 7 status.

In order to prepare for the introduction of the new building legislation on 2 April, the Building Surveyor has undertaken the following:

- This Agenda item to inform Council;
- Briefing Shire staff on new arrangements;
- Replacement of old documents with new (e.g. application forms etc.);
- Posting new documents and information on the Shire website;
- Creating Check-lists for front-of-office staff;
- Review and consequential amendment of Shire information packs, Council Policies and other documents. Where necessary, specific amendment of Policies and other documents will be submitted to Council in due course.

In order that an officer can access a building site or attend to enforcement functions on behalf of a Permit Authority, said officer must be designated an "Authorised Officer" under the Building Act 2011 and must carry an identity card. The Shire Building Surveyor ought to be designated as an Authorised Officer for this purpose, so that he can attend to his functions as he has done in the past. If in the future, mandatory inspections are re-introduced as has been suggested, such authorisation will be essential.

Likewise, a Building Surveyor may issue Certificates of Design Compliance (CDC) and Building Permits on behalf of a Permit Authority, however, delegations from Council under the Local Government Act 1995, must be in place. This mirrors and will replace the existing delegation from Council under which the Building Surveyor currently operates. In terms of issuing Building Permits (after a CDC has been issued by the Building Surveyor), it would be prudent to delegate at least the CEO as well as the Building Surveyor, for the sake of continuity when the Building Surveyor is not available.

**CONSULTATION:**

Building Commission seminar on new building legislation, held in Busselton 23 March 2012.

**STATUTORY ENVIRONMENT:**

Building Act 2011, Building Regulations 2012, Local Government Act 1995

## **POLICY IMPLICATIONS**

Minor consequential amendments (e.g. change of legislation names etc.) may need to be made to some Council Policies, if there is a case of conflict, Policies will need to be changed accordingly. Policies which may require minor changes are:

LPP 009 Relocated Dwellings  
LPP 011 Development in Flood Prone Areas  
LPP 012 Chalet Development

**FINANCIAL IMPLICATIONS:** Nil

## **STRATEGIC IMPLICATIONS:**

As the new legislation and arrangements roll-out, there may be impact or opportunities in terms of the Shire's building control operations. One matter that may arise in the future that will have impact is the potential re-introduction of mandatory inspections by the Shire Building Surveyor during a building project (e.g. a new house).

## **SUSTAINABILITY IMPLICATIONS:**

Environmental: None anticipated

Economic: None anticipated

Social: There are no known significant social considerations

**VOTING REQUIREMENTS:** Simple Majority

## **RECOMMENDATION:**

1. That Council delegates the Building Surveyor under S127(3) of the Building Act 2011 and the Local Government Act 1995 to issue Certificates of Design Compliance on behalf of Council in the process of issuing Building Permits.
2. That Council delegates the Building Surveyor and the Chief Executive Officer under the Local Government Act 1995, to issue Building Permits on behalf of the Permit Authority.
3. That Council endorses that the Building Surveyor is designated as an "Authorised Officer" in terms of the Building Act 2011.
4. That Council approves any consequential amendments only, (arising from the Building Act 2011 and the Building Regulations 2012), to Council Policies and other documents, without further reference to Council.

# **WORKS & SERVICES**

AGENDA NUMBER: 10.3  
 SUBJECT: Officers Vehicle Replacement  
 LOCATION/ADDRESS: NA  
 NAME OF APPLICANT: NA  
 FILE REFERENCE: TEN 12  
 AUTHOR: Chris Wade – Manager Infrastructure  
 DISCLOSURE OF INTEREST:  
 DATE OF REPORT: 16 April 2012

## **BACKGROUND:**

Council's 2011/12 budget originally contained the replacement of two of the three senior officers Ford Falcons. These were removed during budget deliberations.

## **COMMENT:**

With the restructuring of the senior officer's roles it has become apparent that the requirement for the extra vehicle is unnecessary. Some consultation with suppliers as to the optimum time to trade vehicles has been undertaken and it is apparent that if we average the current vehicle kilometres within the next few months, this is the premium change over time. Two of the vehicles have already gone over what would be Council's normal changeover 40,000km mark. This again is the optimum for both kilometres and remaining warranties for resale values.

Council's Chief Executive Officer and Manager of Corporate Services have inspected and test driven several models of vehicles and reviewed Council's requirement for seven seater vehicles as per the two previous agenda items on this subject. The consensus of both officers is that they believe Toyota Camry Atara to be a suitable vehicle.

Fuel economy is approx 8.6 - 10litres per 100km and the vehicle is assembled in Australia. The Atara is the second level model Camry, changeover figure comparisons with the base model Ford Falcons are \$500 more for the Atara.

The \$500 difference is the total changeover value difference for two new vehicles.

<b>Service Costs</b>	<b>Falcon</b>	<b>Camry</b>
15,000km	\$255	\$224
30,000km	\$255	\$345
45,000km	\$345	\$268

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

A change over figure of \$8,329, if the officer's recommendation is supported. The funding will come from saving in the budget that will eventuate this financial year from the \$10,000 Manager Development Service training no longer being required.

**STRATEGIC IMPLICATIONS:** Nil.

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

Council allocate \$8,329 for the replacement of the current three Ford Falcons for two Toyota Camry Atara's.

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

AGENDA NUMBER: 10.4  
SUBJECT: Royalties for Regions Projects and Funding Planning  
LOCATION/ADDRESS: N/A  
NAME OF APPLICANT: N/A  
FILE REFERENCE: FNC 16  
AUTHOR: Robert Jennings – Chief Executive Officer  
REPORTING OFFICER: Robert Jennings – Chief Executive Officer  
DISCLOSURE OF INTEREST: NIL  
DATE OF REPORT: 15 April 2012

- Attachment: 1 Individual Project Allocations for Shire of Nannup  
2 Regional Project Allocations for the Warren Blackwood Strategic Alliance (Nannup component)  
3 Combined Regional and Individual Project Allocations for the Shire of Nannup

## **BACKGROUND**

The Royalties for Regions funding program from State Government is currently allocated for the time period starting from 2008/09 and finishing in 2014/15. To effectively allocate this money to projects, Council should continue to identify which strategic projects require funding to best support the community, environment and economy of Nannup for the next three years.

There are two components of the Royalties for Regions funding – individual allocations until 2012/13 and group allocations to the Warren Blackwood Strategic Alliance that will progressively take on a greater percentage of the allocation until being the full amount from 2013/14 onwards. Projects identified as part of the regional allocation must have a strong regional rationale.

Strategic direction has been sought from documents such as the Forward Plan, Community Strategic Plan (due in June 2013), Long Term Financial Plan, Asset Management Plans, Cultural Plan as well as general community consultation and documentation. The Recreation Centre, the Main Street Upgrade, FROGS Early Childhood Learning Centre and the Brockman Street Caravan Park upgrades are already confirmed in the Forward Plan and other key documents.



On September 2011, Council resolved to provide in-principle support to the Shire of Nannup Interim Strategic Priorities. This April 2012 report identifies the projects from these Strategic Priorities that fit the Royalties for Regions criteria and are proposed to be funded through the future grant rounds.

The final schedule was arranged from discussions and comments from an Information Session report of February 2012 and a later Royalties for Regions Allocation Workshop on 22 March 2012. Subsequent to these meetings, there were further minor adjustments to suit funding requirements.

#### **COMMENT**

Proposed project funding over the years to 2014/15 for the two components of the Royalties for Regions funding – individual allocations and group allocations - are shown on the first two tables (refer Attachments 1 and 2), with an integrated table (refer Attachment 3) showing the combined outlook for the Shire of Nannup over the next three years. The tables also indicate the state of progress for all projects.

As the projects and circumstances evolve, it is expected that the funding matrix will alter. Councillor support for this item will simply indicate support for the current project mix and funding status.

At the time of writing, funding had been approved for the individual allocation projects for 2011/12, with the regional allocation projects being prepared for submission this month for the May 2012 deadline.

The purpose of this report is for Councillors to comment and provide support or not on the proposed project mix and monetary allocations to allow officers to progress the management of the projects and future budgets.

**STATUTORY ENVIRONMENT:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:**

Projects to be implemented as per funding requirements and according to feasibility and business plans, the 2011/12 Budget and future budgets.

**STRATEGIC IMPLICATIONS:**

The project matrix takes into consideration existing and new priorities and projects within the following documentation:

- Previous Council Reports and workshops
- Shire of Nannup Forward Plan 2011/12-2015/16

- Shire of Nannup Forward Capital Works Plan
- Shire of Nannup Cultural Plan
- Community engagement sessions
- Other key documentation

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

That Council accept the attached tables and report as being the current priority projects for the Shire of Nannup as part of the Royalties for Regions program.

## Attachment 1 - Individual Project Allocations for Shire of Nannup

R4R CLG LG Funding		2010/11	2011/12	2012/13	2013/14	2014/15	Total	
Nannup proportional share of funding		381,625	335,468	335,468	0	0	1,052,561	
#	Possible Projects	2010/11	2011/12	2012/13	2013/14	2014/15	Total	Progress
1	Linkway to Cockatoo Valley	80,000					80,000	Completed
2	Scott River Fire Shed	21,625					21,625	Completed
3	Brockman Street Caravan Park	15,000	100,000	100,000			215,000	20%
4	Town Entrances - Bridgetown Road	50,000					50,000	Completed
5	FROGS Early Childhood Learning Centre	120,000					120,000	Completed
6	Warren Road Sweal and Kerb Pull in	95,000					95,000	Completed
7	Nannup Recreation Centre Upgrade		140,000				140,000	20%
8	Warren Road Upgrade		95,468	235,468			330,936	10%
<b>Total</b>		<b>381,625</b>	<b>335,468</b>	<b>335,468</b>	<b>0</b>	<b>0</b>	<b>1,052,561</b>	

## Attachment 2 - Regional Project Allocations for the Warren Blackwood Strategic Alliance (Nannup component)

R4R/CLG Regional Funding		2010/11	2011/12	2012/13	2013/14	2014/15	Total
Nannup proportional share of funding		205,490	335,468	335,468	670,936	670,936	2,218,298
#	Possible Projects	2010/11	2011/12	2012/13	2013/14	2014/15	Total
1	Warren Road Upgrade - Heart of Nannup		250,188	292,000	350,000		892,188
2	WA Institute				163,128	560,000	723,128
3	Trails Hub				85,000		85,000
4	Aged Accommodation			18,188	81,872	162,000	262,060
5	Energy Efficiency					50,000	50,000
6	Recreation Centre	205,490					205,490
<b>Total</b>		<b>205,490</b>	<b>250,188</b>	<b>310,188</b>	<b>680,000</b>	<b>772,000</b>	<b>2,217,866</b>

Progress

10%

5%

0%

15%

0%

20%

### Attachment 3 - Combined Regional and Individual Project Allocations for the Shire of Nannup

Combined R4R Funding		2010/11	2011/12	2012/13	2013/14	2014/15	Total
Nannup proportional share of funding		587,115	670,936	670,936	670,936	670,936	3,270,859
#	Possible Projects	2010/11	2011/12	2012/13	2013/14	2014/15	Total R4R
1	Warren Road Upgrade - Heart of Nannup		345,656	527,468	350,000		1,223,124
2	WA Institute				163,128	560,000	723,128
3	Trails Hub				85,000		85,000
4	Aged Accommodation			18,188	81,872	162,000	262,060
5	Energy Efficiency					50,000	50,000
6	Recreation Centre	205,490	140,000				345,490
7	Linkway to Cockatoo Valley	80,000					80,000
8	Scott River Fire Shed	21,625					21,625
9	Brockman Street Caravan Park	15,000	100,000	100,000			215,000
10	Town Entrances - Bridgetown Road	50,000					50,000
11	FROGS Early Learning Centre	120,000					120,000
12	Warren Road Swale and Kerb Pull in	95,000					95,000
<b>Total</b>		<b>587,115</b>	<b>585,656</b>	<b>645,656</b>	<b>680,000</b>	<b>772,000</b>	<b>3,270,427</b>

AGENDA NUMBER: 10.5  
SUBJECT: Annual Electors Meeting Minutes  
LOCATION/ADDRESS:  
NAME OF APPLICANT:  
FILE REFERENCE: ADM 17  
AUTHOR: Vic Smith – Manager Corporate Services  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 3 April 2012

Attachment: Electors Meeting Minutes 26 March 2012

**BACKGROUND:**

The 2010/11 Annual Meeting of Electors for the Shire of Nannup was held recently and the minutes are attached.

**COMMENT:**

Council is required to consider any decisions made at the electors meeting at the next ordinary council meeting held.

There were no decisions made at the electors meeting, though previously there has been some discussion as to whether the receipt of the Annual Report constitutes a decision. To ensure absolute compliance a recommendation to note this matter is put forward. Other points raised at the meeting as noted in the minutes have been actioned or noted where applicable. The questions taken on notice have been responded to in writing.

**STATUTORY ENVIRONMENT:** Section 5.33 (1) Local Government Act 1995.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

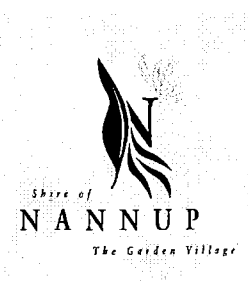
**VOTING REQUIREMENTS:** Simple Majority.

**RECOMMENDATION:**

That Council receive the 2010/11 Annual Electors Meeting minutes held 26 March 2012.

26 March 2012

Shire of Nannup General Electors Meeting Minutes



## MINUTES

Annual General Meeting of Electors  
Shire of Nannup Shirley Humble Room 15 Adam St Nannup  
Monday 26 March 2012, 6pm

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## **1. Attendance and Apologies**

Councillor Dean welcomed members of the public and declared the meeting open at 6.00pm.

Attending:

Cr Dean – Shire President  
Councillors Mellema, Steer, Dunnet, Lorkiewicz and Camarri.

R Jennings – Chief Executive Officer  
V Smith – Manager Corporate Services  
C Wade – Manager Infrastructure

Attendance Register

J Kay, C Brown, G Brown, R Stallard, M Loveland and and P Brown.

Apologies:

B Longmore and C Gilbert.

## **2. Receiving of Annual Report**

**R Stallard / B Dunnet**

That the Shire of Nannup Annual Report for 2010/11 be received.

**Carried**

## **3. Address by the Shire President**

## **4. Questions on Notice**

M Loveland

4.1 What happened to the filing cabinet? It was previously located in the library.

A. The Shire President provided a written response. I have discussed the issue you raise in relation to the filing cabinet previously located in the Council's library. You infer that this was stolen. To the best of our recollection this was not the case. Mr Wade recalls that the cabinet was emptied and its contents that were required to be retained transferred to the filing cabinet in the main offices. The cabinet was then disposed of. There is no information on how this was done but it is not a police matter.



- 4.2 Where are the plans relating to the drainage works undertaken in 2000?
- A. The Shire President provided a written response. I assume that when you refer to "plans" you are referring to plans for the stormwater system in Grange Road, as you were provided with plans for the infill sewerage scheme in March 2011. If these plans did indeed exist then they were not transferred to the current plans filing system. I am therefore unable to expand upon Mr. Collie's previous response.
- 4.3 Why did the infill sewerage scheme go ahead if 75% of the rate payers did not vote in favour?
- A. The Shire President provided a written response. The requirement for 75% of ratepayers to support the infill sewerage scheme was set by the council to help inform its own support or otherwise for the scheme. As this was rescinded by its subsequent decision on 25 January 2001 as set out in the Notice of Motion by Councilor David Boulter this issue is irrelevant.

## 5. Other Business at the Discretion of the Presiding Person

R Stallard

- 5.1 In regard to the Yarragadee, the last 2 years Nannup Brook has been dry. The new pipework may have caused a problem. Can the Shire look into it?
- A. Shire President replied that there have been discussions with the Manager of Water Corporation and Council will write again. Copies of correspondence to be sent to R Stallard.

Councillor Dunnet suggested the R Stallard should also approach the Department of Water.

P Brown

- 5.2 Why has Mowen Road gone back from 2013 to 2016?
- A. Manager Infrastructure replied to refer to the answer from the Council meeting.

Shire President Dean quoted reducing the cost of Mowen Road

Chief Executive Officer outlined lobbying activity by the Council

C Brown

- 5.3 Why is the Electors meeting so late this year?

A. Manager Corporate Services responded that the meeting cannot be held until after the receipt of the Auditor's report. Delays were caused by the lack of staff to provide the accounts. We will aim to have the meeting in December in the future.

5.4 What is being done about non-compliance in monthly reporting as noted in the Auditor's comments?

A. Manager Corporate Services replied that this has now been resolved and reports are now compliant.

5.5 Like to thank Shire staff and volunteers for the work done at the recent bush fires.

R Stallard

5.6 What is the future of the Town Dam? Why is water being tanked out of the dam? Why is water running down from the tanks?

A. Shire President Dean referred to discussions with Water Corporation on these issues. They will be building three new tanks and water tower. The dam will be topped up with Yarragadee water.

Manager infrastructure commented that water is being tanked in not out. Another issue may be connected with backwash.

Chief Executive Officer advised we will look into it with Water Corporation.

J Kay

5.7 Why is the Main Street project costing \$3 million

A. The Chief Executive Officer responded that it covers a wide range of upgrades including footpaths, community spaces and drainage. It is not just roads. The plans can be viewed after the meeting if desired.

## 6. Meeting Closure

There being no further business to discuss the Shire President thanked everyone for their attendance and declared the meeting closed at 6.17 pm.

AGENDA NUMBER: 10.6  
SUBJECT: Waste Disposal Site  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT: N/A  
FILE REFERENCE: HLT2  
AUTHOR: Vic Smith – Manager Corporate Services  
DISCLOSURE OF INTEREST: Nil  
DATE OF REPORT: 4 April 2012

**BACKGROUND:**

The contract for the management of the Nannup Waste Management Facility was extended in January 2010 for a period of two years. Although the agreement lapsed on 4 January 2012 the contractor has agreed to continue to provide the service at the current rates until the contract can be tendered again.

**COMMENT:**

The list of projects for the Manager Development Services in 2011/12 included a project to develop a waste strategy for the Shire. In reviewing the available documentation it is noted that the contracts for the Nannup Waste Management Facility and the Kerbside Refuse and Recycling Service terminate at different dates.

The termination date for the Nannup Waste Management Facility has passed and the contract for the Kerbside Refuse and Recycling Service terminates on 30 June 2013. However, paragraph 4.1 of the Special Terms and Conditions for the latter contract allows the contractor to be granted a two year extension to the contract if previous performance has been satisfactory. It reads:

*“A further extension of 24 months can be granted by written application by the Contractor. This extension is subject to previous satisfactory contractual performance and a 3 month notice by the Contractor.”*

It is therefore prudent to assume that this contract will effectively terminate on 30 June 2015.

A waste strategy for the Shire should cover all aspects of waste collection and disposal and it would be easier to achieve a coherent waste service if the arrangements for the collection and disposal of waste were coterminous.

This could be achieved if a new contract for the Nannup Waste Management Facility was tendered for a three year term commencing on 1 July 2012. Tendering the contract would allow the current service to be reviewed and to achieve a more competitive price than simply extending the existing arrangement once again.

By aligning the two waste contracts in this way the waste strategy could be developed for adoption in 2013 or 2014. This would allow the new contracts to be structured in line with the Council's priorities on waste.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995  
Health Act 1911

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

The budgeted cost of the Nannup Waste Management Facility in 2011/12 is \$130,000. Income from tipping charges is budgeted to be \$9,000.

**STRATEGIC IMPLICATIONS:** None.

**VOTING REQUIREMENTS:** Simple Majority.

**RECOMMENDATION**

It is recommended that the contract for the Nannup Waste Management Facility is tendered for a period of three years commencing on 1 July 2012.

AGENDA NUMBER: 10.7  
SUBJECT: Investment Policy  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT: N/A  
FILE REFERENCE: ADM 9  
AUTHOR: Vic Smith – Manager Corporate Services  
DISCLOSURE OF INTEREST: Nil  
DATE OF REPORT: 4 April 2012

Attachment: Draft Investment Policy

**BACKGROUND:**

In considering the review of delegations at its meeting on 22 March 2012 Council requested that officers develop a policy to cover the investment of funds in financial institutions.

Local Government's power to invest money is set out in Section 6.14 of the Local Government Act 1995. There is a duty to establish internal controls over the investment process set out in Section 19 of the Local Government Financial Management Regulations 1996. In all other respects local governments have discretion over their investment policies.

**COMMENT:**

Whilst investment policies have been mandatory in the UK since 1993 they are not a statutory requirement for Australian local governments. Nevertheless, some Australian authorities have adopted policies on how money is invested.

Examples from both Australia and the UK have been reviewed in drawing up the draft policy at Attachment 1 for consideration by Council.

The policy sets out the Council's objectives for investment decisions, types of investment that can be undertaken, the Council's approach to credit risk and limits on the amounts that can be invested with counterparties.

In drawing up the policy a conservative approach has been taken that minimises the risk to funds by restricting the number of investment counterparties and the size of the funds that may be invested with any one institution.

**STATUTORY ENVIRONMENT:**

Section 6.14 Local Government Act 1995  
Section 19 Local Government Financial Regulations 1996

**POLICY IMPLICATIONS:** New policy on investments.

**FINANCIAL IMPLICATIONS:**

Investment income in 2010/11 was approximately \$147,000. The draft policy, if adopted, would not have a significant impact on the level of investment income earned.

In order to access credit ratings the Council would need to subscribe to a credit advisory service.

**STRATEGIC IMPLICATIONS:** None.

**VOTING REQUIREMENTS:** Simple Majority.

**RECOMMENDATION**

It is recommended that the draft investment policy as per Attachment 1 is approved.

<b>Policy Number:</b>	FNC7
<b>Policy Type:</b>	Finance
<b>Policy Name:</b>	Investment Policy
<b>Policy Owner:</b>	Chief Executive Officer
<b>Authority:</b>	Shire of Nannup

### **Definition**

The Council defines its treasury management activities as the management of the Council's investments and cash flows, its banking, money market and capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks.

### **Objectives**

The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation. Priority for investment decisions will be based on security and liquidity.

### **Legislative Requirements**

All investments are to be made in accordance with:

- Local Government Act 1995 – Section 6.14
- The Trustees Amendment Act 1962 –, re: Part III Investments (as amended 1997)
- LG Financial Management Regulations (19, 28 and 49)
- Australian Accounting Standards

### **Management and Decision Making**

The Chief Executive Officer, shall be responsible for the management of the Council's funds and for reporting to the Council on these affairs.

All executive decisions on borrowing, investment or financing shall be delegated to the Chief Executive Officer and the CEO may delegate the exercise of these powers to the:

- Manager Corporate Services
- Or any other employee of the Shire through instrument(s) of delegation.

### **Approved Organisations for Investment**

Funds must be invested secure and/or low risk investments of less than 12 months in duration and in the following financial instruments:

- State/Commonwealth Government Bonds
- Interest bearing deposits
- Bank accepted/endorsed bank bills

- Bank negotiable Certificates of Deposits

Where investments of greater duration than 12 months are desired, Council officers are to obtain independent financial advice from a Certified Financial Planner with regard to specific investment selection.

Surplus funds may be invested in the following institutions:

- (a) The Council's account holding bank
- (b) Any bank with an Australian branch, with at least the following ratings:
  - (i) short term **Fitch F1, Moody's P1, S & P A1** and
  - (ii) long term **Fitch A+ , Moody's A1, S & P A+** and

The rating of each institution by Fitch, Moody's and Standard and Poor will be confirmed before each transaction is entered into. If there is a negative watch/review against any credit rating of the institution which, if applied, will take it below the minimum rating defined in this policy, then no further investments may be made with that institution until such time as the rating meets the minimum. Any existing funds will be withdrawn as they mature or at any earlier time provided that no penalty is incurred.

The maximum amount that may be invested with any one institution is \$5 million for deposits requiring less than 24 hours notice of withdrawal and Money Market Funds and \$3 million for all other deposits.

The Chief Executive Officer and can authorise a transaction which exceeds the maximum investment limit with any one institution and must record the reason for any departure from the policy and report this to Council. In such cases the appropriate authorising signature should be recorded in a central register.

<b>Related Policies:</b>	
<b>Related Procedures/Documents:</b>	
<b>Delegated Level:</b>	Chief Executive Officer, Manager Corporate Services
<b>Adopted:</b>	OM 26 April 2012
<b>Reviewed:</b>	



AGENDA NUMBER: 10.8  
SUBJECT: Caravan Park Leases  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT: N/A  
FILE REFERENCE: ASS21  
AUTHOR: Vic Smith – Manager Corporate Services  
DISCLOSURE OF INTEREST: Nil  
DATE OF REPORT: 19 April 2012

Attachment 1: Request to extend caravan park lease  
Attachment 2: Letter from NTA Board  
Attachment 3: Brighthouse Consultants - Facility Compliance Report  
- (available on Request)

### **BACKGROUND:**

The Council owns two caravan parks, Brockman Street and Rivers Bend, and leases these to the Nannup Tourism Association (NTA) for \$1 to manage. The income derived from the caravan parks supports the operating costs of the NTA. The lease for the caravan parks is due for renewal on 30 June 2012 and this report examines options for its renewal.

The caravan parks require significant investment if they are to deliver their full potential in terms of earned income. Brighthouse Consultants, who specialise in caravan park redevelopments, carried out an audit of compliance issues with Brockman Street Caravan Park. The main issues identified are:

1. Insufficient number of showers and toilet fixtures for the designated number of sites,
2. Non-compliance with maximum distances for coverage of ablution facilities from sites,
3. Insufficient number and coverage of fire hose reels,
4. Inadequate street and facility building lighting,
5. Availability of potable water and sullage points to site and
6. Road width compliance.

The estimated cost for upgrading fire service, water and sullage is approximately \$30,000 and the estimated cost of a new ablution block is \$250,000.

Rivers Bend has similar issues and also requires works to the steps between terraces and has an electrical supply in significant need of upgrading.

In recognition of the need to upgrade its facilities Council has earmarked \$215,000 from its Royalties for Regions grants for investment in the Brockman Street caravan park. A grant application for \$100,000 is also being submitted to the federal round of Tourism Quality Projects (TQUAL) to provide funding to upgrade the Rivers Bend caravan park.

**COMMENT:**

Council has three options:

1. Enter into a new lease with the Nannup Tourism Association on mutually agreed terms.
2. Seek a commercial return on the assets by conducting an open tendering exercise for the lease or disposal of the caravan parks.
3. Return the management of the caravan parks to Council control.

In considering these options Council will wish to balance the economic benefits of a more commercial approach with the community benefits from the existing arrangement.

Option 1

The NTA Board have been considering whether they wish to continue to manage the caravan parks and meetings have taken place between the NTA and senior officers to explore the options available. The NTA wrote to the Council on 12 January 2012 seeking to extend their lease by six months to allow them time to carry out a financial review (see Attachment 1). At the NTA Board meeting on 12 April 2012 the Board decided that they did not wish to continue with the management of the caravan parks; a letter outlining their decision has been received and is appended at Attachment 2.

This option cannot therefore be pursued but does open up other issues which will need to be resolved:

- the management of the caravan park in the interim period following the termination of the lease with the NTA;
- possible continuing support for the NTA following the termination of its main income stream;
- adjustments to the use of the Visitor Centre or possible relocation of the NTA if it is not managing the caravan parks.

Option 2

This option would entail a competitive tendering exercise for the management of the two sites, either involving a fixed income from the lease of the facilities or some form of profit sharing arrangement.

The option would also allow some flexibility in the investment in the facilities. Council could either carry out all of the investment itself and seek an early commercial return, or structure the lease period and payment terms to allow a third party to invest their own funds in the facilities against an agreed development plan.

Undertaking this type of exercise would take some time and the work could not be completed before the expiry of the current lease. In taking this option forward the lease would either have to be extended (if the NTA were willing to do so) or the caravan park closed until such time as the tendering process is completed.

### Option 3

The remaining option is for Council to reassume responsibility for managing the caravan parks, effectively terminating the lease with the NTA. The NTA may or may not continue to operate from the Visitor Centre, dependent on the best use of available space.

Whilst this option has the advantage that control of the caravan parks would revert to the Council, along with the associated income stream, it would require additional resources within the Shire administration. It is unlikely that the management structure would be able to manage the additional burden of the caravan parks without additional support at a relatively senior level. However, the additional support required should be offset by the increased income derived from the caravan parks once the upgrades have been completed.

### Options Appraisal

Option 1 above must be discounted as the NTA have indicated that they are unwilling to continue with the management of the caravan parks.

Option 3 is not recommended as the current Shire administration lacks the expertise and resources to manage the facilities at the current time. This option would be dependent on a successful recruitment exercise.

Option 2 offers the greatest flexibility:

- it allows Council to evaluate the commercial options for managing the caravan parks by a third party
- it may identify additional investment opportunities to maximise the commercial return from the facilities
- a new flexible lease could be developed to allow the required investment in the caravan parks to be undertaken.

If Council supports the recommendation to go for Option 2 then it may be necessary to extend the existing lease to allow the tendering exercise to be carried out. If the NTA are unwilling to continue to manage the park in the interim, then the caravan park would need to be closed until the management of the facilities can be relet.

### **STATUTORY ENVIRONMENT:**

Local Government Act 1995  
Caravan Parks and Camping Ground Act 1997.

**POLICY IMPLICATIONS:** Nil.

### **FINANCIAL IMPLICATIONS:**

Currently the Council receives no income from the caravan parks. The operational cost of maintaining the caravan parks in 2010/11 was \$21,270 and the budgeted cost in 2011/12 is \$28,266.

Between 1 July 2007 and 30 June 2010 the Council spent \$156,166 maintaining the facilities.

When Brighthouse Consultants undertook a feasibility study in 2003 into options for developing the Brockman Street caravan park they estimated that the net income after completion of the works (estimated to be 2006) would be approximately \$150,000.

### **STRATEGIC IMPLICATIONS:**

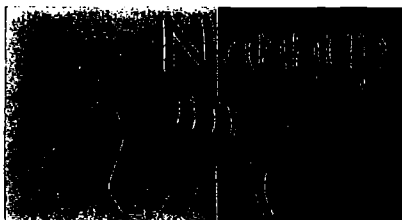
The Council's mission is to "deliver quality services, facilities and representation". The development and future management of the facilities will have significant implications for the attractiveness of Nannup as a tourist destination and for the Council's finances.

**VOTING REQUIREMENTS:** Simple Majority.

### **RECOMMENDATION**

It is recommended that:

1. Council offer the NTA an extension of its current lease for a two month period to allow a competitive tendering exercise for the management of the Brockman Street and Rivers Bend caravan parks to be undertaken;
2. In the event that the NTA do not agree to a lease extension, that the caravan parks be closed until a new contract has been retendered;
3. A new contract for the management of the Brockman Street and Rivers Bend caravan parks commence on 1 September 2012; and
4. Officers explore the issues raised in the letter from the NTA (Attachment 2) with the Association and report back to Council.



## Visitor Centre



4 Brockman Street, Nannup WA 6275

Phone: (08) 9756 1211

Fax: (08) 9756 0051

Email: [info@nannupwa.com](mailto:info@nannupwa.com)

Web: [www.nannupwa.com](http://www.nannupwa.com)

Thursday, 12 January 2012

Mr Rob Jennings  
Chief Executive Officer  
Shire of Nannup  
Adam Street  
Nannup WA 6275

Dear Rob

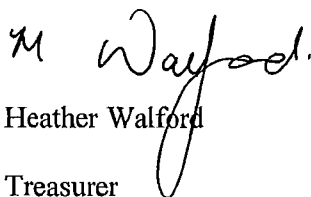
RE Extention of lease for Nannup Caravan Park

Nannup Tourism Association currently leases the Nannup Caravan Park from the Shire of Nannup and the lease expires shortly.

As you know the current board members were elected by the membership in October 2011 and have been working hard to understand the business and the needs of the park. We are working towards a plan to ensure the sustainability of the park under the association as we see the park as a community asset and in the long tern should be able to provide the community with a facility they can be proud of.

The association would like to apply for a 6 month extension of the lease in order to further develop our plans for the park.

Kind Regards

  
Heather Walford  
Treasurer

SHIRE OF NANNUP			
RECEIVED			
Ref: ASS 21 No. 169			
17 APR 2012 NANNUP TOURISM ASSOCIATION (INC)			
CEO	AO	LIB	FMO
MCS	EO	PUB	YO
WM	CDO		RO
MDS	CR:		

April 15, 2012

Mr Rob Jennings  
 Chief Executive Officer  
 Shire of Nannup  
 Adam Street  
 Nannup WA 6275

Dear Mr Jennings:

Re: The management and operation of the Nannup Caravan Park by the Nannup Tourism Association

The Board of the Nannup Tourism Association has agreed that it does not have the resources on a number of levels to effectively and professionally run the Nannup Caravan Park and that a resolution to this problem must be addressed.

Recognising that the upgrade of the caravan park is a huge priority for the best interests of tourism in Nannup and the region as a whole, the NTA acknowledges that it does not have the funds and human resources necessary to oversee the project management of upgrades urgently required to maximise the park's tourism potential. The NTA also does not have the funds which would be required to hire professional management of the park for its day to day operations, something which is clearly needed.

It is therefore the decision of the majority of Board members that the Shire takes over the management and operations of the caravan park. The majority of the Board also believes the Nannup Visitor Centre would benefit – and in fact, require – the assistance of the Nannup Shire in its funding and operations, once the caravan park income no longer supports opening its doors.

The NTA would request the Shire's assistance to run the Nannup Visitor Centre with Athie Chambers to continue as its Manager.

At this stage we do not wish to see the Nannup Tourism Association dissolve and currently do not see this as a natural consequence of the Shire taking over the running of the caravan park and operations of the Visitor Centre.

The NTA could continue to run in the interests of tourism and the promotion of Nannup after ceasing its association with the caravan park because there would clearly be much to gain from continued community input into tourism which is steadily playing a larger role in contributing to the sustainability of the Nannup Shire's economy. It is our wish that the Association continue to run from the Nannup Visitor Centre with adjustments obviously made to allow for the removal of the caravan park operations from the Association's mandate.

Cont.../2

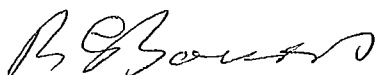
The Visitor Centre has for many years relied on volunteers to open the door and having the responsibility of the caravan park lifted from the volunteer role would alleviate the frequent concerns over booking problems, capital works and maintenance of the caravan park and in the long term ensure happier volunteers whose prime aim is to deliver accurate tourism advice and promote our town and region.

As has been evident in the past, the Centre is currently severely undermanned by volunteers and frequently threatened with temporary closures whilst the NTA has only been able to offer its Manager 21 hours paid work per week.

We understand from information provided by Athie Chambers after meeting with yourself and Chris Wade that the next meeting of the Shire council will be addressing the lease and operations of the caravan park. Athie and NTA board representatives have also expressed a commitment to attend this meeting.

We welcome further input from you on these matters in the interim.

Yours sincerely,



RAY BOWERS  
Chairperson  
Nannup Tourism Association

**AGENDA NUMBER:** 10.9  
**SUBJECT:** Restricted Assets – Monies raised for Timewood Centre  
**LOCATION/ADDRESS:** Nannup  
**NAME OF APPLICANT:** N/A  
**FILE REFERENCE:** FNC17  
**AUTHOR:** Vic Smith – Manager Corporate Services  
**DISCLOSURE OF INTEREST:** Nil  
**DATE OF REPORT:** 4 April 2012

Attachment: Letter from the Community Resource Centre

### **BACKGROUND:**

Council considered a report on its restricted assets at its meeting on 22 March 2012. In considering the report Council requested that a separate item be brought to the April meeting in respect of monies raised in support of the Timewood Centre project. These monies have remained as restricted assets since the project was cancelled on 26 November 2009.

### **COMMENT:**

Monies totalling \$6,456.25 were transferred to restricted assets in June 2008. The funds were generated from various fundraising activities and were intended to support the Timewood Centre project. The activities were:

<b>Activity</b>	<b>\$</b>
Wood Raffles	1,256.25
Cowpad fundraising	300.00
Number plate auction	4,900.00
<b>Total</b>	<b>6,456.25</b>

These funds were not covered in the report considered by Council on 26 November 2009 concerning the future of the Timewood Centre and no decision on their subsequent use has been made. The nature of the fundraising means that it is not possible to return the funds to the original contributors. It would therefore be appropriate to earmark the funds for a use either connected with the objectives of the Timewood Centre or to mitigate the impact of the cancellation of the project.

The Nannup Community Resource Centre (formerly the Nannup Telecentre) was one of the main proposed tenants for the Timewood Centre project and it may be appropriate to use the funds to support the works being undertaken to their current premises. A request to this effect has been received from the Community Resource Centre (see Attachment 1).

**STATUTORY ENVIRONMENT:** Local Government Act 1995



**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

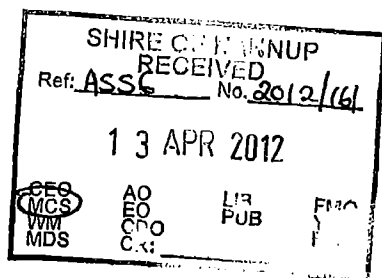
If no suitable use can be found for these funds then they will remain as restricted assets in the Council's accounts for the foreseeable future.

**STRATEGIC IMPLICATIONS:** Nil.

**VOTING REQUIREMENTS:** Simple Majority.

**RECOMMENDATION**

It is recommended that Council use the funds raised to support the Timewood Centre project to support the development of the premises currently occupied by the Nannup Community Resource Centre as set out in their letter to Council dated 5 April 2012.



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

Dear Robert,

**RE: Monies held in Trust – Timewood Centre fundraising**

On behalf of the Nannup Community Resource Centre, I would like to formally request Council consider allocating the recently released Restricted Assets relating to fundraising for the Timewood Centre to the Nannup CRC.

We believe these funds to be fundraising contributions from Nannup Telecentre volunteers which were lodged in Trust at the Shire in the early years of the project prior to the establishment of the Friends of the Timewood Centre.

As fundraising activities at the time were promoted towards contributing to the construction of a new centre which would house the CRC (then Telecentre), we believe the community would be supportive of these funds being provided to the CRC to cover the cost of Electrical and Data installation as part of our current expansion of our premises.

I have found some documentation to support the early fundraising activities of our volunteers in our current records (see attached). Although this does not account for the full \$6,456.25 held in trust, I am confident I could obtain further documentation through a search of our archived records (which are currently in storage) if you require further supporting information.

Please do not hesitate to contact me if you require any further information.

Yours sincerely

Cheryle Brown  
Manager

5 April 2012

Proudly supported by



Department of  
Regional Development and Lands



ROYALTIES  
FOR REGIONS

2 July 2007	Wood raffle	Donated & sold by TC volunteers	\$247.00
18 July 2007	Wood raffle	Donated & sold by TC volunteers	\$517.65
30 July 2007	Wood raffle	Donated & sold by TC volunteers	\$306.85
24 August 2007	Wood raffle	Donated & sold by TC volunteers	\$184.75
26 August 2007	Catering	Morning tea provided by Telecentre volunteers to Bunbury Bird Club visiting Nannup Clockworks	\$477.00
Aug 2007	Wine raffle	Donated by TC President & raffled at Big West quiz	\$20.00
21 Nov 2007	Cow pad raffle	Raffled grid squares	\$300.00
Nov 2007		Proceeds sausage sizzle	\$193.75
Jan 2008	\$50 note raffle		\$50.00
Feb 2008	Laptop Raffle proceeds	Drawn foreshore park opening. Raffle books distributed through Telecentre network and locally	\$2,489.75
9 Feb 2008	Wine raffle	Wine donated by TC President. Tickets sold sat morning by TC volunteers	\$170.00
23 Feb 2008	Hamper raffle	Donated items by Telecentre	\$65.00
Feb 2008	Donation tin	Telecentre donations tin – sale of donated eggs	\$180.15

AGENDA NUMBER: 10.10  
SUBJECT: Budget Monitoring 2011/12  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT:  
FILE REFERENCE: FNC15  
AUTHOR: Tracie Bishop- Finance Officer  
REPORTING OFFICER: Vic Smith – Manager Corporate Services  
DISCLOSURE OF INTEREST: Nil  
DATE OF REPORT: 28 March 2012

Attachment: Monthly Financial Statements for the period ending 29 February 2012

**BACKGROUND:**

It is a statutory requirement that Council report monthly on the financial activity from all the various operating and capital divisions. Previously this has resulted in all variances of 10% being identified and reported. While this achieved the objective of showing these variances as at the date of the report, a lot were actually a result of timing as opposed to actual variances which will carry through to the end of year figures. This report focuses attention on only those variances which we envisage will impact on the end of year position.

The report format does not reflect the detailed requirements as set out in Section 34(1) of the Local Government (Financial Management) Regulations 1996. In order to comply with legislation these statements are provided in Attachments 1 – 3. This covering report identifies all of the major variations; other variations as shown in the statutory statements are due to timing differences.

The report has been broken down showing over and underspends in both operating and capital divisions. The second column shows the current variances and column three shows the anticipated final figures.

**COMMENT:**

The variances to date identify that we anticipate overall expenditure to be \$230,408 less than budgeted. The main savings are from Fuels and Oils, Parks and Gardens, Community Amenities and Economic Services.

The impact of the Milyeannup Fire has seen an overspend within Other Property & Services. Considerable officer time has been spent negotiating with FESA towards a settlement of this overspend but it is not expected to be recouped at this point.

There has been higher income than expected in Private Works, Hall Hire Fees, Housing and Health licenses, resulting in a net increase in income of \$28,500.

Capital expenditure is also expected to be lower than budgeted on the Recreation Centre project; this saving will be carried forward to fund future elements of the project.

More detailed explanations of the variances and the action being taken to address them is contained in the tables at the end of the report.

In the tables below negative figures represent savings in the current year's budget and positive figures overspends in the current year's budget.

<b>Net Result</b>	
<b>Current</b>	<b>Expected End of Year Position</b>
<i>Income</i>	\$751,187
<i>Expenditure</i>	-\$28,500
<i>Net Effect:</i>	-\$1,260,959
	-\$201,908
	-\$509,772
	-\$230,408

<b>Expenditure</b>	
<b>Current</b>	<b>Expected</b>
<i>Operational</i>	-\$1,129,369
<i>Capital</i>	-\$150,208
<i>Net Effect:</i>	-\$131,590
	-\$51,700
	-\$1,260,959
	-\$201,908

<b>Income</b>	
<b>Current</b>	<b>Expected</b>
<i>Under/over received</i>	\$751,187
<i>Net Effect:</i>	-\$28,500
	\$751,187
	-\$28,500

#### **STATUTORY ENVIRONMENT:**

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

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

Operational Expenses/Income				
Expenditure	Current \$	Expected \$	Comment	Management Action
<b>General Purpose Revenue</b>				
Royalties For Regions	-\$1,312,319	-\$15,000	Expenditure is always spent after income received which results in expenditure within Royalties for Regions being less than income outstanding.	MCS to monitor closely.
<b>Housing</b>				
Building maintenance	-\$4,415	\$0	Overall expenses currently lower. Expected to be fully spent by the end of the year.	
<b>Community Amenities</b>				
Waste Management Fees	\$92,275	-\$62,000	General Savings over all areas. Land fill rehabilitation reserve not established at this point in time.	MCS/WM to monitor.
Review on Townsite Strategy	-\$15,000	\$0	Town site strategy review has been replaced by Planning Scheme Review Phase 1. Still to be completed by July 2012	CEO to monitor.
<b>Recreation &amp; Culture</b>				
Parks & Gardens Maintenance	-\$107,595	-\$75,000	Overall Parks & Gardens spending down. Staff changes within Council and hours expended on Mowen Road have contributed.	WM to monitor.
<b>Transport</b>				
Grant Funding	\$279,708	\$0	Mowen Road Expenditure is currently above expectations. This will balance out over remaining months.	WM to monitor.
<b>Economic Services</b>				
Functions & Events	-\$35,914	\$0	Functions & Events expenditure is seasonal and still outstanding to date.	CEO/WM to monitor.
Regional Marketing	-\$7,000	\$0	Marketing & Branding project 50% complete	

Expenditure	Current \$	Expected \$	Comment	Management Action
<b>Other Property &amp; Services</b>				
Fuel & Oil	-\$58,141	-\$50,000	Vehicles currently used predominantly on Mowen Road resulting in cartage distances being minimal and bulk of fuel expenses being taken direct from this account.	WM to monitor.
Batteries & Tyres	-\$18,400	-\$3,000	Vehicle maintenance lower than anticipated. Majority of vehicle maintenance will be within Mowen off season.	
Private Works	\$18,640	\$16,000	Reflects higher than anticipated level of activity.	
Mileyanup Bushfire	\$38,792	\$38,792	Bushfire expenditure not anticipated. It now appears that these expenses will not be recouped.	Continued negotiations with FESA to reach a suitable outcome.
<b>Income</b>	<b>Current \$</b>	<b>Expected \$</b>	<b>Comment</b>	<b>Management Action</b>
<b>General Purpose Funding</b>				
Royalties for Regions	\$797,400	\$15,000	Partial Royalties for Regions income from 2010/11 is still outstanding as is expected grant funds for the current year. It is anticipated that this will have been rectified by the end of the financial year with the end result being a nil surplus/deficit.	MCS to monitor closely.
<b>Other Property &amp; Services</b>				
Private Works	-\$41,451	-\$38,000	Reflects higher than anticipated level of activity.	
<b>Recreation &amp; Culture</b>				
Hall Hire Fees	-\$3,144	-\$3,500	Impact of the User Pays system.	
<b>Health</b>				
General Licensing Fees	-\$1,618	-\$2,000	Introduction of Food licensing has seen income higher than expected.	To be incorporated into 2012/13 budget.

Capital				
Expenditure	Current \$	Expected \$	Comment	Management Action
<b>Recreation and Culture</b>				
Capital Works - Halls	-\$131,590	-\$51,700	Recreation Centre expenditure lower than anticipated.	As this is a capital project, spanning more than 1 year any under spending will be carried forward.

**VOTING REQUIREMENTS:** Simple Majority.

**RECOMMENDATION:**

That the Monthly Financial Statements for the period ending 29 February 2012 be received.



## SHIRE OF NANNUP

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 29 FEBRUARY 2012

<u>Operating</u>	Y-T-D Actual \$	Y-T-D Budget \$	2011/12 Budget \$	Variances Y-T-D Budget to Actual %
<b>Revenues/Sources</b>				
Governance	0	0	0	0%
General Purpose Funding	1,252,370	2,053,833	2,398,608	(39%)
Law, Order, Public Safety	43,726	135,534	269,158	(68%)
Health	2,905	1,328	2,000	119%
Education and Welfare	32,003	258,464	237,710	0%
Housing	11,927	14,368	21,560	(17%)
Community Amenities	102,837	92,392	99,900	11%
Recreation and Culture	6,765	4,128	6,200	64%
Transport	6,188,358	3,837,170	6,551,555	61%
Economic Services	18,904	20,192	30,296	(6%)
Other Property and Services	58,115	16,664	25,000	249%
	<u>7,717,910</u>	<u>6,434,073</u>	<u>9,641,987</u>	<u>20%</u>
<b>(Expenses)/(Applications)</b>				
Governance	(552,425)	(139,502)	(332,851)	296%
General Purpose Funding	(46,770)	(1,340,139)	(1,459,156)	(97%)
Law, Order, Public Safety	(169,238)	(135,510)	(336,392)	25%
Health	(25,726)	(21,262)	(44,372)	21%
Education and Welfare	(101,362)	(74,198)	(129,988)	37%
Housing	(27,484)	(29,712)	(57,066)	(7%)
Community Amenities	(206,189)	(290,816)	(475,565)	(29%)
Recreation & Culture	(187,977)	(271,540)	(491,799)	(31%)
Transport	(1,381,222)	(1,119,760)	(2,205,400)	23%
Economic Services	(72,462)	(102,194)	(176,723)	(29%)
Other Property and Services	(296,948)	7,434	(21,736)	(4094%)
	<u>(3,067,801)</u>	<u>(3,517,199)</u>	<u>(5,731,048)</u>	<u>(13%)</u>
<b>Adjustments for Non-Cash</b>				
<b>(Revenue) and Expenditure</b>				
(Profit)/Loss on Asset Disposals	(3,893)	0	8,344	0%
Depreciation on Assets	1,227,198	801,210	1,641,529	0%
<b>Capital Revenue and (Expenditure)</b>				
Purchase Land and Buildings	(120,905)	(472,716)	(552,740)	(74%)
Purchase Infrastructure Assets - Roads	(4,172,842)	(4,500,016)	(6,373,081)	(7%)
Purchase Plant and Equipment	130,430	0	(126,000)	
Purchase Furniture and Equipment	0	(2,499)	(25,000)	0%
Proceeds from Disposal of Assets	11,298	0	46,000	0%
Repayment of Debentures	(36,537)	(41,040)	(61,572)	(11%)
Self Supporting Loan Principal Repayment			(11,602)	
Restricted Cash	266,934	266,900		0%
Proceeds from New Debentures	0	0		0%
Leave Provisions	131,860	167,227	167,227	(21%)
Depreciation - Plant Reversal	0	0		0%
Accruals		19,301	19,301	(100%)
Transfers to Reserves (Restricted Assets)	0	(4,998)	(363,000)	0%
Transfers from Reserves (Restricted Assets)	0	123,000	433,050	0%
ADD Net Current Assets July 1 B/Fwd	860,681	860,681	155,347	
LESS Net Current Assets Year to Date	4,072,261	1,251,000	(14,044)	
<b>Amount Raised from Rates</b>	<u>(1,127,928)</u>	<u>(1,117,076)</u>	<u>(1,117,214)</u>	

AGENDA NUMBER: 10.11  
SUBJECT: Draft Aged Housing Plan  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT: N/A  
FILE REFERENCE: FNC 6  
AUTHOR: Louise Stokes, Community Development Officer  
REPORTING OFFICER: Robert Jennings – Chief Executive Officer  
DISCLOSURE OF INTEREST: Nil  
DATE OF REPORT: 2 April 2012

Attachment: Draft Aged Housing Plan – Separate Cover

### **BACKGROUND:**

At the July 2011 Council meeting, Council resolved to receive funding to develop a plan to progress aged housing in the Shire of Nannup. This project was contracted to Jackie Massey (JM Community Development Projects). This project was an outcome of the Age Friendly Communities planning undertaken in 2011.

### **COMMENT**

The Aged Housing Plan brief has been achieved, including comprehensive community and stakeholder consultation, with regular updates reported to the Active Ageing Reference Group. The brief involved:

- Conduct a survey of all residents aged 50 years plus to determine their housing needs for the future, desired number of rooms within a unit, complimentary amenities included in facility and proximity to health/services,
- Undertake a site visit to similar communities to view their aged housing models, management structure and funding arrangements,
- Identify suitable land, including costs and availability,
- Liaise with Government Agencies and stakeholder organisations to identify existing models for financing and construction of units plus any services to be included into facility,
- Determine model of management,
- Identify possible funding opportunities,
- Responsibility of each stakeholder (Shire, Hospital, Nannup Community Care, Department of Housing, Danjangerup Cottages).

The project found that Nannup has a limited range of services available for people as they age. This includes:

- 11 multi-purpose beds at the Hospital

- A well-regarded community support service (Nannup Community Care) for help with daily activities such as showering, shopping and transport)
- 3 nurses undertaking home visits
- Visiting doctor service provided by Bridgetown practice
- Rental units for those eligible to meet public housing criteria (9 units at Danjangerup Cottages)
- No small lots in town suitable for those wishing to downsize

The interviews and community survey showed a need for:

- Accessible housing for self-funded retirees
- Additional rental housing for those who meet public housing criteria
- An improved low care hostel environment
- Home nurse visits

The key recommendations from the report include:

#### Recommendation 1.

That whilst the provision of aged housing is not usually core business for local government, the Shire take an active interest in facilitating the staged provision of aged housing options in the Shire given its comparatively small population and the unlikelihood of attracting a commercial developer for this purpose.

#### Recommendation 2.

That the Shire establish a working group as follows to champion and pursue the recommendations listed in this report:

- Councillor to be appointed by Council as Chair;
- 4 additional members invited by the Chair (from the community or from Council but subject to a maximum of one other Councillor) with the power to co-opt additional members as the need arises;
- Membership to include at least one representative from the Danjangerup Cottages management committee;
- Members to be selected to ensure the requisite selection of skills, experience and motivation (e.g. knowledge of finance, health services, building design, land acquisition, community commitment);
- Administrative support to be provided by the Shire.

#### Recommendation 3.

That the Shire take steps, through the working party, to facilitate closing the gaps in service identified through this project in priority order:

- Accessible and affordable housing for self-funded retirees
- Additional rental housing for those who meet public housing criteria

- An improved low care hostel environment
- Home nurse visits (subject to outcome of new Hospital initiatives in this area)

Recommendation 4.

That the Shire;

- continue to liaise with the Hospital and the WA Country Health Service and support their efforts to improve services to the elderly in Nannup (provision of aged care services being a responsibility of state and federal government and funded by them);
- work with the Hospital to achieve a better low care living environment;
- support the Hospital's plans to commence home nursing visits;
- continue to liaise with the Hospital about the provision of activities for the Hospital residents, with the preference being for activities which can be open to non-Hospital residents and activities taking place in a variety of locations.

Recommendation 5.

That the Shire;

- congratulate Danjangerup Cottages on their achievements to date in providing affordable housing for the aged in Nannup; and
- encourage and support Danjangerup Cottages in their plans to expand their number of units.

Recommendation 6.

That the Shire encourage and support the Danjangerup Cottages Committee in their discussions with Access Housing about the possible benefits of any future partnership which would assist in the provision and management of independent living units for the aged in Nannup, both for those eligible for public housing and those in higher income brackets.

Recommendation 7.

That the Shire continue discussions already initiated with churches who may have land suitable for development for aged housing.

Recommendation 8.

That the Shire encourage private developers to include accessible units in their proposed developments, either reserved for those aged over 55 or not.

Recommendation 9.

That the Shire consider issuing a tender for a Public Private Partnership whereby a private developer contracts to build for sale an agreed number of independent living units suitable for aged persons in exchange for profits on other parts of the development.

Recommendation 10.

That the Shire investigate the viability of providing long-stay tenancies in park home accommodation at the Brockman Street Caravan Park.

Recommendation 11.

That the Shire investigate satellite housing options with neighbouring shires (e.g. Manjimup) and with Country Builders.

Recommendation 12.

That the Shire seek community members' views about whether there is sufficient demand for group housing such as an Abbeyfield House, and if so, whether there is the community capacity to provide a local management group.

Recommendation 13.

That when future aged housing developments are in the planning stages, the Shire or housing organizer apply to Lotterywest and other local sources (such as Lions, the Op Shop and the CWA) for grants/assistance to provide ancillary benefits and equipment.

Recommendation 14.

That in planning future aged housing developments, the Shire take account of majority preferences as expressed in the community survey e.g. small pets under conditions, visitors permitted under conditions, the need for infrastructure which encourages social interaction (e.g. shaded seating and communal gardens) but not necessarily an onsite community centre which may duplicate other facilities in town.

Recommendation 15.

That any future aged housing development approved by the Shire incorporate best practice design in terms of universal accessibility and encouragement of social interaction.

Recommendation 16.

That the Shire adopt an Aged Housing Policy which sets out the extent of Shire support to be made available for aged housing developments.

Recommendation 17.

That the Shire recognize that whilst the provision of suitable housing is a primary need for residents as they age, residents' decisions will be influenced by a range of circumstances including the whole spectrum of services and facilities available in Nannup and elsewhere.

The draft Shire of Nannup Aged Housing Plan recommendations and content has been discussed with stakeholders and the Active Ageing Reference Group.

The population of Nannup aged 50 years plus is forecast to rise from 602 in 2007 (about 45% of the population) to 863 in 2026, a nearly 50% increase in this age

bracket. These figures would be dependent on appropriate services and accommodation being available in the Shire of Nannup. Unless existing services and infrastructure are significantly upgraded in the next 15 years, many people who are now aged 55 years and older will be forced to move away from Nannup when they join the 70 yrs+ age cohort in 2026; especially those who develop health problems.

**STATUTORY ENVIRONMENT:** Nil

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Forward Plan 2010/11 – 2014/15:

*Program 8.2.B Assist the Danjangerup Cottages Committee in the construction of additional aged accommodation.*

**VOTING REQUIREMENTS:** Simple majority.

**RECOMMENDATIONS:**

That the Draft Shire of Nannup Aged Housing Plan is received by Council and advertised for public comment for a period of 30 days.

AGENDA NUMBER: 10.12  
SUBJECT: Aged Housing Support Policy  
LOCATION/ADDRESS: N/A  
NAME OF APPLICANT: N/A  
FILE REFERENCE: ADM 9  
AUTHOR: Louise Stokes – Community Development Officer  
REPORTING OFFICER: Robert Jennings – Chief Executive Officer  
DISCLOSURE OF INTEREST: NIL  
DATE OF REPORT: 4 April 2012

Attachment: Aged Housing Support Policy (ADM 9)

**BACKGROUND:**

Council is currently developing an Aged Housing plan that will provide direction to achieve quality housing outcomes that meet the needs of current and future Shire of Nannup residents to assist in becoming an Age Friendly Community.

**COMMENT:**

The Shire of Nannup's population is ageing with close to half of residents aged 55 years and over. This proportion is higher than averages for Australia, the State of Western Australia and Rural Western Australia. One outcome of this situation is an increasing demand for aged accommodation in the Shire. Affordable and accessible accommodation for seniors was one of the primary outcomes of the Shire's Age-Friendly Community Plan (2011) and has also been identified at Community Planning Days and by the Danjangerup Cottages Committee.

This policy has been developed as a consequence of these community views and in order to clearly enunciate what support and contribution the Council may consider for future aged accommodation developments.

**STATUTORY ENVIRONMENT:** Nil

**POLICY IMPLICATIONS:** The Policy will provide appropriate future planning for an age friendly community.

**FINANCIAL IMPLICATIONS:** \$20,000 allocated annually for the purposes of Aged Housing.

**STRATEGIC IMPLICATIONS:**

South West Development Commission Active Ageing Research Project,  
South West Development Commission Strategic Plan 2010 – 2025  
Relates to Manjimup Super town proposal

**VOTING REQUIREMENTS:** Simple majority.

**RECOMMENDATION:**

That Council adopt the attached draft ADM 9 Aged Housing Support Policy.

<b>Policy Number:</b>	ADM 18
<b>Policy Type:</b>	Administration Policy
<b>Policy Name:</b>	<b>Aged Housing Support</b>
<b>Policy Owner:</b>	Chief Executive Officer

Authority Shire of Nannup

## **OBJECTIVE**

The aim of this policy is to achieve quality housing outcomes that meet the needs of current and future Shire of Nannup residents as they age.

This policy establishes what assistance the Shire of Nannup may make towards development of accommodation and housing for aged residents in the Shire, by incorporated not-for-profit community based organisations (“tier one organisations”) and by private companies (“tier two organisations”). Support will only be provided to tier two organisations if the Council determines that the development is expected to provide significant community benefits.

## **BACKGROUND**

The Shire of Nannup’s population is ageing with close to half of residents aged 55 years and over. This proportion is higher than averages for Australia, the State of Western Australia and Rural Western Australia. One outcome of this situation is an increasing demand for aged accommodation in the Shire. Affordable and accessible accommodation for seniors was one of the primary outcomes of the Shire’s Age-Friendly Community Plan (2011) and has also been identified at Community Planning Days and by the Danjangerup Cottages Committee.

This policy has been developed as a consequence of these community views and in order to clearly enunciate what support the Council may consider for future aged accommodation developments.

## **STATEMENT OF PRINCIPLE**

Council considers that its support/assistance to the provision of aged accommodation and housing within the Shire of Nannup is to make suitable sites available, where practicable, to tier one organisations. Council does not consider it has any role in contributing towards the construction of aged accommodation buildings or the operational management of aged accommodation facilities. To the extent that funds permit, Council may contribute towards the cost of common road access and parking for both tier one and tier two organisations.



## POLICY

The Shire of Nannup may provide support to organisations developing accommodation and housing for aged residents in the Shire in the following manner:

1. As the manager of areas of land on behalf of the Crown, the Shire will support use by tier one organisations of suitable land under its control for aged accommodation and housing subject to this being zoned appropriately, being suitably serviced and with the Minister's approval. Suitable land will be assessed according to its proximity to shops, hospital, medical facilities, transport, and community services, as well as being reasonably flat and land easily serviced.
2. Management Orders of the land can remain with the Shire or be transferred from the Crown to the tier one organisations.
3. The Shire may assist with gaining Native Title and Aboriginal Heritage clearances should they need to be obtained (tier one organisations only).
4. The Shire may support approaching the State Government to obtain new reserves to facilitate aged housing.
5. Council will allocate up to \$20,000 annually for the purposes of Aged Housing contributions. The level of this contribution will be subject to annual review.
6. Subject to budget approval, contributions may be made to Aged Housing Developments (tier one and tier two organisations) to assist with the following works:
  - Statutory headwork charges (if applicable) after deduction of any rebate available from the State Government Headwork's Contribution Schemes,
  - Site clearing and leveling necessary to commence development,
  - Construction of common internal vehicle access and common car parking areas (including drainage thereof) and the crossover to the street.
  - Waiver of Shire Development Application and Building License Fees (tier one and tier two organisations);
  - Guidance and advice in preparing formal applications for Government funding to assist with construction costs (tier one organisations only).

Applications for Shire support and assistance will need to be supported by suitable documentation including formal designs and business plans. Where direct costs are involved, eligible organisations will need to ensure that the Shire has had sufficient notice of proposed developments to consider these during the preparation of Annual Budgets. Direct financial support may be excluded if this cannot be accommodated in the budget.

As a guideline staged projects may be eligible for funding at each stage subject to the size of each stage and a guarantee of a minimum time frame, agreed to by Council, between the developments of each stage of the project.

Related Policies:	
Related Procedures/Documents:	Shire's Age-Friendly Community Plan (2011)
Delegated Level:	
Adopted:	OM 26 April 2012
Reviewed:	

AGENDA NUMBER: 10.13  
SUBJECT: Blackwood River Valley Marketing Association  
LOCATION/ADDRESS: N/A  
NAME OF APPLICANT: N/A  
FILE REFERENCE: ASS 24  
AUTHOR: Louise Stokes – Community Development Officer  
REPORTING OFFICER: Robert Jennings – Chief Executive Officer  
DISCLOSURE OF INTEREST: NIL  
DATE OF REPORT: 16 April 2012

Attachment: Correspondence from Blackwood River Valley Marketing Association

**BACKGROUND:**

Correspondence was forwarded to Council in October 2011 advising that the Blackwood River Valley Marketing Association (BRVMA) were proposing to identify a sustainable direction for marketing the Blackwood River Valley region. Regional Tourist Association, Local Government Councillor and Officer Representation were deemed integral to this proposal.

**COMMENT:**

A workshop was held in Bridgetown with invited representatives to ascertain the future sustainable approach of the Blackwood River Valley Marketing Association. It was decided that the Visitor Centres of the region would have a pivotal role in the marketing activities of the Blackwood River Valley Marketing Association with support from industry members, Local Government Officers and Councillors. Previously the Visitor Centres had supported the BRVMA but not had a leading role in the Association activities.

The request for a nominated Councillor to be a representative on the BRVMA is recommended.

**STATUTORY ENVIRONMENT:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Australia South West Strategic Plan

**VOTING REQUIREMENTS:** Simple majority.

**RECOMMENDATION:**

That Councillor \_\_\_\_\_ is the Council representative of the Blackwood River Valley Marketing Association.

**PRESIDENT**  
**Jill Duncan**  
**Phone: 9764 1128**

**VICE PRESIDENT**  
**Tom Oversby**

**TREASURER**  
**Brian Moore**  
**Phone: 9761 2363**

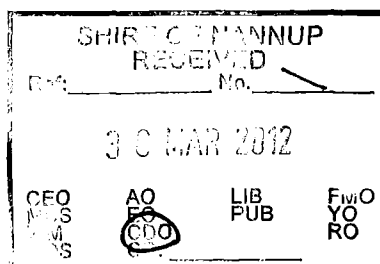


**BLACKWOOD RIVER VALLEY**

All Correspondence to  
 The Secretary  
 Jan Retallack  
 46 Nelson  
 Street  
 Bridgetown  
 WA 6255  
 Phone: 9761 4803

28 March 2012

CEO  
 Mr Robert Jennings  
 PO Box 11  
 Nannup WA 6275



Dear Robert

You will remember that in correspondence date 26 Oct '11, the Blackwood River Valley Marketing Association advised that they intended to hold a workshop to investigate the aims and future direction of the association. We undertook to keep you informed of decisions made and so I enclose the notes from the Workshop.

The workshop was well attended by both tourism operators and key stakeholders in the Blackwood River Valley and It was the stongly supported decision at the workshop for the BRVMA to continue operation as the Regional Tourism Body

This needs the **dedication** of **ALL** concerned to enable us to fulfill our obligation of fostering the identity of the Blackwood River Valley and the towns within as a tourist destination. It was decided that the Visitor Information Centre Managers would have a pivitol role and they are enthusiastic about their new involvement within the BRVMA, but they need a full commitment from all other participants. it was also re-confirmed that the BRVMA committee "*shall include a representative from each shire*" in the belief that it is critical that the Shires, as stake holders in development of the Region, be represented.

We therefore request that the Council please confirm / nominate a councillor AND a delegated-proxy (another councillor, CDO or other designated representative) to enable a spokesperson from the Shire to be present at each and every bi-monthly meeting.

Meetings will be held in Bridgetown until the Annual General Meeting , in August 2012.

Our next meeting is scheduled for the **17 April 2012 at 9.30am** in the Bridgetown Shire Committee Room, with following meetings being held in June and August.

I look forward to your earliest response.

Yours faithfully  
 Jan Retallack

Hon Secretary BRVMA

cc Shires of Bridgetown, Boyup Brook and Donnybrook-Balingup

**BLACKWOOD RIVER VALLEY MARKETING ASSOCIATION INC.**

*Experience Nature's Treasure*

**through the areas of Darkan, Boyup Brook, Bridgetown, Greenbushes, Balingup,  
 Donnybrook and Nannup.**

[www.blackwoodrivervalley.org.au](http://www.blackwoodrivervalley.org.au)

**NOTES FROM BRVMA WORKSHOP  
HELD TUESDAY 28 FEBRUARY 2012 AT 12.00 PM  
BRIDGETOWN LESSER HALL**

**ATTENDANCE:** Fran Wilshausen, Balingup VC Manager; Sue White, ex Secretary/Treasurer Boyup Brook; Louise Kingston, WBSA; Christine King, Blue Sky Retreat; Brian Vanallen, CRDO Donnybrook-Balingup; Louise Barnard, ASW; Di Huband, Shambhala Guest House; Shirley Broadhurst, Boyup Brook Tourism Rep; Jill Duncan, Balingup Shire Rep; Jennifer Duncan, BGTA and Chudacud; Barbara Johnson, BGTA and Tweed Valley Lodge; Jan Retallack, Hon Sec BRVMA; Tanya Newman for Jalbarragup Cottages; Louise Stokes, CDO Nannup; Steve Boak, NTA; Helen O'Connell, Boyup Brook VC Manager; Dariel Hodgins, Bridgetown VC Manager; Ray Thomas, Facilitator; and late arrivals Brian Moore, Bridgetown Shire Rep; Jo Moore, Bridgetown and Mark Exeter, SWDC;

**APOLOGIES:** Sascha Papalia, ASW; Pam Williamson, Chestnut Brook; Laraine and Grant Raynel, Loose Goose Chalets; Helen Hack, Boyup Brook Physiotherapy; Phil Laird, Nannup Furniture Gallery; Carol Bullard, BTA

**INTRODUCTION:**

Facilitator Ray Thomas welcomed those present and gave a brief outline of the purpose of the workshop. He emphasised the importance of the BRVMA changing to meet current needs, and the concerns that change may bring. Any outcome from the workshop to be "optimistic".

**BACKGROUND:**

Sue White (ex-Secretary/Treasurer of the BRVMA) gave an overview of the history of the association since its inception in 1984 (as an initiative of the four shires concerned), and included a list of achievements of the BRVMA over the years.

**DISCUSSION NOTES:**

(These notes are recorded as the points were raised, and there is no attempt to categorise or evaluate each issue/comment.)

1. Ray Thomas - is there any value in maintaining the brand as a regional entity? There was general consensus that there is value in using the regional aspect of the brand.
2. Remove "River" from the title of the association? Implications in relation to the web site, cost of change, constitutional issues. Appeared to be no valid argument for making the change.
3. Sue White - BRVMA was envisaged as an umbrella organisation to undertake activities outside the realm of individual tourist information centres.
4. Funding - traditional sources = shires contribution, operator membership, various grants.
5. BRVMA does not have a profile which makes it hard to sell to members/potential members.
6. Councillors/operators not generally aware of BRVMA.
7. Need to develop Vision, Mission Statement, Goals, Actions, Projects, and KPI's to measure progress. Also develop/create strategic partnerships.
8. Tourist Info. Centres in the past have failed to pass on information from BRVMA to their members.
9. BRVMA is in the doldrums. Core issue is to convince tourist industry and TIC's in the valley to be involved, and advantages of involvement. Forget about membership. TIC's in each town to be the drivers of BRVMA as a regional entity. (Ray)
10. Fran W - need to get a vision and a project to achieve.
11. ASW representative requested to explain how other sub-regions operate eg. Margaret River Wine Region has two arms -Geographe Region run by Busselton TIC, and Augusta-Margaret River run by A/MR TIC. ie driven by Visitors' Centres.
12. Louise Stokes - model with TIC as drivers has merit. Can BRVMA afford membership of ASW? Warren Blackwood Event Alliance has applied to Royalties for Regions for funding.
13. Ray - affirmed that fundamental drivers for tourism in the valley should be the TIC's.
14. Difficulty with smaller TICs having the funding and time to drive even their own TIC.
15. Model using TICs as drivers should be adequately resourced. Pay TIC managers to attend meetings.
16. BRVMA needs to develop a structure proposal to bring to TICs for better returns than at present.
17. Shirley - questioned whether ASW or SWDC would fund TIC managers to attend meetings. Answer - NO. Can assist with funding for specific projects. Local support not forthcoming - Tourism WA not funding any TICs - therefore it is up to the Shires and TICs.

18. ASW is promoting the south west so BRVMA could pay membership to have ASW do the job for us ie. use limited funds in this way.

19. BRVMA becomes a support eg. "What's on in the valley this week!" using the four TICs.

20. Brian - BRVMA holds a unique position in the south west. Identity would be swamped by Margaret River as part of ASW. Problem is finding people to do the job. Solution: Four TICs pool resources to promote the Valley with small projects to collaborately promote the four TICs.

21. Need to get four TICs together to determine what can be done easily to promote the valley.  
(Ray)

22. TICs need to feel they belong in the region ie. ownership and immediate value.

23. Possibly develop Facebook page of events, etc.

24. Committee - does it need councillors? Maybe CDOs are more appropriate.

25. Steve - develop a project-based model Or co-ordination role (low budget)

26. Communication/feedback has been a problem in the past.

27. ASW fails to promote inland widely because of lack of population compared to Margaret River and coastal regions. (Comment from floor)

28. BRVMA Committee - needs to develop Vision etc. (as in Point 7); develop structure proposal as a "brand" not a funding body ie co-ordination; remains an effective body fo communication, lobbying, regional funding, etc; small projects to start with and be successful.

29. What is the feeling of the TICs in relation to the BRVMA currently?

Bridgetown - disillusioned at the moment but enthusiastic about developing a forum for TICs.

Boyup Brook - promote through ASW who have the resources.

Balingup - enthusiastic about TICs involvement.

RESOLUTION:

"That the BRVMA Committee shall include one representative from each shire (nominated by shire council) and one representative from each TIC and /or Tourist Association."

2. The role of the committee is to foster co-operation between the TICs, Tourist Associations and the shire councils in a continued approach to marketing the Blackwood RiverValley as a tourist destination. "

Moved Christine King      Seconded Shirley Broadhurst

CARRIED

**ACTION:** Current BRVMA Committee will meet as soon as possible to consider the resolution and the issues raised during the workshop with a view to developing a structure proposal for collaborative co-operation between the shires, TICs and Tourist Associations.

Jill Duncan  
President BRVMA

Jan Retallack  
Hon Sec. BRVMA

AGENDA NUMBER: 10.14  
 SUBJECT: Accounts for Payment – March 2012  
 LOCATION/ADDRESS: Nannup Shire  
 FILE REFERENCE: FNC 8  
 AUTHOR: Tracie Bishop – Finance Officer  
 AUTHORISING OFFICER: Vic Smith – Manager Corporate Services  
 DISCLOSURE OF INTEREST:  
 DATE OF REPORT: 16 April 2012

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.

If councillors have questions about individual payments prior notice of these questions will enable officers to provide properly researched responses at the Council meeting.

**Municipal Account**

Accounts paid by EFT	EFT 3361 – 3533	\$1,369,333.25
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Accounts paid by cheque	Vouchers 18824 – 18861	\$169,035.90
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**Trust Account**

Accounts Paid by cheque	Voucher – 22760	\$150.00
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**STATUTORY ENVIRONMENT:**

Local Government (Financial Management) Regulation 13

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

As indicated in the Schedule of Accounts for Payment.

**STRATEGIC IMPLICATIONS:** Nil.

**VOTING REQUIREMENTS:** Simple majority

**RECOMMENDATION:**

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$1,538,519.15 in the attached schedule be endorsed.

**SCHEDULE OF ACCOUNTS PAYABLE**  
**SHIRE OF NANNUP**  
**SUBMITTED TO COUNCIL'S APRIL 2012 MEETING**

**MUNICIPAL ACCOUNT**

Chq/EFT	Name	Description	Amount
EFT3361	MEB INDUSTRIES	CONCRETE PIPE, RUBBER RING & SINGLE PIPE HEADWALL	\$6,604.20
EFT3362	AUSTRALIA POST	POST BOX RENTAL	\$93.00
EFT3363	HOWARD PORTER	SUPPLY & INSTALL SUNDRY ITEMS TO TRUCK	\$1,936.00
EFT3364	NANNUP SURVEYS	FIELDWORK ON STAGE 3 MOWEN RD - 27/2/12 - 9/3/12	\$12,540.55
EFT3365	BUSSELTON RETRAVISION	FROGS PURCHASES	\$6,489.00
EFT3366	NANNUP SKIP BINS	SKIP BIN SVCE	\$480.00
EFT3367	DATA #3 LIMITED	LICENCE FEES	\$619.80
EFT3368	BLACKWOOD VALLEY BUS SERVICE	NANNUP CONNECT TO MANJIMUP 6/3/12 - P/O 12797	\$345.00
EFT3369	ROBERT LONGMORE	REIMBURSEMENT OF EXPENSES	\$80.00
EFT3370	IMINI HOLDINGS PTY LTD	TRANSPORTABLE - 7/2/12 - 6/3/12	\$330.00
EFT3371	BP NANNUP	FEBRUARY FUEL ACCOUNT	\$422.23
EFT3372	CRABAPPLE LANE BED AND BREAKFAST	ACCOMMODATION - 28/2/12	\$110.00
EFT3373	SETTLERS ROOFING AND GRADING	WATER CARTING - 27/2/12 - 9/3/12	\$10,230.00
EFT3374	PM TREASURE - EARTHMOVING CONTRACTOR	GRADER HIRE - MOWEN RD - 27/2/12 -9/3/12	\$17,578.00
EFT3375	PETER TILLEY	WATER CARTING 27/2/12 - 9/3/12	\$10,560.00
EFT3377	HILL'S TULIPS TASMANIA	TULIP BULBS	\$2,745.60
EFT3378	PJ & VL LAMERS	BUS SVCE - NANNUP CONNECT TO BUSSELTON & RETURN	\$300.00
EFT3379	EDGE PLANNING & PROPERTY	CONTRACT PLANNING SVCS	\$3,324.75
EFT3380	MADER RICKARD CIVIL PTY LTD	MOWEN ROAD PROJECT	\$96,574.50
EFT3381	J M COMMUNITY DEVELOPMENT PROJECTS	STAGE 1 - ECON BUS.CASE- HEART OF NANNUP	\$5,852.00
EFT3382	VIC SMITH	REIMBURSEMENT OF EXPENSES	\$428.29
EFT3383	FARZY'S AUTOMOTIVE SERVICES	GAS UP AIR CONDITIONER - NP3006	\$881.49
EFT3384	LOUISE'S KITCHEN	REFRESHMENTS - BALINGUP ROAD FIRE	\$113.80
EFT3385	GAS-IT PIPE CONTRACTING	PROVISION OF ROAD TRAFFIC MNGMT	\$7,339.20
EFT3386	GREENLINE	COUPLING & SPRING LOCKING PIN	\$2.68
EFT3387	TEMPLEMORE TEA HOUSE	CATERING SERVICE FOR 14 PEOPLE	\$280.00
EFT3388	CEBAS PTY LTD	FURNITURE & MISC. ITEMS FOR FROGS - (FROM IKEA)	\$7,126.30
EFT3389	DEPARTMENT OF AGRICULTURE & FOOD WA	QUARANTINE INSPECTION - PLANT	\$44.25
EFT3390	BUSSELTON REWINDS	ONGA MINIPRESS CONTROLLER FOR PUMP	\$292.00
EFT3391	SOILS AIN'T SOILS BUSSELTON	BRICKIES SAND - P/O 12804	\$500.00
EFT3392	COATES HIRE	HIRE OF ROLLER MULTI TYRE & ROLLER PAD DRUM	\$30,203.92
EFT3393	CHAMP PTY LTD (COMSOFT)	12 MONTH SUBSCRIPTION TO LMSI	\$1,138.50
EFT3394	HOLCIM AUSTRALIA PTY LTD	STABILISED SAND - P/O 12650	\$10,783.96
EFT3395	GEOGRAPHE SAWS & MOWERS	AUGER, SET OF BLADES & FILTERS	\$531.00
EFT3396	CORPORATE EXPRESS	STATIONERY SUPPLIES - T-CARDS	\$261.91
EFT3397	LANDGATE	GRV INTERIM VALUES	\$243.07
EFT3398	DARRADUP VOLUNTEER BUSH FIRE BRIGADE	CATERING FOR SENIORS AFTERNOON TEA	\$96.00
EFT3399	D & J MILLER (DO YOUR BLOCK CONTRACTING)	MOWEN RD WATER TRUCK 29/2/12 - 9/3/12	\$9,955.00
EFT3400	DOBBIN DESIGN	FROGS PROJECT MANAGEMENT	\$2,508.00
EFT3401	FIRE AND EMERGENCY SERVICES AUTHORITY	2011/12 ESL QUARTER 3 CONTRIBUTION	\$18,575.69
EFT3402	FITZ GERALD STRATEGIES	TRAVEL & MEETINGS WITH STAFF -EBA NEGS	\$2,906.19
EFT3403	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT COSTS	\$539.28
EFT3404	K & C HARPER	SUNDRY MAINTENANCE	\$160.60
EFT3405	LOCAL GOVERNMENT MANAGERS AUSTRALIA	2011 LGMA INTEGRATED PLANNING MASTER CLASS	\$1,320.00
EFT3406	MALATESTA ROAD PAVING	BITUMEN PRODUCTS - MOWEN ROAD	\$125,131.80
EFT3407	MUIRS MANJIMUP	SERVICE NP3471	\$777.11
EFT3408	NANNUP HANDY FOODS	40 BAGS OF ICE	\$100.00
EFT3409	NANNUP HARDWARE & AGENCIES	22 X WARATAH DROPPERS	\$7,659.55
EFT3410	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS	\$243.63
EFT3411	SERENA TERRY	CONCEPT DESIGN - JALBARRAGUP BRIDGE	\$250.00
EFT3412	NANNUP COMMUNITY RESOURCE CENTRE	TELEGRAPH - MARCH 2012	\$365.75
EFT3413	BUSSELTON RURAL SUPPLIES	METSULFURON CHEMAG	\$18.00
EFT3414	RENTAL CHOICE	OFFICE FRIDGE	\$429.00
EFT3415	RICOH BUSINESS CENTRE	PHOTOCOPIER BILLING JOB - METER READINGS	\$591.92
EFT3416	R & R TAPE & SAFETY SUPPLIES	SUNDRY SUPPLIES	\$495.00
EFT3417	SYNERGY	ELECTRICITY EXPENSES	\$2,049.75
EFT3418	SUGAR MOUNTAIN ELECTRICAL SERVICES	INSTALL CONSUMER POLE AT ROAD BOARD PARK	\$2,541.19
EFT3419	SOUTHWEST TYRE SERVICE	TYRE WORK - P314, PIG TRAILERS, P92 & P313	\$10,689.00
EFT3420	SHIRE OF MANJIMUP	IT CONSULTANCY	\$712.50
EFT3421	SCOTTIES EXCAVATIONS	HIRE TRUCK FLOAT & EXCAVATOR & VOLVO LOADER	\$22,602.25
EFT3422	STEWART & HEATON CLOTHING CO. PTY LTD	FIRE SERVICES SHIRTS FOR NANNUP BROOK	\$794.37
EFT3423	SOUTH WEST RUBBER STAMPS	RUBBER STAMP 6L	\$31.25
EFT3424	WESTERN POWER	ALTERATION OF COMMERCIAL SUPPLY - FROGS	\$12,007.00
EFT3425	TOTAL EDEN	SPRINKLER GEAR DRIVE	\$129.56
EFT3426	TRACIE BISHOP	REIMBURSEMENT OF EXPENSES	\$73.33



**SCHEDULE OF ACCOUNTS PAYABLE  
SHIRE OF NANNUP  
SUBMITTED TO COUNCIL'S APRIL 2012 MEETING**

**MUNICIPAL ACCOUNT**

Chq/EFT	Name	Description	Amount
EFT3427	WARREN BLACKWOOD WASTE	BIN PICK UPS 1/2/12 - 29/2/12	\$6,690.53
EFT3428	WORTHY CONTRACTING	1 MONTH CONTRACT - NWF	\$18,307.33
EFT3429	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$14,545.10
EFT3430	AUSTRALIAN TAXATION OFFICE	FEBRUARY 2012 - BAS	\$89,845.00
EFT3431	BATTERY ALL TYPES	MOBILE PHONE BATTERY	\$34.20
EFT3432	MJB INDUSTRIES	CONCRETE PIPES & RUBBER RINGS & HEADWALL	\$7,047.01
EFT3433	NANNUP SURVEYS	FIELDWORK & OFFICEWORK 12/3/12 - 23/3/12	\$11,097.63
EFT3434	JP REPAIRS	SUPPLY , FIT & BALANCE 4 TYRES	\$1,044.00
EFT3435	REPCO PTY LTD	FINALISE ACCOUNT	\$17.78
EFT3436	LGIS RISK MANAGEMENT	LGISWA SOUTH-WEST RISK COORDINATION PROGRAMME	\$2,327.60
EFT3437	BLACKWOOD VALLEY BUS SERVICE	NANNUP CONNECT TO MANJIMUP 20/3/12	\$345.00
EFT3438	HIP POCKET WORKWEAR	4 X BOOTS FOR SCOTT RIVER VBFB	\$599.80
EFT3439	P & F MARTIN	REPAIR BRAKES ON ISUZU FSS550 DARRADUP	\$3,750.96
EFT3440	SCANIA AUSTRALIA - BUNBURY OFFICE	SUPPLY LENS FOR L/H FRONT HEADLIGHT	\$79.53
EFT3441	SETTLERS ROOFING AND GRADING	WATER CARTING 12/3/12 - 23/3/12	\$12,100.00
EFT3442	PM TREASURE - EARTHMOVING CONTRACTOR	EARTHMOVING 12/3/12 - 23/3/12 MOWEN RD	\$21,505.00
EFT3443	ROBERT JENNINGS	REIMBURSEMENT OF EXPENSES	\$114.84
EFT3444	EDGE PLANNING & PROPERTY	CONSULTACY - PLANNING SERVICES	\$3,118.50
EFT3445	MADER RICKARD CIVIL PTY LTD	HIRE OF MACHINERY	\$106,141.75
EFT3446	GAS-IT PIPE CONTRACTING	PROVISION OF ROAD TRAFFIC MNGMT	\$1,663.20
EFT3447	PETER TILLEY	WATER CARTING 12/3/12 - 23/3/12	\$11,825.00
EFT3448	WESTFLOW INVESTMENTS PTY LTD	RFT GRAPHITE ROAD - FIRST PAYMENT	\$80,978.95
EFT3449	PRITCHARD BOOKBINDERS	BIND 5 VOLUMES OF COUNCIL MINUTES	\$242.00
EFT3450	SUSSEX TURF CONTROL	OVAL RENOVATION - 8 & 9TH MARCH 2012	\$4,490.00
EFT3451	ECOSHOPPER PTY LTD	BAGS & APRONS FOR YOUTH WEEK WORKSHOP	\$308.25
EFT3452	KANGAROO EDUCATIONAL PTY LTD	SUPPLIES - FROGS EARLY LEARNING CTRE	\$3,631.65
EFT3453	BELL FIRE EQUIPMENT	SERVICE LOCAL BUSH FIRE BRIGADE EQUIPMENT	\$1,618.87
EFT3454	BUSSELTON TELEPHONES	PRE-PAID MOTOROLA MOBILE	\$648.00
EFT3455	COATES HIRE	HIRE OF SMOOTH ROLLER SINGLE DRUM	\$1,428.01
EFT3456	CIVI TEST SOU WEST	MOWEN ROAD WORK	\$3,525.50
EFT3457	CUTTS ENGINEERING PTY LTD	FIT 3 CAM LOCK FITTING TO WATER TRUCK	\$351.79
EFT3458	CORPORATE EXPRESS	STATIONERY SUPPLIES - RED TAG T CARDS	\$16.50
EFT3459	DARRADUP VOLUNTEER BUSH FIRE BRIGADE	3RD QUARTER ESL	\$2,800.00
EFT3460	D & J MILLER (DO YOUR BLOCK CONTRACTING)	WATER CART AT MOWEN ROAD	\$11,165.00
EFT3461	DEPARTMENT OF FINANCE - SHARED SERVICES	RECOVERIES OF LOST/DAMAGED BOOKS	\$146.35
EFT3462	EAST NANNUP BUSH FIRE BRIGADE	3RD QUARTER ESL	\$340.00
EFT3463	THE GOOD FOOD SHOP	REFRESHMENTS	\$22.90
EFT3464	UHY HAINES NORTON	REG FOR FINANCIAL REPORTING & MGMT WORKSHOPS	\$3,113.00
EFT3465	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	\$105.49
EFT3466	INSIGHT CCS PTY LTD	OVERCALLS FEE FOR MONTH OF FEBRUARY 2012	\$143.11
EFT3467	K & C HARPER	CARAVAN PARK MAINTENANCE	\$509.30
EFT3468	MALATESTA ROAD PAVING	BITUMEN PRODUCTS - FOUR ACRES RD	\$31,836.75
EFT3469	MUIRS MANJIMUP	SUPPLY 1 X RANGER PX CREW CAB - 1DTM182	\$35,277.20
EFT3470	LGIS WORKCARE	ADJUSTMENT FOR 30/6/10 - 30/6/11	\$14,300.00
EFT3471	NANNUP HARDWARE & AGENCIES	FARM FENCE, GATE, STEEL POST & WIRE	\$4,925.00
EFT3472	NANNUP NEWSAGENCY	POSTAGE AND STATIONERY	\$753.08
EFT3473	NANNUP STATE EMERGENCY SERVICE	3RD QUARTER ESL	\$1,941.00
EFT3474	NANNUP BROOK BUSH FIRE BRIGADE	3RD QUARTER ESL	\$1,812.50
EFT3475	NORTH NANNUP BUSH FIRE BRIGADE	3RD QUARTER ESL	\$2,461.25
EFT3476	NANNUP MUSIC CLUB INC	2 X ADULT WEEKEND TICKETS TO MUSIC FESTIVAL	\$290.00
EFT3477	NANNUP TIMBER PROCESSING	TIMBER SUPPLIES	\$2,805.00
EFT3478	PROTECTOR ALSAFE	20 X BUSHFIRE HELMETS - NORTH NANNUP VBFB	\$2,552.40
EFT3479	ROD'S AUTO ELECTRICS	SUPPLY SUNDRY SUPPLIES	\$536.53
EFT3480	SCOTT RIVER JASPER BUSH FIRE BRIGADE	3RD QUARTER ESL	\$1,064.25
EFT3481	SHIRE OF MANJIMUP	EDGING WORKS ON STACEY RD	\$24,089.85
EFT3482	SCOTTIES EXCAVATIONS	HIRE OF MACHINERY	\$20,671.75
EFT3483	STEWART & HEATON CLOTHING CO. PTY LTD	SAFETY WEAR	\$184.35
EFT3484	TOTAL EDEN	SPRINKLER GEAR DRIVE & NOZZLES	\$262.28
EFT3485	B.J. & F.H. TOMAS	TRACTOR HIRE AND DRILLING - MOWEN RD	\$1,430.00
EFT3486	WALGA	MARKETFORCE ADVERTISING - FEBRUARY 2012	\$717.10
EFT3487	CHILLCO COOLERS	SAFETY AWARDS	\$2,355.38
EFT3488	MJB INDUSTRIES	20 X CLASS 4 CONCRETE PIPE	\$7,650.50
EFT3489	NANNUP SURVEYS	FIELD & OFFICE WORK 16/3/12 - 4/4/12	\$8,975.43
EFT3490	LGIS RISK MANAGEMENT	CHEMERT PESTICIDE TRAINING	\$963.71
EFT3491	WA TEMPORARY FENCING SUPPLIES	30 X BRACKET/COUPLERS	\$165.00
EFT3492	IMINI HOLDINGS PTY LTD	HIRE OF TRANSPORTABLE 6/3/12 - 3/4/12 - P/O 11757	\$330.00
EFT3493	BP NANNUP	FUEL - MARCH 2012	\$1,284.16
EFT3494	ARBOR GUY	EMERGENCY CALL OUT - FIRE WORKS TREE REMOVAL	\$825.00
EFT3495	SETTLERS ROOFING AND GRADING	WATER CARTING 26/3/12 - 4/4/12	\$9,130.00
EFT3496	PM TREASURE - EARTHMOVING CONTRACTOR	MACHINE HIRE 26/3/12 - 5/4/12	\$15,287.25
EFT3497	KERRIE YABSLEY	REIMBURSEMENT OF EXPENSES	\$388.55
EFT3498	MADER RICKARD CIVIL PTY LTD	HIRE OF MACHINERY	\$69,344.00

**SCHEDULE OF ACCOUNTS PAYABLE  
SHIRE OF NANNUP  
SUBMITTED TO COUNCIL'S APRIL 2012 MEETING**

**MUNICIPAL ACCOUNT**

Chq/EFT	Name	Description	Amount
EFT3499	VIC SMITH	REIMBURSEMENT OF EXPENSES	\$948.00
EFT3500	CATHERINE STEVENSON	PROJECT MANAGEMENT - ELLIS CREEK WALK TRAIL	\$1,289.50
EFT3501	WESTFLOW INVESTMENTS PTY LTD	2ND PAYMENT - GRAPHITE ROAD	\$80,978.95
EFT3502	SEME SOLUTIONS PTY LTD	RADIO CONTROLLED BASKETBALL SCOREBOARD	\$2,453.00
EFT3503	MARGARET RIVER MOWERS & CHAINSAWS	1 X DUNLITE/HONDA GENERATOR 6KVA 4800W 11HP	\$1,850.00
EFT3504	AMD CHARTERED ACCOUNTANTS	FINANCIAL MANAGEMENT SYSTEM REVIEW	\$7,315.00
EFT3505	BLACKWOODS ATKINS	SUNDRY SUPPLIES	\$158.87
EFT3506	COATES HIRE	HIRE - MULTI TYRE ROLLER & ROLLER PAD DRUM 2	\$22,745.71
EFT3507	HOLCIM AUSTRALIA PTY LTD	STABILISED SAND	\$7,942.00
EFT3508	CORPORATE EXPRESS	OFFICE STATIONERY	\$85.98
EFT3509	D & J MILLER (DO YOUR BLOCK CONTRACTING)	WATER CARTAGE - MOWEN ROAD	\$8,800.00
EFT3510	DOBBIN DESIGN	FROGS PROJECT MANAGEMENT	\$2,574.00
EFT3511	THE GOOD FOOD SHOP	REFRESHMENTS - TOWER ROAD FIRE	\$834.30
EFT3512	GEOFABRICS AUSTRALASIA PTY LTD	30 ROLLS FILTERWRAP 2M X 50M	\$3,465.00
EFT3513	HOWSON TECHNICAL	GRAPHITE ROAD - BLACKSPOT PROJECT	\$4,158.00
EFT3514	HOLBERRY HOUSE	REFRESHMENTS - TOWER ROAD FIRE	\$140.00
EFT3515	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	\$259.75
EFT3516	JASON SIGNMAKERS	YELLOW POSTS & CAPS	\$1,094.50
EFT3517	GREG MADER & CO.	MACHINERY HIRE	\$8,151.00
EFT3518	MUIRS MANJIMUP	NP3471 - NISSAN D40 - 50,000KM SERVICE	\$414.81
EFT3519	NANNUP HANDY FOODS	SUNDRY SUPPLIES	\$108.00
EFT3520	NANNUP HARDWARE & AGENCIES	SUNDRY SUPPLIES	\$4,585.75
EFT3521	NANNUP COMMUNITY RESOURCE CENTRE	TELEGRAPH ADVERT - APRIL 2012	\$363.00
EFT3522	PRESTIGE PRODUCTS	CLEANING SUPPLIES	\$385.00
EFT3523	ROD'S AUTO ELECTRICS	SUPPLY BATTERIES & BEACON LIGHTS	\$837.82
EFT3524	RICOH BUSINESS CENTRE	PHOTOCOPIER BILLING JOB	\$509.20
EFT3525	SYNERGY	ELECTRICITY EXPENSES	\$4,023.70
EFT3526	SOUTHWEST TYRE SERVICE	TYRE SUPPLIES	\$2,897.00
EFT3527	SCOTTIES EXCAVATIONS	HIRE MACHINERY - MOWEN ROAD	\$19,885.25
EFT3528	LOUISE STOKES	REIMBURSEMENT OF EXPENSES	\$90.00
EFT3529	TOTAL EDEN	SPRINKLER GEAR DRIVE FC RAINBIRD X20	\$1,329.90
EFT3530	IT VISION	SYNERGYSOFT LICENCING - ANNUAL	\$6,022.50
EFT3531	WML CONSULTANTS	MOWEN ROAD PROJECT MANAGEMENT	\$3,638.25
EFT3532	WARREN BLACKWOOD WASTE	BINS PICK UPS 7/3/12 - 28/3/12	\$6,004.76
EFT3533	WORTHY CONTRACTING	1 MONTH CONTRACT -NWF	\$9,463.33
<b>Total Municipal Fund EFT Payments</b>			<b>\$1,369,333.25</b>
18824	DIRECT FUEL SUPPLIES	FUEL SUPPLIES	\$676.11
18825	OXFAM AUSTRALIA	DONATION FROM RECOVERABLE EXPENSES.	\$64.30
18826	BRIGHTHOUSE CONSULTANTS	LEGISLATION COMP. REPORT -BROCKMAN ST C/PARK	\$5,643.00
18827	FORPARK AUSTRALIA	PLAYGROUND EQUIPMENT	\$101.20
18828	NANNUP BAKERY	REFRESHMENTS	\$70.00
18829	DEPARTMENT FOR TRANSPORT	VEHICLE REGISTRATION	\$66.85
18830	SHIRE OF NANNUP	AGED HOUSING VISIT TO BALINGUP	\$139.95
18831	NICHOLAS STOKES	CONCEPT DESIGN - JALBARRAGUP BRIDGE	\$250.00
18832	CHRIS WILLIAMSON	3 X SMALL BANNERS ADAPTATION	\$105.00
18833	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	\$1,455.71
18834	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$615.40
18835	IIML ACF IPS APPLICATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$302.40
18836	ASGARD ELEMENTS - SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$168.00
18837	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	\$314.20
18838	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$263.14
18839	CHALLENGER	SUPERANNUATION CONTRIBUTIONS	\$18.00
18840	WARREN BLACKWOOD STRATEGIC ALLIANCE	COUNCILLOR TRAINING	\$922.00
18841	NUMERO PTY LTD	VEHICLE HIRE - MOWEN ROAD	\$3,224.09
18842	CITY OF BUSSELTON	RANGER JOBS REQUEST	\$316.10
18843	PEERABEELUP VOLUNTEER BUSH FIRE BRIGADE	3RD QUARTER ESL	\$572.50
18844	KRISTJAN KIRM	REIMBURSEMENT OF FOOD COSTS - MILYEANNUP FIRE.	\$272.15
18845	MERYL CLARKE	RE-IMBURSEMENT OF LOST BOOK FEE PAID	\$13.50
18846	AUSTRALIA POST	POSTAL EXPENSES	\$4.85
18847	SOUTH WEST ISUZU	REPAIR CLUTCH PROBLEM	\$4,178.22
18848	CALTEX ENERGY WA	FUEL SUPPLIES	\$1,285.33
18849	BALINGUP ROAD BUSH FIRE BRIGADE	3RD ESL QUARTER	\$1,099.50
18850	CUNDINUP BUSH FIRE BRIGADE	3RD QUARTER ESL	\$1,037.50
18851	CARLOTTA BUSH FIRE BRIGADE	3RD QUARTER ESL	\$537.50
18852	J E MCMAHON	RATES REFUND	\$207.37
18853	DEPARTMENT FOR TRANSPORT	VEHICLE REGISTRATION	\$232.55
18854	BALFIELD NOMINEES/NANNUP UNIT TRUST	RETURN OF OUTSTANDING MAINTENANCE BOND	\$1,000.00
18855	BRC - BUILDING SOLUTIONS	FINAL CLAIM - FROGS	\$139,660.40
18856	PSI AUDIO (WA) PTY LTD	PURCHASE OF 4 CABLE COVERS.	\$150.00
18857	COLIN BISHOP	CROSSOVER CONTRIBUTION	\$450.00
18858	MR T HINE	RETURN OF OUTSTANDING MAINTENANCE BOND	\$2,930.38

**SCHEDULE OF ACCOUNTS PAYABLE  
SHIRE OF NANNUP  
SUBMITTED TO COUNCIL'S APRIL 2012 MEETING**

**MUNICIPAL ACCOUNT**

Chq/EFT	Name	Description	Amount
18859	INFORMA AUSTRALIA PTY LTD	RENEWAL OF EARTH.M. & CIVIL CONT. HC & GUIDE	\$370.00
18860	DEPARTMENT FOR TRANSPORT	VEHICLE REGISTRATION	\$277.20
18861	SHIRE OF NANNUP	BRB LEVY PAYABLE FOR ALTERATIONS TO CARLOTTA HALL	\$41.50
<b>Total Municipal Fund Cheque payments:</b>			<b>\$169,035.90</b>
22760	MAIR JONES	REFUND BOND	\$150.00
<b>Total Trust payments:</b>			<b>\$150.00</b>
<b>Total Municipal Payments for the Month:</b>			<b>\$1,538,369.15</b>
<b>Total Trust Payments for Period:</b>			<b>\$150.00</b>
<b>Total Payments for Period:</b>			<b>\$1,538,519.15</b>