



## Agenda Attachments

Item	Attach	Title
<b>9</b>	1	Risk Management Advisory Committee Minutes 31/03/2105
	2	Warren Blackwood Alliance of Councils Minutes
	3	Bushfire Advisory Committee Minutes
	4	Local Emergency Management Advisory Committee Minutes
	5	Risk Management Advisory Committee Minutes 11/08/205
<b>12.2</b>	1	Discussion Paper <i>"Policy Options to Increase Elected Member Training Participation"</i> .
<b>12.4</b>	1	Information from Applicant
	2	Location Plan
	3	Submissions
<b>12.5</b>	1	Original Information from Applicant
	2	Letter from Applicant
	3	Draft Use of Facility MOU
<b>12.6</b>	1	Two Way Confidentiality & Licence Agreement
	2	Request for Information
<b>12.7</b>	1	Information from Applicant
	2	Location Plan
	3	Submissions
<b>12.8</b>	1	Joint Agency Statement
	2	FPAA Bushfire Attack Level Assessor Short Course information.
	3	Fact Sheet 2: Subsidy A

**Shire of Nannup**  
**Ordinary Council Meeting Agenda: August 2015**

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<b>12.10</b>	<b>1</b>	Item 12.10 October 2014 Council meeting
<b>12.11</b>	<b>1</b>	Formal Statements of the 2015/16 Budget (Separate Cover)
<b>12.12</b>	<b>1</b>	Financial Statements for the period ending 30 June 2015
	<b>2</b>	Table Showing Detailed Variances for 2014/15
<b>12.13</b>	<b>1</b>	Schedule of Accounts for Payment – July 2015

# MINUTES

## Risk Management Advisory Committee

Minutes of a meeting of the  
Shire of Nannup Risk Management Advisory Committee Meeting  
held at 10.00 am, Thursday 31 March 2015  
in the Council Chambers

### CONFIRMATION OF MINUTES

These minutes comprising pages 1 – 8 were confirmed by  
Council on 4/8/15..... as a true and accurate record.

Cr

RB LONGNORE

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

Bob Longmore, Council Representative declared the meeting open at 10:05 am and Matthew Day as a visitor

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

**Attendance**

Tracie Bishop – Manager Corporate Services  
Vacant – Office Representative  
Neroli Logan – Regional Risk Coordinator  
Chris Wade – Manager of Infrastructure  
Michael Merrit – Maintenance Hand-Operator  
Norm Steer – Council Representative  
Bob Longmore – Council Representative

**Apologies**

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

Nil.

**4. PUBLIC QUESTION TIME**

Nil.

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**6. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil.

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

### **BISHOP/LOGAN**

That the Minutes of the Risk Management Advisory Committee held on the 6 November, 2014 be confirmed as a true and correct record.

**CARRIED 5/0**

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

Nil.

## **9. REPORTS BY MEMBERS ATTENDING COMMITTEES**

### **10. REPORTS OF OFFICERS**

AGENDA NUMBER: 11.1 SUBJECT: RECEIPT OF ALL SITE CHECKLISTS AND INCIDENT/HAZARD FORMS NAME OF APPLICANT: TRACIE BISHOP FILE REFERENCE: ADM26 AUTHOR: TRACIE BISHOP DISCLOSURE OF INTEREST: DATE OF REPORT: 31 March 2015
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### **ATTACHMENT:**

### **BACKGROUND:**

Hazard Identification Checklists, Site Checklists and Incident Reports are presented at each meeting as a way of identifying either areas of concern or areas that need work applied to.

**COMMENT:** Checklists are not available prior to the meeting and as such need to be addressed as the issues arise. Arising this meeting were:

- Review of signs before the 4<sup>th</sup> & 5<sup>th</sup> of April
  - Playground checklist received
  - Skate park checklist received
  - Office checklist received

Nil action required on all checklists

**STATUTORY ENVIRONMENT: Nil**

**POLICY IMPLICATIONS: Nil**

**FINANCIAL IMPLICATIONS: Nil**

**STRATEGIC IMPLICATIONS: Nil**

**VOTING REQUIREMENTS: Nil**

**RECOMMENDATION:**

That the Checklists and Incident reports presented at this meeting be accepted.

**BISHOP/ STEER**

That the checklists and incident reports presented be accepted.

**CARRIED 5/0**

<p><b>AGENDA NUMBER: 11.2</b> <b>SUBJECT: Business from Previous Meeting</b> <b>NAME OF APPLICANT: Tracie Bishop</b> <b>FILE REFERENCE: ADM 26</b> <b>AUTHOR: Tracie Bishop</b> <b>DISCLOSURE OF INTEREST: N/A</b> <b>DATE OF REPORT: 31 March 2015</b></p>
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**ATTACHMENT:**

**BACKGROUND:**

**COMMENT:** The following issues have been carried forward from the previous meeting. This is:

1. Business Mitigation Plan – Ongoing. Tracie

**STATUTORY ENVIRONMENT: Nil**

**POLICY IMPLICATIONS: Nil**

**FINANCIAL IMPLICATIONS: Nil**

**STRATEGIC IMPLICATIONS: Nil**

**VOTING REQUIREMENTS: Nil**

**RECOMMENDATION:**

**BISHOP/STEER**

That items will be progressed to any further meetings until such time as they have been completed.

**CARRIED 5/0**

AGENDA NUMBER:	10.3
SUBJECT:	Review of Strategic Risks
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 22
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	31 March 2015

Attachment 1: Strategic Risk Register

Attachment 2: Potential Consequences/Impacts – Laminated Copy provided to all Risk Management members

#### BACKGROUND:

The Risk Management Policy (RM1) requires that the Shire of Nannup will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. In order to do this each risk must be identified, catalogued on the Risk Register, scored and monitored.

The Risk Management Policy states that:

“The Risk Management Advisory Committee will ensure that all risk management processes are fully recorded throughout the Shire and documented through the Shire’s records management system. This will include regular monitoring to ensure closeout of risks and identification of ongoing issues and trends.”

#### COMMENT:

The first step in this process is to establish the council’s Strategic Risk Register. The process was undertaken in two councillor risk workshops that sought to identify the key strategic risks to its objectives faced by the council and to rate those risks using a 5 x 5 scoring matrix.

The first workshop, held on 8 May 2014, was facilitated by the council’s insurers, LGIS. The output from this workshop was an assessment of the council’s top 10 strategic risks. The report from the workshop is appended at Attachment 1. The second workshop was held on 14 August 2014 and examined the risks from the first workshop, giving a risk score to each of them.

Each of the top 10 strategic risks has been summarised on an individual Risk Register Report sheet. These sheets provide a simple way of examining the risks and are intended for use by the Risk Management Committee in its risk monitoring role. The individual sheets are appended at Attachment 1.



The council has specified that any risks with a score of 12 or more on the risk matrix fall above the agreed risk tolerance for the council. This means that these risks must be actively managed and strategies put in place to reduce the risk score to less than 12, where practical. Scoring is undertaken using the scoring matrix previously agreed and appended at Attachment 2.

As part of our ongoing commitment to mitigating and managing identified risks, these risks will now be actively monitored at our Risk Management meetings to ensure that the acceptable tolerance levels/scores have not been exceeded and that we are continuing to identify measures required to maintain or reduce these scores. Any additional actions identified will then be allocated to the relevant officers within the council to action and this will form the council's Risk Mitigation Plan.

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:** The Strategic Risk Register forms part of the Integrated Reporting Framework.

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** The Strategic Risk Register summarises the key risks facing the council.

**VOTING REQUIREMENTS:** Simple Majority.

**RECOMMENDATION:**

**BISHOP / MERRITT**

That the Risk Management Advisory Committee review the Strategic Risk Reporting sheets at Attachment 2 and agree Risk Target Scores for each risk above the Risk Tolerance Line and the measures need to mitigate those risks.

**CARRIED 5/0**

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

(a) OFFICERS

(b) ELECTED MEMBERS

### **GENERAL BUSINESS**

- 12.1 Safety & Health Action Sheet – Attachment 3
- 12.2 Review- **Risk Management Documents**
  - 12.1.2 1.2 Safety and Health Policy
  - 12.1.3 2.2 Safety and Risk Management Plan
  - 12.1.4 7.12 Personal Protective Equipment
  - 12.1.5 7.21 Asbestos Management Plan
  - 12.1.6 Asbestos Management Procedure
  - 12.1.7 Asbestos Management Register
  - 12.1.8 7.22 Volunteer Management Procedure
  - 12.1.9 7.20 Threats, Intimidation or Physical Assault Against Staff Policy

All accepted

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

Nil

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

Nil.

## **16. NEXT MEETING**

14<sup>th</sup> of July at 10:00am

## **17. CLOSURE OF MEETING**

There being no further business to discuss Bob Longmore declared the meeting closed at 11.20am.

## WBAOC BOARD MEETING 5.00PM 28<sup>TH</sup> JULY, 2015 - MANJIMUP

1. **Meeting Opened:** 5.00pm
2. **Present:** Tim Clynch, Andrew Campbell, Tony Pratico, Louise Kingston, Bob Longmore Tony Dean, Peter Clarke, Alan Wilson, Dean Bavich, Billy Wellstead
3. **Apologies:** Wade DeCampo
4. **Minutes of Previous Meeting** (held in Nannup on 2<sup>nd</sup> June, 2015)  
T. Pratico/B. Longmore **Passed**
- Business Arising:**  
EO to follow up with Jo Burges from WALGA re: Bridgetown NBN
5. **Correspondence (as circulated) accepted:** D. Bavich/T. Pratico
6. **Status of Other Key Regional Issues inc:**

- **Royalties for Regions**
  - **Manjimup:** Ag project progressing  
Town Centre revitalisation Stage 1 is nearing completion. Business Case for Stage 2 & 3 requested and has now been submitted.
  - **Bridgetown:** Funds fully expended.  
Pool is progressing.  
Admin Office nearing completion.
  - **Nannup:** Recreation Centre is over 50% complete.  
Mainstreet revitalisation project to commence in October and expected to be completed in January.
- **Trails Project** – SWDC Grant was unsuccessful and therefore the project will not proceed until further funding is obtained. Tim will follow up for feedback.
- **Formation of Sub Regional Tourism Organisation** (report circulated)  
EO has met with the Consultant to write the Visitor Centre Sustainability Grant. Quote to complete to be circulated for endorsement.
- **Other Key Regional Issues:**  
Andrew raised the Electoral Boundaries changes. Manjimup to make a submission on the proposed name change to Molloy from Warren Blackwood.  
**Motion:** Tony Pratico/Bob Longmore that the Alliance prepare a Submission to the proposed Electoral Boundary changes supporting the name to be:
  1. Warren Blackwood
  2. Blackwood Stirling **Passed**

Andrew gave an update on the progress with the Biomass Plant. The Power Purchase Agreement with Synergy is pending. Likely to be finalised in November/December with construction commencing early

next year. Westgen has been in discussions with Arena funding who no longer fund Wind Power.

Tony P. raised the changes to the agreement that Native Timber can now be used in Biomass Plants. Andrew reiterated that the Manjimup project will not be constructed to use Native Timber as the process is completely different and the agreement does not allow the use of Native Timber.

Billy asked about an education program for the Biomass Plant. Andrew advised mechanisms will be in place to manage. EO advised that a Community Group will also be formed as part of the agreement.

**7. Executive Officers Work Report:** T. Pratico/A. Wilson

**8. Finance Report passed:** T. Pratico/D. Bavich

**Passed**

**9. General Business:**

- **Donnelly River Mill:** Friends of the Donnelly Village (FODV) has taken the lead in the project. Department of Lands has now offered to fund an updated Conservation Management Plan which will allow a license to manage to FODV.

EO advised that an update was given to the Work Encouragement Policy Workshop and Industry is interested in being involved. Forestworks have also developed an Education Program and the Mill offers an opportunity to support that, which gives the project another aspect.

- **Strategic Plan update:** Charles Jenkinson at RDA Southwest has reviewed and once changes have been finalised the Plan will be circulated to Members.

- **Bunbury Outer Ring Road:** The Committee will continue to raise the issue with relevant Politicians and Government departments to lobby to progress the issue.

- **South West Focus Conference:** (Report circulated)

EO advised the content and presentations were very good and that the Conference attracted a better than expected attendance with a good cross section of the Community.

Tony P. raised the expenditure for return in the Print Media. EO advised that penetration of new technology is expensive and untested and that traditional advertising is always the preferred strategy and may be a secondary support to online and other means of marketing, but still needed to support the other forms of advertising. As the attendance exceeded expectation, the overall Marketing Strategy was considered to be successful.

- **Wood Encouragement Policy:** (Report circulated)

Tony P. and EO attended. The Wood Encouragement Policy workshop highlighted a number of issues in relation to the project, namely the lack of resource to develop appropriate products and the competition and cost factor associated with existing products utilised such as Steel, Concrete, Bricks, etc., which would need to be addressed to improve the utilisation of timber.

Following the Workshop and Industry session was held to discuss communication with the Community, which is detailed in the circulated report.

- **Western Australian Zhejiang Agriculture & Agribusiness Sub Committee**

Alliance Board endorsed the EO to attend the meetings.

- **Email from Peter Needs:** EO detailed the phone conversation held with Peter and the Board endorsed the response. Peter to be advised that the Board supports the response.

- **South West Regional Waste Management Strategy:** Andrew gave a report. The Report makes a number of recommendations regarding a Regional Waste Facility which will now need to be investigated and feasibility conducted on the various options.

**Motion: T. Pratico/D. Bavich** that the Alliance accepts the report and keeps a watching brief on the project. **Passed**

#### **10. Other General Business**

- Tony P. advised that Council resolutions had been undertaken for voting at Local Government Conference. Other Councils advised they have also undertaken resolutions.
- Tony P. met with Rick Wilson and the Boyanup Saleyards was discussed. SWDC has completed the Draft report, EO to follow up.

**Meeting Closed: 6.10pm**

**Next meeting: 6<sup>th</sup> October, 2015 in Bridgetown**

# SHIRE OF NANNUP BUSHFIRE ADVISORY COMMITTEE MINUTES

3<sup>rd</sup> AUGUST 2015

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## 1.0 DECLARATION/ OPENING – Nil/ 19:35

## 2.0 ATTENDANCE

(MS) Mark Scott	(Balingup Rd FCO)
(PL) Paul Lamers	(North Nannup FCO)
(GB) Gerald Brown	(Cundinup FCO)
(RM) Robin Mellema	(Nannup Brook FCO, DCBFCO & Chair)
(VL) Vic Lorkiewicz	(East Nannup FCO)
(IW) Ian Wishart	(Carlotta Captain) Proxy
(RB) Rob Bootsma	(CESO & Training Officer)
(DM) Danny Mosconi	(DFES LSW DO)
(PC) Peter Clarke	(LG Np CEO)
(CW) Chris Wade	(DCBFCO/Infrastructure Manager)

## APOLOGIES

(JD) John Dunnet	(Scott River FCO)
(JG) John Gaunt	(Peerabeelup FCO)
(CS) Cate Stevenson	(Shire Councilor)

## 3.0 QUESTION TIME FROM THE PUBLIC – None

## 4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

That the Minutes of the Bushfire Advisory Meeting of the Shire of Nannup held in the Shirley Humble Room on 4<sup>th</sup> May 2015 be confirmed as a true and correct record.

That the Minutes of the Bushfire Advisory Meeting Annual General Meeting of the Shire of Nannup held in the Shirley Humble Room on 4<sup>th</sup> August 2014 be confirmed true and correct record.

Minutes moved to be accepted  
Moved M Scott  
Seconded C Wade

## **5.0 MATTERS ARISING FROM PREVIOUS MINUTES**

None

## **6.0 REPORTS**

6.1 Chief BFCO – Nil (not present).

6.2 Deputy Chief BFCO  
(RM) – Nil  
(CW) - Nil

6.3 Shire Ranger – Nil  
(CW) informed the committee the Shire has appointed an employee to carry out basic ranger duties on an as required basis. The individual is attending courses to become qualified.

6.4 CESO/Training Coordinator – Report attached

6.5 Brigade FCO's

6.5.1 Carlotta FCO – Nil

6.5.2 Balingup Road FCO – Nil

6.5.3 East Nannup FCO – Nil

6.5.4 Scott River FCO – Nil (not present)

6.5.5 Nannup Brook FCO – Brigade had their AGM on Sunday 2<sup>nd</sup> August 2015 with all positions status quo except for the Treasurers position. Christine Vickery is the new Treasurer for Nannup Brook VBFB.

6.5.6 Darradup FCO – Nil (not present)

6.5.7 Cundinup FCO – Nil

6.5.8 Peerabeelup FCO – Nil (not present)

6.5.9 North Nannup FCO – Nil

6.6 DFES

- 29th August -Emergency Services Volunteers recruitment/retention in Bunbury

- This Workshop will explore:
  - Recruitment and retention strategies for emergency service volunteers
  - A look at my brigade, how to identify the gaps to support recruitment and retention
  - Utilise resources to recruit new volunteers, creating a plan
  - Working collaboratively with your community to foster volunteer engagement
  - Leadership v's Management and what you need to do
  - Implement the five most effective leadership skills to create great teams
  - Effective mentoring for succession planning and supporting your volunteers
  - Case study: learning from experience
  - Facilitated by Sally Steward from Leadership Emergency Services
- SEMC review of the O'Sullivan (Northcliffe) and Lower Hotham (Boddington). NOUS group are conducting the review.
  - Three key themes
  - Operational vertical communication;
  - Interstate Resource Deployment;
  - Inter-agency Collaboration.
  - Local debriefs should have been conducted and information passed on to CESM
- 22nd August -Shire of AMR/DFES will be conducting Winter Burning Program. Possibly provide a similar opportunity in Nannup next year
- Rural Urban Interface Exercise -Planning to conduct a RUI exercise pre-summer
- WAFES Conference -18 -20th September
- Attending AFAC in September (Adelaide) presenting a Poster of the Capes Enhancement

6.7 VFRS – Nil (no invite)

6.8 Bushfire Ready Facilitator – Nil (no BRF)

6.9 DPaW – Nil (no invite)

6.10 SES – Nil (no invite)



## **7.0 GENERAL BUSINESS**

### **7.1 FCO – Boundary Areas**

(RB) asked if (VL) & (MS) have come to an agreement with boundaries between Balingup Road & East Nannup. (VL) indicated some property owners want to join their brigade and therefore the boundary would be aligned with no significant feature. (MS) suggested they could be in Balingup Road jurisdiction but be a member of another brigade. (VL) stated the owners would prefer to also request Permit to Burn from their brigade membership. (MS) & (VL) to work out an amicable solution and inform the committee later.

### **7.2 Insurance for Fire Fighters**

(RB) informed the committee that LGIS does cover FF on the fire ground or at training with health cover. (MS) indicated that FF may not be adequately covered for loss of income whether self-employed or retired with the associated costs of injury. (DM) stated Tim Wall CESM Busselton has got some experience with this issue and that (RB) to follow up and report to committee.

### **7.3 ESL Administration**

(RB) explained to the FCO's that keeping track of the ESL money is increasingly difficult with brigades providing differing degrees of assistance and at the end of the year chasing up invoices and receipts to acquit the ESL allocation for end of year report to DFES. Some brigades have completely transferred their accounting addresses to the shire address and others have not. RB informed the FCO's that other LG's have different systems but the common component is the CESM managing all the ESL funds.

(RB) proposed to the FCO's a cash float be introduced to all brigades with the amount dependent on the membership numbers and if the brigade had an appliance and a shed. The amount could vary between \$250 - \$1,000. All money spent with the cash float requires receipts and the cash float would be kept topped up when required. Brigades would provide their budget items/wish list at the beginning of the financial year and the BFAC committee members will prioritise the items to purchase when funds are made available.

(RM) expressed some concerns with the new system and indicated one of the reasons for their Nannup Brook Treasurer resigning from the position was due to the new system being introduced.

(RB) with the assistance of (DM) explained it is a requirement from DFES and part of the agreement with the ESL funds that the administration be performed by an approved officer. All monies are public money and from time to time an audit may be performed to establish correct use of monies as per LGGs ESL Manual.

The BFAC accepted the new proposal and will wait to see how the new system will perform.

(PC) indicated it is the shires responsibility to appoint an authorised officer to administer the ESL funds and that would be the CESO (RB).

### **Action Item**

**(CW) asked the FCO's to liaise with their brigades and formulate a budget items/wish list and send them to (RB) as soon as possible.**

### **OTHER BUSINESS**

(MS) informed the committee that motor bike riders are increasing in the Shire of Nannup. The old golf course next to the Old Cundinup Road is being used by motor bike riders from other shires to ride their bikes around the area. Property owners next to and nearby the Old Cundinup Road are expressing dissatisfaction with them creating excessive noise scaring livestock and causing erosion. (MS) stated the area is in DPaW tenure and regarding policing who has the authority to check authorized vehicles and moving on notices. The committee members all expressed concern not only at the Old Cundinup Road but elsewhere in the Shire. (IW) stated that at Carlotta Hall and Fire Shed motor bike riders were using the area for recreation and as a base for their vehicles. Brigade members approached the group and gave a move on request.

All members expressed this is happening on a regular basis and we may have to introduce some form of area or permission to operate these motor bikes. Mostly motor bike riders are responsible but unfortunately there are always others that will be different and create damage, erosion, excessive noise levels, trespass and litter.

General discussion followed regarding off road vehicles in DPaW tenure and that unlicensed vehicles could possibly come under the authority of Police, also the activities are mostly in DPaW tenure we should notify them to see if more can be done to restrict or control off road recreational vehicle activities before the situation becomes out of hand in the fire season.

(IW) asked if other FCO's visited a property for a property owner request for a Permit to Burn. (MS) said definitely especially if they are absentee owners and certain conditions must be met. Specifically if they do not have a slip on unit mounted on a trailer or on a utility he will not write out a permit. He writes on permits conditions that must be carried out when a property owner's receives a Permit to Burn. Other FCO's stated the same and the new permit format provides the property owner the responsibility to undertake a burn by allowing them to fill out certain information and signing the permit.

(RM) also reiterated the importance of visiting a property and that it is necessary to physically see the burn area and other assets at risk, also that the property owner has the appropriate equipment e.g. firefighting unit.

Contact lists for brigade mobilization other than the Conferlink/000 call members to speed up the process of mobilizing a brigade to an incident. Send an email out to the absent member brigades of the new ESL administration procedure.

## **8.0 ELECTION OF CHIEF'S**

(RM) called for any nominations for the position of Chief BFCO

<u>Chief BFCO</u> – John Patman	Vacant
Nomination – None	

*LG has one month to appoint a Chief BFCO before DFES may appoint someone as per Bushfires Act.*

(RM) called for nominations for Deputy Chief BFCO's  
Current DCBFCO to retain positions

<u>Deputy Chief BFCO</u> – Robin Mellema	Agreed
Incumbent retained	Voting Carried

<u>Deputy Chief BFCO</u> – Chris Wade	Agreed
Incumbent retained	Voting Carried

### Acknowledgement

*(PC) informed the committee an acknowledgement of John Patman's services as the Chief Bush Fire Control Officer is recognized. All members agreed.*

## **9.0 DATE FOR NEXT MEETING**

2<sup>nd</sup> November 2015

## **10.0 CLOSURE OF MEETING**

21:20

**BFAC Meeting 03-08-2015**  
**CESO Report**

- 07/05      Performed WAERN radio test with Adam Bernhagen at various known black spots providing grid references and signal strengths for DFES Communications.
- 19/05      Continuing with the Common Doctrine Working Group meetings with DFES and DPaW. I am representing Local Government at the invitation from WALGA.
- 20/05      Attended further meetings regarding the HT Course. We are currently finalizing course content and course timeline for eventual pilot course presentation. Currently on hold until all HT Course members are available; a member has been deployed to Canada to assist with fires. Other members have been busy with extra meetings and other duties.
- 21/05      DFES LSW ROAC was held at the SES Facility in Donnybrook. There was in-depth discussion concerning firefighting equipment and appliances with the Volunteer Vehicle Emergency Advisory Committee. Also OBRM Director, Mr. Murray Carter presented Bushfire Prone Area mapping and information with updating the Permit to Burn format. Also Murray acknowledged the input from participating shires with the new Permit to Burn forms.
- 26/05      Drove North Nannup 3.4 to South West Fire in Collie for repairs to the foam injection unit.
- 02-04/06      Attended a course; Coordinate Resources in a Multi-Agency Incident in Mandurah
- 10-11/06      Presented an On Road Driving course in Busselton for brigade volunteers.
- 15-16/06      Presented an Off Road Driving course for Busselton brigade volunteers in the Shire of Nannup.
- 23/03      Performed driving instruction for DFES LSW staff member with HR licence.
- 25/06      Attended the Chain of Responsibility with a Mains Roads presentation explaining the process for vehicle loading practices and load dimensions. The regulations have always been there but not enforced with the Chain of Responsibility. The Mains Roads Department explained any misconceptions and expressed they would act in a similar manner as before.
- 01/07      Went to Bell Fire to pick up equipment for Balingup Road Brigade

- 18-19/07      Presented On Road Driving in Augusta Margaret River at the Witchcliffe Fire Brigade
- 28/07          Attended the Risk Management workshop at the City of Busselton office coordinated by LGIS.

### **BFAC Meeting 03-08-2015 Training Officer Report**

This financial year 2015/2016 we have planned for similar courses as the previous year.

Participant numbers for the courses on the Nannup Training Calendar 2015 are down from the previous year but I will be presenting the IFF & BFF courses in Nannup as planned. The Nannup Training Calendar 2015 initially was based on last year's content but the BFF course has now extended to two days due to additional course requirements and that we will include AIMS Awareness. This additional course enables volunteers to become Volunteer Fire Fighter Level 1 competent (VFF1) as per DFES Pathway.

The On & Off Road Driving courses for August 2015 in Nannup have been postponed due to lack of numbers locally and not enough participants overall to run a course. This course can be presented later in the year when participant nominations increase.

The FCO course in October in Nannup has been relocated to Manjimup due to the majority of nominations are from Manjimup. One nomination from Nannup and one from Augusta-Margaret River will go over to Manjimup for the weekend to complete the course.

If brigades want any other courses made available on the Nannup Calendar or would like to do courses please fill out a nomination form and send it to me. Each brigade should have the Nannup Training 2015 and the DFES LSW Training Calendar's 2015.

Brigades can become familiar with their areas by visiting properties to ascertain accessibility with structures on the property. This can also assist by locating water sources in case of a fire.

Brigades may like to perform training at their brigade or with another brigade e.g. Rural Urban Interface with VFRS brigade, I can arrange with DFES Manjimup staff to have this training presented. Or assisting with Nannup VFRS a Motor Vehicle Accident e.g. truck roll over etc.

WAERN radios is always a good training session as volunteers do become unfamiliar, especially over the winter period, with the WAERN radios and it's operation and capabilities.

**Rob Bootsma**

SHIRE OF NANNUP

# NANNUP SHIRE LEMC MINUTES

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Meeting held 5th August 2015

CESO

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## CONFIRMATION OF MINUTES

These minutes comprising pages 1 – 10 were confirmed by LEMC  
Chairperson 5<sup>th</sup> August 2015 is a true and accurate record.

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Cr Tony Dean (Shire President)

# **SHIRE OF NANNUP**

## **Local Emergency Management Advisory Committee**

**Wednesday 5<sup>th</sup> August 2015  
Held in the Council Chambers  
Nannup Shire**

# **MINUTES**

## **1. OPENING**

Mr Robin Mellema chaired the meeting and declared the meeting open at 3:01pm

## **2. ATTENDANCE & APOLOGIES**

Mr Rob Bootsma (Mr RB) – Executive Officer  
Mr Danny Mosconi (DM) – DFES LSW Capes District Officer  
Mr Robin Mellema (TD) - Nannup Shire Vice President (Chairperson)  
Ms Roma Boucher (Ms RB) – Department of Child Protection and Family Support  
Mr Nik Booker (NB) - Nannup Hospital Nurse Unit Manager  
Mr Peter Clarke (PC) – Shire of Nannup Chief Executive Officer  
Mr Ian Guthridge (IG) – Department of Agriculture and Food WA  
Mr Boyd Brown (BB) – Telstra South West Manager  
Mr Leon Gardiner (LG) – DFES LSW SES District Officer  
Mr Bob Longmore (BL) – Shire of Nannup Councilor  
Mr Ray Deall (RD) – Western Power Corporation  
Mr Ross Croft (RC) – St John's Ambulance

### **Apologies were received from:**

Mr Chris Wade (CW) – Manager Infrastructure Nannup Shire  
Ms Felicity Dear (FD) – Principle of Nannup District High School  
Mr Vik Cheema (VC) – Secretariat State Emergency Management Committee

## **3. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

## **4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Mover – D Mosconi  
Seconder – N Booker

That the meeting minutes of Local Emergency Management Advisory Committee meeting held Wednesday 6<sup>th</sup> May 2015 be confirmed as true and correct.

*CARRIED*

**5. BUSINESS ARISING FROM THE PREVIOUS MINUTES – Action list**

Mrs RB would like the

**6. REPORTS**

- 6.1 DCPFS (Mrs RB) Report provided
- 6.2 WACHS (NB) Video link with health service experts at the hospital to provide specialist health service for patients.
- 6.3 DFES (DM) Report provided
- 6.4 DAFWA (IG) Emergency exercise conducted in Manjimup with Water Corporation. Two Level 3 incidents operating and ISG coped well.
- 6.5 NDHS (RM Proxy) Report provided
- 6.6 Telstra (BB) Boyd Brown introduced himself to the committee and was invited by the EO (Mr RB) to provide information with telecommunications. BB explained the roll out of mobile towers in Augusta-Margaret River at locations Molloy Island and Gracetown.  
Further tower installations, as part of the improved communications along major highways and Aboriginal community's initiative when funds and viability studies became available are in progress.  
Blackspot Funding Program across Australia has sited 430 locations and included in the program WA has 140 sites earmarked.  
Nannup had 7 sites for possible tower locations and 5 were accepted for further investigations for viability and project costs. The locations are; Cundinup, Darradup, Jalbarragup, East Nannup & Barrabup.  
The mobile towers for Nannup won't be necessarily installed until the complete project costs are known based on available money and infrastructure requirements. The timeframe for the project is 2018.
- 6.7 EO (Mr RB) Brigade FCO's had there BFAC AGM and two brigades were successful with the Local Government Grant Scheme (LGGS) submissions.
  - East Nannup Volunteer Bush Fire Brigade will have a new shed to house their appliance with \$87,275 from DFES. The location has been decided and works are commencing with preparing the area.



- North Nannup Volunteer Bush Fire Brigade have \$29,000 to upgrade their shed to build a training room. This will provide the brigade the ability to perform training and meetings.
- I attended the Coordinate Resources in a Multi-agency Incident course in Mandurah over 3 days, the course competency are nationally recognised.
- The Emergency Management Conference is on the 28<sup>th</sup> August 2015 in Bunbury.
- The Carlotta Fire Station will have an opening day sometime in September 2015.
- WA Fire and Emergency Services Conference is on the 19-20<sup>th</sup> September 2015 in Perth at the Convention Centre.
- The Australian Natural Hazards Management Conference is on the 12-16<sup>th</sup> October 2015.

## **7. GENERAL BUSINESS (AGENDA)**

- 7.1 Emergency Exercise – Mr RB started the discussion with the LEMC are required to perform an emergency exercise.  
 LG informed the committee the ISG arrangements are to be tested, preferably with all agencies if possible. DM agreed and to invite Department of Main Roads. LG is available to participate on the 16<sup>th</sup> or 23<sup>rd</sup> September 2015, timeframe for exercise 10:00-13:00. LG will design a scenario and liaise with Mr RB to distribute to all LEMC members.

## **8. GENERAL BUSINESS AROUND TABLE**

The committee discussed the emergency exercise of possible dates and time frame. (LG) to liaise with (Mr RB) to decide on the date for the LEMC emergency exercise and the location. Send out invitations to LEMC members to participate. (Mrs RB) asked (Mr RB) to distribute the Local Nannup Welfare Plan so committee members can provide any amendments.

## **9. NEXT MEETING**

Wednesday 5<sup>th</sup> August 2015 at 3:00pm (15:00).

## **10. CLOSURE OF MEETING**

There being no further business the meeting was closed at 3.57pm (15:57).

## Shire of Nannup Local Emergency Management Committee Action List

Item No.	Action/Recommendation (Details)	Responsibility (Name/Agency)	Status Report	Completion Date
5.1	Darradup Brigade shed mobile communication options contact Telstra Mr Boyd Brown/ Darradup BFB	RB/CESO	Report back to committee	Remove
5.2	Emergency Rural Numbering System to be further explored with quotation and future implementation/liaise with LS funding options	RB/CESO LS(Louise Stokes)	Report back to committee Obtaining quotes for hardware items Liaise with LS for grant writing	Nov'15
5.3	Emergency exercise all hazards Additional exercise if possible	RB/CESO	Discuss with SES Unit Mgr/DFES LSW SES District Officer	Sep'15
7.1#	Write letter to Nannup Mill re: FMP	TD/RB	Report back to committee	Nov'15
8.0 *TD	Emergency Management Plans workshop with Rob Jennings & LEMC	TD	Discuss with TD to clarify workshop intent	Nov'15

# MINUTES

## Risk Management Advisory Committee

Minutes of a meeting of the  
Shire of Nannup Risk Management Advisory Committee Meeting  
held at 9:30 am, Tuesday 11 August 2015  
in the Council Chambers

### **CONFIRMATION OF MINUTES**

These minutes comprising pages 1 – 8 were confirmed by  
Committee on 10 November 2015 as a true and accurate record.

.....

Cr \_\_\_\_\_

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

Bob Longmore, Council Representative declared the meeting open at 9:30 am

Visitors: Matthew Day

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

**Attendance**

Tracie Bishop – Manager Corporate Services  
Robin Prime – Office Representative  
Neroli Logan – Regional Risk Coordinator  
Chris Wade – Manager of Infrastructure  
Michael Merrit – Maintenance Hand-Operator  
Norm Steer – Council Representative  
Bob Longmore – Council Representative

**Apologies**

Nil

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

Nil.

**4. PUBLIC QUESTION TIME**

Nil.

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**6. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil.

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

**WADE/ STEER**

That the Minutes of the Risk Management Advisory Committee held on the 11 August, 2015 be confirmed as a true and correct record.

**CARRIED 6/0**

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

Nil.

**9. REPORTS BY MEMBERS ATTENDING COMMITTEES**

Nil

## 10.REPORTS OF OFFICERS

AGENDA NUMBER:	10.1
SUBJECT:	Receipt of all Site Checklists and Incident/Hazard Forms
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 26
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	11 August 2015
ATTACHMENTS	10.1.1 Site Checklist 10.1.2 Incident/Hazard Report

### BACKGROUND:

Hazard Identification Checklists, Site Checklists and Incident Reports are presented at each meeting as a way of identifying either areas of concern or areas that need work applied to.

### COMMENT:

Checklists are not available prior to the meeting and as such need to be addressed as the issues arise. Arising this meeting were:

No issues with Parks and Gardens, at the Depot it was raised that the auditor red flagged the Shire of Nannup for not providing a visitors register. Two incidents have been reported the first incident was a pinched finger on new equipment being installed; the other incident was that a staff member has strained their back which is a previous condition it has been raised that there are back braces provided. No medical treatment was required.

**STATUTORY ENVIRONMENT:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**VOTING REQUIREMENTS:** Simple Majority

### RECOMMENDATION:

The checklists and incident reports presented at this meeting be accepted.

### WADE/ BISHOP

That the checklists and incident reports presented at this meeting be accepted.

**CARRIED 6/0**

AGENDA NUMBER:	10.2
SUBJECT:	Business from Previous Meeting
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 26
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	11 August 2015
ATTACHMENTS:	

**BACKGROUND:**

**COMMENT:**

The following issues have been carried forward from the previous meeting. This is:

1. Business Mitigation Plan – Ongoing. **Tracie**

**STATUTORY ENVIRONMENT:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

That items will be progressed to any further meetings until such time as they have been completed.

**BISHOP/STEER**

**That items will be progressed to any further meetings until such time as they have been completed.**

**CARRIED 6/0**

AGENDA NUMBER:	10.3
SUBJECT:	Review of Strategic Risks
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 22
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	11 August 2015
ATTACHMENTS:	10.3.1 Strategic Risk Register 10.3.2 Potential Consequences/Impacts - Copy provided to all Risk Management members

### **BACKGROUND:**

The Risk Management Policy (RM1) requires that the Shire of Nannup will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. In order to do this each risk must be identified, catalogued on the Risk Register, scored and monitored.

The Risk Management Policy states that:

“The Risk Management Advisory Committee will ensure that all risk management processes are fully recorded throughout the Shire and documented through the Shire’s records management system. This will include regular monitoring to ensure closeout of risks and identification of ongoing issues and trends.”

### **COMMENT:**

The first step in this process is to establish the council’s Strategic Risk Register. The process was undertaken in two councillor risk workshops that sought to identify the key strategic risks to its objectives faced by the council and to rate those risks using a 5 x 5 scoring matrix.

The first workshop, held on 8 May 2014, was facilitated by the council’s insurers, LGIS. The output from this workshop was an assessment of the council’s top 10 strategic risks. The report from the workshop is appended at Attachment 1. The second workshop was held on 14 August 2014 and examined the risks from the first workshop, giving a risk score to each of them.

Each of the top 10 strategic risks has been summarised on an individual Risk Register Report sheet. These sheets provide a simple way of examining the risks and are intended for use by the Risk Management Committee in its risk monitoring role. The individual sheets are appended at Attachment 1.

The council has specified that any risks with a score of 12 or more on the risk matrix fall above the agreed risk tolerance for the council. This means that these risks must be actively managed and strategies put in place to reduce the risk



score to less than 12, where practical. Scoring is undertaken using the scoring matrix previously agreed and appended at Attachment 2.

As part of our ongoing commitment to mitigating and managing identified risks, these risks will now be actively monitored at our Risk Management meetings to ensure that the acceptable tolerance levels/scores have not been exceeded and that we are continuing to identify measures required to maintain or reduce these scores. Any additional actions identified will then be allocated to the relevant officers within the council to action and this will form the council's Risk Mitigation Plan.

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:**

The Strategic Risk Register forms part of the Integrated Reporting Framework.

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:**

The Strategic Risk Register summarises the key risks facing the council.

**VOTING REQUIREMENTS:** Simple Majority.

**RECOMMENDATION:**

That the Risk Management Advisory Committee review the Strategic Risk Reporting sheets at Attachment 2 and agree Risk Target Scores for each risk above the Risk Tolerance Line and the measures need to mitigate those risks.

**WADE/ BISHOP**

**That the Risk Management Advisory Committee review the Strategic Risk Reporting sheets at Attachment 2 and agree Risk Target Scores for each risk above the Risk Tolerance Line and the measures need to mitigate those risks.**

**CARRIED 6/0**

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

### **(a) OFFICERS**

### **(b) ELECTED MEMBERS**

## **GENERAL BUSINESS**

### **12.1 Traffic Management for Works on Roads – Attachment 12.1.1**

This procedure represents a generic traffic management procedure recommended by MRWA to ensure that there is continuity between each shire in relation to traffic management.

### **12.2 Regional Risk Coordinator Annual Report – Attachment 12.2.1**

This report was presented to the committee to show where Nannup sits in comparison to other shires also working with the Regional Risk Coordinator. It highlights the fact that overall we are travelling well with a low degree of injury or insurance issues. This highlights our excellent safety record.

### **12.3 Occupational Health & Safety Management System Audit Report – Attachment 12.3.1**

Our three yearly full OSH Management System Audit was completed on the 4<sup>th</sup> of May 2015. The report and all findings as a result of this audit were presented to the committee. The end result of this audit was that the Shire of Nannup has achieved a gold award which is an improvement on the previous silver achievement.

### **12.4 Review of Glyphosate – who will advise of changes**

A discussion was held around this review and whether or not the findings would be sent through to Council to be distributed amongst the workers. Neroli advised that as yet no decisions had been made but it was her understanding that if any changes are made as a result of the review these will then be sent through from the Department of Health for implementation.

### **12.5 Homeless People**

A general discussion resulting in community concerns surrounding homelessness. The committee are of the opinion that this is not a Council issue however in the past 6 months numerous attempts have been made by staff members to assist wherever possible.

### **12.6 Audit Presentation from the CEO at LGIS – 22 September 2015**

A follow on from item 12.3; a presentation of our gold status will be conducted by the CEO from LGIS. A date in August was suggested as a possible date for

this to occur however this would not allow sufficient time for a suitable incentive gift' to be sourced and have ready for the presentation.

The first step within this process needs to be to decide on what a suitable incentive gift would be and then to contact suppliers and procure the gifts. We therefore need to allow sufficient time for this process to occur. It is suggested that a date in September would be better. LGIS will be contacted to arrive at this date.

#### **12.7 Safety Board for Communication**

Neroli gave a short presentation about the availability of these boards that have been proving popular with some Councils.

All accepted

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

Nil

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

Nil.

#### **14. NEXT MEETING**

Tuesday 10 November 2015

#### **15. CLOSURE OF MEETING**

There being no further business to discuss Bob Longmore declared the meeting closed at 10:45am



# Policy Options to Increase Elected Member Training Participation **Discussion Paper**

## Contacts

For further information regarding any of the issues explored in this paper, please contact:

**Timothy Lane**  
Manager, Strategy & Reform  
(08) 9213 2029 or [tlane@walga.asn.au](mailto:tlane@walga.asn.au)

**Jacqueline Dodd**  
Training Services Manager  
(08) 9213 2090 or [jdodd@walga.asn.au](mailto:jdodd@walga.asn.au)

**Tony Brown**  
Executive Manager, Governance & Organisational Services  
(08) 9213 2051 or [tbrown@walga.asn.au](mailto:tbrown@walga.asn.au)

To inform future policy development and advocacy, feedback from Local Governments is sought on this paper. Please provide general feedback as well as answers to the questions on pages 30-31, by **Friday, 13 November 2015** to:

**Timothy Lane**  
Manager, Strategy and Reform  
[tlane@walga.asn.au](mailto:tlane@walga.asn.au)

## Executive Summary

In the context of calls for increased participation in Elected Member training in Western Australia and in other Australian jurisdictions, WALGA is undertaking a thorough consultation process with the Local Government sector to explore policy options relevant to this contemporary and important discussion.

This paper, and its associated consultation and policy development process, represents a proactive opportunity for the Local Government sector to shape the debate and develop a policy framework that will increase Elected Member participation in training and professional development, prior to Government imposed policy or legislative change.

Increasing participation in Elected Member training is considered a desirable policy goal for individual Elected Members, for Councils and for the Local Government sector due to the competing demands on Elected Members, the complexity of the Local Government regulatory regime, and importance of Local Government to communities across Western Australia.

To facilitate exploration of policy options to increase Elected Member participation in training, three tiers of currently available training, based on the nationally recognised Local Government Training Package and designed specifically for Elected Members, are discussed:

- i. Introductory training, which aims to provide a fundamental understanding of the role of Local Government;
- ii. Foundation training, which addresses the introductory skills required to operate effectively in a Local Government environment; and,
- iii. Advanced Training, which further enhances the skills required of Elected Members.

Council induction programs, which are often the first point of learning for newly elected Elected Members, are also discussed as complementary to the formal Elected Member training framework.

In addition, three mechanisms which increase accessibility to formal training are discussed: recognition of prior learning, the ability for assessments to be modified to suit individual needs and modes of content delivery.

Utilising the existing training framework for Elected Members, the following six policy options, which are not exhaustive, nor mutually exclusive, are explored in this paper:

1. Enhance the desirability of training offerings;
2. Delivery of best practice Council induction programs;
3. Require Councils to adopt a training policy;
4. Require candidates to attend training prior to nominating for election;
5. Incentivise training through the remuneration framework; and,
6. Mandate training for newly elected Elected Members.

Feedback from the Local Government sector in relation to the policy options listed above, or any other relevant matter, is sought by **Friday, 13 November 2015**.

The policy framework recommendations that stem from this consultation process will be the subject of thorough Zone and State Council consideration during a subsequent Zone and State Council meeting process.

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# 1. Background

This paper aims to facilitate a discussion about policy options to increase Elected Member training participation. In particular, policy options for mandating or incentivising training through the fees and allowances framework will be explored.

The Local Government sector consultation process accompanying this paper represents an opportunity for the sector to proactively explore options for increasing Elected Member participation in training. In the context of increasing calls from the State Government for policy or legislative changes to increase Elected Member participation in training, not developing a sector-led policy framework risks future Government intervention.

This paper comprises four sections:

- I. **Section One** discusses the role of WALGA, outlines the importance and benefits of training, and explores the policy context in Western Australia and interstate;
- II. **Section Two** outlines the existing training framework for Local Government Elected Members, including Council induction programs and accessibility features of the formal training framework;
- III. **Section Three** explores policy options to increase Elected Member participation in training including options to compel or incentivise training; and,
- IV. **Section Four** summarises the policy options and outlines a process for Local Government and stakeholder feedback.

## 1.1 Role of WALGA – Training Provider and Advocate

WALGA, as the lead Association for Local Government in Western Australia, advocates and develops policy on behalf of 139 Western Australian Local Governments and offers a diverse range of Local Government specific services.

WALGA has a dual and potentially conflicting position in policy development relating to incentivising or mandating Elected Member training: WALGA is both an advocate for policy change on behalf of the Local Government sector and a provider of Elected Member training as a Registered Training Organisation (RTO). Policy or legislative changes resulting in increased Elected Member participation in training have the potential to financially benefit WALGA as a key provider of Local Government specific training in Western Australia. It is important that this potential conflict of interest is forthrightly acknowledged by WALGA.

To address the potential conflict of interest, this paper will focus on nationally accredited training based on the Local Government Training Package. Any RTO is able to offer training that complies with the Local Government Training Package and it would be expected that increasing demand resulting from policy or legislative change would potentially lead to other RTOs offering specific Elected Member training.

Further, at no stage will WALGA advocate to the Minister for Local Government or the Salaries and Allowances Tribunal that specific WALGA training should be mandated or

incentivised. Instead, policy or legislative changes should only reference nationally accredited training that could be offered by a number of RTOs in a competitive market.

On balance, while acknowledging the potential conflict of interest, it is considered appropriate for WALGA to facilitate a dialogue with the sector in relation to policy or legislative changes seeking to increase Elected Member participation in training, as this represents a significant and contemporary policy issue in Local Government nationally. To not proactively develop a policy position on behalf of the sector in relation to this issue would be a disservice to Western Australia's current and future Elected Members and to the communities they serve and represent.

## **1.2 Benefits of Elected Member Training**

Policy development aiming to increase Elected Member participation in training is predicated on the supposition that there are benefits for the individual Elected Member, their Council and the Local Government sector to be realised from training and professional development.

For individuals, training and professional development can be valuable in assisting Elected Members to navigate their increasingly complex and demanding role. Managing competing demands, fully understanding complex issues and working within the confines of a unique legislative and regulatory system can be challenging, particularly for new or inexperienced Elected Members. The complexity and challenge of the role of an Elected Member is demonstrated by the Elected Member Position Description, which was developed by the Department of Local Government and Communities, and is mapped against the Elected Member Skill Set (see Section 2.1.2) in Appendix 1.

Elected Members who have undertaken training are typically very satisfied with the benefits of training and with the applicability of their learnings to their role. During the 2014-15 financial year, 308 Elected Members participated in WALGA delivered training subsidised by the Royalties for Regions Country Local Government Fund. In a post-training survey, participants rated all four courses five out of six or better (on a one to six scale) when asked to what extent they felt their personal learning objectives had been achieved. For individual Elected Members to be able to make a meaningful contribution to their Council, training in the key responsibilities of their role can be extremely beneficial.

Councils also benefit from Elected Member training. As the strategic decision-making body of the Local Government, it is crucial that Councils understand their responsibilities and contain the appropriate skills and understanding to make informed strategic decisions on behalf of their communities.

With \$4.4 billion in annual revenue and \$27.6 billion of non-financial assets under management, the Local Government sector requires competent and well qualified political leadership. It is crucial for the sustainability and reputation of the Local Government sector that Elected Members and Councils fully appreciate the significance of their role and are competent in overseeing complex public organisations.

Given the significance of the role of an Elected Member and the importance of Councils in overseeing complex organisations, coupled with the utility of training and professional development, it is not surprising that state governments and other stakeholders, in Western Australia and elsewhere, have been suggesting policy or legislative change to increase Elected Member participation in training.

### **1.3 Policy Context in Western Australia and Other States**

The Minister for Local Government, the Department of Local Government and Communities, and other stakeholders have, over recent years, suggested that participation in Elected Member training should be mandatory or incentivised through the Elected Member remuneration framework.

Calls for greater Elected Member training are predicated on the belief that Elected Members who undertake training and professional development are better able to perform their role as an Elected Member and are able to offer greater strategic contributions to the Council's decision making processes. Indeed, in all Australian jurisdictions, a common feature of nearly every inquiry into governance failures at an individual Council or a more general review of Local Government capacity and capability is a recommendation for an increase in Elected Member participation in training.

The desire of state governments for increased Elected Member participation in training is not unique to Western Australia. For instance, in 2014, training for Elected Members became mandatory for newly elected Elected Members in South Australia. Further, the New South Wales Local Government Independent Review Panel recommended the introduction of mandatory Elected Member training in its 2013 report.

While mandatory training is one option, some stakeholders argue for a more nuanced policy approach: using the fees and allowances framework to incentivise – rather than compel – training. Others argue for a less interventionist approach, such as encouraging Elected Members to undertake training or requiring Councils to adopt a training policy.

A range of options will be explored in Section Three of this paper and feedback invited from the Local Government sector.

#### **1.3.1 Salaries and Allowances Tribunal**

The Salaries and Allowances Tribunal determination, issued in June 2014, stated that the Minister for Local Government has an appetite for Elected Members to be incentivised to undertake training through the fees and allowances framework:

*As part of the Tribunal's 2013 inquiry, the Minister for Local Government requested that consideration be given to the possibility of providing incentives for elected*

*council members who participate in training programs in an effort to increase the capacity of local governments to successfully deliver services to the community.<sup>1</sup>*

The Salaries and Allowances Tribunal concluded that it was not appropriate to provide incentives or rewards for completion of training as part of its 2014 determination while a program of training for Elected Members, funded by the Royalties for Regions program, is being undertaken in non-metropolitan areas.

In their 2015 determination, the Salaries and Allowances Tribunal reiterated their previous position regarding their openness to providing incentives for training and stated:

*While the Tribunal is generally amenable to providing incentives for Elected Members to undertake that will develop skills related to their core responsibilities, it has determined that it is not appropriate to provide incentives until the completion of the pilot program and the training for Elected Members is more generally available.<sup>2</sup>*

Following the completion of the second round of Royalties for Regions training during the 2015-16 financial year, the Minister for Local Government may request the Salaries and Allowances Tribunal to further investigate options for incentivising training.

### 1.3.2 Inquiry into the City of Canning

The 2014 *Report of the Panel of Inquiry into the City of Canning* discussed issues associated with Elected Member induction training, continuing education and remuneration, and made a number of relevant recommendations to the State Government.

In particular, as per point two of the recommendation below, the Report recommended that newly elected Councillors be required to undertake training within their first three months:

#### Recommendation Seven

*I recommend that:*

- 1. Consideration be given to providing newly elected Councillors a period of time after their election (perhaps three months), and prior to officially taking up their role as local government Councillors, to participate as non-voting members in the Council process as remunerated observers.*
- 2. During this period, these newly elected Councillors should be required to complete a formal training program in their new role as per an appropriate, government mandated, local government training program.*
- 3. This training be funded by each local government and be offered to any other Councillor who requests it.*

<sup>1</sup> Salaries and Allowances Tribunal. 2014. *Western Australia Salaries and Allowances Act 1975 Determination of the Salaries and Allowances Tribunal on Local Government Elected Council Members*: p5. Available from: <http://www.sat.wa.gov.au/LocalGovernmentElectedMembers/Pages/Determination18June2014.aspx>

<sup>2</sup> Salaries and Allowances Tribunal. 2015. *Western Australia Salaries and Allowances Act 1975 Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members*: p7. Available from: <http://www.sat.wa.gov.au/LocalGovernmentCEOsandElectedMembers/Documents/2015-06-17-Local-Government-Combined-Remuneration-Determination.pdf>

4. *The Local Government Act 1995 should be amended accordingly to accommodate these new educational and learning initiatives.*<sup>3</sup>

Beyond recommending mandatory induction training within three months of election to Council, the Inquirer into the City of Canning argued that, due to the complex and sophisticated Local Government environment, continuing education for Elected Members would be valuable to anyone seeking to become an Elected Member.<sup>4</sup>

The Report recommended that more detailed and involved training should be made compulsory for Elected Members in due course:

*Recommendation Eight*

*I recommend that the Department of Local Government, in cooperation with the WA Local Government Association and Local Government Managers Australia, investigate the offering of continuing education programs of the sort detailed in this Report and that, in due course, the Local Government Act 1995 be amended to make continuing education and training mandatory for all Elected Members.*<sup>5</sup>

The Inquirer also discussed remuneration for Elected Members and linked Elected Member remuneration with training and further education. The Report recommended that remuneration for Elected Members be reviewed simultaneously with requirements for training:

*Recommendation Nine*

*I recommend that any changes of the sort suggested above in relation to induction and continuing education be undertaken simultaneously with an investigation of the current remuneration levels for local government members – remuneration levels which are, in my opinion, inadequate given the considerable time requirements now imposed on Elected Members.*<sup>6</sup>

### 1.3.3 Metropolitan Local Government Review Panel

The Metropolitan Local Government Review Panel's Final Report also discussed Elected Member training and sought to link Elected Member training and remuneration:

*The model for elected members needs to be updated to encourage an increased capacity for strategic decision-making. The Panel believes elected members need to exhibit a higher standard of executive governance, similar to that of a board. This can be reinforced by training which is encouraged by appropriate remuneration.*<sup>7</sup>

<sup>3</sup> Kendall, C. N. 2014. *Report of the Panel of Inquiry into the City of Canning: An Inquiry under Division 2, Part 8 Local Government Act 1995*: p366.

<sup>4</sup> Kendall, C. N. 2014: p366-7

<sup>5</sup> Kendall, C. N. 2014: p367

<sup>6</sup> Kendall, C. N. 2014: p368

<sup>7</sup> Metropolitan Local Government Review Panel. 2012. *Metropolitan Local Government Review: Final Report of the Independent Panel*: p153

### 1.3.4 South Australia

Training for Elected Members was made compulsory in South Australia in 2014, and newly elected Elected Members must complete the mandatory training requirements within the first 12 months of their four year term 2014-2018.<sup>8</sup>

The mandatory training involves four modules, which are able to be completed in seven and a half hours in total and can be delivered in-person or online via webinar.

The four modules are:

1. Introduction to Local Government;
2. Legal Responsibilities;
3. Council and Committee Meetings; and,
4. Financial Management and Reporting.

While the training is mandatory, it is unclear at this stage what the consequences will be for Elected Members who fail to successfully complete the mandated modules.

It is also a requirement in South Australia for Councils to adopt a Training and Development Policy for Elected Members that is intended to ensure Elected Members are offered opportunities to undertake required training and any other training and development activities relevant and beneficial to their role.

To assist Local Governments to comply with this requirement, the Local Government Association of South Australia provides a model policy to its members that can be adapted by individual Local Governments.

### 1.3.5 New South Wales – Fit for the Future

Local Government in New South Wales has undergone a thorough review process since the establishment in 2012 of the NSW Independent Local Government Review Panel, led by Professor Graham Sansom.

The Panel reported in 2014 and the NSW Government has responded to the Panel's recommendations. Notably, the Panel recommended that professional development of Elected Members be linked to the remuneration system:

*Increase remuneration for councillors and mayors who successfully complete recognised professional development programs.<sup>9</sup>*

The Government, in their response to the Panel's report did not accept the above recommendation. However, in response to another recommendation the Government stated

<sup>8</sup> Further information can be found on the Local Government Association of South Australia website: <http://www.training.lga.sa.gov.au/index.cfm/council-member-training/lga-training-standard/>

<sup>9</sup> NSW Independent Local Government Review Panel. 2013. *Revitalising Local Government: Final Report of the NSW Independent Local Government Review Panel*: p68

that it would give further consideration to mandating induction training for newly elected Councillors:

*Ensuring new mayors and first time councillors undergo induction training. The Government believes in addition to this that councils should encourage all councillors, mayors and candidates to undergo training to ensure they have the necessary information and skills to decide to stand for council and perform their role effectively.<sup>10</sup>*

Further, the Panel also recommended that candidates be required to attend an information session prior to submitting a nomination:

*Before their nomination is accepted, require all potential candidates for election to local government to attend an information session covering the roles and responsibilities of councillors and mayors.<sup>11</sup>*

### 1.3.6 Systemic Sustainability Study

The 2008 Final Report of the sector's Systemic Sustainability Study (SSS), *The Journey: Sustainability into the Future*, also discussed "Building Councillor Capability" at length. While the SSS Panel Report, published in 2006, recommended mandatory training for Elected Members following their election, this proposition was not supported by the sector during the consultation process relating to the final report.

Consequently, the Final Report of the SSS recommended that Local Governments be required to resource Elected Member training and that Elected Members continue to be encouraged to undertake further training and skill development. Actions 28 and 29 of the SSS Final Report are relevant for this discussion. Action 28 recommends that Local Governments be required to allocate funding for Elected Member training.

#### Action 28

*That the Local Government Act 1995 be amended to require Local Governments to resource the participation of Councillors in professional development.<sup>12</sup>*

Action 29 recommends encouraging Elected Members to undertake four core units, similar to the four core units that are now compulsory for newly elected Councillors in South Australia, as discussed in Section 1.2.4.

#### Action 29

*That Councillors be encouraged to undertake the following four core units for professional development in the Councillor's first term:*

- *Legal responsibilities*
- *Finance*

<sup>10</sup> NSW Office of Local Government. 2014. *Fit for the Future: NSW Government Response – Independent Local Government Review Panel Recommendations; Local Government Acts Taskforce Recommendations*: p10

<sup>11</sup> NSW Independent Local Government Review Panel. 2013: p68

<sup>12</sup> WALGA. 2008. *The Journey: Sustainability into the Future*: p61



- *Corporate Governance / Ethics*
- *Sustainable Asset Management or Land Use Planning, with the selection dependent on the extent to which asset management is a core function of the Local Government concerned.*<sup>13</sup>

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<sup>13</sup> WALGA. 2008: p61

## 2. Elected Member Training

To assist with the exploration of policy options to increase participation in Elected Member training, which are explored in Section Three, this section outlines existing Elected Member training offerings.

Section 2.1 outlines the existing Elected Member training framework and categorises training into three tiers:

1. Introductory training;
2. Foundation training; and,
3. Advanced training.

Section 2.2 describes a number of important initiatives that ensure that training is as accessible to as many Elected Members as possible. This is particularly important to ensure the widespread applicability of the policy options explored in Section Three in the context of a state as geographically and culturally diverse as Western Australia.

Section 2.3 discusses Council induction programs, which are important for newly elected Elected Members but are considered complementary to the formal Elected Member training framework explored below.

### 2.1 Elected Member Training Framework

This section outlines the existing training framework for Local Government Elected Members. The training discussed is, where relevant, based on the nationally recognised Local Government Training Package and is able to be offered by other Registered Training Organisations.

To assist with analysis and the exploration of policy options for increasing Elected Member participation in training, this paper discusses three tiers of training, and makes reference to the corresponding WALGA offering.

**Table 1: Tiers of Training and Corresponding WALGA Offering**

	Type	Purpose	WALGA Offering
1.	Introductory	To understand the role of Local Government.	Fundamentals – Understanding Local Government
2.	Foundation	To address the introductory skills required to operate effectively in Local Government environment.	Elected Member Skill Set – nationally recognised
3.	Advanced	Further enhancement of the skills required of Elected Members.	Diploma of Local Government (Elected Member) – nationally recognised

WALGA's training offerings provide a pathway for Elected Members to progress from introductory training through to the Diploma of Local Government (Elected Member).

WALGA's Elected Member Learning and Development Pathway is represented by the following diagram.



## Elected Member Learning and Development Pathway

Further explanation of the training listed above is explored below before Section Three of this paper explores policy options for increasing Elected Member participation in training.

### 2.1.1 Introductory Training

Introductory training is designed to provide a basic level of understanding about the role, function and constitution of Local Government.

As per Section 1.3.5, the New South Wales Independent Local Government Review Panel recommended that candidates be required to attend an information session about the role of Councillors and Mayors. This is a policy option worthy of exploration and is discussed in Section 3.4 of this paper. WALGA's introductory training course – *Understanding Local Government* – is discussed below.

#### *Understanding Local Government*

WALGA offers an online introductory course – *Understanding Local Government* – that can be undertaken in approximately two hours. The course provides an overview of the roles and responsibilities of Elected Members, the Local Government environment and protocols and procedures.

It may be appropriate for the Department of Local Government and Communities to provide this type of training should it become mandatory or incentivised for candidates or newly elected Elected Members.

### 2.1.2 Foundation Training

To assist with the exploration of policy options in Section Three of this paper, the second tier of training has been categorised as “Foundation Training” and is best represented by the nationally accredited Elected Member Skill Set. The Elected Member Skill Set is similar to the training required to be undertaken by newly elected Councillors in South Australia as detailed in Section 1.3.4.

#### *Elected Member Skill Set*

The Elected Member Skill Set contains three units of competency that form the nationally recognised Elected Member training program contained within the LGA04 Local Government Training Package.

The three units of competency are:

- LGAGEN501A – Undertake councillor roles and responsibilities
- LGAGENE503 – Perform the role of an elected member
- LGAGENE302A – Contribute to effective decision making

These three units of competency are targeted at newly elected Elected Members, but are also relevant for serving Elected Members seeking to refresh their knowledge and understanding of their role within Local Government.

As these units of competency are nationally recognised, they are able to be offered by a range of Registered Training Organisations.

WALGA offers two courses that meet the requirements of the nationally recognised Elected Member Skill Set.

**Table 2: WALGA’s Elected Member Skill Set**

Course Title	Duration	Relationship to Competency Standards
<b>Serving on Council</b>	1 day or 3 hours online	LGAGENE501A LGAGENE503
<b>Decision Making at a Governing Board Level</b>	1 day or 3 hours online	LGAGENE302A

The Department of Local Government and Communities has developed a position description for an Elected Member, which outlines the responsibilities and skills required for the role. To highlight the usefulness and applicability of the Elected Member Skill Set, the three units of competency are mapped against the Elected Member position description in Appendix 1. The charts map the skills, knowledge, accountabilities, standards and values from the position description against the performance, skills and knowledge delivered and assessed in the three units of the Elected Member Skill Set.

The successful completion of this skill set provides a pathway for Elected Members into the Elected Member stream of the Diploma of Local Government. It is important for the Local Government sector to support the Elected Member Skill Set as nationally accredited Local Government specific training.

### 2.1.3 Advanced Training

To assist with the exploration of policy options in Section Three of this paper, the third tier of training has been categorised as “Advanced Training”, which aims to further build the skills of Elected Members to successfully undertake their role. Examples of advanced training could include the nationally recognised Diploma of Local Government (Elected Member) or the Company Directors Course offered by the Australian Institute of Company Directors (AICD).

#### *Diploma of Local Government (Elected Member)*

The Diploma of Local Government (Elected Members) is nationally accredited training and can therefore be offered by other Registered Training Organisations (RTO). WALGA offers its Diploma of Local Government (Elected Member) course in a 10-day format and the first two units comprise the Elected Member Skill Set, discussed in Section 2.1.2 above.

The content of WALGA’s Diploma of Local Government (Elected Member) course and the relationship of each unit to the competency standards are detailed in the table below.

**Table 3: WALGA’s Diploma of Local Government (Elected Member)**

Course Title	Duration	Relationship to Competency Standards
<b>Serving on Council</b>	1 day	LGAGENE501A LGAGENE503
<b>Decision Making at a Governing Board Level</b>	1 day	LGAGENE302A
<b>Meeting Procedures and Debating</b>	1 day	LGAGENE304A
<b>Effective Community Leadership</b>	1 day	LGAGENE502A
<b>Strategy and Risk Management</b>	1 day	BSBMGT616A
<b>Policy Development</b>	1 day	LGADMIN527A
<b>Land Use Planning</b>	1 day	DLGLUP501A
<b>Sustainable Asset Management</b>	1 day	DLGSAM501A
<b>CEO Performance Appraisals</b>	1 day	BSBMGT502B
<b>Manage Conflict</b>	1 day	BSBATSIL503C

Participants in the Diploma are assessed and receive a nationally recognised qualification upon completion of the course requirements. To date, 18 Elected Members have completed the Diploma and nine are currently enrolled.

### *Company Directors Course*

When discussing further professional development for Elected Members, a number of stakeholders including the Minister for Local Government, have proposed the Company Directors Course, offered by the Australian Institute of Company Directors, as a potential option that could be incentivised or mandated. The Company Directors Course, while not Local Government specific, focuses on the duties and responsibilities of a director. The Company Directors Course contains 10 modules, each of which is half a day in duration.

**Table 4: Company Directors Course Content**

<b>Module 1</b>	The role of the Board and the Practice of Directorship
<b>Module 2</b>	Decision Making
<b>Module 3</b>	The Director's Duties and Responsibilities
<b>Module 4</b>	The Board's Legal Environment
<b>Module 5</b>	Risk: Issues for Boards
<b>Module 6</b>	Strategy: The Board's Role
<b>Module 7</b>	Financial Literacy for Directors
<b>Module 8</b>	Driving Financial Performance
<b>Module 9</b>	Achieving Board Effectiveness
<b>Module 10</b>	Learning into Practice

Participants are assessed upon completion of the modules, and must pass a test and submit an essay to a required standard to successfully complete the course. As it is not designed for Elected Members, the Company Directors Course is seen as complementary to Local Government specific training.

## **2.2 Accessibility of Training**

To ensure that training is as accessible as possible, and to ensure that the policy options explored in Section Three are broadly applicable, the following key accessibility issues are discussed:

1. Recognition of Prior Learning;
2. Reasonable Adjustments; and,
3. Modes of Delivery.

It is particularly important that training is widely accessible given the widespread diversity of Western Australian Local Governments in terms of geography, remoteness, culture, language and capacity.

### **2.2.1 Recognition of Prior Learning**

Registered Training Organisations, including WALGA, offer Recognition of Prior Learning (RPL) as a legitimate assessment pathway for Elected Members that have extensive experience in their role. Recognition of Prior Learning enables Elected Members to demonstrate competence from prior experience and learning. The process involves a self-assessment and consideration of additional supporting evidence specified for each individual Elected Member and their particular needs.

### **2.2.2 Reasonable Adjustments**

For assessment purposes, 'reasonable adjustments' should be made, where possible, to support an individual student's learning needs. This may be applicable to Elected Members who live in a remote location, have difficulty with reading, writing or numeracy or with particular cultural or religious needs.

The reasonable adjustment process enables assessments to be adjusted to meet the needs and characteristics of the Elected Members being assessed, taking into account any equity requirements.

Providing a framework for adjusting assessments ensures that training is widely accessible and that policy options in Section Three are able to be broadly applied.

### **2.2.3 Modes of Delivery**

To further ensure training is widely accessible, WALGA and other training organisations deliver training in a range of formats. Training can be offered in person in a central or regional location, or it can be provided at a particular Local Government.

Many courses are also offered online through Electronic Learning (eLearning) platforms, which can enable access to participants anywhere in the world using contemporary technologies. This is particularly important in Western Australia given the remoteness of some Local Governments.

## **2.3 Local Government Induction Programs**

Local Governments typically deliver an induction program for newly elected Elected Members to introduce them to their new role. As Council induction programs are the responsibility of each Local Government, they often vary in the depth and breadth of their content. While important in assisting new Elected Members to understand their role and responsibilities, Council induction programs are considered to be complementary to the formal training programs described in Section 2.1.

The Department of Local Government and Communities has published an Elected Member Induction Guideline, which lists a range of topics that an induction program should aim to address including practical, legislative, operational, and other matters.<sup>14</sup>

Some Local Governments deliver a structured and thorough induction program staged over a number of days, which can include mock Council meetings and presentations from guest speakers representing key stakeholders such as WALGA and the Department of Local Government and Communities. Other Local Governments take a less formal approach, providing only basic information and allowing Elected Members to learn from experience during the early part of their first term.

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<sup>14</sup> Available from: [http://publications.dlg.wa.gov.au/DLGC\\_LG\\_Operational-Guideline\\_4.pdf](http://publications.dlg.wa.gov.au/DLGC_LG_Operational-Guideline_4.pdf)

To enhance the knowledge and professionalism of Councils, structured and thorough induction programs delivered universally across the Local Government sector would be beneficial and there may be a role for WALGA in promoting a best practice induction program outline. The delivery of best practice Council induction programs, while not a replacement for formal Elected Member training and professional development, is a policy option that is explored in Section 3.2.



### 3. Policy Options

This section explores policy options to increase Elected Member participation in training with reference to the existing Elected Member training framework outlined in Section Two of this paper.

The discussion regarding increasing Elected Member participation in training occurs in the context of policy discussions in Western Australia and other Australian states, as outlined in Section 1.3.

A range of possible options are discussed below:

1. Enhance desirability of training offerings;
2. Delivery of best practice Council induction programs;
3. Require Councils to adopt a training policy;
4. Require candidates to attend training prior to nominating for election;
5. Incentivise training through the remuneration framework; and,
6. Mandate training for newly elected Elected Members.

The six options listed above seek to increase the participation of Elected Members in training, which is presumed, for the purposes of this discussion, to be a desirable policy goal. Increased participation in training is believed to increase the capacity and capability of Elected Members and therefore Councils in Western Australia.

The options explored below are not exhaustive, nor mutually exclusive, and feedback from Local Governments relating to a combined or amended policy framework is welcome.

#### 3.1 Enhance Desirability of Training Offerings

The first policy option to be explored in attempting to increase Elected Member training participation is for stakeholders to ensure training is offered in desirable locations and formats. This option would not require significant policy or legislative change.

There is evidence that policy interventions of this nature are having an impact, as demonstrated by Elected Member participation in Royalties for Regions subsidised training held in a range of non-metropolitan locations since 2013. In 2014-15, 308 Elected Members participated in training provided by the program in eight different WALGA Zones. As discussed in Section 1.2, participants in this training found it to be extremely valuable in terms of their personal learning objectives.

A key benefit of pursuing this option is that it would require minimal change to legislation or the Elected Member remuneration framework.

The main disadvantage of this approach is that some Elected Members may not seek further training or skill development under a strictly voluntary framework no matter the training offered. Secondly, the training program discussed above relies on funding from the Royalties for Regions program, and such funding may not be consistently forthcoming. Further, given

recent calls from the Minister for Local Government to incentivise or mandate training in Western Australia, coupled with the trend in this direction evident in other states, pursuing this option may not be satisfactory to the Minister and therefore there would be a risk of further Government intervention.

### **3.2 Best Practice Induction Programs**

Another policy option that may not require significant legislative or policy change is for Local Governments to adopt and deliver a best practice Council induction program for newly elected Elected Members.

While Council induction programs should be seen as complementary to formal training programs, they often provide the first point of learning about the role for newly elected Elected Members.

The adoption and delivery of a best practice induction program could either be voluntary or through legislative change requiring Local Governments to provide an induction program to a particular standard. There may be a role for WALGA in the development and publication of a best practice induction guide.

The main advantage of this policy option is that it would be relatively straightforward to implement, particularly if it was not a legislative requirement.

There are a number of disadvantages of this approach. Firstly, an induction program is not a replacement for the formal Elected Member training outlined in Section 2.1. Secondly, if induction programs are delivered by individual Local Governments there is likely to be a significant variance in the content and depth of induction programs across the state. Finally, adoption of this policy option in isolation risks future Government intervention as it may not be considered a sufficient policy response by the State Government.

### **3.3 Require Councils to Adopt a Training Policy**

Another policy option that has been considered previously in Western Australia and other states of Australia is for Councils to be required to adopt a training policy.

As discussed in Section 1.3.6, the Final Report of the Systemic Sustainability Study recommended that Councils be required to allocate funds to Elected Member training or professional development.

Councils in South Australia have been required to adopt a training and development policy for Elected Members for many years (see Section 1.3.4) and a similar policy approach was considered by the New South Wales Independent Local Government Review Panel.

An option for Western Australia could be for the *Local Government Act 1995* to be amended to require Councils to adopt a training policy similar to the policy framework in South Australia. The training policy would outline the training that Elected Members should aim to

complete upon their election and during their first and subsequent terms. It could be a requirement that the training and development policy is reviewed and updated following every biennial election.

This approach would ensure that Elected Members have access to suitable training and skill development, and would ensure that each Council continuously reviews and documents their training and development needs.

Implemented in isolation, this policy approach may not achieve the desired outcomes and would risk further Government legislative or policy intervention. Further, requiring Councils to adopt a training and development policy would add a compliance requirement to the Local Government sector.

### 3.4 Requirements for Candidacy

Another policy option is for candidates to be required to attend an introductory training session or an information session prior to their nomination for Council being accepted. This was put forward recently by the New South Wales Independent Local Government Review Panel, as detailed in Section 1.3.5.

Proponents of this approach want to ensure that candidates have an awareness of the role and responsibilities of an Elected Member prior to their nomination for election to Council. This approach may even dissuade some 'single issue' candidates from nominating once they have an understanding of the Local Government legislative framework, particularly in relation to conflicts of interest.

In advance of the upcoming 2015 Local Government elections, WALGA is developing a webinar that will be able to be accessed by candidates seeking to gain an understanding of Local Government. Further, WALGA and the Department of Local Government and Communities often speak at candidate information sessions hosted by Local Governments seeking to inform prospective candidates about the role of an Elected Member.

The typical argument against compelling candidates to attend an information session is that such an approach may create a barrier to nominating for some candidates, thereby reducing the potential pool of candidates and undermining the democratic process. Further, ensuring access for all candidates to the training or information session could be a significant practical challenge in Western Australia, notwithstanding the increasing ubiquity of online resources and internet access.

WALGA's introductory training offering, as outlined in Section 2.1.1, is *Understanding Local Government*, which can be completed in two hours online, and could be applied to a regime requiring candidates to undertake specified training prior to acceptance of their nomination for election.

If legislation were to be changed to require potential candidates to attend a training or information session, or complete an online module, it may be considered more appropriate for the material to be provided by the Department of Local Government and Communities.

### 3.5 Incentivisation of Training

A more nuanced policy approach, being explored in a number of jurisdictions and suggested by the Minister for Local Government (see Section 1.3.1), would be for Elected Members to be incentivised to undertake training through the remuneration framework.

#### 3.5.1 Elected Member Remuneration Framework

Elected Members are remunerated in one of two ways in Western Australia: a meeting attendance fee for each Council, Committee or prescribed meeting attended, or an annual allowance in lieu of meeting fees.

Further, the Mayor or President is entitled to an additional annual allowance that takes into account the additional responsibilities of their role. The Deputy Mayor or Deputy President is entitled to receive 25 percent of the Mayor or President's annual allowance. Logically, it would make sense that a framework seeking to incentivise greater Elected Member participation in training would focus on payments made to all Elected Members, not on payments made to the Mayor, President, Deputy Mayor or Deputy President. Therefore, only the payments for meeting attendance, made on a per-meeting basis or an annual basis, will be discussed in this paper.

The Salaries and Allowances Tribunal categorises Local Governments into four bands based on their relative size in terms of population, operating revenue and other factors, and publishes a range that Local Governments can pay within their attributed band.

The following table applies to Local Governments that choose to pay an annual attendance fee in lieu of Council meeting, Committee meeting and prescribed meeting attendance fees.

**Table 5: Elected Member Annual Attendance Fees**

Band	For a Council member other than the Mayor or President		For a Council member who holds the office of Mayor or President	
	Minimum	Maximum	Minimum	Maximum
1	\$24,000	\$30,900	\$24,000	\$46,350
2	\$14,500	\$22,660	\$14,500	\$30,385
3	\$7,500	\$15,965	\$7,500	\$24,720
4	\$3,500	\$9,270	\$3,500	\$19,055

The following tables outline the meeting fees payable to Elected Members where the Local Government elects to pay on a per-meeting basis.

**Table 6: Council Meeting Fees per Meeting**

Band	For a Council member other than the Mayor or President		For a Council member who holds the office of Mayor or President	
	Minimum	Maximum	Minimum	Maximum
1	\$600	\$773	\$600	\$1,159
2	\$363	\$567	\$363	\$760
3	\$188	\$400	\$188	\$618
4	\$88	\$232	\$88	\$477

Where a Local Government pays on a per-meeting basis, Elected Members are also entitled to meeting fees for attendance at Committee meetings and Prescribed meetings.

**Table 7: Committee Meeting and Prescribed Meeting Fees per Meeting**

Band	For a Council Member (including the Mayor or President)	
	Minimum	Maximum
1	\$300	\$386
2	\$181	\$283
3	\$94	\$200
4	\$44	\$116

### 3.5.2 Incentivisation Policy Options

There are a range of options that could be applied to the Elected Member remuneration framework to incentivise greater participation in training, some of which may require legislative change.

One option would be for Elected Members to be paid an annual 'training allowance' if they have met specified training standards. For example, an Elected Member could receive a specified amount on top of their other allowances for completing the Elected Member Skill Set or equivalent. Then, an additional allowance could be paid for Elected Members who have completed advanced training, such as the Local Government (Elected Member) Diploma or the Company Directors Course.

A second option would be for Elected Members to get a percentage bonus of their meeting fee or annual allowance for completing specified training. Again, this could be tiered with Elected Members who have completed the Elected Member Skill Set or equivalent eligible for a percentage bonus and Elected Members who have completed advanced training, such as the Diploma of Local Government (Elected Member) or the Company Directors Course, eligible for a greater percentage bonus.

A key benefit of the incentivisation approach is that providing a monetary incentive is more likely to successfully increase participation in training than some of the other options discussed above without the need to mandate participation in training. Further, linking training participation with the Elected Member remuneration framework would explicitly

recognise the additional capacity and capability that Elected Members who have undertaken training will bring to their role as an Elected Member.

A major disadvantage of this approach would be the complexity that would potentially be added to the remuneration framework. This would also add to the compliance requirements for Local Governments to ensure that each Elected Member is remunerated appropriately. Further, consideration regarding smaller Local Governments' ability to pay increased remuneration should be considered.

### **3.6 Mandatory Training**

The final policy approach to be explored is the mandating of training for Elected Members. There are options regarding the type of training that could be mandated and the consequences for non-completion. It is suggested that only foundation training (see Section 2.1.2) would be suitable for a mandatory training regime, as is the case in South Australia (see Section 1.2.4), because advanced training, discussed in Section 2.1.3, would be too onerous for a mandatory regime at this stage.

#### **3.6.1 Mandatory Foundation Training**

One policy option would be for completion of foundation training, typified by the Elected Member Skill Set, to be a requirement for newly elected Elected Members within a given timeframe. This is similar to the South Australian regime (see Section 1.3.4) and was recommended in the Systemic Sustainability Study report (see Section 1.3.6) and in the NSW Independent Local Government Review Panel Report (see Section 1.3.5).

In pursuing this policy option, consideration is necessary regarding the timeframe within which newly elected Elected Members would be required to complete their training.

Further, consequences for non-completion would also need to be determined. One option would be for an Elected Member's position to be declared vacant at the next available election if they did not complete the training within the required timeframe. Another option would be for allowances and sitting fees to be withheld until the required training has been completed.

Another policy option would be to apply the mandatory training to all Elected Members, not only newly elected Elected Members. Such a policy framework may require completion of a proficiency test or demonstration of prior learning by existing Elected Members to be exempted from completion of the training.

The benefit of mandatory foundation training would be that participation rates would be expected to be very high, and would, if implemented appropriately, provide most newly elected Elected Members with a reasonable level of knowledge soon after commencing their role.

There are advantages and disadvantages associated with a mandatory training regime. In particular, Local Governments would have to resource the provision of training and ensure

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compliance with the mandatory training regime and this could present a fiscal challenge for some Local Governments. Further, mandatory training could be a barrier that prevents some people from nominating for election to Council, which could represent an impediment to democracy. It is also argued that, since elected officials in other spheres of government are not subject to a mandatory training regime, training for Local Government Elected Members should not be mandatory. While it is true that training is not mandatory for politicians in State or Federal Parliament, it could be countered that parliamentarians are not often 'executive' – i.e. 'Cabinet' – decision-makers on day one as is the case for Local Government Elected Members.

## 4. Conclusion

This paper has sought to explore policy options for increasing Elected Member participation in training in the context of increasing calls in Western Australia, and other jurisdictions, for Elected Member training to be mandated or incentivised through the remuneration framework.

Utilising the existing training framework, and in the context of calls for Elected Member participation in training to be increased, six policy options have been explored:

1. Enhance desirability of training offerings;
2. Delivery of best practice Council induction programs;
3. Require Councils to adopt a training policy;
4. Require candidates to attend training prior to nominating for election;
5. Incentivise training through the remuneration framework; and,
6. Mandate training for newly elected Elected Members.

The advantages and disadvantages of each of the six policy options explored in Section Three are summarised in the table below.

**Table 8: Advantages and Disadvantages of Policy Options**

	Advantages	Disadvantages
<b>Enhance desirability of training offerings</b>	No legislative change.	May not achieve desired results – some Elected Members may not pursue training. Funding for subsidised training may not be forthcoming. Risk of further Government intervention.
<b>Local Governments to adopt and deliver best practice induction program</b>	Potentially no legislative change. Straightforward implementation.	Not a replacement for formal training. Potential variance in standard if Local Government delivered. Risk of further Government intervention without other policy changes.
<b>Require Councils to adopt a training policy</b>	Ensures Councils review, document and resource training.	May not achieve desired results. Compliance requirement for Local Government. Risk of further Government intervention.
<b>Require candidates to attend information session</b>	Ensures candidates have knowledge of the role and responsibilities of being an Elected Member.	Could be a barrier to nomination. Practical challenges for some candidates to access material.
<b>Incentivised training</b>	Monetary incentive expected to raise participation rates. Link between capability and reward.	Added complexity to remuneration framework. Potential compliance requirement.



<b>Mandatory training</b>	Expected to raise participation rates. Would be expected to increase overall Elected Member knowledge.	Compliance requirement for Local Governments. Could be a barrier to nomination. Not consistent with other spheres of government.
---------------------------	---	--

The six policy options explored in this paper are not exhaustive, nor mutually exclusive. In practice, a combination of some of the policy options explored above may be the most suitable framework. Further, there may be other policy options that have not been countenanced by this paper.

The aim of this paper has been to seek feedback and stimulate discussion in the Local Government sector about potential policy options to increase Elected Member participation in training. Accordingly, the policy options have been explored openly and feedback is sought on the how they could be applied in practice. Furthermore, no figures were used regarding annual training bonus payments, or timeframes in which training must be completed. Feedback from the sector is also sought in relation to these types of practical issues.

#### 4.1 Process for Feedback

This paper represents an opportunity for the Local Government sector to proactively shape the debate in relation to increased Elected Member participation in training prior to Government policy or legislative change.

Local Governments are invited to provide feedback on any and all of the policy options explored in this paper, and any other relevant matter, including their preferred policy framework by **Friday, 13 November 2015**.

While the submission of general comments is welcome, the following questions have been prepared to assist in eliciting comparable information from Local Governments.

1. **Best Practice Induction Programs** – does Council support Local Governments adopting and delivering a structured and thorough Council induction program?
  - a. If so, should legislation be changed for this to be a requirement, or should it remain voluntary?
2. **Training and Development Policy** – does Council support legislative amendments to require all Councils to review and adopt an Elected Member Training and Development Policy following every biennial election?
3. **Candidate Requirements** – does Council support legislative amendment to require candidates to attend an information session or complete an equivalent online information session prior to nominating for election?

4. **Incentivised Training** – does Council support legislative amendments to enable Elected Members to be paid additional allowances commensurate with the level of training undertaken?
  - a. If so, how should the fees and allowances framework be structured? I.e. should Elected Members be paid a specified annual amount, a percentage bonus or using some other method?
5. **Mandatory Training** – does Council support legislative amendment to require Elected Members to be required to undertake foundation training (such as the Elected Member Skill Set or equivalent)?
  - a. Should mandatory training be applied to all Elected Members or only to newly elected Elected Members?
  - b. For newly elected Elected Members, what is the appropriate timeframe within which training should be completed?
  - c. What is the appropriate penalty for non-completion of the required training?

Please provide feedback, including general comments as well as answers to the questions above, by Friday, 13 November 2015 to:

Tim Lane  
Manager, Strategy and Reform  
[tlane@walga.asn.au](mailto:tlane@walga.asn.au)  
+61 8 9213 2029

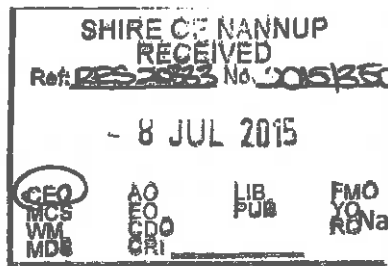
Following feedback from the sector, an item will be prepared for future Zone and State Council consideration. Outcomes from the State Council meeting will then be put forward as a formal Local Government sector policy position to the Minister for Local Government, the Department of Local Government and Communities or the Salaries and Allowances Tribunal as appropriate.

# Appendix 1 – Councillor Position Description Mapped to Skill Set Unit Requirements

Skills and Knowledge Required to Perform Councillor Role (as per DLGC Position Description)	Elected Member Skill Set Units of Competency  Requirements of the Elected Member Position Description (vertical axis) mapped against the unit of competency (horizontal axis)	LGAGENE001A Undertake councillor roles and responsibilities												
		Performance Criteria			Skills						Knowledge			
		Demonstrate awareness of roles and responsibilities in the performance of council activities	Conduct productive meetings in line with compliance requirements	Uphold council's legislative responsibilities	decision making	problem solving	conflict resolution	communication	networking	leadership and management	presentation and public speaking	state or territory legislation affecting councils and influencing bodies	councillor, executive, administrative and specialist roles within council structure	policies and protocols governing effective legal and ethical operation of council
1. Role (and responsibilities), as prescribed by the Local Government Act 1995	represent the interests of electors, ratepayers and residents of the district;		✓	✓	✓		✓						✓	✓
	provide leadership and guidance to the community district;		✓			✓		✓	✓	✓			✓	✓
	facilitate communication between the community and the council;		✓			✓		✓	✓	✓			✓	✓
	participate in the local government decision making process at council and committee meetings;		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	perform such other functions as are given to a councillor by the Local Government Act 1995 or any other written law							✓	✓					
2. Accountabilities, as prescribed by the Local Government Act 1995	an understanding of the role and structure of local government as prescribed by the Local Government Act 1995 and Regulations;	✓	✓	✓	✓	✓	✓	✓				✓	✓	✓
	an understanding of the quasi-judicial town planning role of local government, as prescribed by the Planning and Development Act 2005;											✓		✓
	an understanding of Integrated Strategic Planning – the strategic plans for the future of the local government, the processes involved and the strategic role of a councillor;													
	an understanding of the process of managing the Chief Executive Officer's performance;											✓	✓	✓
	ability to read and understand financial statements and reports;													
	a basic understanding of legal processes		✓									✓	✓	✓
3. Governance and ethical standards	an understanding of the 'separation of powers' between councillors and the administration (the difference between governing and managing);	✓	✓	✓	✓			✓				✓	✓	✓
	an understanding of meeting process, including Standing Orders ;	✓	✓		✓	✓						✓	✓	✓
	an appreciation for policy development processes;	✓	✓	✓	✓							✓	✓	✓
	an awareness of risk management strategies;	✓												
	an understanding of the accountability framework prescribed by the Local Government Act 1995 and the Corruption and Crime Commission Act 2003, and other legislation						✓							✓
4. Values, characteristics and commitment to the role	the ability to communicate, debate and actively participate in meetings; ability to enhance discussion and assist discussions to reach closure, ability to disagree, without being disagreeable.	✓	✓					✓	✓	✓				
	the ability to develop and maintain effective working relationships and to manage interpersonal conflicts;	✓	✓	✓	✓			✓	✓	✓				
	ability to exercise independent judgements	✓	✓		✓	✓	✓	✓		✓				

Skills and Knowledge Required to Perform Councillor Role (as per DLGC Position Description)	Elected Member Skill Set Units of Competency	LGAGENE503 Perform the role of an elected member														
		Performance			Skills					Knowledge						
		Identify the role and working environment of elected members	Provide support to council as an elected member	Function effectively as an elected member	teamwork to work effectively with elected members	oral and written communication skills for interacting with the community during consultation	contributing to discussions on complex issues: negotiating and influencing others; debating and solving problems in collaboration with other elected members	numeracy and financial literacy skills for budgeting, asset management, strategic planning, financial planning and reporting	relevant state/territory Local Government Acts and amendments	code of conduct and relevant policies and procedures	separation of powers of council and administration	rights and responsibilities of elected members	WH&S responsibilities pertaining to elected member operating environment	meeting standing orders	peer support network, including external organisations	Australian constitution
1. Role (and responsibilities), as prescribed by the Local Government Act 1995	represent the interests of electors, ratepayers and residents of the district;	✓	✓	✓		✓			✓	✓		✓	✓		✓	
	provide leadership and guidance to the community district;	✓		✓		✓			✓	✓		✓			✓	
	facilitate communication between the community and the council;		✓	✓		✓	✓			✓		✓				
	participate in the local government decision making process at council and committee meetings;		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	
	perform such other functions as are given to a councillor by the Local Government Act 1995 or any other written law	✓		✓		✓		✓	✓	✓					✓	
2. Accountabilities, as prescribed by the Local Government Act 1995	an understanding of the role and structure of local government as prescribed by the Local Government Act 1995 and Regulations;	✓	✓	✓			✓					✓	✓		✓	
	an understanding of the quasi-judicial town planning role of local government, as prescribed by the Planning and Development Act 2005;								✓			✓			✓	
	an understanding of Integrated Strategic Planning – the strategic plans for the future of the local government, the processes involved and the strategic role of a councillor;										✓				✓	
	an understanding of the process of managing the Chief Executive Officer's performance;								✓			✓				
	ability to read and understand financial statements and reports;		✓					✓								
	a basic understanding of legal processes								✓			✓	✓			✓
3. Governance and ethical standards	an understanding of the 'separation of powers' between councillors and the administration (the difference between governing and managing);	✓	✓						✓		✓	✓			✓	
	an understanding of meeting process, including Standing Orders ;	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓		
	an appreciation for policy development processes;	✓	✓						✓	✓	✓	✓				
	an awareness of risk management strategies;		✓						✓	✓	✓	✓				
	an understanding of the accountability framework prescribed by the Local Government Act 1995 and the Corruption and Crime Commission Act 2003, and other legislation		✓						✓	✓		✓				
4. Values, characteristics and commitment to the role	the ability to communicate, debate and actively participate in meetings; ability to enhance discussion and assist discussions to reach closure; ability to disagree, without being disagreeable;		✓	✓	✓	✓	✓			✓		✓		✓	✓	
	the ability to develop and maintain effective working relationships and to manage interpersonal conflicts;	✓	✓	✓	✓	✓	✓			✓	✓	✓			✓	
	ability to exercise Independent judgements		✓	✓		✓	✓	✓		✓		✓				

Skills and Knowledge Required to Perform Councillor Role (as per DLGC Position Description)	Elected Member Skill Set Units of Competency  Requirements of the Elected Member Position Description (vertical axis) mapped against the unit of competency (horizontal axis)	LGAGENE302A Contribute to effect decision making											
		Performance Criteria				Skills				Knowledge			
		Identify problems or issues needing response	Develop solutions to problems	Evaluate solutions	Implement decisions	questioning	listening	research	management	lateral thinking	decision making processes	legislation affecting councils	responsibilities conferred upon councillors to act responsibly and ethically
1. Role (and responsibilities), as prescribed by the Local Government Act 1995	represent the interests of electors, ratepayers and residents of the district;	✓	✓									✓	✓
	provide leadership and guidance to the community district;	✓	✓	✓				✓	✓			✓	✓
	facilitate communication between the community and the council;	✓	✓	✓		✓	✓		✓		✓	✓	✓
	participate in the local government decision making process at council and committee meetings;		✓		✓	✓	✓		✓	✓	✓	✓	✓
	perform such other functions as are given to a councillor by the Local Government Act 1995 or any other written law							✓			✓	✓	
2. Accountabilities, as prescribed by the Local Government Act 1995	an understanding of the role and structure of local government as prescribed by the Local Government Act 1995 and Regulations;	✓	✓	✓	✓						✓	✓	✓
	an understanding of the quasi-judicial town planning role of local government, as prescribed by the Planning and Development Act 2005;										✓		
	an understanding of Integrated Strategic Planning – the strategic plans for the future of the local government, the processes involved and the strategic role of a councillor;										✓		
	an understanding of the process of managing the Chief Executive Officer's performance;											✓	
	ability to read and understand financial statements and reports;												
	a basic understanding of legal processes												✓
3. Governance and ethical standards	an understanding of the 'separation of powers' between councillors and the administration (the difference between governing and managing);		✓	✓	✓						✓		
	an understanding of meeting process, including Standing Orders ;		✓	✓	✓	✓	✓				✓		✓
	an appreciation for policy development processes;			✓	✓				✓		✓		
	an awareness of risk management strategies;			✓									
	an understanding of the accountability framework prescribed by the Local Government Act 1995 and the Corruption and Crime Commission Act 2003, and other legislation			✓								✓	✓
4. Values, characteristics and commitment to the role	the ability to communicate, debate and actively participate in meetings; ability to enhance discussion and assist discussions to reach closure; ability to disagree, without being disagreeable;	✓		✓		✓	✓		✓	✓	✓		✓
	the ability to develop and maintain effective working relationships and to manage interpersonal conflicts;			✓		✓	✓		✓		✓		✓
	ability to exercise independent judgements		✓		✓	✓	✓		✓	✓	✓		✓



The Shire of Nannup,  
Attention to C.E.O.

Nannup, 7 July 2015,

Regarding the installation of a 20kw/h solar system at Brockman Street Caravan Park.

Dear Sir,

We like to inform you that we would like to install a solar system at the caravan park. According to our conversations and the tender we supplied and eventually were granted, we always had this intention. We have now received a proposal/quote. We are "ready" to continue with this proposal.

To clarify the situation we are planning to have the panels situated along "the road" in tent land between Tentland and the Arboretum. This 'road' runs east/west and is long enough to fit the panels.

This is in our opinion the best spot to capture as much sun as possible with the least interference of trees or other obstructions.

It will be a so called "ground" installation as demonstrated in the supplied quote/proposal.

As we do not wish the panels to be exposed to the public that much we will install the panels higher from the ground. Roughly from 2.5 meters of ground level.

As you can see in the proposal we will outlay for this and in the most positive situation we will "get our money back" in 5.5 years.

Off course this will not happen, it will take longer. We hope for 7 or 8 years.

This means it may not be the best financial investment for us, but as "Greenie's" we feel we need to do this. For us, for town, and for the future.

In combination to the "Green Highway power station" and our solar system and those around town (Bottle shop) this may/will have a beneficial outcome in bookings, in reputation of the park and Nannup.

Please let us know "what you think" and please give us feedback and ideas of how to possibly improve the above.

Warm regards,

  
Ton and Jo van Hattem  
Manager  
Nannup Caravan Parks

## Jane Buckland

---

**Subject:** FW: Planning Application - RES20333 Solar Installation (Nannup Caravan Park)

**From:** Nannup Caravan Park

**Sent:** Saturday, 18 July 2015 9:03 AM

**To:** Jane Buckland

**Subject:** RE: Planning Application - RES20333 Solar Installation (Nannup Caravan Park)

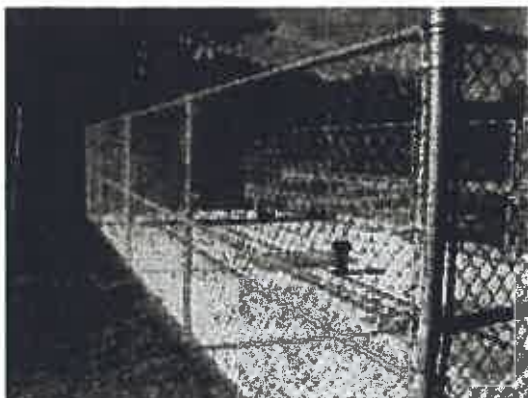
Hello Jane,

Regarding Steve's questions/remarks the following:

- Would page 13 of the offered quote from Expresspower be enough for a site profile?  
This is basically what "ours" will look like.  
I do not know the sizes of the pipes yet but can imagine they would be 50 or 55 mm in diameter.
- There is no clearing involved.
- Regarding glare: the panels will be set at about 30-33 degrees facing North (off course). On 21<sup>st</sup> of September and 21<sup>st</sup> of March, when the sun is at its (her/his) highest it will shine square on the panels and any glare would be sent back up to the sun. When the sun is at its lowest (say early winter mornings) the sun will shine under an angle and the glare will go up in the air under the same angle. There will never be glare in anybody's face or for that matter, house. There are no houses that will be affected. The houses at Brockman street are behind the panels and as well "protected" by the arboretum.
- The visual impact of the panels is as with any solar panel system. THEY ARE VISIBLE. Just like the one at the C.R.C. and the bottle shop, and should be at the shire's offices. They are visible through the trees between the bridge and the spot where the panels would be sited (if you want to see them that is).
- The power boards/ regulators (just as the whole installation protected by a fence) are (by law) to be switch off at the main power board at Brockman Street in case off need or necessity.
- To "protect" the system and public there will be a fence consisting of a chain link fence, all the way round with one lockable access gate. Minimal height would be 1800 mm from ground level. To "soften" the look we will plant native creepers and climbers around the fence line and possible native groundcovers inside the fence line

We as a business and "you" as a shire should/will be proud to have as many solar power installations as possible. This will only (and more and more over time) increase the attractiveness of Nannup as town and tourist destination.

Please let me know if there is some need for more information.



Warm regards,

**Ton van Hattem**  
Manager





**EXPRESSPOWER™**  
LEADING SOLAR ENERGY PROVIDER

NSW Head Office: U8/62-66 Newton Road, Welherill Park NSW 2164  
WA Office: U7/208 Bannister Road, Canning Vale WA 6155  
SA Office: 21 Paula Avenue, Windsor Gardens SA 5087  
VIC: U2/ 9 Independent Way, Ravenhill, VIC 3023  
T 1300 723 677 F 02 8763 5840 info@expresspower.com.au  
www.expresspower.com.au

## 30kW Ground Mounting System at South Eneabba







## System Parameters

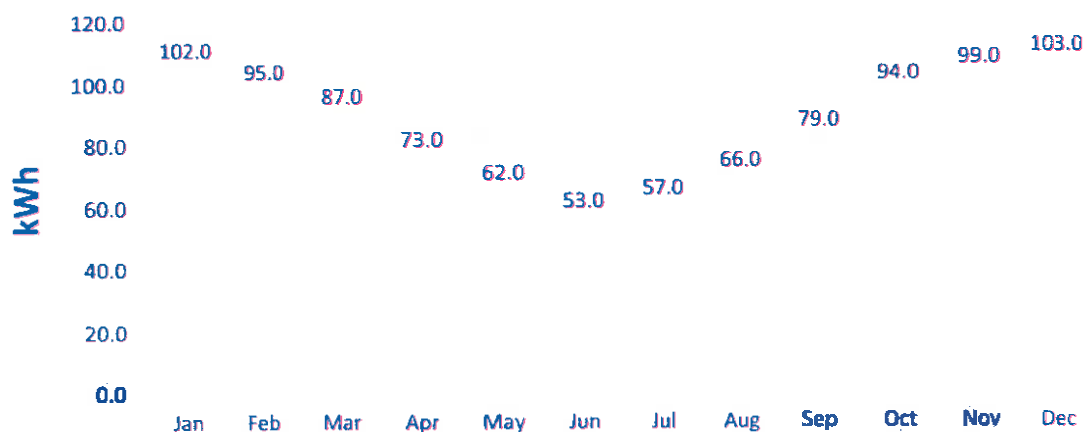
Manufacturer Power Rating for Array	20,000 W
Manufacturer and Model	Canadian Solar - CS6P-250P
Number of Panels	80
Total Panel Area	128.7 m <sup>2</sup>
Panel Type	Polycrystalline
Panel Length	1,638 mm
Panel Width	982 mm
Panel Nominal Power (STC)	250 W
Nominal Operating Cell Temperature	45.0 °C
Temperature Coefficient for Power	-0.43 % / K
System Efficiency <sup>1</sup>	77 %

## Estimated Performance



Energy Output <sup>2</sup>	29,459 kWh / year
Greenhouse Gas Emission Reduction <sup>3</sup>	22,978 kg CO <sub>2</sub> / year

### Estimated Average Daily Energy Output by Month<sup>2</sup>



<sup>1</sup> System Efficiency is estimated by the solar installer to account for losses that may include shading, inverter efficiency for DC to AC conversion, battery efficiency, cable losses, dirt, manufacturer tolerances, grid-tie system outages, maintenance downtime, and other factors.

<sup>2</sup> Energy Output is calculated based on historical solar irradiance and temperature data at this location, factoring in panel tilt, orientation, and all of the System Parameters including System Efficiency.

<sup>3</sup> Emission reduction assumes full output usage and 0.78 kg CO<sub>2</sub> / kWh based on Western Australia average (National Greenhouse and Energy Reporting (Measurement) Determination 2008).





**SITE SURVEY OF NANNUP SHIRE CARAVAN PARK No.1 ON LOT 308 - CROWN RESERVE 20333**  
**CORNER OF BROCKMAN STREET AND WARREN ROAD, NANNUP**



SCALE: 1:500



Note: Position of internal sewer lines are approximate - derived from plumbers plans  
 Lot Boundaries not checked

[illegible]

CLIENT: SHIRE OF NANNUP  
INVOICE 1505  
ORDER NO. 101620  
DATE OF SURVEY: MAY 2008  
LEVELS DERIVED FROM SEWER MH 68  
LEVELS SHOWN IN SLOPING DIGITS  
CADASTRAL BOUNDARIES NOT CHECKED

**Naturaliste Land Surveys**  
51 Reynolds Street, Burnham, Warrnambool Australia 6280  
Tel 041 145 0784 Fax (08) 97 541 418  
e-mail [peg@westnet.com.au](mailto:peg@westnet.com.au)

Source: *Author's calculations*



**E-MAILED**  
 10/5/15

Jane Buckland

**From:** South West Land Use Planning <southwest.landuse@water.wa.gov.au>  
**Sent:** Tuesday, 4 August 2015 9:31 AM  
**To:** Jane Buckland  
**Cc:** ShireofNannup  
**Subject:** Ground-mounted Solar Panel Installation - Lot 550 (4) Brockman Street  
**Attachments:** FPM Blackwood Lot 550 Brockman St NANNUP.PDF

4<sup>th</sup> August 2015

Our Reference: WRD291457, SRS39685

Your Reference: RES20333

To: Shire of Nannup

From: Department of Water

Attention: Jane Buckland

RE: Planning Application – Lot 550 (4) Brockman Street, Nannup (Crown Reserve 20333) 20kW Ground-mounted Solar Panel Installation.

Thank you for referring this planning application, for the installation of ground mounted solar panels in a flood risk area, to the Department of Water (DoW) for comment.

The key matter appears to be flood advice in context of the Blackwood River.

In carrying out its role in floodplain management, DoW provides advice and recommends guidelines for development on floodplains, with the object of minimising flood risk and damage.

When development is proposed within a floodplain, DoW assesses each proposal based on its merits.

The factors examined include depth of flooding, velocity of flow, obstructive effects on flow, possible structural and potential flood damage, difficulty in evacuation during major floods, all in context of the regional benefit of the proposal.

The **'Blackwood River Flood Study'** through Nannup shows (refer attached plan) that the entire of Lot 550 is affected during major river flows, with the following flood levels expected:

- 25 year ARI at 66.3m AHD, and
- 100 year ARI at 67.91m AHD

Based on DoW's existing floodplain management strategy for the area, the following comments are provided for this particular proposal:

- The available contour information for the area show that the natural surface level at the coordinates provided is ~ 65.0 m AHD.

- Consequently, flood depths of greater than 1 metre and approaching 3 metres are expected during flood events, with the return periods of 25 year ARI and 100 year ARI, respectively.
- The proposal is a non-habitable development.
- The proposed solar panel installation will be subject to flooding and potential flood damages in relatively frequent flood events smaller than the 25 year ARI event.
- The proposal will not detrimentally affect the flooding regime in the area

**SUMMARY: the proposal is considered acceptable with regard to major flooding, subject to the above discussion. The Shire may wish to consider advising the proponent of the potential loss of infrastructure that may occur during flood events.**

Please contact this office if you have any further inquiries.

**Brendan Kelly**  
**Senior Natural Resource Management Officer**  
**Department of Water, South West Region**

**T: 08 97264194 | (m) 0407219515 | [www.water.wa.gov.au](http://www.water.wa.gov.au)**



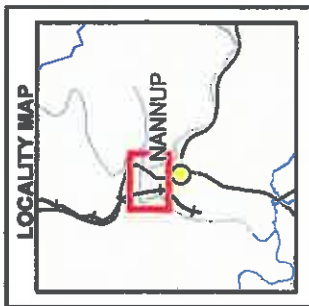
**Government of Western Australia**  
**Department of Water**

**Disclaimer:**

This e-mail is confidential to the addressee and is the view of the writer, not necessarily that of the Department of Water, which accepts no responsibility for the contents. If you are not the addressee, please notify the Department by return e-mail and delete the message from your system; you must not disclose or use the information contained in this email in any way. No warranty is made that this material is free from computer viruses.



# Lot 550 Brockman Road Nannup



- LEGEND**
- Outside
  - Railway
  - 100yr Bridge Status
  - Lot 550 Brockman Rd
  - 100 Yr ARI Flood Levels (in AHD)
  - 100yr ARI Floodplain
  - Extent of 100yr ARI Flooding
  - 0.5m Interval Contours
  - Catchment
  - Dry
  - Wet
  - No Data



**Datum and Projection Information**  
Vertical Datum: Australian Height Datum (AHD71)  
Horizontal Datum: GDA94  
Projection: Map Grid Australia (MGA56)  
Spheroid: Geocentric Reference System (GRS80)

**Project Information**  
Client: Simon Rodgers  
Map Author: Andrew Wilson  
Task ID: B1305  
Compilation date: 30/03/2015  
Edition: Version 1

**SOURCES**

The Department of Water acknowledges the following datasets and their custodians in the production of this map:

- Railways - Landgate - 08/02/2010
- Road Conditions, D11 - Landgate - 01/10/2014
- Scale Contour Dataset (GDA94) - Landgate - 01/10/2014
- Contours, D11, D12, D13 - Landgate - 01/10/2014

**DISCLAIMER**

This map is a product of the Department of Water, Assessment & Regulation and was printed on 30/03/2015. This map was produced with the intent that it be used for advisory purposes only and should not be used for any other purpose. While the Department of Water has made all reasonable endeavours to ensure the accuracy of the data, the Department accepts no responsibility for any inaccuracies and/or omissions in the data or its use.

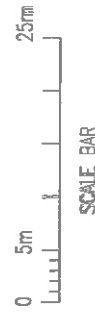






GRANGE ROAD

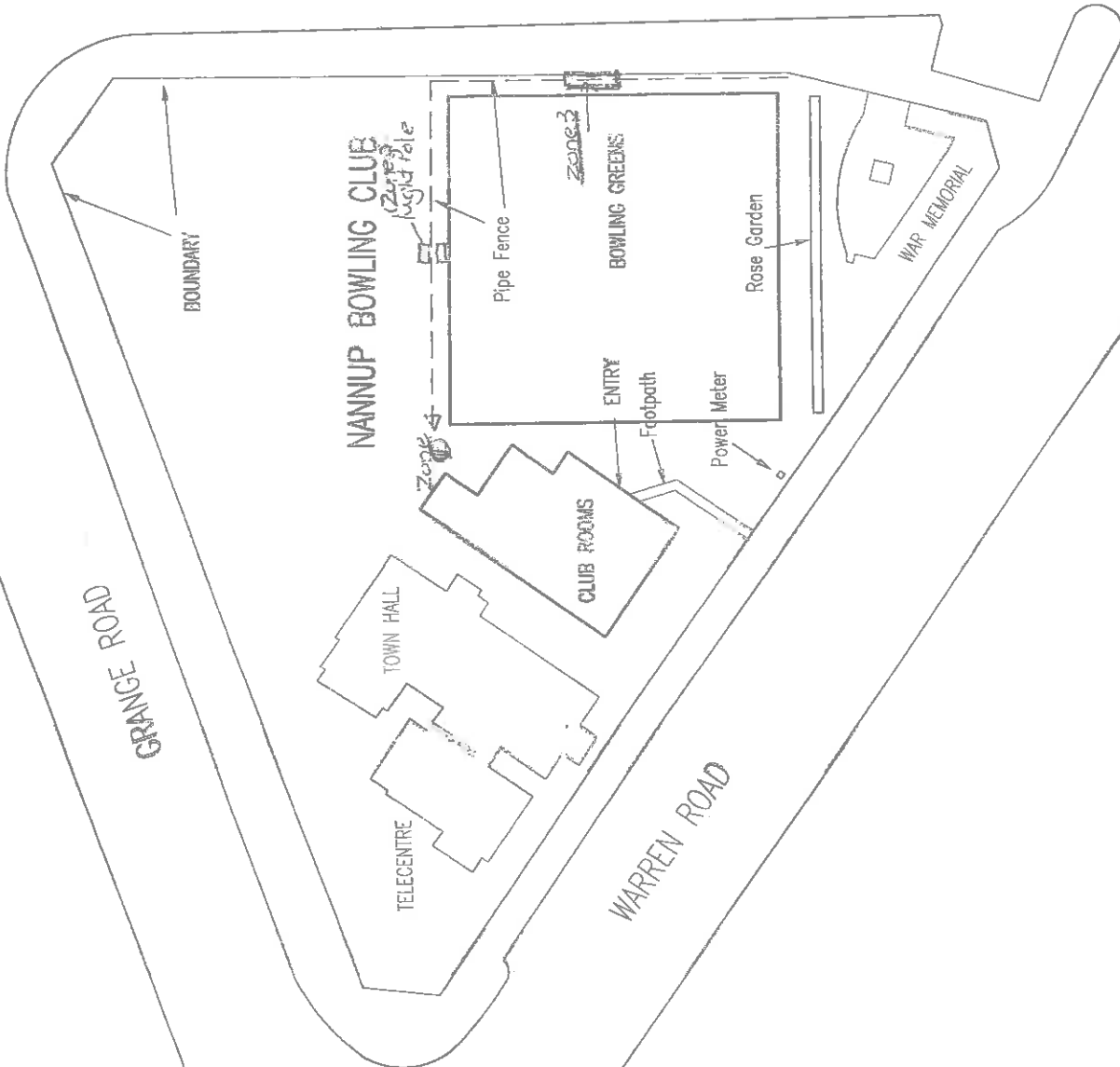
FORREST STREET

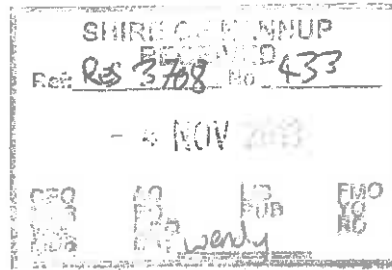


**NANNUP BOWLING CLUB  
SITE LOCATION PLAN**



MAX ARVIDSON - DRAFTSMAN  
24 WALTER ROAD  
NANNUP 6275  
PHONE 08 97 560 2600





3 November 2013

Steve Thompson  
Consultant Planner  
c/- Shire of Nannup

} sent to Steve via email on 4 NOV 2013

cc:- Wendy Kennedy  
Shire of Nannup

Dear Steve,

Thank you for meeting with Peter Russell and myself on the 24 October 2013 and running through, the application for the Nannup Bowling Club.

#### **Signage to Zone 1**

The Nannup Bowling Club (NBC) has requested for these signs to be erected, along the pipeline, on the East end. As we, (NBC) are seeking Sponsorship from business that are new to the Town. The signs are to be erected in **Zone 1**, 600mm in high x 1200mm long. The signs will not impede on the drivers travelling on the main street (Warren Road) and may not be able to view the signs from that distance. The signs will not intrude on the beautiful vista. NBC will have all the back of erected signs painted green to blend into the colour of the grass.

The NBC is seeking sponsorship to enable the upkeep of the bowling greens. As, water, fertilisers and soils, maintenance of mowing equipment increases in price, NBC need these sponsorship funds to help maintain the greens. As the NBC has a small membership and funds are limited. If NBC does not raise more funds to enable the up keep of the Club and its surrounds, NBC will have no choice but to limit what is spent on the greens. This will have an unsightly appearance and not have any vista as the club is in a central and prominent location. This will not be very attractive to visitors to our town. NBC can have an alternative suggestion and have these signs displayed when the NBC have events at the Club and store the signs away after the events.

**Signage to Zone 2**

Display of coloured buntings on a pulley system on the light pole, located on the east side on our grounds (part of our lighting) The buntings will be displayed on days that the clubs have events

**Signage to Zone 3**

This will be a HERTIAGE SIGN in the heritage colours erected on the southern end stating as to when the Club was established.

The Nannup Bowling Club will be presenting a visual presentation to enable the view of what the signs would look like and the impact they will have.

The NCB hopes that the above information is sufficient to gain approval for the signs.

Yours sincerely



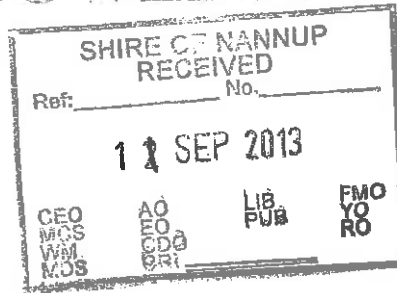
Jenny Laughton

Secretary

For and behalf of the Nannup Bowling Club Inc.

E-MAILED  
10 ST 12/9/13 W/K.

# NANNUP BOWLING CLUB (Inc.)



PO Box 57  
NANNUP 6275  
Western Australia  
Ph/Fax: (08) 9756 0056

11 September 2013

Shire of Nannup  
Planning Dept  
Adams Road  
NANNUP WA 6275

Dear Wendy

Please find attached a copy of the photograph indicating as to where the advertising signs are to be erected.

**Signage to be erected on Zone 1**

Along the Pipe fence on East end of the Bowling green  
Size of the signage will be 600mm high x 1200mm long

**Signage to be erected on Zone 2**

East end light pole  
Double sheath pulley on light pole (is part of Bowling clubs lighting), for  
colourful buntings

**Signage to be erected on Zone 3**

Above weather shelter, southern end HERITAGE SIGN to read NANNUP Bowling  
Club Inc.....As to when the Club was established.

The NBC would also have a moveable sign on our grounds, advertising events  
that are held in the club eg. Grand Final, Corporate Day bowls, Pennants games  
etc.

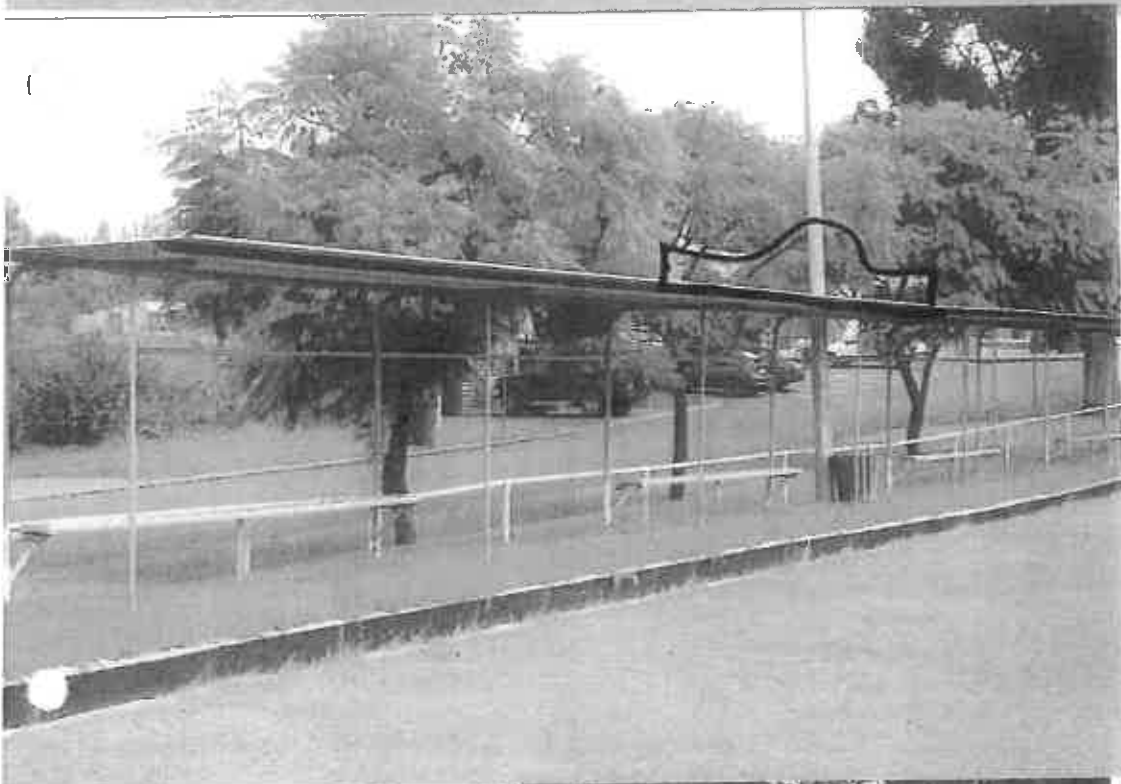
Yours Sincerely

Jenny Laughton  
Secretary

For and on behalf of the Nannup Bowling Club Inc.  
Encl:- Copy of Photos & plans

NANNUP BOWLING  
CLUB INC.

Re-Advertising  
Signs.



Zone 3.



Zone 2.

Zone 1

Creating interest

# Blackwood Signs

## Artwork Proof Sheet

Designed exclusively for

Annup Bowls Club

Contact name

Jenny Laughton

...

Email

jenjan46@yahoo.com.au

Date

25 November 2013



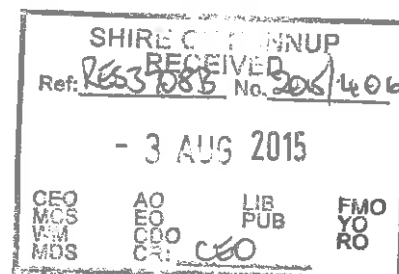
App specifications

Mock up version of what advertising signage may look like at the bowling green. The majority of the sign panels are 1200mm x 600mm, with the two larger signs being 2400mm x 600mm.



All artwork designed by Blackwood Signs is governed by international copyright laws and remains the property of Blackwood Signs and can not be reproduced in any form with out first purchasing the rights or obtaining written permission from Blackwood Signs

3<sup>rd</sup> August, 2015



Mr. Peter Clarke,  
Chief Executive Officer,  
Nannup Shire Council,  
P.O. Box 11,  
Nannup. 6275  
W.A.

Dear Peter,

The Club is happy to sign the new Memorandum of Understanding recently negotiated with you, subject to application approval.

However, there is one item that the Club objects to in this planning approval, and that is Item No. 2. We would seek a compromise that the advertising signage be erected at the commencement of each bowling season and be allowed to stay up until the end of the season, at which time it will be removed.

We trust that this will meet with Council approval.

Yours faithfully,

Keith Pears,  
President  
Nannup Bowling Club



**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE SHIRE OF NANNUP  
AND  
NANNUP BOWLING CLUB (INC)**

This Memorandum of Understanding between the Shire of Nannup (the Council) and Nannup Bowling Club (Inc) (the Tenant) acknowledges the use of the portion of Civic Part Reserve 3708, Warren Road, Nannup 6275 (the Premises) for the purposes of the operation of a Lawn Bowls facility for club members, including operation of associated clubhouse facilities.

This Memorandum of Understanding commences on 1 July 2015 and expires on 30 June 2020.

The obligations of the parties shall be as follows:

**Shire of Nannup**

1. Permit the Nannup Bowls Club to be used for the operation of a Lawn Bowls facility for club members, including operation of associated clubhouse facilities.
2. Maintain the building in respect of internal and external painting, upkeep and replacement of roof guttering, plumbing and electrical maintenance, glazing and annual control of pests.
3. Provide buildings insurance to the replacement value of the building.

**Nannup Bowling Club (Inc)**

1. Permit community, charitable and recreational associations and bodies and such other associations, bodies or persons to use the Premises at all times when the Clubhouse facilities are not required by the Tenant. Hire Fees for the facility are to be set by the Tennant (\$25/hr plus an appropriate Bond as at 1 July 2015) and any increases to hire fees proposed by the Tenant must be advised to the Shire of Nannup prior to implementation.
2. Insure the contents of the building.
3. Maintain Public Liability Insurance in the name of the Tenant, the Council, the Council's agent, managers, employees, representatives and contractors and provide for a minimum cover of ten million dollars (\$10,000,000.00) for each accident, claim or event or such higher amount as the Council specifies.
4. Punctually pay for all water, gas, electricity, telephone and other utility services which are either provided to or used on the Premises.
5. Keep and maintain the Premises well cleansed and drained in good sanitary condition and properly disinfected, free from rubbish, refuse and disused material of any kind.

6. The Tenant shall at all times comply with the requirements of the Department of Racing, Gaming and Liquor Licence issued to the Nannup Bowling Club (Inc) (or any agency that subsequently assumes the responsibility for the issuing of licences and the compliance functions of the department). Any breach of the license provisions that are reported to Council may result in the termination of the tenancy.
7. The Tenant is responsible for all alcohol and other contents associated with the operation of the licensed premises and should ensure they hold the appropriate insurance cover for stock and contents held on the premises at any time.
8. In accordance with the Shire of Nannup's obligations in the event of a community emergency, the Tennant makes available the Bowling Club premises free of charge for the purposes of an Emergency Evacuation/Welfare Centre if existing designated premises are not available or are over utilised during an emergency incident period. The Shire of Nannup would undertake a thorough clean of the facility, including carpets, and reimburse the Tenant for all utilities utilised at the conclusion of the incident.

This agreement shall be terminated if both the Council and the Tenant agree in writing signed by both parties that the tenancy agreement be ended and the date it is to be ended.

Council may terminate this agreement if, in Council's opinion, the Tenant continually operates outside of this agreement, or continues with unacceptable behaviour whilst using the premises under this agreement.

Shire President  
Shire of Nannup  
Dated:

President  
Nannup Bowling Club (Inc)  
Dated:



## TWO WAY CONFIDENTIALITY AND LICENCE AGREEMENT

The parties to this Agreement are **NBN Co Limited** (ABN 86 136 533 741) of Level 11, 100 Arthur Street, North Sydney NSW 2060 (**NBN Co**) and the party named in schedule 1 (Agreement Details) (Shire of Nannup Council).

Where the parties agree to provide each other with Confidential Information, this Agreement will govern the use and disclosure of that Confidential Information.

### 1 INTERPRETATION

#### 1.1 Definitions

In this Agreement:

**Associate of a party** means:

- (a) if the Receiving Party is a body corporate:
  - (i) any Related Corporation of that party;
  - (ii) any officer or employee of that party or its Related Corporations; or
  - (iii) any consultant, contractor, agent, or supplier of that party or its Related Corporations;
- (b) any adviser or insurer to that party, including any legal and financial adviser.

**Business Day** means a day which, in relation to the giving and receiving of notices, is Monday to Friday excluding public holidays in the place where a notice is received.

**Business Hours** in relation to the giving and receiving of notices, means between 9.00am and 5.00pm (local time in the place of receipt) on a Business Day.

**Confidential Information**, of a party, means any information Disclosed by the Disclosing Party or its Personnel to the Receiving Party or Personnel of the Receiving Party which:

- (a) is information contained in any of the documents or other materials listed in schedule 1 (Agreement Details) (if any), including any updates to that information provided by the Disclosing Party;
- (b) relates to or is Disclosed in connection with or for the purposes of the Project, including the existence or content of any discussions or negotiations between the parties relating to the Project;
- (c) relates to the business or affairs (including financial position, internal management, policies and strategies) of the Disclosing Party or any Related Corporation of the Disclosing Party; but excludes information that, without breach of this Agreement or other breach of confidence:
- (d) the Receiving Party already knew or had received before receiving the information from the Disclosing Party from a person who is not or was not then under an obligation of confidence to the Discloser in relation to such information;
- (e) has been independently developed or acquired by the Receiving Party; or
- (f) is, or becomes generally available, in the public domain.

Confidential Information includes any Record of Confidential Information.

**Control** is defined in section 50AA of the *Corporations Act 2001* (Cth).

**Council Area** means any area under the care or management of the Council.

**Disclose** means disclosure by any means, including in writing, by discussion, by providing, making available, giving access to, or by any other communication.

**Disclosing Party** means:

- (a) in respect of Confidential Information of NBN Co, NBN Co; and
- (b) in respect of Confidential Information of the Council, the Council.

**entity** is defined in section 64A of the *Corporations Act 2001* (Cth).

**Permitted Purpose** means the purposes listed in schedule 1 (Agreement Details).

**Personnel** means officers, employees, agents, sub-contractors and representatives.

**Receiving Party** means:

- (a) in respect of Confidential Information of NBN Co, the Council; and
- (b) in respect of Confidential Information of the Council, NBN Co.

**Record**, in relation to any Confidential Information, means a record (including all copies) in any form or media (whether or not visible) that contains, refers to or is based on the Confidential Information or any analysis of it.

**Related Corporation** in relation to a body corporate means any body corporate which, under section 9 of the *Corporations Act 2001* (Cth), is a related body corporate of that body corporate.

**Project** means the transaction described in schedule 1 (Agreement Details).

## **2 CONFIDENTIAL INFORMATION**

### **2.1 Duty of confidence**

Each Receiving Party agrees:

- (a) to keep confidential all Confidential Information; and
- (b) not to Disclose or allow to be Disclosed any Confidential Information to any person except as permitted under this Agreement.

### **2.2 Use of Confidential Information**

- (a) The Disclosing Party grants to the Receiving Party a perpetual, non-exclusive, royalty-free licence under the intellectual property rights in the Confidential Information of the Disclosing Party to use such Confidential Information for the Permitted Purpose only.
- (b) Provided that Receiving Party complies with clause 2.4, the Receiving Party may sub-license the intellectual property rights in the Confidential Information of the Disclosing Party to the Receiving Party's Associates for the Permitted Purpose only.

### **2.3 Permitted Disclosures**

The Receiving Party must not Disclose Confidential Information of the Disclosing Party other than as follows:

- (a) with the prior written consent of the Disclosing Party;
- (b) to any Associate of the Receiving Party for the Permitted Purpose only;
- (c) to the extent required by law or statutory body, the rules of any stock exchange on which the Receiving Party's or its Related Corporation's securities are listed but the Receiving Party must first:
  - (i) notify the Disclosing Party as soon as possible after it becomes aware that it may be required to Disclose Confidential Information; and
  - (ii) consult with the Disclosing Party to ensure that, as far as possible, the Disclosure made is limited to that required;
- (d) NBN Co may Disclose Confidential Information of the Council:
  - (i) if the Confidential Information relates only to the existence or subject matter of the Project;
  - (ii) if the Confidential Information relates only to the fact that NBN Co is engaging in discussions with the Council; or
  - (iii) to any minister, department, agency or officer of the Commonwealth of Australia or of any State or Territory of Australia; or
- (e) if the Receiving Party is a corporation Controlled by any State or Territory of Australia, it may Disclose Confidential Information of the Disclosing Party to any minister, department, agency or officer of the relevant State or Territory of Australia for purposes related to the oversight or governance of the Receiving Party.

### **2.4 Receiving Party and its Permitted Disclosees**

- (a) The Receiving Party must ensure that each party to which Confidential Information is disclosed pursuant to clauses 2.2(b) or 2.3 (**Permitted Disclosees**) complies with the terms of this Agreement as if references to "the Receiving Party" were references to "the Permitted Disclosee".
- (b) Any breach of an obligation concerning Confidential Information by any Permitted Disclosee will be treated as a breach of this Agreement by the Receiving Party.
- (c) Whenever Confidential Information is Disclosed by the Council to any Permitted Disclosee, the Council must keep a record of such Disclosure and inform the Permitted Disclosee that:
  - (i) the information being Disclosed is confidential;
  - (ii) the information must not be Disclosed to any other person and must not be used other than as permitted under this Agreement; and

- (iii) the Permitted Disclosee is subject to an obligation of confidentiality which is legally enforceable by the Council.
- (d) NBN Co may require the Council to obtain an executed confidentiality deed or agreement from any person (including any Permitted Disclosee) to which Confidential Information is to be, or has been Disclosed.

## **2.5 Security of Confidential Information**

The Receiving Party will:

- (a) maintain effective security measures to protect all Confidential Information that it has received, from loss, damage, unauthorised use, copying or disclosure by any of its Associates and third parties;
- (b) ensure that it is clear to all Permitted Disclosees that all Confidential Information of the Disclosing Party is Confidential Information;
- (c) notify the Disclosing Party immediately in writing if the Receiving Party becomes aware of any possible or actual breach of this Agreement and take all reasonable steps required to prevent or stop that breach at the Receiving Party's expense;
- (d) ensure that all Confidential Information is treated in confidence; and
- (e) reasonably assist the Disclosing Party in connection with any action, proceeding or investigation by the Disclosing Party relating to any suspected, expected or actual, unauthorised disclosure, unauthorised copying or misuse of the Confidential Information of the Disclosing Party.

## **2.6 No unauthorised copies**

With the exception of the following, the Receiving Party must only make a reasonable number of copies of Confidential Information for the Permitted Purpose. Such exceptions are as follows:

- (i) in connection with any routine back up of data in the Receiving Party's usual operations; or
- (ii) as otherwise permitted under this Agreement.

## **2.7 Destruction or return of Confidential Information**

- (a) Subject to clause 2.7(b), if reasonably requested to do so by the Disclosing Party in writing, or if the Receiving Party ceases to be entitled under this Agreement to use and disclose the Confidential Information of the Disclosing Party, the Receiving Party must:
  - (i) destroy or return all Confidential Information of the Disclosing Party;
  - (ii) erase Confidential Information of the Disclosing Party contained or recorded in any computer, electronic or similar such system under the Receiving Party's control or in its possession, provided it is not impracticable to do so by reason of such Confidential Information being contained or recorded on back up or storage tapes which are not readily accessible; and
  - (iii) certify in writing to the Disclosing Party that the actions referred to in clauses 2.7(a)(i) and 2.7(a)(ii) have been undertaken.
- (b) The Receiving Party may retain any Confidential Information if the Receiving Party is required to do so by law, its insurance policies or any professional standard applicable to the Receiving Party, but must keep that information confidential.

## **2.8 Privacy**

NBN Co will comply with all relevant privacy legislation when using and Disclosing Confidential Information in accordance with this Agreement.

## **2.9 Obligations to continue**

The obligations of each Receiving Party under this Agreement will continue indefinitely from the date of this Agreement and will be enforceable at any time in law or in equity by the Disclosing Party.

## **3 INJUNCTIVE RELIEF**

The Receiving Party acknowledges that:

- (a) Confidential Information is commercially sensitive, proprietary and valuable to the Disclosing Party or third parties from which the Receiving Party obtained the Confidential Information;
- (b) damages may not be available, or if they are, may not be an adequate remedy for the Disclosing Party; and
- (c) in addition to seeking any other remedies available at law or in equity, the Disclosing Party is entitled to seek injunctive relief as a remedy for any breach or threatened breach of this Agreement.

#### **4 GENERAL**

- (a) This Agreement contains the entire understanding between the parties on the subject matter of this Agreement.
- (b) The parties acknowledge that, unless expressly agreed otherwise, the Confidential Information may contain errors and omissions and neither party will be liable to the other in respect of any loss or liability suffered as a consequence of access to or reliance on any part of the Confidential Information.
- (c) If the whole or any part of this Agreement is void, unenforceable or illegal in a jurisdiction, it is severed for that jurisdiction. The rest of this Agreement remains in effect and the validity or enforceability of that provision in any other jurisdiction is not affected. This clause 4(c) has no effect if the severance alters the basic nature of this Agreement or is contrary to public policy.
- (d) This Agreement may only be varied in writing executed by the parties to it.
- (e) Except as permitted under this Agreement, neither party may assign any right under this Agreement without the other party's prior written consent.
- (f) Each party will promptly do further acts and execute and deliver further documents (in form and content reasonably satisfactory to that party) required by law or reasonably requested by the other party to give effect to this Agreement.
- (g) A single or partial exercise or waiver of a right under this Agreement does not prevent any other exercise of that right or the exercise of any other right.
- (h) A party is not liable for any loss, cost or expense of any other party caused or contributed to by the waiver, exercise, attempted exercise, failure to exercise or delay in the exercise of a right.
- (i) "Includes" means includes without limitation.
- (j) This Agreement may be executed in any number of counterparts. All counterparts together will be taken to constitute one document.
- (k) No item of Confidential Information will be regarded as in the public domain merely because it contains some information which is in the public domain or is the subject of a more general disclosure which is in the public domain (to the extent the detail of that item not disclosed is Confidential Information).
- (l) Each notice, consent or other communication provided under or in connection with this Agreement is only effective if it is:
  - (i) in writing, signed by or on behalf of the person giving it, and in the case of email, must be in pdf or other format that is a scanned image of the original communication, including a handwritten signature, and be attached to an email that states that the attachment is a communication under this Agreement;
  - (ii) addressed as set out in schedule 1 (Agreement Details) or as otherwise notified by a party from time to time; and
  - (iii) delivered by hand, post, fax or email to the address, fax number or email address of the addressee, in accordance with clause 4(l)(ii).
- (m) A notice, consent or other communication that complies with clause 4(l) is regarded as given and received:
  - (i) if dispatched by fax: within Business Hours – on that day, and outside of Business Hours – on the next Business Day;
  - (ii) if dispatched by mail within Australia – three Business Days after posting; and
  - (iii) if dispatched by hand – on delivery; and
  - (iv) if emailed, unless the party sending the email knows or reasonably ought to suspect that the email and the attached communication were not delivered to the addressee, 24 hours after the email was sent.

#### **5 GOVERNING LAW AND JURISDICTION**

This Agreement is governed by the law of New South Wales and each party submits to the non-exclusive jurisdiction of the courts exercising jurisdiction in New South Wales and any court competent to hear appeals from any of those courts.

**SCHEDULE 1**  
**AGREEMENT DETAILS**

<b>Council</b>	<p><b>Name:</b> Shire of Nannup</p> <p><b>ABN/ACN:</b> <a href="#">Click here to enter text.</a></p> <p><b>Address:</b> <a href="#">[Company Address]</a></p> <p><b>Contact name:</b> <a href="#">[Manager]</a></p> <p><b>Contact phone number(s):</b> <a href="#">[Company Phone]</a></p> <p><b>Email address:</b> <a href="#">[Company E-mail]</a></p>
<b>NBN Co</b>	<p><b>Name:</b> NBN Co Limited</p> <p><b>ABN/ACN:</b> ABN 86 136 533 741</p> <p><b>Address:</b> Level 11, 100 Arthur Street, North Sydney NSW 2060</p> <p><b>Contact name:</b> Joshua Waran</p> <p><b>Contact phone number(s):</b> 02 8918 5799</p> <p><b>Email address:</b> <a href="mailto:joshuawaran@nbnco.com.au">joshuawaran@nbnco.com.au</a></p>
<b>Confidential Information</b>	<p>Confidential Information of NBN Co includes:</p> <ul style="list-style-type: none"> <li>• Forecasts of NBN Co rollout estimates in the Council Area (including but not limited to NBN Co footprint areas).</li> <li>• All documents and correspondence provided by NBN Co or on behalf of NBN Co relating to the physical infrastructure, including all pit, pipes, conduits and any other materials designed and constructed, or to be designed and constructed, by NBN Co to properly service the Council Area with broadband network infrastructure.</li> <li>• Any addressing data (comprised of street name, suburb and address number) provided by NBN Co to the Council.</li> </ul> <p>Confidential Information of the Council includes:</p> <ul style="list-style-type: none"> <li>• Any quantification of the amount of dwellings/units located on any property/GNAF within the Council Area provided by the Council to NBN Co.</li> <li>• Any data, including documents and notes, provided by the Council to NBN Co in relation to the Council's ratepayers database (including any addressing data), cadastral maps, land use, LEP/Planning schemes, capital works and Council infrastructures, including but not limited to Council underground ducts, that might be used by NBN Co for the roll out of the Australian National Broadband Network.</li> </ul>
<b>Permitted Purpose</b>	<p>Permitted Purpose of NBN Co means the purposes of the design, planning, build, installation, repair, replacement, augmentation and provisioning of facilities or equipment, operation, management, maintenance and improvement of, and including the supply of services and products over or in connection with the use of, the National Broadband Network by NBN Co or any of its Associates, and any purpose incidental to or reasonably required to give effect to any of the aforementioned purposes.</p> <p>Permitted Purpose of Council means to assist the Council to understand the intended areas in the Council Area in which NBN Co intends to roll out the National Broadband Network and to carry out any services requested by NBN Co, including assisting NBN Co to identify</p>

	the address of any owners of tenanted properties within the Council Area.
<b>Project</b>	<p>Assisting NBN Co to identify:</p> <ul style="list-style-type: none"> <li>• key constraints prior to the planning of the rollout of the Australian National Broadband Network within the Council Area; and/or</li> <li>• the address of any owners of tenanted properties within the Council Area.</li> </ul>



**Executed as an agreement**

**Executed by Shire of Nannup by its authorised representative in the presence of:**

)  
)  
)

.....  
**Signature of witness**

.....  
**Signature of authorised representative**

.....  
**Name of witness (print)**

.....  
**Name of authorised representative (print)**

.....  
**Title of authorised representative (print)**

**Date of execution:** [Click here to enter a date.](#)

**Executed by NBN Co Limited by its authorised representative in the presence of:**

)  
)  
)

.....  
**Signature of witness**

.....  
**Signature of authorised representative**

.....  
**Name of witness (print)**

.....  
**Name of authorised representative (print)**

.....  
**Title of authorised representative (print)**

**Date of execution:** [Click here to enter a date.](#)



# Request for Information - Government

Authority Name:	Shire of Nannup
To:	
Date of Request:	07/08/2015
Date Information Required:	07/08/2015

## Purpose

The purpose of this *Request for Information* is to provide the opportunity to assist NBN Co identify key constraints prior to the planning of the National Broadband Network.

## NBN Co Contact

NBN Co Representative:	Joshua Waran				
Address:	Level 11, 100 Arthur St, North Sydney 2060				
Email:	joshuawaran@nbnco.com.au				
Phone:	02 8918 5799	Fax:	(02) 9926 1901	Mobile:	0439421107

## Key Data Requirements

Listed below are examples of the types of data NBN Co would be able to utilise throughout the Planning, Design and Construction phases.

### 1 LEP/Planning Scheme

- a. Planning Land base Growth Area Data
- b. Location and details of major development proposals and areas of expansion:
  - Master Development Plan
  - New development – Greenfield or Infill
  - Areas of policy change or rezoning, including any dwelling/unit projections
  - Structure Plans
  - Applications for subdivision
  - Land Reservation Acquisition
- c. Zoning Mapping
- d. Places of Interest (Schools, Hospitals, Business Precincts, Community Facilities)
- e. Easements

## 2 Land Use

- a. Flora & Fauna Conservation Areas
- b. Bushfire prone areas
- c. Zones subject to flooding
  - Waterways / Water Courses
  - Wetland Areas
- d. Acid Sulphate Soils and Contaminated Land Areas
- e. Parks & Reserves

## 3 Heritage Information

- a. Heritage conservation areas (indigenous and non-indigenous)
- b. Heritage items (indigenous and non-indigenous)

## 4 Infrastructure

- a. Wastage & Water
- b. Transportation
- c. Telecommunications

## 5 Capital Works Program (NBN Co/Co Development Program)

Construction of the National Broadband Network involves infrastructure works in public streets, roads and highways. This work typically includes all activities required to install cabling and any related equipment to provide broadband connectivity. This can involve the construction of new pits and conduits that are generally located under footpaths.

The Co-Development Program aims to minimise construction impacts on the community by identifying any planned infrastructure projects.

For example, if a local government or property developer has plans to construct new infrastructure or the road authorities have planned road works, NBN Co could investigate the possibility of installing NBN Co equipment at the same time, where feasible. This may achieve shared efficiencies whilst minimising both the community impact and cost.

### Co-Development application process:

1. Go to the NBN Co co-development website and complete a co-development project form.  
**[www.nbnco.com.au/codevelopment](http://www.nbnco.com.au/codevelopment)**
2. NBN Co will contact the applicant to request any additional details that may be required for the assessment.
3. NBN Co will notify the applicant of the outcome of the assessment.
4. Upon agreement, NBN Co pit and pipe infrastructure will be installed to the published NBN Co pit and pipe installation guidelines.
5. Pit and pipe infrastructure is transferred to NBN Co.

## Co-Development assessment process

Projects will be assessed against a set of criteria set by NBN Co to determine whether they align with the NBN Co construction plans. Importantly the project must be in an area that is required within the NBN Co national rollout.

Applicants are encouraged to register their interest early by submitting a completed co-development project form. NBN Co will then assess the proposed third party project before proceeding with discussions which may, in NBN Co's sole discretion, lead to a co-development.

## Data Format

NBN Co would prefer the mapped information in a Geospatial Information System (GIS) to enable us to incorporate planning constraints into our design tools.

Examples of acceptable GIS data formats include:

- MapInfo files (MAP, TAB, MID, MIF etc.)
- ESRI SHAPE files
- DWG or CAD files including geographical coordinates
- Tabled data, e.g. CSV which includes geographical coordinates

NBN Co uses the Geocentric Datum of Australia (GDA94). If another projection is provided, please clarify which system is used.

## Document Control

Author: Neale Peters  
Email Address: nealepeters@nbnco.com.au  
Contact No: 02 8918 8581  
Document No: NBN-COO-P&D-UCI-005  
Issue Date:  
Status:  
Version No: 2.7

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## Disclaimer

NBN Co confidential information.

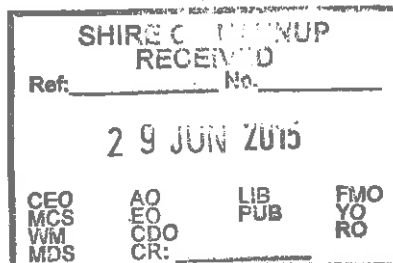
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## Environment

NBN Co asks that you consider the environment before printing this document.



The Shire of Nannup,  
Department of Planning.

Nannup, 29 June 2015,

Regarding the application of 3 cabins to be positioned at the Riverbend overflow park at the Nannup/Balingup Road.

We would like to add some information regarding these proposed cabins.

They will have a steel base, framing and roof trusses.

Size would be 8400 by 3800 mm floor plan with a 8400 by 1350 veranda on North side.

Cladding will be pale eucalypt corrugated iron walls and light grey corrugated iron roof cladding, although we would like to make them more individual by having them done in different wall colours.

As the cabins are set approximately 2 meters below road level they will "stick above the road" about 1.6 to 2 meter.

As far as we can assess now we do not need to remove a single tree or shrub.

There is some doubt about the "pine" tree between cabin 2 and 3 though, which is old and "ugly"

The cabins will have a separated area fenced off from the caravan park and will have their own entrance gate next to the existing entrance gate to the Caravan park.

Both entrances therefore will use the existing cross over to the Nannup-Balingup road.

The cabins will be connected to the existing (deep) sewerage and will have reticulated water supply.

Electricity will be supplied by the grid and eventually by solar panels.

Hot water and cooking will be on gas. Heating/cooling by reverse cycle air-conditioning

If possible we like all three cabins wheelchair accessible, but definitely at least one.

The site has been assessed on bushfire risk with an outcome of BAL 12.5 rating.

Attached is a Development Guide Plan for the Riverbend Caravan Park which was presented to the council in Feb 2010.

As can be seen from this plan there has already been plans for the development of two cabins on the spot we propose. As by now the old ablution block has been removed there is ample space for a third cabin.

Attached are a couple of enlarged plans from an official survey plan.

One shows the sites and sizes of the cabins and the other shows the driveway and parking area around the cabins.

The cabins at Riverbend are so positioned that they are at the highest possible ground (and higher than at Brockman Street) and will not take away existing powered sites.

Due to use of colours and small footprint tucked below road level these cabins will blend in with the surrounding landscape. If allowed we will plant native shrubs and small trees where appropriate to beautify the sites surrounding the cabins and make them even more "invisible" from the road.

The actual driveway to the cabins will sit between cabin floor height and road level and again this will make the impact on the scenery less.

Warm regards,

**Ton van Hattem**

**Manager**

**Nannup Caravan Parks**

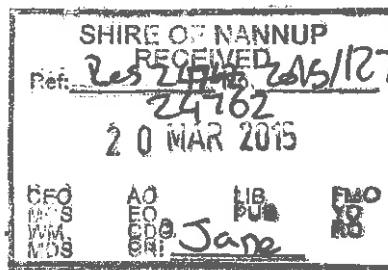
4 Brockman Street, Nannup,  
6275

P: 9756 1211 .

E: nannupcp@iinet.net.au

nannupcaravanparks.com.au

The Shire of Nannup,  
Department of Planning.



Nannup, 19 March 2015,

Regarding the application of 3 cabins to be positioned at the Riverbend overflow park at the Nannup/Balingup Road.

We would like to add some information regarding these proposed cabins.

They will have a steel base, framing and roof trusses.

The steel base will have a set of axels with wheels, and therefore as far as we understand can be placed at "ground level", as much as possible which will make them a lot easier to enter.

If possible we like all three wheel chair accessible, but definitely at least one.

This is only possible if they are positioned at "ground level".

The three of them will be placed on level ground.

This development is crucial for our business. Trend in tourist parks as ours, is powered sites, overnight cabins and so forth.

As there is no (or hardly any) scope for more usage of power in the Brockman Street CP, we will have to build the cabins at Riverbend, as we do not wish to sacrifice powered sites in favour for cabins.

The cabins at Riverbend are so positioned that they are at the highest possible ground (and higher then at Brockman Street) and will not take away existing powered sites.

I would welcome the opportunity to show and talk to the planning officer what and how we see this development.

Warm regards,

**Ton van Hattem**

**Manager**

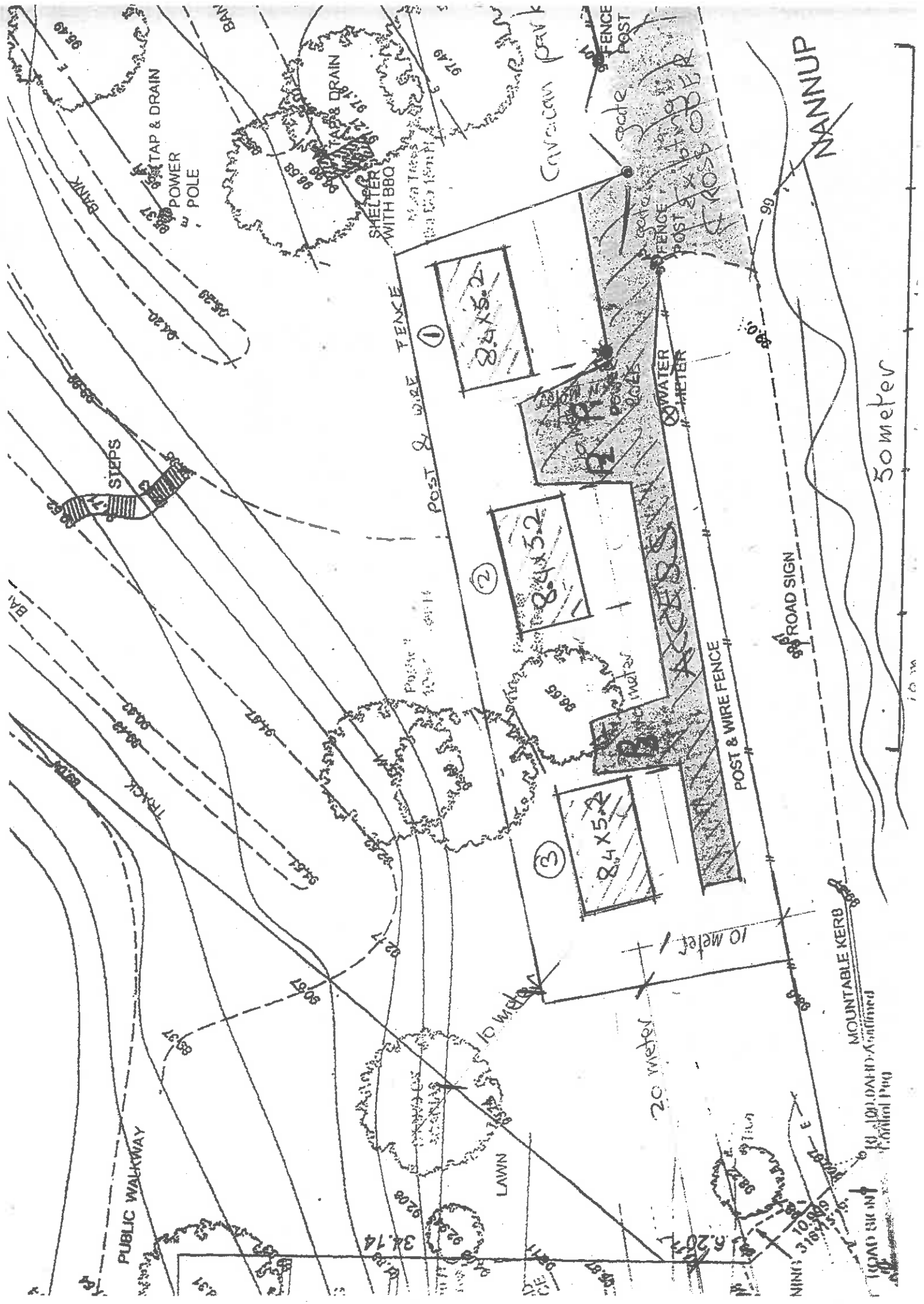
**Nannup Caravan Parks**

4 Brockman Street, Nannup,  
6275

P: 9756 1211

E: nannupcp@inet.net.au

nannupcaravanparks.com.au



50 meter

NANNUP

ROAD SIGN

POST & WIRE FENCE

10 meter

20 meter

MOUNTABLE KERB

ROAD SIGN  
MOUNTABLE KERB  
50 meter

NANNUP

POST & WIRE FENCE

1

2

3

PUBLIC WALKWAY

TRACK

STEPS

POWER POLE  
TAP & DRAIN

34.14

34.14

34.14

34.14

34.14

34.14

34.14

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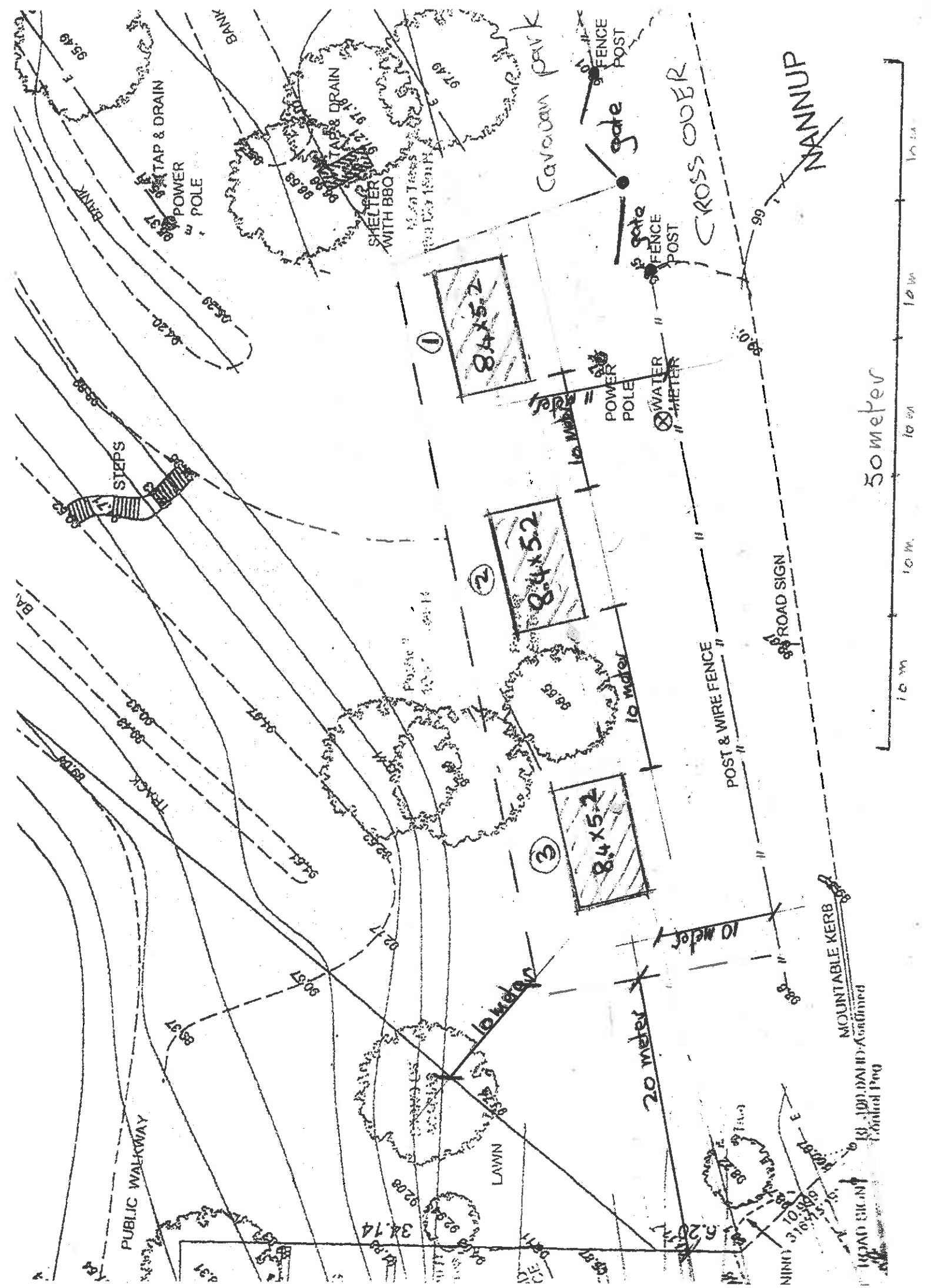
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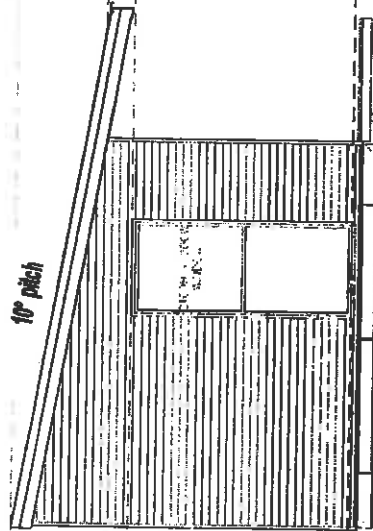
34.14

34.14





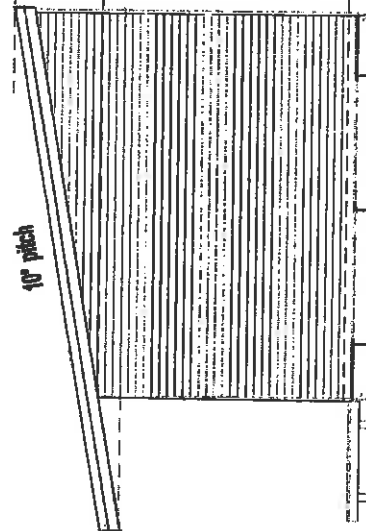
10° pitch



3557 mm

ELEVATION E1  
1:50 INDICATED TO DRAWING SCALE

10° pitch



3557 mm  
2400 mm

ELEVATION E2  
1:50 INDICATED TO DRAWING SCALE

ELEVATION E3  
1:50 INDICATED TO DRAWING SCALE

1:50 Scale @ A3



**26 FEB 2015**

Signed: **Michael A. Burt**  
Registered Professional Engineer  
Civil/Structural/Mechanical/Building  
MIEAur (891940), MIPENZ (102765)

Stamp: **26 FEB 2015**  
RPEQ (6713), RBPND (605065), RBPV (6727767), RBPV (6727767), RBPV (6727767)

STRUCTURAL DETAILS CONCURRED

STRUCTURAL DETAILS CONCURRED

PROJECT & CLIENT  
PROPOSED SPAINING FLAT  
TON & JO VAI HATTEN  
SITE ADDRESS  
NANUP CARAVAN PARK

DRAWING NO  
1902-4002  
DESCRIPTION  
ELEVATIONS

CONSULTANT  
DATE  
FEB 2015  
ALL DIMENSIONS TO BE INDICATED ON L.S.T. BY CONTRACTOR  
PRIOR TO COMMENCEMENT WORK. EXISTING DIMENSIONS TO BE  
TAKEN IN PREFERENCE TO SCALING DRAWINGS

**Westkey Modular Housing**  
Complete Planning & Construction  
100 Waverley Road, Waverley WA 6008  
Tel: +61 8 94022115  
www.westkey.com.au  
PROUDLY WA OWNED





ABN: 43 133 981 254

2/23 Stanley St Scarborough WA 6019

Ph 0409 726 289

australia@workingonfire.com

www.wofaustralia.com

**Shire of Nannup****BUSHFIRE ATTACK LEVEL (BAL) ASSESSMENT FORM**

BUILDING IN BUSHFIRE PRONE AREAS AUSTRALIA STANDARD AS3959 (2009)

Final Report.

ASSESSOR:	Brian O'Hehir	DATE ASSESSED:	8 April 2015
PHONE:	0487 046 285	INVOICE REF#:	BY 2078

**SECTION 1: SITE DETAILS**

SHIRE PROPERTY FILE #:		-----				
SITE ADDRESS:		Nannup Overflow Caravan Park – Balingup Road Nannup WA				
APPLICANT:		Ton Van Hattem				
APPLICANT ADDRESS:		4 Brockman Street Nannup WA 6275				
CONTACT:	(H):	-----	(W):	-----	(M):	0421 398 337
EMAIL:		tonvanhattem@hotmail.com				

BUILDER:		Owner builder			
COMPANY:		N/A			
ADDRESS:		-----			
CONTACT:	(W):	-----	(M):	-----	
EMAIL:		-----			

LOCAL GOVERNMENT HAZARD MAPPING ASSESSMENT:	NON-BUSHFIRE PRONE <input type="checkbox"/>	BUSHFIRE PRONE <input checked="" type="checkbox"/>	BUFFER <input type="checkbox"/>
IS THERE A CURRENT FIRE MANAGEMENT PLAN IN PLACE?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> UNKNOWN <input type="checkbox"/>		
TYPE OF DEVELOPMENT PROPOSED	PROPERTY TYPE Special Use	BUILDING TYPE New Chalets	

**SECTION 2: BUSHFIRE ATTACK LEVEL (BAL) (AS3959-2009) (Table 2.4.3)**

SAMPLE POINT	VEGETATION CLASSIFICATION	CURRENT DISTANCE, DWELLING TO CLASSIFIED VEGETATION	EFFECTIVE SLOPE	CURRENT BAL RATING	ACHIEVABLE BAL RATING	THINNING DISTANCE REQUIRED
1	Forest 03	> 42 mts	N/A	BAL-12.5	BAL-12.5	N/A
2	Forest 03	>42 mts	N/A	BAL-12.5	BAL-12.5	N/A
	-----	-----	-----	-----	-----	-----
	-----	-----	-----	-----	-----	-----

### **COMMENTS ON BAL CALCULATIONS:**

This report has been based on information provided by the client, as to the proposed location of the new chalets. An assessment has been made on site to determine vegetation type, proposed vegetation clearances and ground slope. In this instance there is no classifiable vegetation within 42 mts of the proposed chalets. Although there are significant ground slopes below the proposed chalets, this is covered with perennial grasses with an overstory of poplar trees.

Considering the factors above a **BAL rating of 12.5 has been determined for these chalets.**

Onsite fuels must be kept below 2 tonnes per hectare within the Building Protection Zone (BPZ) and below 8 tonnes per hectare within the Hazard Separation Zone. Low ground fuels and trimming of low branches and dry shrubs will significantly reduce the potential for crown fires.

**On completion of the building, the builder is to affix a signed certificate in the meter box certifying that the building has been constructed to, and complies with the relevant building standards for the BAL rating determined by the fire consultant on Wednesday, 8 April 2015 .**

Note that even in full compliance of these recommendations, total protection of buildings cannot be guaranteed from bushfires. Regardless of building standards and hazard mitigation measures taken in the areas immediately surrounding these buildings, the buildings may be subject to long distance (>500 metres) ember attacks during a bushfire. These may ignite combustible material onsite (such as outdoor furniture, leaves in gutters, etc), therefore threatening any buildings and infrastructure.

Any new planting of vegetation - or failure to undertake any advised fuel reduction operations (including excessive tree branches and regrowth) - will or may significantly alter the BAL rating for the proposed development. The property owner or occupier must maintain the vegetation and fuels in accordance with the Shire of Nannup's Annual Firebreak notice (or equivalent relevant document), or an approved Fire Management Plan.

Note that some material in this report refers to the City of Busselton. This is for general information only, if the BAL report is conducted in another Shire or City area.

Note that if building does not commence within 12 months of this report being prepared, another assessment is required.

## **SECTION 4 – SITE PLAN**

**AERIAL REFERENCE**



**GROUND PHOTO 1**



**GROUND PHOTO 2**







Your Ref: Res24762  
Our Ref: FTA.4890



South West Aboriginal  
Land & Sea Council

17 August 2015

Ms Jane Buckland  
Development Services Officer  
Shire of Nannup  
PO Box 11  
NANNUP WA 6275

By Email      jane@nannup.wa.gov.au

Dear Ms Buckland

**PLANNING APPLICATION – LOT 555 BALINGUP ROAD, NANNUP (RES24762)  
TRANSPORTABLE CABINS TO BE CONSTRUCTED AT RIVERBEND CAMPING  
GROUND**

The South West Boojarah (SWB) Working Party had the opportunity to discuss the above Planning Application (the **Application**) at a meeting on 11 August 2015.

The SWB Working Party would like to express concerns in relation to the time-frame allowed for the Working Party to consider the Application.

It was noted that the area to which the Application applies is of particular significance to certain local Noongar families. In order to provide meaningful comments, it is necessary to consult with the Noongar families with connection to the Application area. The time-frame allowed to comment on the Application is inadequate for this consultation to take place.

The SWB Working Party requests that local Noongar monitors are engaged in the event that any ground disturbing works occur during the construction process of the Cabins.

The SWB Working Party further requests that they are notified of any future development plans for the Riverbend Camping Ground.

Should you wish to discuss any aspect of the matter, please do not hesitate to contact me at [matthew.casey@noongar.org.au](mailto:matthew.casey@noongar.org.au) or on 93587400.

Yours sincerely

Matthew Casey  
Legal Officer  
South West Aboriginal Land & Sea Council



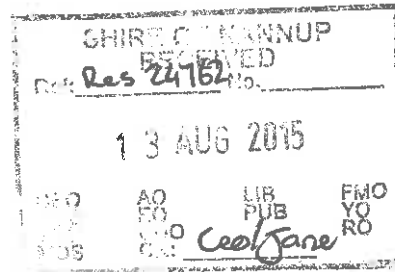


Government of Western Australia  
WA Country Health Service

South West

Your Ref: ED-SW-15-6635  
Our Ref: ED-SW-15-7251  
Enquiries: 9781 2309

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



Dear Mr Clarke

**Re: Reference RES24762**

Thank you for your correspondence of 30 June 2015, advising of the opportunity to provide comment in regard to the Planning Application – Lot 555 Balingup Road, Nannup – Transportable Cabins to be constructed at Riverbend Camping Ground.

I wish to advise WACHS - South West has no specific objection or comment to this submission.

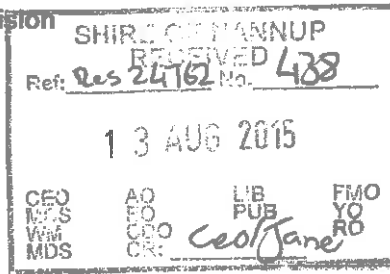
Yours sincerely

Kerry Winsor  
**REGIONAL DIRECTOR**  
WACHS - South West

07 August 2015



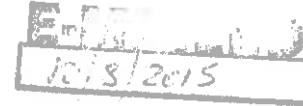
Government of Western Australia  
Department of Parks and Wildlife  
Regional Services Division



Your ref: RES24762  
Our ref: PRS 38085 2006/003775  
Enquiries: Tracy Teede  
Phone: 08 9725 4300  
Fax: 08 9725 4351  
Email: [swlanduseplanning@dpaw.wa.gov.au](mailto:swlanduseplanning@dpaw.wa.gov.au)

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

ATTENTION: Planning Unit



### TRANSPORTABLE CABINS TO BE CONSTRUCTED AT RIVERBEND CAMPING GROUND – LOT 555 BALINGUP ROAD NANNUP

I refer to your letter of 30 June 2015, forwarding a development application for the above property for the Department of Parks and Wildlife's (Parks and Wildlife) comment.

The following comments are provided on the proposal.

Lot 555 (Reserve 24762) is adjacent to the Blackwood River foreshore reserve which would be considered to be an extreme bushfire hazard area.

The proponent has indicated that that some revegetation may be undertaken on site. The Working on Fire Bushfire Attack Level (BAL) Assessment dated 8 April 2015 for Reserve 24762 states that *"...any new planting of vegetation may significantly alter the BAL rating for the proposed development"*.

Given the BAL assessment indicated that revegetation would significantly alter the BAL, Parks and Wildlife recommends that details of the proposed revegetation, including proposed revegetation areas and a species planting list, be forwarded to the Department of Fire and Emergency Services for advice regarding fire management provisions.

Parks and Wildlife trusts that environmental planning issues including those not specifically referred to in this letter will be appropriately managed through the planning system.

Thank you for the opportunity to comment on this application. Please contact Tracy Teede at the Parks and Wildlife's South West Region office if you have any queries regarding this advice.

*Tracy Teede*

For Regional Manager

10 August 2015

South West Region  
South West Highway, Bunbury WA 6230  
Phone: 08 97254300 / Fax: 08 97254351  
PO Box 1693, Bunbury, WA 6230  
[www.dpaw.wa.gov.au](http://www.dpaw.wa.gov.au)



Our Ref: BY01859-04  
Your Ref: RES24762

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

By Email

Attention: Peter Clarke

Dear Sir

**REFERRAL RESPONSE – PLANNING APPLICATION – LOT 555 BALINGUP ROAD, NANNUP (RES24762) – TRANSPORTABLE CABINS TO BE CONSTRUCTED AT RIVERBEND CAMPING GROUND**

Thank you for seeking advice from the Department of Fire & Emergency Services (DFES) on the above proposal.

DFES recommends that the Council give due regard to the current SPP 3.4 and future SPP 3.7 relating to bushfire risk mitigation.

Given the close proximity of remnant vegetation that inherently presents a high bushfire risk, DFES recommends that the development have a BAL assessment undertaken in accordance with AS 3959, to confirm the necessary setbacks required to provide sufficient defensible space whilst also being sufficient to ensure a maximum BAL-29 rating is applicable to the proposed development.

As such DFES support cannot be given to the proposal at this time, and it is recommended that the proposal not progress until DFES is advised that suitable bushfire risk mitigation strategies have been prepared and submitted for implementation.

Should you require further information please contact the DFES Regional office on 9780 1900.

Yours faithfully

**DOUG VAN BAVEL**  
**LAND USE PLANNING OFFICER**

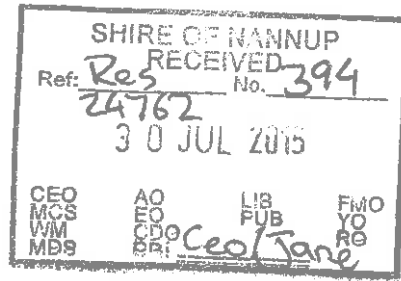
6 August 2015



Government of **Western Australia**  
Department of **Agriculture and Food**



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



Your Ref: RES24762  
Our Ref:  
Enquiries: Leon van Wyk  
Date: 27 July 2015

Dear Sir

**COMMENT: PLANNING APPLICATION – LOT 555 BALINGUP ROAD, NANNUP  
(RES24762) – TRANSPORTABLE CABINS TO BE CONSTRUCTED AT  
RIVERBEND CAMPING GROUND**

Thank you for the opportunity to comment on the development of transportable cabins at Lot 555 Balingup Road, Nannup.

The Department of Agriculture and Food (DAFWA) does not object to the proposed development of the transportable cabins at the abovementioned lot as this area is already used as a camping ground.

I trust these comments inform your decision on this matter. If you have queries regarding the comments, please contact Leon van Wyk at (08) 9780 6171 or [leon.vanwyk@agric.wa.gov.au](mailto:leon.vanwyk@agric.wa.gov.au)

Yours sincerely,

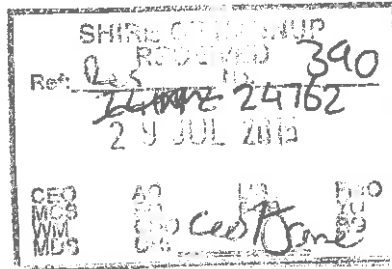
Neil Guise  
Director  
Southern Region



Government of Western Australia  
Department of Environment Regulation

Your ref: RES24762  
Our ref: 2015/000011  
Enquiries: Teresa Gepp  
Phone: 6467 5383  
Email: [advice.coordinator@der.wa.gov.au](mailto:advice.coordinator@der.wa.gov.au)

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



Attention: Jane Buckland

Dear Mr Clarke

**PLANNING APPLICATION – LOT 555 BALINGUP ROAD NANNUP (RES 24672)**

Thank you for the above referral dated 30 June 2015 inviting comment from the Department of Environment Regulation (DER) on the above Application.

DER has no comment on the application in reference to regulatory responsibilities under the *Environmental Protection Act 1986* and the *Contaminated Sites Act 2003*.

Should you wish to discuss any aspects of this correspondence please contact Teresa Gepp, DER's Planning and Advice Coordinator, on 6467 5383.

Yours sincerely

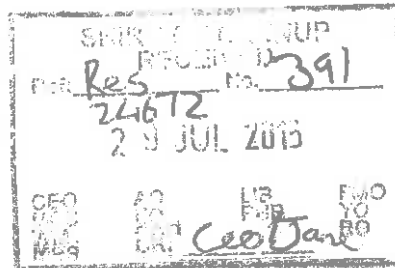
Kelly Faulkner  
ACTING DIRECTOR GENERAL  
20 July 2015



Government of Western Australia  
Department of Sport and Recreation

DSR file SO/0013  
Enquiries Troy Jones  
Phone 9792 6942  
Email troy.jones@dsr.wa.gov.au

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



Dear Peter

### PLANNING APPLICATION – TRANSPORTABLE CABINS AT RIVERBEND CAMPING GROUND

In reference to the above mentioned application, the Department of Sport and Recreation can make the following comments;

Following on from the various trails plans recently carried out, Nannup has been identified as a possible "trails hub". Having a range of accommodation options easily accessible to the town centre would be advantageous to all recreation based visitors to the area.

The cabins in close proximity to the river could also serve to build upon a possible canoe trail concept.

Thank you for providing the opportunity for the department to lodge a submission.

Yours sincerely

**Troy Jones**  
Manager – Peel/South West

24 July 2015



Building Stronger, Healthier, Happier and Safer Communities

South West  
80A Blair Street Bunbury Western Australia 6230  
PO Box 2662 Bunbury Western Australia 6231  
Telephone (08) 9792 6900 Facsimile (08) 97926999  
Email southwest@dsr.wa.gov.au  
Web www.dsr.wa.gov.au



Government of Western Australia  
Department of Planning

South West Planning

Our Ref: DP/15/00065/1  
Your Ref: RES24762  
Enquiries: Hannah Paget

28 July 2015

Shire of Nannup  
PO Box 11  
NANNAUP WA 6275

Attention: Peter Clarke

Dear Peter,

**Re: Planning Application - Lot 555 Balingup Road, Nannup**

I refer to your letter dated 30 June 2015, seeking comments from the Department of Planning regarding the above mentioned proposal.

The Department raises no objection to the proposal for transportable cabins to be constructed at Riverbend Camping Ground.

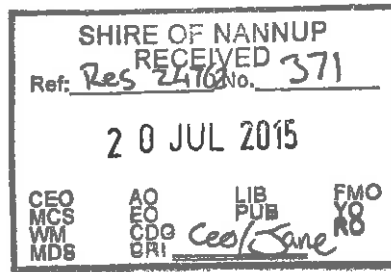
If you have any queries in relation to this matter please contact Hannah Paget at this office on 9791 0593.

Yours sincerely

David Brash  
Senior Planning Officer  
South West Statutory Planning

Our Ref: D15/5008  
Tourism WA File: IPD/1116

Your ref: ADM 9 and RES24762



2 Mill Street  
PERTH WA 6000

GPO Box X2261  
PERTH WA 6847

Telephone +61 8 9262 1700  
Facsimile +61 8 9262 1702

info@tourism.wa.gov.au

tourism.wa.gov.au

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

Dear Mr Clarke

**Modifications to Various Local Planning Policies and Planning Application Lot 555 Balingup Road Nannup (RES24762)**

Thank you for referring the above to Tourism Western Australia (Tourism WA) for comment. The following comments are provided to assist in these processes.

*Local Planning Policy 12 Chalet Development in Agriculture, Agricultural Priority 1&2, Cluster Farming, Coastal Landscape and Special Residential Zones*

Tourism WA is supportive of the proposal to broaden the scope to include other forms of tourist accommodation, simplify policy requirements and delete the requirement to require rezoning for 5 or more chalets. This has the potential to enable increased tourism development and diversity of product, which supports visitation.

***Planning Application Lot 555 Balingup Road, Nannup (RES24762)***

The Brighthouse Report, 'A Strategic Approach to Caravan and Camping in Western Australia' prepared for Tourism WA in 2012 identifies Nannup as a medium priority area for caravanning and camping. The creation of additional cabin sites at the Nannup Caravan Park is consistent with this outcome and the intent of the Western Australian Caravan and Camping Action Plan 2013-2018, and is supported by Tourism WA.

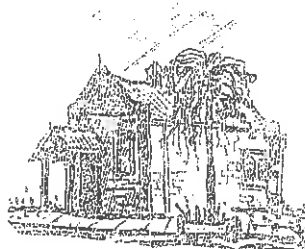
Yours sincerely

Derryn Belford  
Executive Director Infrastructure & Investment

15 July 2015







**Nannup Historical Society Inc.**

PO Box 184, Old Roads Board Building, Warren Road, Nannup, WA 6275.

17<sup>th</sup> July 2015

Mr Peter Clark  
Chief Executive Officer  
Shire of Nannup

SHIRE OF NANNUP			
RECEIVED			
Ref:	Res 246	No.	372
20 JUL 2015			
CEO	AO	LIB	FMO
MCS	EO	PUB	YO
WM	CDU		AO
MDS	CR:	Ceo / Sane	

Dear Mr Clarke

PLANNING APPLICATION - LOT 555 BALINGUP ROAD, NANNUP  
[RES24762]  
TRANSPORTABLE CABINS/RIVERBEND CAMPING GROUND

Thank you your letter to the Historical Society regarding the above and for giving us a chance to comment.

The Society agrees that it is an excellent development and fully endorse the Planning Application.

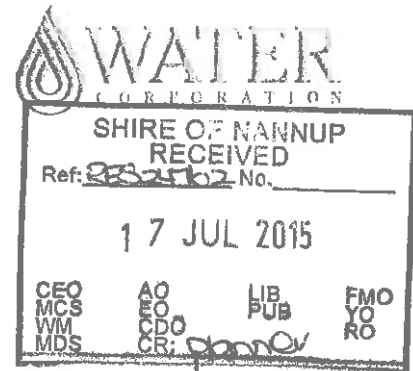
Yours sincerely

Margaret Gibb  
SECRETARY

Your Ref: RES24762  
Our Ref: JT1 2012 04865 V01 - DEV339597  
Enquiries: Mark Willson  
Direct Tel: 08 9923 4918  
Fax: 08 9923 4966

16 July 2015

Chief Executive Officer  
Shire Of Nannup  
PO BOX 11  
NANNUP WA 6275  
nannup@nannup.wa.gov.au



Attention of: Chief Executive Officer

**Shire of Nannup Dev App Lot 555 Balingup Rd, Nannup  
Proposed transportable cabins construction at Riverbend Camping Ground**

Thank you for your letter dated 30 June 2015.

The Water Corporation offers the following comments in regard to this proposal;

This proposal will require approval by our Building Services section prior to commencement of works. Infrastructure contributions and fees may be required to be paid prior to approval being issued.

Please provide the above comments to the land owner, developer and/or their representative.

Should you have any queries or require further clarification on any of the above issues, please do not hesitate to contact the Enquiries Officer.

  
Mark Willson  
Development Planner  
Development Services

**From:** South West Land Use Planning <southwest.landuse@water.wa.gov.au>  
**Sent:** Thursday, 16 July 2015 1:44 PM  
**To:** ShireofNannup  
**Subject:** Planning Application – Lot 555 Balingup Road, Nannup (Crown Reserve 24762)  
**Attachments:** 555balingup.pdf

16<sup>th</sup> July 2015

Our Reference: WRD288768, SRS39503

Your Reference: RES24762

To: Shire of Nannup

From: Department of Water

Attention: Shire Planning Unit

RE: Planning Application – Lot 555 Balingup Road, Nannup (Crown Reserve 24762)  
Transportable Cabins to be constructed at Riverbend Camping Ground,

Thank you for referring this planning application, for the construction of transportable cabins in a flood risk area, to the Department of Water (DoW) for comment.

The key matter appears to be flood advice in context of the Blackwood River.

In carrying out its role in floodplain management, DoW provides advice and recommends guidelines for development on floodplains with the object of minimising flood risk and damage.

The Blackwood River Flood Study through Nannup shows that the general area is significantly affected by major flooding with the following flood levels expected:

- 25 year ARI flood level                      ~66.7 m AHD
- 100 year ARI flood level                      ~68.20 m AHD

Note the attached map.

When development is projected within the floodplain DoW assesses each proposal based on its merits.

Factors examined include depth of flooding, velocity of flow, obstructive effects on flow, possible structural and potential flood damage, difficulty in evacuation during major floods and the development's regional benefit.

Based on our existing floodplain management strategy for the area, the following comments are provided for this particular proposal:

- The available contour information for the area show that the natural surface level at the coordinates provided is ~ 68.0 m AHD.
- Proposed development on land below the 67.5 m AHD contour is not recommended.

- The proposed location is outside of the main flow path and as such the proposal will not be obstructive to major flows.
- Minimum habitable floor levels of 68.7 m AHD will provide adequate flood protection from the 100 year ARI event.
- The lot may become isolated during major river flows as floodwaters will overtop Balingup-Nannup Road within 200 metres either side of the proposed development location.

Consequently, the proposal is considered acceptable with regard to major flooding subject to the above discussion.

Otherwise, it is noted that the Riverbend Camping Ground does not appear to be serviced by a reticulated sewerage system.

Given the potential for increased capacity at the camping ground, DoW recommends that assessment of the Planning Application should include maximum wastewater loadings being established to ensure there is wastewater treatment/disposal capacity to support the new activity.

Please contact this office if you have any further inquiries.

**Brendan Kelly**  
**Senior Natural Resource Management Officer**  
**Department of Water, South West Region**

**T: 08 97264194 | (m) 0407219515 | [www.water.wa.gov.au](http://www.water.wa.gov.au)**



**Government of Western Australia**  
**Department of Water**

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## LEGEND

✓ Road Centralines - Landgate

Cadastre for labelling - DLI  
FPM 100 Year ARI Floodway and Flood Fringe Areas - DoW

(cont)

Floodway  
Flood Fringe  
FPM Extent of Flooding - DoW

Extent of 100yr ARI Flooding  
Extent of 50yr ARI Flooding  
Extent of 25yr ARI Flooding (cont)

Extent of 10yr ARI Flooding  
Extent of Study  
Overbank Flow  
Cadastre - DLI  
FPM Flood Level Points (m AHD) - DoW



Scale 1:4167

(Approximate when reproduced at A4)

Geocentric Datum Australia 1994

Note: the data in this map have not been projected. This may result in geometric distortion or measurement inaccuracies.

Prepared by: RodgerS  
Prepared for:  
Date: 7/07/2015 4:48:23 PM

Information derived from this map should be confirmed with the data custodian acknowledged by the agency acronym in the legend.



Government of Western Australia  
Department of Water

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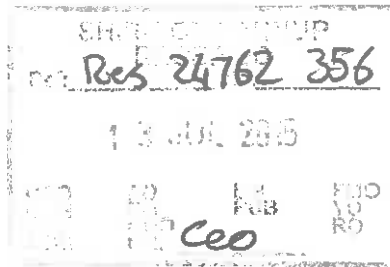


ENQUIRIES : Ryan Crawford- Ph 6551 8091

OUR REF: 2004/0057-002

YOUR REF: RES24762

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



Dear Sir/Madam

**RE: PLANNING APPLICATION - LOT 555 BALINGUP ROAD NANNUP  
(RES24762) - TRANSPORTABLE CABINS TO BE CONSTRUCTED AT  
RIVERBEND CAMPING GROUND**

I refer to the letter sent by Mr Peter Clarke to the Department of Aboriginal Affairs (DAA) dated 30 June 2015. Thank you for providing the opportunity to comment on the above planning application.

DAA has reviewed the relevant information and can confirm that there is currently one known Aboriginal site registered within Lot 555 Balingup Road, Nannup. That heritage place is DAA 20434 (Blackwood River). However there is no known heritage place that coincides within the area of the polygon labelled "Approximate location of proposed cabins" (the Approximate Development Area) that appears on the Google map that accompanied Mr Clarke's letter.

If the proposed development occurs within the Approximate Development Area then there are no known heritage reasons why the development cannot proceed. If the proposed development occurs outside of the Approximate Development Area, then it is recommended that the developer contact DAA to discuss further prior to project implementation.

DAA has released Cultural Heritage Due Diligence Guidelines (the Guidelines) to assist developers with planning and considering Aboriginal heritage during proposed works. It is recommended that the developer be made aware of the Guidelines. A copy of the Guidelines can be found on the DAA website at:

[http://www.daa.wa.gov.au/Documents/HeritageCulture/Heritage%20management/AH  
A Due Diligence Guidelines.pdf](http://www.daa.wa.gov.au/Documents/HeritageCulture/Heritage%20management/AH_A_Due_Diligence_Guidelines.pdf)

It is suggested that the developer contact DAA on the above number should they have any further heritage concerns.

Yours sincerely



Cesar Rodriguez  
MANAGER, ADVICE AND APPROVALS

8 July 2015



Enquiries: Paul Davies  
Our Ref: 14/857  
Your Ref: RES24762

SHIRE OF NANNUP			
RECEIVED			
Ref: WRE 83	No. 341		
- 6 JUL 2015			
CEO MCB WM MDS	AO EN CDO CR:	LIR PUB	FMO YO RO



ABN: 50 860 676 021

3 July 2015

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

Dear Sir

**PLANNING APPLICATION TRANSPORTABLE CABINS - LOT 555 BALINGUP ROAD  
NANNUP**

I refer to your correspondence of 30 June 2015 and advise that Main Roads has no objection to the proposed development.

If you require any further information please contact me on 9724 5662.

Yours faithfully,

Paul Davies

ROAD CORRIDOR PLANNING MANAGER



**Jane Buckland**

---

**From:** Mark Scott <markpscott@bigpond.com>  
**Sent:** Sunday, 5 July 2015 9:11 PM  
**To:** Jane Buckland  
**Cc:** 'GREGORY SHARP'  
**Subject:** Planning Application - Lot 555 Balingup Road, Nannup (RES24762)

Hi Jane,

As FCO of Balingup Rd Bushfire Brigade I would support the application for the development of chalets at lot 555 Balingup Rd with the following comments –

That a full Fire management plan for the site be should carried out (consistant with the requirements of previous applications eg Blackwood River Clinic and Sky Lakes Accomadation)

It should also be noted that currently to my knowledge that no Fire Break variation has been applied for so that block may not currently meet the regulations.

Should you have further questions please contact me on 0427560444

Please confirm receipt of this correspondence

Regards

Mark Scott

**Jane Buckland**

---

**Subject:** FW: Planning Application - Lot 555 (RES24762) Balingup Road, Nannup

**From:** Wayne & Cath Jolley [<mailto:jolleysbusso@westnet.com.au>]

**Sent:** Friday, 7 August 2015 7:49 AM

**To:** Jane Buckland; health

**Cc:** Building Services

**Subject:** RE: Planning Application - Lot 555 (RES24762) Balingup Road, Nannup

Jane, Dean,

Firstly, I have always regarded the Caravan Parks and Camping Grounds Regulations to be poor legislation, for a number of reasons. To quote but one example, the terms Facility and Caravan Park are variously used in a way that can easily confuse

As I understand it, Ton's proposal is not for park homes as defined. It is really for cabins or chalets or whatever else one would like to call self-contained short term tourist accommodation (albeit, they could be transportable type buildings). Moreover, the site is not a licensed facility, although one day it might aspire to be re-registered. The buildings must comply with the BCA and can exist within a tourist complex but not I think mixed in with caravan or camping sites. The Regulations discuss Buildings permitted on a Facility and at clause 11 (j), permit any other building approved. Approved is defined to mean – *in relation to a facility, means approved in writing by the local government.*

One can see many tourist resorts or complexes with a variety of tourist accommodation types, to cater for the broad touring population. On-site caravans will be found in the caravan park section, while cabins and chalets etc. will be separated to some degree. If the subject "cabins or chalets" are at some time in the future absorbed into a registered facility, they should be separated to some degree from caravan and camp sites, whereupon the facility would comply with existing legislation (this might simply be on the other side of an internal roadway). It should also be noted that this legislation is under review, ostensibly to become more flexible and recognise current and future trends. However the outcome may be some way off yet.

I hope this belated comment helps.

*Wayne Jolley  
Building Surveyor  
Shire of Nannup*

**0419 237 231**

**From:** Forrest, Cherylynne <Cherylynne.Forrest@lands.wa.gov.au>  
**Sent:** Friday, 3 July 2015 2:01 PM  
**To:** ShireofNannup  
**Subject:** Your Ref: RES24762 - Reserve 24762

Dear Mr Clarke

**PLANNING APPLICATION – LOT 555 BALINGUP ROAD, NANNUP (RESERVE 24762)  
TRANSPORTABLE CABINS TO BE CONSTRUCTED AT RIVERBEND CAMPING GROUND**

I refer to your letter of 30 June 2015.

The Department of Lands has no comment to make on the Planning Application.

Regards  
Cherylynne

Cherylynne Forrest | State Land Officer | South West and Great Southern  
Department of Lands | Level 10, Bunbury Tower, 61 Victoria Street | Bunbury WA 6230  
T (08) 9791 0837 | F (08) 6552 4417  
E [cherylynne.forrest@lands.wa.gov.au](mailto:cherylynne.forrest@lands.wa.gov.au) | W [www.lands.wa.gov.au](http://www.lands.wa.gov.au)



Government of Western Australia  
Department of Lands

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**Jane Buckland**

---

**Subject:** FW: Planning Application - Lot 555 (RES24762) Balingup Road, Nannup

**From:** CESO

**Sent:** Wednesday, 8 July 2015 7:40 AM

**To:** Jane Buckland

**Subject:** RE: Planning Application - Lot 555 (RES24762) Balingup Road, Nannup

Hi Jane,

The proposal looks okay, I have no concerns with the application.

Regards,

*Rob Bootsma*

Mobile 0429 318 763

Email: [ceso@nannup.wa.gov.au](mailto:ceso@nannup.wa.gov.au)

Community Emergency Services Officer

15 Adam Street, PO Box 11 Nannup WA 6275

P: 9756 1018 . F: 9756 1275

[www.nannup.wa.gov.au](http://www.nannup.wa.gov.au)



Shire of  
**Nannup**

**Jane Buckland**

---

**Subject:** FW: Planning Application - Lot 555 (RES24762) Balingup Road, Nannup

**From:** Chris Wade

**Sent:** Tuesday, 30 June 2015 2:40 PM

**To:** Jane Buckland

**Subject:** RE: Planning Application - Lot 555 (RES24762) Balingup Road, Nannup

Only one point from me and that would be to create a sealed entrance to the park to avoid any dangers when pulling out of park.

REGARDS

CHRIS WADE

MANAGER INFRASTRUCTURE



Ph. 97561018

PO Box 11

Nannup WA 6275



Department of Planning  
 Department of Fire & Emergency Services  
 Department of Commerce Building Commission



## JOINT AGENCY STATEMENT

No. 1, August 2015

### Accrediting and training body for Level 1 Bushfire Attack Level (BAL) Assessors

As part of the bushfire reforms currently in progress, the State Government is committed to developing a professional bushfire consultant industry to provide consistent advice to inform land use planning and building decisions. Under the Western Australian Bushfire Accreditation Framework, organisations can apply to offer an accreditation scheme for Level 1 BAL Assessors and, at a later date, Level 2 and/or Level 3 Bushfire Planning Practitioners.

The Fire Protection Association Australia (FPA Australia) is the first training and accrediting body for Level 1 BAL Assessors in Western Australia to be recognised by the State Government. Training courses for Level 1 BAL Assessors will be available from September 2015 in Perth and Bunbury and may be in other locations, depending on demand.

Various pathways are provided for people to apply for accreditation as a Level 1 BAL Assessor through completion of the Level 1 BAL Assessor course and Recognition of Prior Learning for those with relevant experience.

The State Government has also implemented a subsidy program to subsidise the cost of the Level 1 BAL Assessor course for local government employees so they can gain an understanding of BAL assessments. At a later date, a subsidy will be available for people seeking accreditation as a Level 2 or Level 3 Bushfire Planning Practitioner.

The *Fire and Emergency Services Amendment Bill 2015* (the Bill) is currently before Parliament. This proposes to provide the Fire and Emergency Services Commissioner with the power to publish an order designating areas of

the state as bushfire-prone. Upon passage of the Bill, the Fire and Emergency Services Commissioner's order will be published along with planning and building regulation amendments.

The planning regulations will require a BAL assessment in areas designated as bushfire-prone. Furthermore, the revised draft *State Planning Policy 3.7 Planning in Bushfire-Prone Areas* and revised draft *Guidelines for Planning in Bushfire-Prone Areas* will strongly recommend that accredited people undertake the BAL assessments.

The planning regulations will allow a four month lead-in period for the Western Australian Bushfire-Prone Area Map, before the BAL assessment requirements have to be met and development approval for areas with BAL ratings of BAL-40 and BAL-Flame Zone has to be sought. Similarly, the amendment to the *Building Regulations 2012* will ensure that the bushfire provisions of the Building Code of Australia will not apply for construction in these areas for a four-month period.

Further advice will be provided on the implementation date for the Fire and Emergency Services Commissioner's order and the planning and building regulations when it becomes available.

Organisations seeking to offer an accreditation scheme for Level 1 BAL Assessors can find out how to apply at [www.planning.wa.gov.au](http://www.planning.wa.gov.au)

The FPA Australia is a not-for-profit industry association that provides information, services and education to the fire protection industry and the community. For further details on the FPA Australia's accreditation scheme and training courses, contact (03) 8892 3131 or visit [www.fpaau.com.au/training](http://www.fpaau.com.au/training)

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 140 William Street  
 Perth WA 6000

Locked Bag 2506  
 Perth WA 6001

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website: [www.planning.wa.gov.au](http://www.planning.wa.gov.au)  
 email: [corporate@planning.wa.gov.au](mailto:corporate@planning.wa.gov.au)

tel: 08 6551 9000  
 fax: 08 6551 9001  
 National Relay Service: 13 36 77  
 infoline: 1800 626 477

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## Bushfire Attack Level Assessor Short Course

**This course will provide participants with the required skills, knowledge and ability to determine a Bushfire Attack Level and provide advice on the required construction provisions.**

### About the Course

FPA Australia has developed this short course in association with various government agencies in Western Australia. The course addresses the full set of competency requirements for a Level 1 – Bushfire Attack Level (BAL) Assessor detailed in the Western Australian Bushfire Accreditation Framework.

#### **The course covers a wide range of elements including:**

- bushfire behaviour
- bushfire planning and building legislative requirements in Western Australia
- assessing and determining bushfire attack levels
- knowledge of bushfire impact and building design to mitigate bushfire impact; and
- knowledge of bushfire resistant construction



## Who Should Enrol in the Course?

**The course is suitable for professionals who require an in-depth understanding of the essential elements and the required approach to correctly assess and determine a Bushfire Attack Level (BAL) and to determine the consequential construction requirements that apply to a building as a result of the BAL.**

The course is designed for building, planning, environmental and fire safety professionals such as bushfire consultants, town planners, building surveyors and ecological and environmental consultants with an interest in seeking to become accredited bushfire practitioners. It may also be suitable for local government staff with a bushfire related role, fire services personnel, builders and developers and others with an interest in the planning and building arena related to bushfire mitigation.

Completion of the course is one option available to participants that satisfies the application requirements for a BAL Assessor under FPA Australia's Bushfire Planning and Design Accreditation Scheme.



## Course Content

**Participants who successfully complete this course will achieve the following course outcomes:**

**Knowledge of the factors affecting bushfire behaviour and the models used to quantify bushfire behaviour.**



An understanding of the influence of vegetation, topography, weather and climate on bushfire behaviour and be able to use the relevant bushfire behaviour models that are used in AS3959 and Western Australia to determine the impact of a bushfire on a building.

**Knowledge of vegetation and its influence on determining bushfire attack levels.**



The ability to identify, assess and classify all vegetation types categorised in AS3959 in both homogenous and non-homogenous landscapes, including peri-urban areas, for the purpose of determining a bushfire attack level in Western Australia.

**The ability to conduct a site assessment and determine the Bushfire Attack Level for a site using the prescribed system.**



The ability to undertake a site assessment to determine the bushfire attack level for a site using the simplified procedure in AS3959 and to document and prepare site plans and a BAL assessment report in accordance with relevant legislative provisions and good practice.

**Knowledge of the legislative and policy framework applicable to Western Australia that governs development on land subject to bushfire impact.**



Knowledge of the Western Australian legislative and policy framework applying to land subject to bushfire impact where building work is proposed or where development and subdivision of land is proposed.

**Knowledge of the mechanisms for bushfire attack and designing to reduce impacts.**




An understanding of the relationship between bushfire attack and building performance including options to reduce the impact of bushfire on a building through factors such as siting, design and landscaping.

**Knowledge of bushfire resistant construction that can be applied to a building appropriate to the BAL.**



The ability to provide written advice on the required construction provisions to satisfy a specific BAL in accordance with the requirements in Western Australia and the requirements specified in AS3959. This includes an understanding of the application of AS3959 with respect to matters such as selection of timber, shielding, attached structures and products tested to relevant bushfire testing standards.



## Other Information

### **Bushfire Practitioner Accreditation**

The Western Australian Government is committed to having a professional bushfire consultant industry with accredited practitioners. FPA Australia has been recognised by the State Government as an accrediting and training body for Level 1 BAL Assessors in accordance with the Western Australian Bushfire Accreditation Framework.

FPA Australia achieves this recognition through implementation of its Bushfire Planning and Design Accreditation Scheme (BPAD Scheme). This training course meets the competency requirements for Level 1 BAL Assessor accreditation under the BPAD Scheme.

For further information on the BPAD Scheme visit [www.fpaa.com.au/bpad](http://www.fpaa.com.au/bpad) or contact FPA Australia on 1300 731 922.

### **Course Dates and Hours of Study**

The course will run over 5 days and includes both classroom and field-work components. Courses are run throughout the year in various locations. For details of course availability visit [fpaa.com.au/training](http://fpaa.com.au/training).

Participants will be required to complete assessments at the conclusion of the course to be granted a Certificate of Completion. Assessments are expected to require an additional commitment of a further 5-10 hours in addition to the 5 day commitment for the training course.

### **Entry Requirements**

There are no minimum entry requirements for this course, however the course will require participants to travel to various locations in bushfire prone areas to carry out site assessments.

### **How to Enrol**

To enrol in the course, download the enrolment form from [fpaa.com.au/training](http://fpaa.com.au/training). The fees for undertaking the course are listed on the enrolment form.

### **Information for Experienced Practitioners**

Practitioners and consultants who are currently working in the field of Bushfire Attack Level assessment may be eligible for Recognition of Prior Learning for certain aspects of this course, specifically the practical aspects of carrying out a site assessment.



Department of Planning  
Department of Fire & Emergency Services  
Department of Commerce Building Commission



**BUSHFIRE  
ACCREDITATION  
FRAMEWORK**

[www.planning.wa.gov.au/bushfire](http://www.planning.wa.gov.au/bushfire)

**LEVEL 1**

## **FACT SHEET NO. 2**

### **SUBSIDY A: LOCAL GOVERNMENT EMPLOYEES**

Version 1. August 2015.

#### **What is the subsidy for?**

Part reimbursement of the cost for local government staff to undertake the Level 1 Bushfire Attack Level (BAL) Assessor course is available under Subsidy A of the State Government's *Bushfire Training and Accreditation Subsidy Policy* (subsidy policy).

The objective of this subsidy is to develop the capacity of planners and building surveyors and those performing planning and building surveying functions within local government to enhance their understanding of BAL assessments.

The subsidy is \$870 per person to be reimbursed after a participant's successful completion of the Level 1 BAL Assessor course to the local government authority by the accrediting body. The Department of Planning will authorise the reimbursement of the subsidy.

The subsidy is only available in the 2015/16 financial year until the allocated funds are exhausted.

#### **Who can apply for the subsidy?**

To be eligible for a subsidy, a participant must:

- be employed as a planner or building surveyor or perform a planning or building surveying function;
- be a current permanent employee of one or more local government authorities; and
- have the support of their supervisor for their attendance at the course.

The subsidy is not available for:

- individuals seeking to undertake a Level 1 BAL Assessor course for a second time; and
- short courses on building and planning requirements.

#### **How can I apply for a subsidy?**

The supervisor of the person undertaking the Level 1 BAL Assessor course will need to complete the Department of Planning's *Subsidy Application Form A: Local government employees* (the application form) available on the website. This form needs to be submitted to an accrediting body providing the course. It will then be forwarded to the Department of Planning for approval. The accrediting body will keep the application form on file until the course

is completed. Before enrolling in a course, check online at [www.planning.wa.gov.au](http://www.planning.wa.gov.au) that the training provider is recognised by the State Government as an accrediting and training body for Level 1 BAL Assessors.

#### **How many staff from one local government authority are eligible for the subsidy?**

This subsidy will be applied in two stages. In the first stage, only one subsidy will be granted per local government authority from 1 August – 16 October 2015 (inclusive).

In the second stage, the Department of Planning will confer with the Western Australian Bushfire Accreditation Steering Committee and reallocate any unused funds for additional local government participants. This stage will occur between 17 October 2015 and before 30 June 2016 or until the allocated funding is still available. The application form allows local government authorities to nominate more than one staff member for the subsidy for this stage.

It is important that any local government wishing to use their allocated subsidy apply before 16 October 2015.

#### **Where can I obtain further information about the Level 1 BAL Assessor courses?**

Accrediting bodies will determine when and where the Level 1 BAL Assessor courses will be undertaken. At present, the Fire Protection Association Australia is the only accrediting body recognised by the State Government. Visit [www.fpa.com.au](http://www.fpa.com.au) for course availability.

#### **Do local government employees need to become accredited?**

Local government staff do not have to become Accredited Level 1 BAL Assessors. It is envisaged that individuals would usually seek accreditation when they are intending to provide professional BAL assessment services. The Western Australian Planning Commission's revised draft *State Planning Policy 3.7 Planning in Bushfire-Prone Areas* and the revised draft *Guidelines for Planning in Bushfire-Prone Areas* will strongly recommend that only accredited people are used to prepare BAL assessments.

To become an Accredited Level 1 BAL Assessor, an individual will have to meet requirements established by an accrediting body and pay set fees, such as an application fee and an annual fee. For details on these, refer to the accrediting body's Western Australian handbook.

### **How will the subsidy be paid?**

After the course has been successfully completed by the individual seeking the subsidy, the accrediting body will advise the Department of Planning. Upon authorisation of payment of the subsidy by the Department of Planning, the accrediting body will directly reimburse the local government authority.

### **What does successful completion of the course involve?**

For the reimbursement of the subsidy, 'successful completion' of the course means successfully completing all the set assignments, including any 'take home' ones to be completed after attendance at the training course.

### **What will happen if there are no course positions currently available?**

It is expected additional courses will be scheduled in the new year according to demand. It is recommended that the application form be sent to the accrediting body as soon as possible and participants liaise with the accrediting body about the schedule for further courses.

Once an application form is submitted to the accrediting body, it will be recorded that the participant is seeking a subsidy and this will be reimbursed to the local government when the course has been successfully completed.

### **Which course should local government employees undertake?**

Accrediting bodies may offer two courses:

- a Level 1 BAL Assessor course (five days) that provides participants with skills and knowledge in relation to BAL assessments; and
- a short course that provides an overview of building and planning requirements (two days).

The choice of course is a decision for the employer and participant. It is recommended that the decision is made after reviewing the objectives of the courses and the participant's role in the planning or building process.

The subsidy is only available to applicants who successfully complete the Level 1 BAL Assessor five day course.

**Shire of Nannup  
Ordinary Council Meeting Minutes: 23 October 2014**

<b>AGENDA NUMBER:</b>	12.10
<b>SUBJECT:</b>	Heavy Vehicle Cost Recovery Model
<b>LOCATION/ADDRESS:</b>	Shire of Nannup
<b>NAME OF APPLICANT:</b>	Shire of Nannup
<b>FILE REFERENCE:</b>	WRK6
<b>AUTHOR:</b>	Bret Howson – Acting / Manager Infrastructure
<b>REPORTING OFFICER:</b>	Bret Howson – Acting / Manager Infrastructure
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT</b>	24 September 2014

Attachment: 12.10.1 Worked Example 1

Attachment: 12.10.2 Worked Example 2

### **BACKGROUND:**

This report seeks Council endorsement of a pricing structure which identifies the cost that the Shire can recover from heavy vehicles for consumption (or capital damage) of the road network. At this stage, Shire officers are only seeking the Council's endorsement to proceed to public consultation.

This gap cost calculation will be administered by the proposed creation of a new Council policy - Road Contributions, which will allow Shire officers to recover the cost of road consumption from heavy vehicle operators (carting campaigns such as timber, logging, grain, extractive industry).

The proposed cost is a proportional share of the actual costs attributable to heavy traffic, calculated by axle numbers and applied to individual vehicle movement. The cost recovery will apply to each operator based on their individual carting campaign. Other operators using the same section of road will also be requested to contribute based on their individual carting movement.

It is the officer recommendation that any recovered funds be set aside in one reserve account for road works associated with heavy traffic.

### **COMMENT:**

In developing a fee structure that was equitable for heavy vehicle operators, did not duplicate other charges already imposed and was justifiable, the work of the National Transport Commission was used as a basis for the Shire's fee calculations.

The National Transport Commission (NTC) has the responsibility for developing and recommending heavy vehicle road use charges to the Australian Transport

Council (ATC) and then applying these charges nationally via vehicle registration and fuel use.

Heavy vehicle road use charges are set by the ATC to recover heavy vehicles' share of the road expenditure. A two-part charging system applies, comprising a fuel charge (19.663 cents per litre) and an annual registration charge. The money collected from these charges is then distributed to the State and Local Governments through road grants. It is therefore important that in setting Shire contributions for heavy vehicles that charges are not made twice, once through the Federal system and again by the Shire.

The first national road user charging system was developed for heavy vehicles in Australia by the NTC in 1992 and implemented in 1995-96, and then a second pricing determination was agreed and implemented in 2000. The methodology ensures that costs allocated to heavy vehicle classes are recovered in aggregate, based on average, but does not match charges to the costs associated with individual vehicle types.

A third pricing determination was presented to the Australian Transport Council in 2005, which is reflective of the patterns of use, loading between different types of vehicles and pavement restoration expenditure, however the recommendations of the third determination were not endorsed by Transport Ministers despite it being a more comprehensive and fair determination.

Despite some weaknesses in the pricing determinations, the current national approach is still highly regarded by international standards and continues to provide a platform for further development.

It is recommended that the NTC model for cost recovery for heavy vehicles be used by the Shire as a basis of determining a cost recovery to charge applicants for heavy vehicle use. It is important to note that that costs recovered will be for other than what would be considered as normal use, i.e. any use which requires special permission from local or state government would be considered as "other than normal use", such as extra mass or oversized vehicles.

This system will only be used for heavy vehicle operation within the Shire of Nannup that requires permission from the Shire.

#### The Calculation

It is important that the Shire does not duplicate other Federal or State charges for heavy vehicles when calculating a cost recovery system for the Shire's network, therefore the following "**cost allocation rules**" developed by NTC and approved by Australian Transport Council have been used for the Shire's calculations.

The cost allocation rules:

**1. Vehicle use expenditure type:**

The different measures of vehicles use related to the road expenditure include:

- VKT (vehicle-kilometres of travel)
- ESA-km (equivalent standard axle kilometres of travel)
- PCU-km (passenger car unit kilometres of travel)
- AGM-km (average gross mass kilometres of travel)

**2. Road Expenditure type (Attributable costs)**

- Pavement rehabilitation and new construction
- Servicing and operating expenditure.
- Low cost safety/traffic improvements
- Asset extensions and improvements
- Bridge maintenance and construction

**3. Non-attributable costs:**

NTC considers that non-attributable costs are defined as being unrelated to the cost of providing capacity on the road network or to other factors relating to road use. These costs have been shared equitably between vehicle classes so as to provide the least distortion to road use decisions.

NTC's 2nd determination allocated 50% of road maintenance expenditure to non-attributable costs.

**4. Pavement Maintenance:**

Routine Maintenance - repairing potholes, minor patching and crack sealing.

Periodic Maintenance - resealing and resurfacing.

NTC 2nd pricing determination allocated 50% of routine maintenance expenditure to AGM-km and 50% of periodic maintenance to AGM-km. Therefore it was considered that 50% of maintenance costs are attributable to heavy traffic due to mass.

**5. Non-motorised road use:**

NTC's 2nd pricing determination has made assumptions (based on a survey of local government engineers in 1999) that 75% of urban local road expenditure and 50% of rural local road expenditure exists solely to provide access, amenity, or provide for non-motorised road users, and hence is not related to motorised road use. The value of this expenditure has been excluded from the Shire's cost recovery process.

The cost recovery model for the Shire of Nannup has been based on the current expenditure for the financial year 2013/14. These figures were used in the Shire's determination rather than the National average figures used in the NTC model.



The National average expenditure is slightly higher than the current expenditure for the Shire of Nannup. The Shire's figures include all funding on roads.

- Damage caused by heavy traffic = \$0.043 per Equivalent Standard Axle (ESA)
- National average expenditure relative to heavy traffic use = \$0.032 per Equivalent Standard Axle (ESA)
- Shire of Nannup 2013/2014 expenditure relative to heavy traffic use = \$0.013 per ESA

This basically means that the Shire of Nannup is spending 1.3 cents, per standard axle, of its own funds on capital road expenses, whereas the National average is 3.2 cents. The NTC has calculated that heavy vehicles damage the road at a rate of 4.3 cents per axle, therefore showing that many Local and State Authorities are not keeping up with road damage forecasts.

The use of the Shire of Nannup own figures was to ensure that heavy vehicle operators were only being charged for actual expenditure rates, not for costs which are being recovered by State and Federal Governments.

It is difficult to determine the level of Federal Government support, which consists of the heavy vehicle charge, therefore 100% of State Government funding (including WALGA grant) has been excluded from this cost recovery model.

The NTC model also has stated that 50% of road cost (non-attributable) should be shared across all vehicle classes. Again, determining which portion of this 50% is attributable to individual vehicle classes would be very difficult. Therefore the non attributable portion of road expenditure has been excluded from the Shire of Nannup's calculation. However 5 of the 12 classes of vehicle would require permits to operate on Council network, therefore it is considered that 5/12<sup>th</sup> (or 40%) of the 50% non-attributable cost can be added to the cost recovery unit rate.

In 2013/14 the Shire of Nannup spent an average of 1.3 cents per kilometre per ESA. It is recommended that this figure be used as the unit cost for the recovery model for extraordinary heavy vehicle operations on the Shire's road network.

Council officers have developed a spreadsheet which uses the above calculation to determine the recoverable cost from an individual application. Attached to this item are two worked examples:

**Example 1:**

*An application made to cart 25,000 tonnes over a 3 month period on 6.0 kilometre length of East Nannup Road. The application was for an average of 6 loaded trips per working day for 3 months.*



- (2) *Any person against whom expenses are or may be recoverable under this section may enter into an agreement with such local government as is mentioned in this section for the payment to it of a composition in respect of such traffic, and thereupon the person so paying the same shall not be subject to any proceedings under this section.*
- (3) *For the purposes of this section the Minister shall be deemed the local government which is liable or authorised or has undertaken to repair any Government road, and he may in his name of office bring an action for recovery of expenses under this section accordingly: provided that any moneys recovered by him shall be credited to the Consolidated Fund.*
- (4) *Proceedings for the recovery of any expenses hereunder shall be commenced within 12 months of the time when the damage has been done, or where the damage is the consequence of any particular building contract or work extending over a long period, shall be commenced not later than 6 months after the completion of the contract or work.*

*[Section 85 amended by No. 6 of 1993 s. 11; No. 14 of 1996 s. 4; No. 49 of 1996 s. 64.]*

#### **POLICY IMPLICATIONS:**

It is recommended should the Council endorse the cost recovery model, a new policy will be developed for road contribution and will include a clause similar to the following:

##### ***Heavy Vehicle Cost Recovery Contribution***

*Prior to issue of permit, the Chief Executive Officer may negotiate the Heavy Vehicle Cost Recovery agreement for a non-returnable capital damage payment of \$0.013 (1.3 cents) per equivalent standard axle. The cost recovery unit shall apply to all vehicle movement (loaded and unloaded) over the full term of the carting campaign as listed on the application.*

*Council may negotiate an agreement for a maintenance bond to be held for the term of the carting campaign based on the maintenance requirement of \$0.023 (2.3 cents) per equivalent standard axle. This bond will be returned to the proponent once the carting campaign is complete, and associated section of road and all maintenance works are to the satisfaction of the Chief Executive Officer.*

#### **FINANCIAL IMPLICATIONS:**

It is recommended that any capital cost recovered from any agreement under this policy be held in one reserve account solely for the purpose of capital upgrade on any Shire road which is affected by heavy traffic.

*The calculation shows that this type of operation will do \$1,840 damage to the road pavement, over and above what is considered as normal use. This figure also represents the calculated gap between what Council is currently spending, and the amount which is required to be spent related to this type of operation.*

*The calculation also shows that the road will require \$3,335 worth of maintenance associated with this carting campaign.*

**Example 2:**

*An application made to cart 30,000 tonnes per year over a 6.0 kilometre length of Fourarce Road. The application was for an average of 7 loaded trips per calendar day for 3 months.*

*The calculation shows that this type of operation will do \$2,208 damage to the road pavement, over what is considered as normal use. This figure also represents the calculated gap between what Council is currently spending, and the amount which is required to be spent related to this type of operation.*

*The calculation also shows that the road will require \$4,002 worth of maintenance associated with this carting campaign.*

The cost can be recovered by Council under Road Traffic Act 1974, Section 85, Part 2.

**STATUTORY ENVIRONMENT:**

The head of power which can be used to recover the costs calculated by this policy is found in the Road Traffic Act 1974, Section 85, Part 2.

Road Traffic Act 1974 - Part IV - Miscellaneous states:

*Section 85. Power of local government to recover expenses of damage caused by heavy or extraordinary traffic*

- (1) Where it appears to a local government which is liable or authorised or has undertaken to repair any road that, having regard to the average expense of repairing roads in the neighbourhood, extraordinary expenses have been incurred by such local government in repairing such road by reason of the damage caused by heavy traffic passing along the same, or*

*extraordinary traffic thereon, such local government may recover in any court of competent jurisdiction from any person by or in consequence of whose order such traffic has been conducted, the amount of such expenses as may be proved to the satisfaction of the court having cognisance of the case to have been incurred by such local government by reason of the damage arising from such traffic as aforesaid.*

The Shire of Nannup does not have the high volume of carting similar to the Pilbara and Goldfields areas, however the annual income expected from the a number of smaller volume campaigns is expected to total approximately \$20,000 to \$30,000 per year.

Any amount calculated and claimed from heavy vehicle use under this agreement for capital damage will not be returned to the applicant at the end of the carting campaign.

Any amount calculated and claimed from heavy vehicle use under this agreement for maintenance will be returned to the applicant at the end of the carting campaign, if the road condition is to the satisfaction of the Chief Executive Officer.

**STRATEGIC IMPLICATIONS:** Nil.

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

That Council:

1. Endorse the use of the cost recovery model for heavy vehicle operations for the recovery of capital damages costs for the Shire of Nannup's paved road network, for a 30 day public consultation period.
2. Endorse the cost recovery unit at \$0.013 per equivalent standard axle (ESA) for recovery of capital damage costs for the Shire's paved road network, with an annual review of this unit rate to the Shire of Nannup's actual expenditure on or about June 30 each year.
3. Request the Chief Executive Officer to report back to the Council with results of consultation on Heavy Vehicle Cost Recovery model with a proposed Council policy for Council consideration.

**9189 GILBERT/LORKIEWICZ**

That Council:

1. Endorse the use of the cost recovery model for heavy vehicle operations for the recovery of capital damages costs for the Shire of Nannup's paved road network, for a 30 day public consultation period.
2. Endorse the cost recovery unit at \$0.013 per equivalent standard axle (ESA) for recovery of capital damage costs for the Shire's paved road network, with

an annual review of this unit rate to the Shire of Nannup's actual expenditure on or about June 30 each year.

3. Request the Chief Executive Officer to report back to the Council with results of consultation on Heavy Vehicle Cost Recovery model with a proposed Council policy for Council consideration.

**CARRIED 7/1**

Voting for the motion: Dean, Gilbert, Longmore, Mellema, Slater, Steer and Stevenson.

Voting against the motion: Lorkiewicz.

## SHIRE OF NANNUP

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MAY 2015

<u>Operating</u>	2014/15	2014/15	2014/15	Variances	
	Y-T-D Actual	Y-T-D Budget	Budget	Y-T-D	Budget to
	\$	\$	\$	%	Actual
					\$
<b>Revenues/Sources</b>					
Governance	365	1,000	1,000	64%	635
General Purpose Funding	3,495,010	1,476,980	1,476,980	(137%)	(2,018,030)
Law, Order, Public Safety	291,178	261,522	261,522	(11%)	(29,656)
Health	6,516	2,600	2,600	(151%)	(3,916)
Education and Welfare	157,422	13,830	13,830	(1038%)	(143,592)
Housing	13,260	16,796	16,796	21%	3,536
Community Amenities	154,947	165,258	165,258	6%	10,311
Recreation and Culture	35,038	45,200	45,200	22%	10,162
Transport	131,211	2,203,081	2,203,081	94%	2,071,870
Economic Services	68,872	162,850	162,850	58%	93,978
Other Property and Services	54,165	25,000	25,000	(117%)	(29,165)
	<u>4,407,984</u>	<u>4,374,117</u>	<u>4,374,117</u>	<u>1%</u>	<u>(33,867)</u>
<b>(Expenses)/(Applications)</b>					
Governance	(266,129)	(286,876)	(286,876)	(7%)	(20,748)
General Purpose Funding	(122,886)	(142,982)	(142,982)	(14%)	(20,096)
Law, Order, Public Safety	(483,354)	(464,719)	(464,719)	4%	18,635
Health	(58,969)	(66,865)	(66,865)	(12%)	(7,896)
Education and Welfare	(191,663)	(158,323)	(158,323)	21%	33,340
Housing	(42,390)	(42,194)	(42,194)	0%	196
Community Amenities	(402,960)	(507,068)	(507,068)	(21%)	(104,108)
Recreation & Culture	(426,225)	(547,868)	(547,868)	(22%)	(121,643)
Transport	(2,830,916)	(2,526,531)	(2,526,531)	12%	304,385
Economic Services	(225,971)	(309,444)	(309,444)	(27%)	(83,473)
Other Property and Services	(336,440)	(18,827)	(18,827)	1687%	317,613
	<u>(5,387,902)</u>	<u>(5,071,697)</u>	<u>(5,071,697)</u>	<u>6%</u>	<u>316,205</u>
<b>Adjustments for Non-Cash</b>					
<b>(Revenue) and Expenditure</b>					
(Profit)/Loss on Asset Disposals	34,752	(5,000)	(5,000)	(795%)	(39,752)
Depreciation on Assets	2,294,771	2,049,850	2,049,850	12%	(244,921)
<b>Capital Revenue and (Expenditure)</b>					
Purchase Land and Buildings	(839,610)	(40,000)	(40,000)	1999%	799,610
Purchase Infrastructure Assets	(1,814,590)	(2,338,491)	(2,551,081)	(22%)	(523,901)
Purchase Plant and Equipment	(365,430)	(439,358)	(479,300)	(17%)	(73,929)
Purchase Furniture and Equipment	(16,718)	0	0	0%	16,718
Proceeds from Disposal of Assets	(6,736)	132,917	145,000	(105%)	139,653
Repayment of Debentures	(40,466)	(66,663)	(72,723)	(39%)	(26,197)
Proceeds from New Debentures	0	0	0	0%	0
Leave Provisions	0	188,451	205,583	(100%)	188,451
Accruals	(4,424)	7,745	8,449	(157%)	12,169
Self Supporting Loan Principal Income	11,370	12,570	13,713	(10%)	1,200
Transfers (to)/from Reserves	0	53,277	58,120	(100%)	53,277
ADD Net Current Assets July 1 B/Fwd	818,391	817,891	0		(500)
LESS Net Current Assets Year to Date	456,361	1,040,578	0		584,217
<b>Amount Raised from Rates</b>	<u>(1,364,969)</u>	<u>(1,364,969)</u>	<u>(1,364,969)</u>		<u>(0)</u>

**SHIRE OF NANNUP****STATEMENT OF FINANCIAL ACTIVITY****FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015**

	<b>2014/15 Actual \$</b>	<b>Brought Forward 01-July-2014 \$</b>
<b>NET CURRENT ASSETS</b>		
<b>Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	712,717	830,390
Cash - Restricted	191,330	46,685
Cash - Reserves	2,700,270	2,086,771
Receivables	344,761	676,784
Inventories	6,240	11,074
	<u>3,955,318</u>	<u>3,651,704</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	<u>(607,357)</u>	<u>(699,856)</u>
	3,347,961	2,951,848
Less: Cash - Reserves - Restricted	(2,891,600)	(2,133,456)
<b>NET CURRENT ASSET POSITION</b>	<u><u>456,361</u></u>	<u><u>818,391</u></u>

## OPERATING EXPENSES TO 30 JUNE 2015

## Governance Expenditure

Budget \$	Actual \$	Explanation	Current \$	(Under Expended)/Over Expended
0	110	Election Expenses	110	110
8,500	7,560	Revaluations	(940)	8,500
12,100	14,062	Refreshments	1,962	14,062
31,950	31,682	Donations/contributions	(268)	41,875
20,600	19,861	Councillor allowances	(739)	20,600
17,345	20,513	Subscriptions	3,168	20,500
8,600	4,096	Conference Expenses	(4,504)	8,600
17,330	12,687	Insurance	(4,643)	12,687
2,000	0	CEO performance review	(2,000)	6,866
6,450	7,087	Bank Charges	637	7,087
11,330	10,513	Audit Fees	(817)	10,513
1,000	336	Legal Expenses	(664)	1,000
1,000	702	Gratuities	(298)	1,000
1,500	0	Blackwood Valley Trails	(1,500)	1,500
843	843	Depreciation Council furniture	0	843
140,548	130,053		(10,495)	155,743

## General Administration

Budget \$	Actual \$	Explanation	Current \$	Year End \$
34,056	0	Annual Leave expense	(34,056)	34,056
420,675	408,885	Admin Salaries	(11,790)	408,885
40,443	37,481	Superannuation	(2,962)	40,443
19,700	17,575	Insurance	(2,125)	17,575
2,000	1,136	Minor furniture & equip	(864)	2,000
57,872	35,926	Building & Gardens maintenance	(21,946)	57,872
41,160	52,147	Computer maintenance	10,987	47,546
15,000	20,385	Printing & Stationery	5,385	16,000
14,125	14,285	Telephone Expenses	160	14,125
3,000	1,612	Office Equipment Maintenance	(1,388)	514
4,400	3,931	Postage	(469)	4,400
6,000	16,766	Accommodation & Travel	10,766	12,000
4,625	4,645	Advertising	20	9,000
		Includes cost of advertising for senior posts		

Operating Expenses

<b>Budget</b>	<b>Actual</b>	<b>Explanation</b>	<b>Current</b>	<b>Year End</b>	
12,200	15,312	Staff training expenses	3,112	15,000	2,800
300	293	Sundry expenses	(7)	300	0
11,841	12,553	Long Service Leave	712	11,841	0
19,750	6,565	Fringe Benefits Tax	(13,185)	19,750	0
	14,348	Recruitment Expenses	14,348	1,400	1,400
	843	Depreciation - Furniture	843	0	0
29,529	33,223	Depreciation - Plant & Equipment	3,694	29,529	0
<b>736,676</b>	<b>697,911</b>		<b>(38,765)</b>	<b>742,236</b>	<b>5,560</b>



Budget	Actual	Explanation	Current	Year End
General Purpose Revenue				
\$	\$		\$	\$
5,000	3,193	Rates Legal expenses	(1,807)	5,000
8,350	9,090	Rating Valuation Expenses	740	8,350
100	0	Write offs - rates	(100)	100
25,677	22,709	DOT Licensing Expenses	(2,968)	25,677
39,127	34,992		(4,135)	39,127
Law & Public Order				
\$	\$		\$	\$
10,000	10,354	Firebreak inspections		
55,900	16,646	DFES - Assistance to Bush Fire Brigades	354	10,000
6,000	23,055	CESO - Vehicle	(39,254)	55,900
31,816	28,780	DFES - Insurance	17,055	22,000
10,000	4,580	Maintenance of Strategic Firebreaks	(3,036)	28,780
500	9,546	DFES - minor equipment	(5,420)	10,000
30,156	19,009	Firebreak Inspections	9,046	500
2,672	1,626	Superannuation	(11,147)	19,000
928	0	Annual leave expense	(1,046)	1,700
74,485	72,297	CESO - Salary & insurance costs	(928)	928
7,499	15,708	CESO - Superannuation	(2,188)	74,485
6,317	0	CESO - Annual Leave	8,209	12,500
2,193	0	CESO - Long Service Leave	(6,317)	6,317
500	88	CESO - Uniforms	(2,193)	2,193
1,500	0	CESO - Training	(412)	500
1,500	6,904	DFES - Maint of equipment	(1,500)	1,500
7,063	7,753	Animal Control - Salaries	5,404	1,500
3,500	6,121	Animal Control	690	7,063
743	1,145	Animal Control - Superannuation	2,621	6,200
626	0	Animal Control - Annual leave expense	402	743
217	0	Animal Control - Long Service Leave	(626)	626
16,394	6,472	DFES - Vehicle maint	(217)	217
1,500	2,997	DFES - Maint of land & buildings	(9,922)	16,394
500	6,842	DFES - Clothing & accessories	1,497	1,500
1,800	4,262	DFES - Utilities	6,342	500
5,000	7,689	DFES - Other goods & services	2,462	1,800
2,800	3,027	SES - Utilities	2,689	5,000
1,003	1,037	SES - Insurance	227	2,800
	683	SES - Minor plant	34	1,003
	0	SES - Maint of plant & equipment	683	0
			0	0

<b>Budget</b>	<b>Actual</b>	<b>Explanation</b>	<b>Current</b>	<b>Year End</b>	
1,000	1,591	Emergency response	591	1,300	300
	0	SES - Maintenance of vehicles	0	0	0
	2,551	SES - Maint of land & buildings	2,551	0	0
	0	SES - Clothing & accessories	0	0	0
7,597	1,172	SES - Other goods & services	(6,425)	7,597	0
116,658	127,919	Depreciation	11,261	116,658	0
<b>408,367</b>	<b>389,854</b>		<b>(18,513)</b>	<b>417,204</b>	<b>8,837</b>

Budget	Actual	Explanation	Current	Year End
<b>Health</b>				
\$	\$		\$	\$
100	99	Insurance		100
1,599	0	Health - annual leave	(1)	0
48,791	49,303	Health Inspections	(1,599)	1,599
555	0	Long Service Leave	512	48,791
1,898	2,151	Superannuation	(555)	555
2,050	1,620	Admin Expenses	253	1,898
		No year end variance anticipated	(430)	1,620
54,993	53,173			
			(1,820)	54,563
				(430)
<b>Education &amp; Welfare</b>				
\$	\$		\$	\$
8,937	7,563	Pre School maintenance		8,937
1,100	7,754	Family Fun day	(1,374)	0
1,000	0	Community Events support	6,654	1,100
9,650	23,748	School holiday program	(1,000)	1,000
0	0	Cultural Plan	14,098	9,650
2,100	0	Seniors activities	0	0
79,212	95,881	Community Development	(2,100)	100
7,274	9,032	CDO - Superannuation	16,669	109,302
8,129	1,048	Promotions	1,758	7,274
2,126	0	CDO - Long Service Leave	(7,081)	8,129
1,500	2,258	Training	(2,126)	2,126
15,587	11,637	Depreciation	758	1,500
		No year end variance anticipated	(3,950)	15,587
136,615	158,920			
			22,305	164,705
				28,090
<b>Housing</b>				
\$	\$		\$	\$
13,243	29,674	Building Maintenance	16,431	20,000
17,500	17,520	Depreciation	20	17,500
30,743	47,195			
			16,452	37,500
				6,757
<b>Community Amenities</b>				
\$	\$		\$	\$
34	0	SSL Accrued Interest		34
13,713	13,713	SSL Principal	(34)	0
35,620	36,742	Collection - domestic waste	(0)	13,713
41,300	41,153	Collection - recycling	1,122	35,620
		No year end variance anticipated	(147)	41,300
				0

Budget	Actual	Explanation	Current	Year End
114,080	105,310	Waste Management Facility	(8,770)	114,080
12,000	13,255	Street Bin Pick up	1,255	12,000
120,760	107,759	Town Planning Services	(13,001)	115,060
9,650	5,002	Admin Expenses	(4,648)	9,650
1,447	0	Planning - Long Service Leave	(1,447)	1,447
4,951	3,312	Planning - Superannuation	(1,639)	4,951
7,500	13,176	Town Planning Scheme review	5,676	13,200
4,172	0	Planning - Annual Leave	(4,172)	4,172
1,500	0	LPS Amend Exp	(1,500)	1,500
13,390	9,277	Cemetery Exp	(4,113)	13,390
38,860	29,698	Public Conveniences	(9,162)	38,860
6,363	6,363	SSL Interest	(0)	6,363
4,475	4,508	Depreciation - waste facility	33	4,475
8,993	10,105	Depreciation - toilets	1,112	8,993
438,808	399,372		(39,436)	438,808
				0

Budget	Actual	Explanation	Current	Year End
<b>Recreation &amp; Culture</b>				
\$	\$		\$	\$
12,027	11,289	Town Hall	(738)	12,027
21,576	20,546	Rec Centre	(1,030)	21,576
3,008	3,016	Community Centre	8	3,016
1,281	1,329	Supper Room	48	1,329
1,387	1,665	Old Roads Board Building	278	1,387
2,508	2,512	Bowling Club	4	2,512
519	546	Cundinup Hall	27	546
428	785	Carlotta Hall	357	785
1,242	2,637	Community House	1,395	1,905
245,230	192,634	Public Parks	(52,596)	245,230
7,500	9,768	Art Maintenance	2,268	7,500
15,154	14,756	Library Salaries & Insurance	(398)	15,154
3,850	3,043	Office Expenses - Library	(807)	3,850
200	0	Write-Offs - Library	(200)	200
33,243	6,816	Foreshore Park	(26,427)	33,243
1,875	1,859	Depreciation Community House	(16)	1,875
3,125	3,378	Depreciation Community Sheds	253	3,125
1,850	1,815	Depreciation Carlotta Hall	(35)	1,850
42,341	52,314	Depreciation Recreation Centre	9,973	42,341
26,150	25,394	Depreciation Town Hall	(756)	26,150
35,758	39,039	Depreciation Parks	3,281	35,758
1,625	1,738	Depreciation Old Roads Board	113	1,625
425	437	Depreciation Cundinup Hall	12	425
462,302	397,314		(64,988)	463,409
<b>Transport</b>				
\$	\$		\$	\$
39,542	30,052	Depot Maintenance	(9,490)	39,542
5,000	6,153	Traffic Signs	1,153	5,000
32,000	29,101	Bridge Maintenance	(2,899)	32,000
5,000	2,032	Crossovers	(2,969)	5,000
622	36	Loan - accrued interest	(586)	622
690,000	712,838	Local Road Maintenance	22,838	690,000
85,000	43,935	Road Verge Maintenance	(41,065)	85,000
23,850	20,020	Street Lighting	(3,830)	23,850
9,000	8,060	Street Sweeping	(940)	9,000
5,000	4,608	Traffic Counter Maintenance	(392)	5,000
6,000	5,527	Safety Works	(473)	6,000
6,000	5,836	Equipment replacement	(164)	6,000
<b>Operating Expenses</b>				

<b>Budget</b>	<b>Actual</b>	<b>Explanation</b>	<b>Current</b>	<b>Year End</b>	
6,165	6,165	Loan - Interest		6,165	0
59,010	59,010	Loan - Principal	(0)	59,010	0
30,000	2,076	Gravel Pit	(27,924)	30,000	0
5,000	5,342	ROMANS	342	5,342	342
1,384,401	1,431,196	Depreciation - Roads	46,795	1,384,401	0
<b>2,391,590</b>	<b>2,371,988</b>		<b>(19,602)</b>	<b>2,391,932</b>	<b>342</b>



Budget	Actual	Explanation	Current	Year End	
<b>Economic Services</b>					
\$	\$		\$	\$	
800	1,848	Australia Day	1,048	1,100	300
12,825	11,342	Functions & Events	(1,483)	17,128	4,303
80,518	41,028	Caravan Park	(39,490)	41,028	(39,490)
4,100	3,906	Caravan Park admin expenses	(194)	3,892	(208)
24,950	12,890	Caravan park utilities	(12,060)	12,254	(12,696)
2,000	1,722	Caravan Park promotion	(278)	1,750	(250)
20,113	10,664	Caravan Park & Camping	(9,449)	10,664	(9,449)
44,298	21,865	Caravan park wages	(22,433)	21,616	(22,682)
10,000	15,652	Visitor Centre services	5,652	10,000	0
7,500	28,206	Regional Promotion	20,706	9,341	1,841
10,000	4,658	Tourism promotion	(5,342)	10,000	0
1,199	0	Building Control - Long Service Leave	(1,199)	1,199	0
39,007	42,426	Building Control - Salary	3,419	39,007	0
4,104	4,391	Building Control - Superannuation	287	4,104	0
3,458	0	Building Control - Annual Leave	(3,458)	3,458	0
3,339	2,769	Building Control - Expenses	(570)	3,339	0
17,910	18,707	Depreciation - Caravan Park	797	17,910	0
286,121	222,075		(64,046)	207,790	(78,331)
<b>Other Property &amp; Services</b>					
\$	\$		\$	\$	
23,154	63,179	Private Works	40,025	46,000	22,846
10,000	17,193	Training	7,193	16,345	6,345
3,562	7,047	Accrued salaries & wages	3,485	3,562	0
28,921	0	Long Service Leave	(28,921)	28,921	0
89,960	52,376	Salaries	(37,584)	67,000	(22,960)
80,096	0	Annual Leave	(80,096)	80,096	0
112,442	97,230	Superannuation	(15,213)	112,442	0
0	15	Office expenses	15	15	15
30,646	25,424	Sick pay	(5,222)	30,646	0
69,294	57,862	Insurances	(11,432)	57,862	(11,432)
10,000	9,176	Protective Clothing	(824)	10,000	0
4,500	4,625	Safety Meetings	125	4,500	0
56,382	30,946	Wages - plant	(25,436)	56,382	0
30,000	30,675	Tyres & Batteries	675	30,000	0

Budget	Actual		Explanation	Current	Year End	
19,045	19,088	Insurances & Licenses	No year end variance anticipated	43	19,045	0
	557	Admin Expenses	No significant year end variance anticipated	557	72	72
	1,457	Workers Comp	No significant year end variance anticipated	1,457	2,622	2,622
225,000	190,094	Fuel & Oil	No year end variance anticipated	(34,906)	225,000	0
4,000	5,686	Sundry Tools	No year end variance anticipated	1,686	4,000	0
37,884	39,297	Holiday Pay	No year end variance anticipated	1,413	37,884	0
60,000	48,537	Parts & External Work	No year end variance anticipated	(11,463)	60,000	0
2,000	320	Recruitment Exp	No year end variance anticipated	(1,680)	2,000	0
324,510	295,644	Depreciation - Vehicles	No year end variance anticipated	(28,866)	324,510	0
16,295	18,179	Depreciation - Depot	No year end variance anticipated	1,884	16,295	0
1,237,691	1,014,607			(223,094)	1,235,199	(2,492)
6,363,581	5,917,453	TOTAL		(446,138)	6,348,216	(15,365)
			Less Expenditure tied to additional income		(54,693)	(54,693)
			Less Non Cash Depreciation increases		0	0
			Total Expenditure Savings Anticipated for Year		(70,058)	(70,058)



OPERATING INCOME TO 30 JUNE 2015			Attachment 12.12.2	
Budget	Actual	Explanation	(Over)/Under received	
General Purpose Revenue				
\$	\$		\$	\$
(1,364,969)	(1,356,234)	Rate Revenue	8,735	(1,364,969)
(5,000)	(4,339)	Legal Fees	661	(5,000)
(12,000)	(9,140)	Int on Overdue rates	2,860	(12,000)
(800,000)	(1,258,803)	Equalisation Grant	(458,803)	(833,963)
(4,500)	(4,638)	Interest on Installments	(138)	(4,700)
(500,000)	(715,819)	Local Road Grant	(215,819)	(463,293)
(3,900)	(3,510)	Admin Charges	390	(3,900)
(22,000)	(22,736)	DOT Commission	(736)	(22,000)
(25,700)	(24,369)	Sundry Income	1,331	(25,700)
(60,000)	(7,613)	Interest on Investment - General	52,387	(35,000)
(12,000)	(23,993)	Interest on Investment - RTR	(11,993)	(31,000)
				19,000
(2,810,069)	(3,431,194)		(621,125)	(2,801,525)
				(8,544)
General Administration				
\$	\$		\$	\$
(1,000)	(365)	Shirley Humble room hire	635	(500)
		Actual income expected to be slightly lower than budget		
(1,000)	(365)		635	(500)
				(500)
Law & Order				
\$	\$		\$	\$
(2,500)	(1,409)	Costs Recovered - Cockatoo Valley	1,091	(1,550)
(114,910)	(168,296)	DFES Grant - Brigades	(53,386)	(114,910)
(78,812)	(113,357)	DFES Grant - CSEO	(34,545)	(78,812)
(500)	0	Firebreak Fines	500	(250)
(3,000)	(3,916)	Dog Registrations	(916)	(3,400)
(1,000)	(184)	Cat Registrations	816	(150)
(100)	0	Fines - Animal Control	100	(100)
(20,700)	(12,167)	DFES Grant - SES	8,533	(10,500)
		Lower grant offset by reduced expenditure		
(221,522)	(299,329)		(77,807)	(209,672)
				(11,850)
Health				
\$	\$		\$	\$
(1,300)	(2,006)	Septic Tank Inspections	(706)	(1,600)
		Income anticipated to exceed budget		300

<i><b>Budget</b></i>	<i><b>Actual</b></i>		<i><b>Explanation</b></i>	<i><b>(Over)/Under received</b></i>	
(1,300)	(4,441)	Gen License Fees	Income anticipated to exceed budget	(3,141)	(4,500)
					3,200
(2,600)	(6,447)			(3,847)	(6,100)
					3,500

Budget	Actual	Explanation	(Over)/Under received	
Education & Welfare				
\$	\$		\$	\$
(6,930)	(6,930)	FROGS lease income	0	(6,930)
(4,050)	(3,159)	School holiday contributions	891	(4,050)
(750)	(127,912)	CDO grants	(127,162)	(30,840)
(2,100)	(41)	Seniors activities contributions	2,059	(100)
		Budget expected to be met		(2,000)
(13,830)	(138,042)		(124,212)	(41,920)
				28,090
Housing				
\$	\$		\$	\$
(16,796)	(13,260)	Rental Income	3,536	(16,796)
		Budget expected to be met		0
(16,796)	(13,260)		3,536	(16,796)
				0
Community Amenities				
\$	\$		\$	\$
(13,713)	(13,713)	Self Supporting Loan - Principal	0	(13,713)
(6,363)	(6,363)	Self Supporting Loan - Interest	0	(6,363)
(56,520)	(57,865)	Mobile Bin Charges	(1,345)	(57,630)
(34,625)	(34,990)	Recycling Fees	(365)	(34,827)
(10,000)	(6,851)	Tip Fees	3,149	(5,000)
(28,750)	(30,981)	Disposal charge	(2,231)	(31,100)
	0	LPS Amend Contributions	0	0
(6,000)	(6,520)	Town planning fees	(520)	(7,116)
(3,000)	(11,327)	Cemetery Fees	(8,327)	(9,500)
(20,000)	0	Grants - Qannup	20,000	(20,000)
		Budget expected to be met		0
(178,971)	(168,609)		10,362	(185,249)
				6,278
Recreation & Culture				
\$	\$		\$	\$
(3,000)	(11,674)	Hire Fees - Rec Centre	(8,674)	(9,000)
(6,500)	(9,472)	Hire Fees - Town Hall	(2,972)	(11,203)
(11,030)	(10,891)	Supper Room lease	139	(13,448)
(2,470)	(2,470)	Community Centre lease	0	(2,470)
(200)	(52)	Lost Book charges	148	(50)
0	(236)	History of Nannup	(236)	(250)
(22,000)	0	Railway Bridge Grant	22,000	(22,000)
		Budget expected to be met		0
(45,200)	(34,795)		10,405	(58,421)
				13,221

Operating Income



Budget	Actual	Explanation	(Over)/Under received	
		<b>Economic Services</b>		
\$	\$		\$	
(1,000)	(2,006)	Septic tank inspections	(1,006)	600
(151,850)	(48,907)	Caravan Park Income	(102,943)	(102,943)
(10,000)	(16,288)	Building Control fees	(6,288)	2,643
(162,850)	(67,201)		95,649	(99,700)
			(63,150)	
		<b>Other Property &amp; Services</b>		
\$	\$		\$	
(25,000)	(54,165)	Private Works	(29,165)	28,000
		Varies with demand - budget expected to be exceeded	(53,000)	
(25,000)	(54,165)		(29,165)	28,000
			(53,000)	
(3,509,316)	(4,045,331)	TOTAL INCOME	(536,015)	(24,655)
		TOTAL	(3,484,661)	
		Less: Grant income tied to additional expenditure	45,090	(45,090)
		Add: Income tied to reduced expenditure	(26,700)	26,700
		Anticipated (Over)/Under Budget:	(536,015)	(43,045)

CAPITAL EXPENDITURE TO 30 JUNE 2015							
Budget	Actual	Explanation	(Over)/Under Budget				
			Current	Anticipated Year End			
General Administration							
0	12,160	Furniture & equipment	(12,160)	0			
0	0	Purchase of vehicles	0	0			
0	4,558	Capital works - Shire Office	(4,558)	(4,558)			
0	0	Plant & equipment	0	0			
0	16,718		(16,718)	(4,558)			
Law & Order							
40,000	6,225	WAEMI - Expenditure	33,775	40,000			
(40,000)	0	WAEMI - Capital Grant	(40,000)	(40,000)			
9,300	3,536	SES - Plant purchases \$1200 to \$5000	5,764	2,264			
9,300	9,761		(461)	2,264			
Recreation & Culture							
2,000,000	1,052,153	Recreation Centre upgrade	947,847	2,000,000			
2,000,000	1,052,153		947,847	2,000,000			
Transport							
1,100,000	1,443,343	Mowen Road - construction	(343,343)	1,260,000			(160,000)
743,081	498,694	Local roads - construction	244,387	743,081			0
597,000	398,000	Special Bridgeworks	199,000	597,000			0
11,000	399	Footpath program	10,601	11,000			0
(190,000)	(196,000)	Regional Road Group grants	6,000	(190,000)			0
0	0	Footpaths grant	0	0			0
(208,081)	(208,000)	Roads to Recovery grant	(81)	(208,081)			0
(597,000)	(398,000)	Special Bridgeworks grant	(199,000)	(597,000)			0
(1,100,000)	(980,000)	Mowen Road grant	(120,000)	(1,260,000)			160,000
470,000	362,450	Purchase of vehicles	107,550	363,166			106,834
826,000	920,887		(94,887)	719,166			106,834
Economic Services							
0	47,826	Main Street upgrade	(47,826)	0			
100,000	54,584	Caravan Park upgrade	45,416	100,000			
		Office Equipment Reserve					
		Royalties for Regions funding					
		Mowen Road c/f					

[illegible]

**SHIRE OF NANNUP**  
**ACCOUNTS FOR PAYMENT - JULY 2015**

EFT/ Cheque	Date	Name	Invoice Description	Amount
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT7350	01/07/2015	JANE BUCKLAND	PART PAYMENT OF ENROLLMENT FEES FOR MASTER OF URBAN & REGIONAL UNIT	\$ 1,250.00
EFT7351	01/07/2015	THE RENEWAL CENTRE	SYMANTEC LICENSE RENEWAL	\$ 1,068.44
EFT7353	10/07/2015	TOTAL EDEN	SPRINKLERS	\$ 1,491.94
EFT7354	14/07/2015	SCANIA AUSTRALIA - BUNBURY OFFICE	SERVICE OF PLANT	\$ 2,929.22
EFT7355	14/07/2015	EDGE PLANNING & PROPERTY	PLANNING SERVICES BETWEEN 7-20 JUNE 2015	\$ 2,732.40
EFT7356	14/07/2015	SQUIRE SANDERS	13 MARCH 2015- 23 JUNE 2015	\$ 40.72
EFT7357	14/07/2015	AUSTRALIA'S SOUTHWEST	SOUTHERN FORESTS AND VALLEYS - MARKET PLAN	\$ 1,100.00
EFT7358	14/07/2015	FITONIA PTY LTD	GARDENING SUPPLIES	\$ 461.85
EFT7359	14/07/2015	ROBERT BOOTSMAN	REIMBURSEMENT OF EXPENSES	\$ 577.40
EFT7360	14/07/2015	CITY & REGIONAL FUELS	DIESEL	\$ 1,945.94
EFT7361	14/07/2015	SCOPE BUSINESS IMAGING	SERVICE CHARGE	\$ 599.28
EFT7362	14/07/2015	OFFICEWORKS	STATIONERY	\$ 243.62
EFT7363	14/07/2015	DIANE MULVANEY	REIMBURSEMENT OF EXPENSES	\$ 58.86
EFT7364	14/07/2015	LANDGATE	GRV INTERIM UPDATE	\$ 130.45
EFT7365	14/07/2015	HOWSON MANAGEMENT PTY LTD	PROJECT MANAGEMENT	\$ 5,984.00
EFT7366	14/07/2015	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	\$ 51.50
EFT7367	14/07/2015	INSIGHT CCS PTY LTD	MAY 2015	\$ 55.06
EFT7368	14/07/2015	NANNUP NEWSAGENCY	STATIONERY AND POSTAGE	\$ 302.73
EFT7369	14/07/2015	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS	\$ 410.16
EFT7370	14/07/2015	NANNUP COMMUNITY RESOURCE CENTRE	NANNUP ADVERT MAP	\$ 1,518.50
EFT7371	14/07/2015	SYNERGY	ELECTRICITY EXPENSES	\$ 365.45
EFT7372	14/07/2015	SHIRE OF MANJIMUP	IT SERVICES	\$ 262.50
EFT7373	14/07/2015	WALGA	DOGS LOCAL LAW ADVERT	\$ 220.94
EFT7374	14/07/2015	WARREN BLACKWOOD WASTE	WASTE REMOVAL	\$ 7,269.00
EFT7375	14/07/2015	LGIS INSURANCE BROKING	INSURANCE COVERAGE	\$ 25,708.41
EFT7376	14/07/2015	P & F MARTIN	VEHICLE SERVICE - CESO VEHICLE	\$ 191.00
EFT7377	14/07/2015	LGISWA - BUSH FIRE	BUSHFIRE INSURANCE	\$ 19,593.75
EFT7378	14/07/2015	CAPE TO CAPE EXPLORER TOURS	SCHOOL BUS TRIP	\$ 425.00
EFT7379	14/07/2015	CITY & REGIONAL FUELS	DIESEL	\$ 1,001.08
EFT7380	14/07/2015	IT VISION GROUP INC	IT VISION USER GROUP 2015/16	\$ 715.00
EFT7381	14/07/2015	DIANE MULVANEY	REIMBURSEMENT OF EXPENSES	\$ 183.51
EFT7382	14/07/2015	THE BIG N	MEMBER FEES PER ANNUM	\$ 75.00
EFT7383	14/07/2015	STALEY FOOD & PACKAGING	CLEANING SUPPLIES	\$ 208.87
EFT7384	14/07/2015	THE RINK PTY LTD	SCHOOL HOLIDAY PROGRAM	\$ 245.00
EFT7385	14/07/2015	BUNBURY TOYOTA	TOYOTA COMMUNITY BUS	\$ 52,755.25
EFT7386	14/07/2015	CJD EQUIPMENT PTY. LTD.	CHARGE AIR HOSE	\$ 178.79
EFT7387	14/07/2015	JASON SIGNMAKERS	WEED SIGNS	\$ 173.80
EFT7388	14/07/2015	LOCAL GOVERNMENT MANAGERS AUSTRALIA	LGMA WORKSHOP	\$ 350.00
EFT7389	14/07/2015	LGIS PROPERTY	LGIS PROPERTY INSURANCE	\$ 21,298.07
EFT7390	14/07/2015	LGIS WORKCARE	LGIS WORKCARE	\$ 31,148.96
EFT7391	14/07/2015	LGIS LIABILITY	LIABILITY INSURANCE	\$ 15,100.50
EFT7392	14/07/2015	NANNUP COMMUNITY RESOURCE CENTRE	A3 LAMINATING	\$ 5.50
EFT7393	14/07/2015	THE PAPER COMPANY OF AUSTRALIA PTY LTD	STATIONERY SUPPLIES	\$ 277.20
EFT7394	14/07/2015	PENDREY AGENCIES	SAFEGUARD	\$ 1,560.90
EFT7395	14/07/2015	SOUTH WEST RUBBER STAMPS	CEO STAMP	\$ 47.40
EFT7396	16/07/2015	INFORMA AUSTRALIA PTY LTD	SUBSCRIPTION	\$ 370.00
EFT7397	16/07/2015	BRANDINO PTY LTD	STAGE 2 HERITAGE TRAIL	\$ 2,860.00
EFT7398	16/07/2015	NANNUP ARTS COUNCIL	COMMUNITY GRANT 2015-16	\$ 1,650.00
EFT7399	16/07/2015	D & J MILLER (DO YOUR BLOCK CONTRACTING)	COMMUNITY SHED- SHIRE COMPOUND	\$ 1,980.00
EFT7400	16/07/2015	LOUISE STOKES	TRAVEL REIMBURSEMENT	\$ 60.16
EFT7401	22/07/2015	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	1549441	\$ 199.98
EFT7402	22/07/2015	BONNIE LOCH SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 251.16
EFT7403	22/07/2015	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 13,097.32
EFT7405	29/07/2015	DATA #3 LIMITED	MICROSOFT WINDOWS	\$ 196.48
EFT7406	29/07/2015	ROBERT LONGMORE	REIMBURSEMENT COUNCIL MEETINGS	\$ 180.60
EFT7407	29/07/2015	BUSSELTON TOYOTA	SERVICE OF CAR	\$ 1,142.85
EFT7408	29/07/2015	A TASTE OF NANNUP	GIFT	\$ 200.00
EFT7409	29/07/2015	BATTERY ALL TYPES	BATTERY SUPPLIES	\$ 1,126.00
EFT7410	29/07/2015	EDGE PLANNING & PROPERTY	PLANNING SERVICES BETWEEN 5-18 JULY 2015	\$ 319.00
EFT7411	29/07/2015	BRC - BUILDING SOLUTIONS	NANNUP REC CENTRE 12	\$ 125,487.79
EFT7412	29/07/2015	COASTAL MACHINERY PTY LTD	RAMP, SPRING ASSIST	\$ 720.00
EFT7413	29/07/2015	SWLGMA	ANNUAL FEES FOR MEMBERSHIP	\$ 600.00
EFT7414	29/07/2015	BLACKWOOD CARPET CLEANING	STEAM CLEANING CARPETS - 28 CAREY STREET	\$ 220.00
EFT7415	29/07/2015	PICKLE & O	LUNCH FOR 3 PEOPLE	\$ 47.50
EFT7416	29/07/2015	ARGOS FIRE SAFETY PTY LTD	EQUIPMENT	\$ 2,046.00
EFT7417	29/07/2015	JOANNA KEPA	YOUTH SCHOOL HOLIDAY PROGRAM	\$ 75.00
EFT7418	29/07/2015	ROBERT BOOTSMAN	CHARGING LEADS FOR MOBILE PHONES	\$ 35.00
EFT7419	29/07/2015	SOUTHWEST FOOD BOWL ASSOCIATION INC	COMMUNITY GRANT 2015/16	\$ 1,650.00



EFT7420	29/07/2015	C.Y.O'CONNOR INSTITUTE	MUNICIPAL LAW A & B	\$	720.42
EFT7421	29/07/2015	CITY & REGIONAL FUELS	DIESEL	\$	2,802.14
EFT7422	29/07/2015	MARGARET RIVER BUSSELTON TOURISM ASSOC.	MEMBERSHIP JUL 2015 TO JUNE 2016	\$	170.00
EFT7423	29/07/2015	SUSAN C SKEY	PURCHASE OF AN OUTDOOR GAS HEATER - NNVBF8	\$	165.75
EFT7424	29/07/2015	BOC LIMITED	DISSOLVED ACETYLENE	\$	113.76
EFT7425	29/07/2015	BUSSELTON PEST & WEED CONTROL	REC CENTRE	\$	396.00
EFT7426	29/07/2015	GEOGRAPHE SAWS & MOWERS	SUNDRY SUPPLIES	\$	998.00
EFT7427	29/07/2015	CUTTS ENGINEERING PTY LTD	REPAIRS TO DAMAGED TAILGATE	\$	294.80
EFT7428	29/07/2015	D & J MILLER (DO YOUR BLOCK CONTRACTING)	CONTRACTING - TOWNSITE	\$	2,359.50
EFT7429	29/07/2015	GREENWAY ENTERPRISES	FERTILISER	\$	771.96
EFT7430	29/07/2015	HOWSON MANAGEMENT PTY LTD	PROJECT MANAGEMENT	\$	6,685.25
EFT7431	29/07/2015	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	\$	173.54
EFT7432	29/07/2015	INSIGHT CCS PTY LTD	AFTER HOURS CALL SERVICE	\$	150.15
EFT7433	29/07/2015	JASON SIGNMAKERS	SIGNAGE	\$	649.00
EFT7434	29/07/2015	LOCAL GOVERNMENT MANAGERS AUSTRALIA	2015-2016 MEMBERSHIP	\$	1,010.00
EFT7435	29/07/2015	METAL ARTWORK CREATIONS	STAFF BADGE	\$	13.48
EFT7436	29/07/2015	NANNUP HARDWARE & AGENCIES	SUNDRY SUPPLIES	\$	1,336.20
EFT7437	29/07/2015	NANNUP NEWSAGENCY	NORTH NANNUP BRIGADE	\$	61.84
EFT7438	29/07/2015	NANNUP COMMUNITY RESOURCE CENTRE	FIRST AID - BRB	\$	208.00
EFT7439	29/07/2015	PRESTIGE PRODUCTS	CLEANING PRODUCTS TOILET ROLLS	\$	63.58
EFT7440	29/07/2015	SW PRECISION PRINT	STATIONERY SUPPLIES	\$	776.00
EFT7441	29/07/2015	SYNERGY	ELECTRICITY EXPENSES	\$	2,323.60
EFT7442	29/07/2015	SHIRE OF MANJIMUP	PATCHING ON ANDREWS ROAD AND SEARS ROAD	\$	777.37
EFT7443	29/07/2015	WALGA	VARIOUS SUBSCRIPTIONS	\$	22,508.71
EFT7444	29/07/2015	WORTHY CONTRACTING	NANNUP WASTE MANAGEMENT FACILITY - JUNE 2015	\$	19,726.66
EFT7445	29/07/2015	WESTSIDE WINDSCREENS	P/O 15677 HINO 300 SERIES TRUCK WINDSCREEN	\$	693.00
				<b>Total Municipal EFT Payments</b>	<b>\$422,776.50</b>
19833	14/07/2015	BLACKWOOD RIVER VALLEY MARKETING ASSOCIATION	CONTRIBUTION TO RALLY IN THE VALLEY	\$	200.00
19834	14/07/2015	NORTHCLIFFE VISITOR CENTRE INC.	BLOOMING WILD FESTIVAL SPONSORSHIP	\$	200.00
19835	14/07/2015	NANNUP BOWLING CLUB	HALL HIRE RECOVERY WORKSHOPS	\$	200.00
19836	14/07/2015	ST JOHN AMBULANCE	ST JOHN AMBULANCE CONTRIBUTIONS RECEIVED	\$	130.00
19837	14/07/2015	TONY DEAN	ATTENDANCE TO COUNCIL MEETINGS	\$	970.00
19838	14/07/2015	NANNUP DELI	SUNDRY SUPPLIES	\$	6.00
19839	14/07/2015	A & K LAIDLEY	TUES 1 JULY 2015	\$	110.00
19840	14/07/2015	LANDGATE	LODGEMENT OF NOTIFICATION UNDER SECTION 70A	\$	164.00
19841	14/07/2015	CITY OF BUNBURY	2015/16 ANNUAL FEE	\$	350.00
19842	16/07/2015	NANNUP GARDEN VILLAGE COMMITTEE	COMMUNITY GRANT 2015-16	\$	3,000.00
19843	16/07/2015	NANNUP DISTRICT HIGH SCHOOL	COMMUNITY GRANT 2015-16	\$	200.00
19844	22/07/2015	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	\$	151.32
19845	22/07/2015	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	1,615.72
19846	22/07/2015	IIML ACF IPS APPLICATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$	529.52
19847	22/07/2015	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	189.46
19848	29/07/2015	JOANNE BALL	POTTERY FIRING SCHOOL HOLIDAY PROGRAM	\$	100.00
19849	29/07/2015	CWA	FRIDAY JUNE MORNING TEA AND LUNCH	\$	550.00
19850	29/07/2015	NANNUP SPORTS & RECREATION ASSOC	KIDSPORT VOUCHERS	\$	2,328.00
19851	29/07/2015	SHIRE OF NANNUP	REIMBURSEMENT	\$	110.45
19852	29/07/2015	TELSTRA	NORTH NANNUP BRIGADE	\$	85.13
				<b>Total Municipal Cheque Payments:</b>	<b>\$ 11,189.60</b>
DD9302.1	31/07/2015	WESTNET	WESTNET NANNUP LG	\$	164.84
DD9302.2	31/07/2015	CORPORATE CREDIT CARD - SHIRE OF NANNUP	CREDIT CARD PAYMENTS	\$	1,531.74
DD9302.3	31/07/2015	WESTERN AUSTRALIAN TREASURY CORPORATION	WA TREASURY CORPORATION LOAN 37	\$	1,695.78
DD9302.4	31/07/2015	IINET	CARAVAN PARK IINET	\$	137.40
DD9302.5	31/07/2015	CALTEX AUSTRALIA	CALTEX STARCARD	\$	630.40
DD9302.6	31/07/2015	TELSTRA	TELSTRA JULY USAGE	\$	1,416.57
DD9302.7	31/07/2015	SGFLEET	JULY SG FLEET	\$	1,080.27
DD9302.8	31/07/2015	BP AUSTRALIA	BP AUSTRALIA JUNE'S USAGE PAID IN JULY	\$	380.89
				<b>Total Municipal Direct Debits:</b>	<b>\$ 7,037.89</b>
				<b>TOTAL MUNICIPAL PAYMENTS FOR PERIOD</b>	<b>\$ 441,003.99</b>
				<b>TOTAL TRUST PAYMENTS FOR PERIOD</b>	<b>\$ -</b>
				<b>TOTAL PAYMENTS FOR PERIOD:</b>	<b>\$ 441,003.99</b>